



LEGACY

TRADITIONAL SCHOOLS

District Test Administration & Security Plan

2018-2019

ASSESSMENT CONTACT INFORMATION

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Nevada Revised Statute 390.275 mandates that Legacy Traditional School adopts and enforces a plan that sets forth procedures to ensure the security and consistency in administration of state and district mandated examinations. In accordance with state requirements, this document outlines Legacy Traditional School District's test security plan. This local plan is aligned with the Nevada Department of Education's (NDE) Test Security Procedures 2018-2019 manual and is applicable to all state and district mandated test administrations unless specified otherwise.

The district's test security plan must be followed by all district employees and other individuals that are associated in any manner with state assessment administrations. In addition to this plan, administrators, site test coordinators, and test administrators must also access and follow the vendor provided test manuals that offer details specific to each test administration.

Training Requirements

The NDE provides a required annual program of education and training regarding the administration and security of state-mandated examinations (NRS 390.300). Legacy Traditional School established a program of education and training which complies with the program established by the NDE.

The district test coordinator 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.

Legacy Traditional School will ensure 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 students 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

A list of definitions and responsibilities for school personnel involved in test administration is included in the Appendix.

Under the direction of the principal, the school test coordinator 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, and a refresher training prior to each state-mandated test administration, implementing the following requirements:

- Primary responsibility for test administration **must only** be given to licensed Nevada educators.
 - **EXCEPTION:** Provided it is not a violation of the **district** test security plan, qualified paraprofessionals who have certified on the WIDA website for the appropriate assessments may administer the Speaking (all grades) and Kindergarten portions of WIDA. Administration must occur under the direct supervision of assigned, licensed personnel who are trained in 2018-2019 test security and administration procedures.
- Only individuals who have received test security and administration training are allowed to administer or proctor an examination.
- Training must be designed to cover 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
 - Information regarding protection of school district personnel regarding the disclosure of testing irregularities
 - The potential consequences for failure to comply with the state and district test security plans

Each individual who is involved with 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 procedures, and the potential consequences for nonadherence.

Training records/acknowledgements containing dates and signatures of all participants must be retained for three consecutive school years.

Disclosure of Test Content and Approved Answers

Knowledge or review of actual test content is not necessary for valid test administration and is strictly prohibited.

- The questions contained in state-mandated examinations and the approved answers are confidential, and 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
 - State officer who is a member of the executive or legislative branch
 - Superintendent of a school district

- Director of curriculum of a school district
- 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, aides, 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 the 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.
- 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 make notes on test content.
- 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 (i.e., in the event a district test coordinator or other district or state official is conducting a test security investigation).

Storage and Distribution of Test 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, are not to be distributed to test administrators until the prescribed date for test administration.

- EXCEPTION: Materials for the Nevada Alternate Assessment (NAA) may be distributed and securely stored prior to the test date.
- For the **ELA Performance Task only**, test tickets are collected when students complete a Part, and are **redistributed** for administration of the second Part.
- For paper/pencil testing:
 - 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.
 - 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, and return all materials to the school test coordinator before the end of the school day.

Testing Locations and Prescribed Dates

The NDE prescribes the specific date or range of dates on or during which examinations will be administered. Each test must be given in a public facility approved by the board of trustees or the governing body. Charter schools using on-line coursework as the primary mode of instruction must provide a centralized location for students to appear in person to take the scheduled state-mandated examinations.

Testing Environment

- Place-value indicators, number lines, charts, posters, or any materials that provide specific factual information or guidance (e.g., 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) must be removed or covered with blank, opaque material.
- Student desk/table tops must be cleared of any material not specified in the test administration manual. Material that is affixed to desk tops must be covered with blank, opaque material.
- All testing materials must be distributed or accessed prior to the beginning of the testing session.
- 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.
- Students may not have access to instructional or personal materials, including electronic devices, during testing unless a student has a specific accommodation

or designated support, or the device is required for test administration. Unauthorized possession of non-permissible materials may result in invalid scores.

