

September 1, 2018
Esmeralda County School District
Test Security Plan
September 1, 2018

INTRODUCTION

Consistency in test administration and concerns regarding test security resulted in passage of Assembly Bill 214 which mandates the creation and implementation of detailed state and district test security plans and investigation procedures. In accordance with AB 214, Esmeralda County School District submits this District Test Security Plan. This local plan is aligned with the Nevada Department of Education's Test Security Manual dated 20016-2017 and refers to policies and procedures in place at the State level. The NDE Test Security Manual can be viewed at the ECSD office at Hwy 266 MM 11 Dyer, Nevada.

REPORTING AND INVESTIGATING TESTING IRREGULARITIES

Irregularities in testing administration and testing security are defined as:

- **“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 NDE or ECSD 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.
- If a school official or any other person has reason to believe that a violation of the Esmeralda County School District test security plan may have occurred, he/she is encouraged to report the violation to the Superintendent. Furthermore, it is the intent of the Nevada State Legislature to protect the rights of a school employee who makes such a disclosure. If a reprisal or retaliatory action is taken against a school official making such a claim, that school official will have legal recourse.
- After having received a report of test security violation, the Superintendent or other school official must then immediately report the violation in writing to the board of trustees of the school district.

REPORTING AND INVESTIGATING TESTING IRREGULARITIES, continued

- A school official or any other person who is aware of a violation in the district test security plan may also report the violation directly to the:
 - Board of Trustees of the School District
 - Nevada Department of Education
Carol Mason, Test Security Coordinator
700 E. Fifth Street
Carson City, NV 89701
775-687-9260 (phone)
775-687-9118 (fax)
cmason@doe.nv.gov
- If the Esmeralda County Board of Trustees or its designee, the Superintendent, has reason to believe that a violation of the district test security plan has occurred, and that the violation has also resulted in an irregularity in test administration for a state-mandated test, the ECSD Board of Trustees or its designee, the Superintendent must:
 - Immediately report the incident to the Nevada Department of Education orally and/or in writing. The original Report of Test Irregularity (found in the Nevada Document of Appendices for 2016-2017) is to be filed with the Nevada Proficiency Examination Program at the Nevada Department of Education, 700 East Fifth Street, Carson City, NV 89701 within 14 days after the incident occurred.
 - Begin an investigation of the incident in accordance with AB 214, section 5
 - Further:
 - Any ECSD school official involved in the reported test irregularity will comply with all Nevada Department of Education requests including submitting additional information to N.D.E. reviewers and/or formulating and submitting a Corrective Action Plan if requested.

SECURITY OF TEST MATERIALS

Test booklets, answer keys, on-line tickets and completed answer sheets will be stored in locked storage areas/cabinets while located at the Esmeralda Dyer Elementary School Office, in the possession of the district's appointed test director and/or at an individual school site. ECSD's unique, rural situation requires the test director to have possession of the materials for dispersal to distant school sites. At no time may examination materials be left unattended in any area where students and other persons have unsupervised access.

Only the school test coordinator and superintendent will have access to the storage area/cabinet used for the storing of on-site test materials. The key to the storage area/cabinet will not be kept in a desk drawer or other readily accessible location. The locked area/file cabinet used for the storage of Proficiency materials must not be used for the storage of other materials. If the area or cabinet can be unlocked with a master key shared by persons other than the site school test coordinator, **the area/cabinet is not secure.**

Examination materials will not be distributed to test administrators until the prescribed date for test administration.

Upon **any** distribution of test booklets and writing prompts, written documentation must be maintained indicating the quantity and serial numbers (when applicable) of the materials being distributed, including confirmation of receipt of those materials. This includes distribution to and from the ECSD Test Director, as well as between the school test coordinators and the classroom test administrators. The attached forms used for these distributions are called Esmeralda County School District Test Delivery Verification Forms.

Once delivery at the school site is accomplished and the test materials verified, the appropriate form will be signed and a copy retained by the Testing Coordinator. The original will be left on site to be used as a check-in/out form for the Coordinator when assigning test materials to the Classroom Test Administrators. If a test is administered over a period of more than one day, the form will be used to check in and check out the tests for each day. On completion of testing, all materials are to be returned to the Test Coordinator in a timely manner and not later than the end of the school day on which the test(s) is/are administered. The **original** ECSD Test Delivery Verification Form will be used to return all test materials to the test director at Dyer School at the end of the testing period. All materials will be counted, verified and the original form will be signed and retained by the test director. Upon completion of testing, the materials that are not returned to the test vendors will be collated, boxed and retained in secure storage maintained by the Test Director.

At the elementary level students will be assigned a numbered test and their names will be documented on the Elementary Test Delivery Verification form.

CONSISTENCY OF TEST ADMINISTRATION

A high level of consistency in test administration in Esmeralda County School District will be maintained with mandated training. Test administration and security training will take place each winter before testing commences. In 2019, key staff members will attend the training conducted by the test director. Test director and test coordinators will attend the training provided by NDE to prepare for staff training. Some of the topics to be covered will include:

- Instruction in proper handling of test materials (before, during and after testing)
- Instructions in proper test administration and test preparation
- Only certified staff is approved to administer state mandated test in ECSD.
- Instructions in accommodations for test setting, test scheduling and any extra time provided to IEP and 504 students of ECSD need to be in the Special Education Resource room
- Security procedures
- Conditions related to testing as stated in NRS 391.312 and NRS 391.330 under which a school official, teacher or administrator may be demoted, suspended, dismissed or not reemployed.

All personnel involved in test administration will attend a yearly training and will sign a Verification of Training statement to be forwarded to the Test Director.

Attachments:
ECDS Verification of Training Statement