

School Site-Specific Information**School Year: 2018-19****School:**

Nevada State High School

Principal:

Wendi Hawk, Chief Academic Officer

Individuals responsible for carrying out the procedures of the School Test Security Plan**Name:****Title:**

Mark Schumm

Executive Director / Test Director

Wendi Hawk

Chief Academic Officer / Test Coordinator

Jordan Nelson

Academics & Accountability Director / Test Coordinator

Nya Berry

Site Administrator Summerlin Test Coordinator

Andrea McDonald

Site Administrator Henderson Test Coordinator

Anthony Gray

Site Administrator / Test Coordinator

Bryce Ganes

Site Administrator / Test Coordinator

STORAGE OF TESTING MATERIALS**Test materials are stored in the following secured and locked location:**

Tests are stored in a locked cabinet in the Site Administrator's locked office. Access to the cabinet is limited to only the Coordinators and Director.

The following individuals have access to the secured testing materials:**Name:****Title:**

Mark Schumm

Executive Director / Test Director

Wendi Hawk

Chief Academic Officer / Test Coordinator

Jordan Nelson

Academics & Accountability Director / Test Coordinator

Nya Berry

Site Administrator Summerlin Test Coordinator

Andrea McDonald

Site Administrator Henderson Test Coordinator

Anthony Gray

Site Administrator / Test Coordinator

Bryce Ganes

Site Administrator / Test Coordinator

TEST ADMINISTRATION AND SECURITY TRAINING**School personnel who administer tests to students are trained in the following manner (when/where/how):**

All staff are given an annual training administered by the Test Director. The Test Director attends required NDE training annually or as required. All staff, including Test Coordinators participate in NDE required trainings. Any staff involved in testing are given a refresher training prior to administration. Logs are kept of all school trainings, student sign outs, and transfer of material.

NSHS School Test Security Annual Update

ELIGIBILITY

The following procedures are used to verify student eligibility:

NSHS students must meet 11th grade status to be admitted into the school per the school charter by going into or in their third year of high school with 11 or more credits. Students going into or are in their fourth year of high school must have 17 or more credits to be considered a 12th grader. If a 12th grader is short on credits, a credit retrieval plan is created for on-time graduation and to be considered a 12th grader at the school.

DISTRIBUTION, COLLECTION, AND RETURN OF TESTING MATERIALS

The following procedures are used to collect test materials from school personnel administering tests after each testing session:

Ordering Test Material and Receipt from Vendors: NSHS deals with many different test vendors and even the state vendors for proficiencies have rules. NSHS follows the directions as outlined in the NDE/SPCSA test training for testing and through the vendor directions. Staff receive process training from site specific vendors. When the material arrives, it is accounted for and any discrepancies are dealt with in accordance to vendor direction.

Distribution: Under the supervision and guidance of the Test Director, the Coordinators account for all test material and logs the transfer of material to the test proctors. In the classroom, test materials are signed out and back in for students.

The following procedures are used to return testing materials following each test administration according to the guidelines for each specific assessment:

The test proctor accounts for all students' tests before students leave the testing room. The proctors then returns the material to the test coordinator to account for every secure test item. The Test Director does a final validation and items are returned for scoring in accordance with vendor and/or SPCSA/NDE direction.

EMERGENCY SITUATIONS

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

If an emergency arises the test administrator will have all students leave all materials and items in the room and have all students exit the room. Upon the exit of the last student, the administrator will lock the door behind the students. The SPCSA and NDE will be contacted to be made aware of the situation and further clarification on steps for test irregularities.

ADDITIONAL TIME

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

NSHS does not offer classes in a traditional classroom setting, so students are told to make arrangements to stay to test until they are finished.

NSHS School Test Security Annual Update

ACCOMMODATIONS

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

All students with allowable IEP, 504 or ELL accommodations are reviewed prior to testing. Arrangements for accommodations are made prior to the test date and overseen by the special education teacher to ensure accommodation rights are met and test security and procedures are adhered to.

OTHER PROCEDURES

Listed below are additional procedures followed to ensure test security:

All staff who participate in testing also read each applicable test administration manual for test specific directions for administration.

Certification that computers are prepared for online testing.

NSHS has administered the ACT WorkKeys, WIDA and EOC exams online successfully since 2013 and the SAT Accuplacer online for nearly 9 years. The school has evidenced the ability to test the students online if necessary.

TRAINING REQUIREMENTS

- The principal of each school is responsible for **providing complete training annually in test security and test administration** for **all** school personnel. 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.
- The principal of each school is also responsible for providing a 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 not** be given to unlicensed personnel, substitute teachers, student teachers, or parent and community volunteers.
 - Only individuals who have participated in the annual or refresher training may be allowed to administer or proctor an examination unless a special training has been provided for them prior to administration of the test.

DISCLOSURE OF TEST CONTENT AND APPROVED ANSWERS

- Under no circumstances shall copies of test booklets, writing prompts, or student responses be circulated among faculty, administrators, or other persons.
- Administration of a state-mandated examination to a person who is not eligible to take that examination is an unauthorized disclosure of test content.

STORAGE AND DISTRIBUTION OF TEST MATERIALS

- Test booklets, writing prompts, and student responses must be stored in locked storage cabinets while located at the school site. At no time may examination materials be left unattended in any area where students and others have unsupervised access.
- The cabinet used for the storage of secure materials required for the Nevada Proficiency Examination Program must not be accessible to anyone other than the principal or school test coordinator, nor can it be used for the storage of other materials to which individuals other than the principal or test coordinator require access.
- Examination materials are not to be distributed to test administrators until the prescribed date for test administration.
- The classroom test administrator must maintain a log identifying the serial number of the test booklet assigned to each student in the classroom.
- Classroom test administrators must account for all test booklets, writing prompts, student responses, HSPE formula sheets, and other testing materials, including scratch paper, before students are allowed to leave the testing room for any reason.

ADMINISTRATION OF EXAMINATIONS

- Student eligibility must be verified prior to testing.
- Classroom test administrators must follow all instructions given in the administration manuals for each test.
- Students who are not participating in a specific test must not be allowed in the testing room while tests are being administered.
- Classroom test administrators and proctors must circulate through the room, ensuring that students are on task and marking in the correct section of the test.
- Classroom test administrators, proctors, or other adults may not provide assistance of any kind beyond making certain that students understand the instructions for taking the test.
- Students may not provide assistance of any kind on test material to other students.
- Test administrators or proctors must NOT translate any part of the test (including directions) into another language.
- A restroom break should be provided prior to the test administration. Restroom breaks should be discouraged during the administration of tests in grades 3 through 8. On any administration of the High School Proficiency Examination, having students leave the room for any reason except in an emergency should not be allowed.
- At no time shall students be left unattended with test materials.
- All required materials, e.g., #2 pencils, test booklets, answer sheets, and scratch paper must be provided at the testing location.
- All test materials, including test booklets, writing prompts, student responses, HSPE formula sheets, and scratch paper, must be returned to the test administrator and accounted for before a student is allowed to leave the testing area for any reason. Extra care must be taken to monitor the students' use of scratch paper to avoid cheating.
- Additional instructional materials, beyond those specified in test administration instructions, or approved by an IEP committee, cannot be provided to students for use during a test administration.
- Provide additional time in a test-conducive environment to students who are working productively at the end of a scheduled testing period. Students may not interact with peers prior to completing a part or session, and may not return to a previously-administered part on a subsequent day.
- Parents or guardians of students who are participating in a test must not be allowed in the testing room.