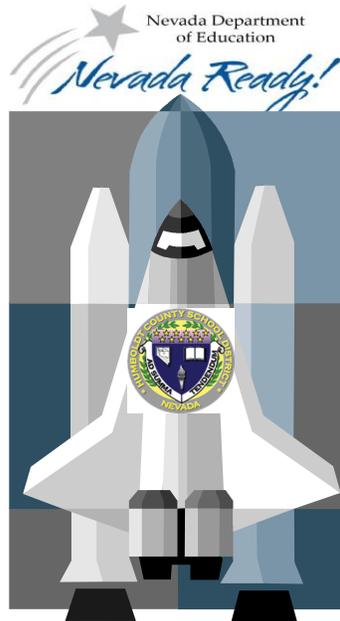


# Humboldt County School District TESTING GUIDELINES 2018-2019

## 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 the administration or handling of materials related to state assessments. **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.** 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 to the HCSD Testing Director, who will forward the reports to the Department's test security coordinator:

<b>Name:</b>	<b>Noel Morton, HCSD Test Director</b>
<b>Address:</b>	<b>310 E. 4<sup>th</sup> Street Winnemucca, NV 89445</b>
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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 test administration.

Because participation rates for students are also used to determine Nevada Schools Performance Framework (NSPF) ratings, all public schools, including charter schools, must account for every student enrolled in grades 3 through 8, regardless of if that student tests.

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-schooled students who wish to participate in state assessments must test when public school students test and must make arrangements to take the examinations by contacting the district test

director at least 30 days prior to the test date. The district test director will coordinate with the individual school sites to ensure testing is completed.

### **Reporting Student Test Results**

Not more than 15 working days after student test results have been uploaded to the testing vendor's secure website, the principal of each school and the governing body of each charter school shall ensure that the results for each student have been provided to the parent or legal guardian of the student.

### **Test Security Procedures**

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.

All inquiries regarding test security must be directed to the Nevada Department of Education (NDE) test security coordinator through the **district test director (Noel Morton 304-8448 or [nmorton@hcsdnv.com](mailto:nmorton@hcsdnv.com))**.

## District Test Security Plan

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

The HCS D 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 pupils taking an examination

- 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
  - Pupils who are required to take the examinations
  - The parents or legal guardians of these pupils

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 for handling students who require additional time for testing
- 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

**All site plans are due no October 15<sup>th</sup> in electronic form to the HCSD Test Director for review prior to testing. District and/or Department assessment personnel may conduct unannounced on-site observations or audits to verify implementation of the school test security plans.**

## 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 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 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 2018-2019 test security and administration procedures.

- Only individuals who have participated in the annual test security and test administration training and the refresher trainings are allowed to administer or proctor an examination unless a special training has been provided for them prior to administration of the test.
- 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
  - 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 Department’s program of training. The Department may request proof of training as part of the investigative process.**

## 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 by state law (NRS 389.015).**

- In accordance with NRS 389.015, 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*
    - 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.
  - Department staff 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 make notes on 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.
- Administration of a state-mandated examination to a person who is not eligible to take that examination is an unauthorized disclosure of 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 director or other district or state official is conducting an 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.
- Test booklets, writing prompts, and student responses must be stored in locked storage cabinets while located at the district or school site. At no time may examination materials be left unattended in any area where students and others have unsupervised access. This includes loading docks and mailrooms.
- 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 collected when students complete a part of a test, and redistributed for administration of the second part.
- 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.
- District test directors (or school test coordinators if testing materials are shipped directly to the schools) must follow the directions from the Nevada Department of Education and the testing company regarding the receipt of materials and the reporting of discrepancies.
- 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, then securely stored prior to the test date, provided it is **not** a violation of the district or school test security plan.)
- For paper test booklets: **This currently applies to EOC testing.**
  - **District test directors must** (or school test coordinators if testing materials are shipped directly to the schools) must
    - Maintain a log identifying the serial numbers of the test booklets assigned to each school (if the district office receives test materials directly from the testing company);
    - Account for all test booklets and other testing materials immediately upon their return from each school's test coordinator (if the district office receives test materials from the schools for shipment to the testing company).
  - **School test coordinators must**
    - Maintain a log identifying the serial numbers of the test booklets assigned to each test administrator and the times materials were picked up.

