

Douglas County School District

2018-2019

District Test Security Plan

Note: A copy of this manual will be submitted to the Nevada Department of Education by September 1, 2018



The Douglas County School District Test Security Plan complies with the mandates provided in Nevada Revised Statutes. The 'Plan' is reviewed annually with copies made available on the District website.

1. The Douglas County School District (DCSD) Board of Trustees delegates the responsibility for implementation of the Plan and the reporting of test irregularities to the DCSD Director of Progress Monitoring (district test director). In the event that test administration irregularities or alleged breaches are reported to the Nevada Department of Education, summaries of the reports are provided to the Superintendent of Schools.
2. The Nevada Department of Education (NDE) provides annual training in test security and test administration for each assessment in the Nevada Proficiency Examination Program. Each school principal and site administrators must verify in writing that they have participated in each mandated and appropriate NDE training prior to handling secure test materials or administering any state assessment. Verification of participation in NDE mandated and appropriate test security and test specific training will be submitted to the DCSD Office of Progress Monitoring and kept on file for four years.
3. Each DCSD principal will receive annually updated copies of the Nevada Department of Education Test Security Plan and related forms that address test security information and general information about each test administered in the assessment program by NDE.
4. **By October 1st of each year**, each principal will submit the DCSD Office of Progress Monitoring a school test security plan that is consistent with the procedures outlined in the state and district test security plans. The Office of Progress Monitoring will provide guidance for completing the school test security plans.
5. The DCSD Office of Progress Monitoring annually revises the DCSD *Test Administration & Security: Procedures and Expectations Manual*. Revisions reflect current legislative and NDE mandates regarding test administration and security. The *Procedures and Expectations Manual* is consistent with the procedures and criteria identified in the State Test Security Manual. The *Procedures and Expectations Manual* topics include, but are not limited to:
 - a. Purpose of the Assessment Program
 - b. Statement of Responsibility
 - c. Parent/Guardian Notification
 - d. Staff Training
 - e. Test Materials
 - f. Scheduling, Test Timing, Breaks
 - g. Testing Environment
 - h. Staff Responsibilities During Testing
 - i. Reporting Suspected Testing Irregularities
 - j. Investigations of Suspected Testing Irregularities
 - k. Consequences for Failure to Implement Test Security Plan
 - l. Protection of School District Personnel
 - m. Terms and Definitions
 - n. DCSD Emergency Plan During Testing
6. Copies of the *Procedures and Expectations Manual* are provided to licensed personnel and other classified personnel of the school district who have assessment responsibilities during the school year. An electronic

copy of the *Procedures and Expectations Manual* is posted on the DCSD Office of Progress Monitoring webpage.

7. A PowerPoint presentation is provided to each school administrator for use during his/her mandatory annual review of test administration and security procedures. Administrators must document staff training with an agenda and signature sheet and **complete the training by September 30th of each year**. 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 the *Procedures and Expectations 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.
8. DCSD licensed personnel and classified personnel who participate in the annual review of test administration and security procedures at each site will read the *Procedures and Expectations Manual* and complete and sign the *Personnel Acknowledgement* form. Each school administrator will retain the signed *Personnel Acknowledgement* forms and the annual review agenda and sign-in sheet with their annual assessment files in a locked cabinet for four years. The forms are available in the event of questions or circumstances which require reference to them.
9. After each school administrator completes the mandatory annual review of test administration and security procedures with their staff, they are to complete the 'Verification of Annual Mandatory Staff Test Security and Administration Training' form and submit to the Office of Progress Monitoring **by October 5th of each year**. The school administrator will review the *Procedures and Expectations Manual* with new staff throughout the year and include as applicable in test specific refresher training.
10. **By September 30th of each year**, the Office of Progress Monitoring will provide written notice regarding procedures related to the district test security plan and actions that may be taken against personnel and pupils for violations of the test security plan or other testing irregularities. The notice will be posted on the Office of Progress Monitoring webpage. Each school will be required to communicate this information to their respective parent communities.
11. **By September 30th of each year**, each DCSD middle and high school parent/legal guardian will receive an informational pamphlet with information about assessments required for graduation, including the Nevada End of Course assessments and the College and Career Readiness assessment provided by the Nevada Department of Education. The pamphlets will be mailed prior to September 30th unless the Nevada Department of Education requires additional time to produce the pamphlet.

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. 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 Director of Progress Monitoring within 24 hours of the time the suspected incident has been brought to his/her attention.
- For state assessments, the Director of Progress Monitoring 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 Director of Progress Monitoring 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 Director of Progress Monitoring.
- For state assessments, the Director of Progress Monitoring will provide the completed Report of Test Irregularity to the Nevada Department of Education within 14 days of receipt.
- The Director of Progress Monitoring will provide updates to appropriate district level administrators.

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 Director of Progress Monitoring 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.

Any questions about appropriate test administration, contents of the *Procedures and Expectations* Manual, or alleged breaches of test security should be directed to the school principal or site test coordinator and/or to the DCSD Director of Progress Monitoring at (775) 782-5160.