- Parents or guardians of students who are testing must not be allowed in the testing room (EXCEPTION: see Testing Homebound Students regarding medical caregivers).
- Students who are not participating in a specific test must not be allowed in the testing room while tests are being administered.
- **The following aids may be displayed, but individual copies may not be provided to students for use during the test:**
 - Scoring guides provided by the NDE
 - Word walls or word lists without definitions, visual aids (including color coding), or labels
- **Materials provided by the NDE may not be paraphrased or modified (except for enlargement).**

Administration of Examinations

- School test coordinators are responsible for scheduling test sessions, assigning test administrators, proctors, and student seating charts.
- At least one test administrator and a sufficient number of proctors must be provided in each testing room to adequately supervise testing. A ratio of one test administrator to not more than 30 students is strongly recommended.
- Test tickets must be distributed to the appropriate students. The identity and eligibility of all students who are testing must be verified accordingly.
- 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.
- The test administrator's computer must be secured and monitored throughout the testing session.
- Additional materials beyond those specified in the Test Administrator's Manual, or as documented as testing accommodations, designated supports, or universal tools cannot be provided or made available during test administration.
- Test administrators must read and follow the script provided in the Test Administrator's Manual.

- Students must be supervised by **licensed personnel** while having access to test materials.
- Students are only permitted to complete a test once during the testing window. If a student begins a test with another student's ticket, the district test coordinator or designee **must** obtain permission from the NDE to regenerate the test ticket(s).
- **Unlocking Performance Tasks**—online Performance Tasks lock down (expire) 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 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 occurring for more than 20 minutes, the NDE grants permission to district test coordinators 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 expiration 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 expires 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 coordinators 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 coordinator 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 Performance Task—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. District test coordinators or their designees must obtain permission from the NDE to have DRC **regenerate** the test ticket for the following:

- A student begins testing 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 testing without having an accommodation or designated support activated, and has completed 5 or fewer responses (**must** be reported as a testing irregularity).
- 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 answers from other students
 - Stealing threats
 - Capturing content by digital photography devices
 - Transcribing questions verbally (on paper or recording device)
- Test administrators, proctors, 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.
- Students may not communicate with, interact with, or provide assistance of any kind to other students.
- The district test coordinator or designee 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.
- 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 coordinator 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.

- 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.
- Test administrators and proctors should avoid cell phone use unless it is the only means of contacting school administration regarding testing issues.
- Assessments are administered in English. See the Usability, Accessibility, and Accommodations Guide 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.
- **All** testing materials, including test tickets, scratch paper, test booklets, and formula sheets must be returned to the test administrator and accounted for before a student is allowed to leave the testing area for any reason.
- 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.

Testing Homebound Students

Schools must obtain written permission from their **district test coordinator** for homebound test administration, and must adhere to the following procedures:

- 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 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.

Reporting and Investigating Testing Irregularities

- If the NDE has reason to believe a violation in test security or administration has occurred, the NDE has an obligation to investigate the incident as it deems appropriate. Districts and schools are required to comply with the NDE's requests for documentation and information relevant to the investigation.
- If the district test coordinator has reason to believe a violation of the state or district test security plan has occurred, they must do the following:
 - Immediately notify the NDE test security coordinator either orally or in writing.
 - Ensure that a Report of Testing Irregularity is submitted within 14 school days after the incident occurred.
 - Begin an investigation of the incident.
 - If a potential breach in test 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 coordinator 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 coordinator, or their designee.
- All evidence and documentation related to test security investigations is confidential.
- The NDE may choose to conduct an investigation separately or in conjunction with the school district.
- The majority of the communication regarding the incident will occur between the district test coordinator 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.
- Depending on the severity of the incident and the potential impact to the state assessment program, the NDE's determination may include, but is not limited to:

- No further action
- 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)

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 coordinator** will obtain the principals' written assurances and submit them collectively to the NDE as follows:

- Download a form entitled Authorization to Administer Tests and distribute the form to principals.
- Collect the completed forms.
- 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.

Protection of School District Personnel Regarding the Disclosure of Testing Irregularities

2018-2019 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 and 8
 - End-of-Course Examinations
 - 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.

Additional Terms and Definitions

- **“District Test Coordinator”** 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 coordinator
- 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
- 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

School: _____ School Year: _____

Test Administration & Security Plan: Personnel Acknowledgment
Legacy Traditional Schools

My signature below indicates that I have received a copy of Legacy Traditional School's Test Administration & Security Plan for the 2018-2019 school year.

- I have reviewed the information the plan 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 Plan 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 plan and sign this agreement prior to participating in state assessments.