- Account for **all** test booklets and other testing materials immediately upon their return from each test administrator, including signatures and times materials were returned.
- Maintain a log identifying the serial numbers of the test booklets assigned to each test administrator.
- All Testing sign in/sign out sheets must also include the time.
- Account for **all** test booklets and other testing materials immediately upon their return from each test administrator. This accounting must take place daily for all materials utilizing the Sign In/Out sheet created at each site.
- **Test administrators' (Licensed personnel administering the test) must**
  - Maintain a log identifying the serial number of the test booklet assigned to each student in the classroom.
  - Account for **all** test booklets (including extra booklets that were not distributed to students), writing prompts, student responses, and other testing materials, including scratch paper, before students are allowed to leave the testing room for any reason.
  - Place test booklets in serial number order before returning to the school test coordinator.
- On completion of testing, test administrators must return testing materials to the school test coordinator in a timely manner and not later than the end of the school day on which the test(s) is/are administered. If testing will take place over a period of more than one day, all testing materials to include test tickets must be returned to the school test coordinator at the end of each school day and picked up again in the morning of the next testing day, unless otherwise specified in the administration manual.
- District test directors (or school test coordinators if testing materials are shipped directly to the schools) must return answer documents and testing booklets in accordance with the established rules for the disparate testing programs. In each instance, this must be completed no later than Friday of the week following the close of the test administration window. It is imperative that schools strictly adhere to the district's timelines for the return of materials.

## 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 will 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:

- Examinations must be administered by licensed employees of a district or charter school who are trained in 2018-2019 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, emergency substitute teachers, and parent and community volunteers 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](http://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 2018-2019 test security and administration procedures.

HCSD Testing Calendar 2018-2019

Assessment	Grades	HCSD Testing Windows			State Window
		FALL	WINTER	SPRING	
Brigance	K	August 29 <sup>th</sup> - October 12 <sup>th</sup> *Within 30 days of enrollment			
MAP Reading	1 2-3	August 29 <sup>th</sup> - October 12 <sup>th</sup>	November 26 <sup>th</sup> - February 8 <sup>th</sup>	March 25 <sup>th</sup> -May 17 <sup>th</sup>	Read by Grade Three Fall August 15 <sup>th</sup> - Oct. 12 <sup>th</sup> , 2018 Winter November 26 <sup>th</sup> - February 8 <sup>th</sup> , 2018 March 25 <sup>th</sup> -May 31 <sup>st</sup> , 2018
MAP Reading	K 4-8 McD 9 <sup>th</sup> - 10 <sup>th</sup>		November 26 <sup>th</sup> - February 8 <sup>th</sup>	March 25 <sup>th</sup> -May 17 <sup>th</sup>	
MAP Math	K, 1 2-3 4-8 McD 9 <sup>th</sup> - 10 <sup>th</sup>		November 26 <sup>th</sup> - February 8 <sup>th</sup>	March 25 <sup>th</sup> -May 17 <sup>th</sup>	
Fall EOC ELA/Math	9 <sup>th</sup> -12 <sup>th</sup>		End of Semester January 7 <sup>th</sup> -January 18 <sup>th</sup>		10% of Course Grade
WIDA	K		Kindergarten Jan. 7 <sup>th</sup> -March 1 <sup>st</sup>		Kinder January 7 <sup>th</sup> -March 1 <sup>st</sup>
WIDA	1 <sup>st</sup> -12 <sup>th</sup>		1 <sup>st</sup> -12 <sup>th</sup> January 22 <sup>nd</sup> -March 1 <sup>st</sup>		1 <sup>st</sup> -12 <sup>th</sup> January 21 <sup>st</sup> -March 1 <sup>st</sup>
ACT	11 <sup>th</sup>			March 12 <sup>th</sup> Make Up April 24 <sup>th</sup>	March 12 <sup>th</sup> Make Up April 24 <sup>th</sup>
NAA	3 <sup>rd</sup> -11 <sup>th</sup>			February 21-May 22 <sup>nd</sup>	February 21 – May 22
Science	5 <sup>th</sup> , 8 <sup>th</sup> , 10 <sup>th</sup>			February 25 <sup>th</sup> - March 15 <sup>th</sup>	February 21 – May 22
SBAC	3 <sup>rd</sup> -8 <sup>th</sup>			March 18 <sup>th</sup> -May 3 <sup>rd</sup> **Spring Break April 8 <sup>th</sup> -12 <sup>th</sup>	February 21 – May 22
Spring EOC ELA/Math	8 <sup>th</sup> , 9 <sup>th</sup> - 12 <sup>th</sup>			May 6 <sup>th</sup> -May 16 <sup>th</sup>	10% of Course Grade
					<b>Revised 8.22.2018</b>

## 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. See the specific Test Administration’s Manual for permissible materials.
- Scratch paper may only be plain unlined, lined, or grid-only (unlabeled) graphing 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 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:** Testing Homebound Students regarding medical caregivers- contact the HCSD Test Director.
- 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.

- The identity and eligibility of all students who participate in testing must be verified in accordance with the district test security plan.
- Test tickets contain student-identifying information and must be distributed to the appropriate students. 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).
- Administration of examinations to students NOT eligible to take them, including students who have previously passed, is strictly prohibited. **Administration of Nevada Proficiency Examinations to students NOT eligible to take them constitutes an unauthorized disclosure of test content and is strictly prohibited by state law (NRS 389.015).**
- Students are only permitted to complete a test one time at a school during a test administration window. See the online test administration manuals for unlocking and resetting guidelines.
- At least one test administrator and a sufficient number of proctors must be provided in each testing room to adequately supervise the testing. A ratio of one test administrator to not more than 30 students is strongly recommended.
- Testing sign-in and sign-out sheets must include times.
- 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.
- Additional materials beyond those specified in test administration instructions, or documented on a student's testing accommodation form or as designated supports, cannot be provided to or made available to students for use during a test administration.
- Students must be overseen by **licensed personnel** while having access to test materials, and during supervised breaks.
- Students who are not participating in a specific test must not be allowed in the testing room while tests are being administered.
- The test administrator's computer must be secured and monitored throughout the testing session.
- Test administrators must read and follow the script provided in the administration manuals for administering each test.
- **Unlocking Performance Tasks**—online tests lock down each night 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 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 expiration of the test (Must be reported as a test 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 (**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 (e.g., logging in to ELA Performance Task Part 2 instead of Part 1). 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 must 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 directors 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 (individuals assisting test administrators) 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 test takers
  - **Stealing threats**
    - Capturing content by digital photography devices
    - Transcribing questions verbally (on paper or recording device)
  
- 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.

- Students may not communicate with, interact with, or provide assistance of any kind to other students.
- The school test coordinator or administrator is responsible for notifying the HCSD Test Director when **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 and require tests to be submitted as **“invalid.”**
- 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.
- For all assessments, food and beverages are **only** permitted during a supervised break.
- Procedures for breaks are included in the specific test administration manuals and must be followed explicitly.
- Test Administrators and proctors along with students are not allowed to use cell phones during testing. Test Administrators and proctors are allowed to use cell phones in an emergency.
- 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 (see the specific administration manuals for more information). Unauthorized possession of electronic devices may result in invalid scores.
- Examinations will be administered in English. See the Usability, Accessibility, and Accommodations User Guide at the NDE Assessment web page regarding the use of glossaries and translated directions.
- The test administrator or proctor (individual assisting the test administrator) 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. Extra care must be taken to monitor the students’ use of scratch paper to avoid cheating.
- 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 bring books or other reading materials (paper versions only—no electronic devices) to occupy their time quietly if they complete testing early. These materials must not be on student desk or table tops while they are testing. Students may store these materials under their desks or on a table in the front or back of the room. Test administrators may also provide reading materials (paper versions only—no electronic devices) to students. Plan ahead for this activity, as it is not appropriate for students to

reach into their desks or backpacks while testing is in progress. Drawing and writing are **not** permitted.

- Failure to adhere strictly to consistent and uniform test administration procedures may result in the invalidation of student scores. A student whose test has been invalidated may count as a participant for purposes of the Nevada School Performance Framework (NSPF); however the student will be placed in the lowest achievement level.
- All **required** testing materials, e.g., No. 2 pencils, test booklets, answer documents, and scratch paper must be provided at the testing location. (See the specific test administration manuals for lists of approved materials for each assessment.)
- Additional materials beyond those specified in test administration instructions, or approved by an IEP committee, cannot be provided to or made available to students for use during a test administration.
- At no time shall students be left unattended with testing materials.
- Test questions, approved answers, unreleased writing prompts, and answer documents containing student identifying information and/or responses are the confidential property of the NDE, and not public record. Disclosure is prohibited without written permission from the NDE (in the event a test director or other district official is conducting an investigation), or in the case of retaining copies of high school writing responses to allow for remediation.
- For grades 3-8 ELA, Math, and Science, and WIDA Access 2.0 additional time in a test-conducive setting **must** be allowed for any student who is working productively at the end of the district- or school-prescribed times.
- For grades 3-8 ELA, Math, and Science, and WIDA Access 2.0 students, including students testing with accommodations, may not return to a previously-administered Part, Session, or Language Domain Test (i.e., Listening, Speaking, Reading, and Writing) on a subsequent day.
- CTE Assessments are timed tests for students who are not testing with accommodations. See the specific testing accommodation forms (appendix, Students with Special Needs chapter) for information regarding additional time for these assessments.
- For the NAA, students may take as many breaks as is necessary, resuming the test at the point where it was stopped during the previous testing session.
- For specific information regarding the test administration setting, see “An Appropriate Testing Environment” in the appendix following this section.

## Testing Homebound Students

- Schools must obtain written permission from their **district test director** 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 Department has reason to believe that a violation in testing administration or testing security has occurred, 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 (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 (a copy of this form is located in the appendix at the end of this section).
  - 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.**
  - In accordance with NRS 389.628, a school official who has reason to believe that a violation of the state or district test security plan has occurred must immediately report the incident to the district board of trustees designee, the HCSD Testing Director. The district test security plan normally stipulates that all reports of potential test security violations to be first directed to the school principal for reporting to the HCSD Testing

Director, who will report to the HCSD Board of Trustees. In instances that warrant, the irregularity can be reported directly to the HCSD Testing Director who will then communicate and work with NDE while the issue is investigated.

- In order to expedite the reporting process, the HCSD Board of Trustees has designated the district test director to receive reports of test security violations on behalf of the board. All instances of real or perceived irregularities within HCSD must be reported to the Testing Director the same day the possible irregularity occurred.
- Any evidence collected as part of the investigation must be kept for a minimum of 3 years time.
- 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.
- Upon reporting irregularity, HCSD Testing Director will determine need to obtain available video and archive.
- The district test director must submit all investigative findings to the Department test security coordinator, even if the district determines at the conclusion of the investigation an irregularity did not occur.
- 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.
- Upon receipt of a Report of Testing Irregularity, the NDE test security coordinator will review the report and determine how to proceed.
- The majority of the communication regarding the Report of Testing Irregularity will occur between the district test director and the NDE test security coordinator.
- If the NDE determines that an irregularity in test administration or security has occurred, the test security coordinator shall notify the district test director in writing indicating the status of the case and a unique case number. Depending on the severity of the incident and the potential impact to the state assessment program, results 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)

- 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 write a letter reporting this finding to the district superintendent and testing director. No disciplinary action will be taken by the Department, but **this does not preclude a school district from taking disciplinary action.**
- A school principal will be required to file a corrective action plan to the NDE test security coordinator (through the district test director) 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.
- The HCSD 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.
- When an irregularity in test administration or an irregularity in test security results in the invalidation of student test scores, those test scores **will** be included in the scores of students reported for the school for purposes of determining The Nevada School Performance Framework (NSPF). In addition, instances of cheating on state-mandated assessments require that a student's scores be invalidated. The student will be placed in the lowest achievement level. However, the student **may** be included in the school's count of students who participated in the assessment.

## Assurances from Principals

The school principal of each site where state assessments are given is required to accept responsibility for both the proper administration of the tests at that site and the physical security of the test materials including test booklets, test tickets, and student responses. Although the principal may choose to assign test scheduling and training responsibilities to a school test coordinator, delegating these duties does not absolve the principal of the ultimate responsibility for test security and proper test administration. The principal must be familiar with the prescribed procedures for administering the tests and certify, on an annual basis, that these procedures will be followed at the school. On or before September 15 of

each year, the principal of each public school, including charter schools, shall submit to the Department of Education a statement that the principal will ensure that the school will comply with the regulations and statutes related to the confidentiality of testing materials, proper administration of the state-mandated tests, and provision for annual test security training as well as refresher trainings prior to each specific test administration.

To maintain uniformity for this requirement, the Nevada Department of Education has prepared a three-part form entitled "Authorization to Administer the Nevada Proficiency Examinations in Accordance with Nevada Revised Statutes and the Nevada Administrative Code." Schools will receive this form from their district test directors, who are responsible for collecting these forms from the schools and submitting them to the Department. Forms now allow for Assistant Principal to sign. In the event that a new principal joins the school after the submission of the original authorization form, the school must submit a replacement form with the new principal's signature. **Only schools that have submitted a completed form are authorized to receive test materials.**

**Appendix Documents**

Confidentiality Agreement Form

## Nevada Proficiency Examination Program

*2018-2019 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 2017-2018 school year.**

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 Employee Name (please print)

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 Date

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 Signature

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 School/Work



## Acknowledgement of Professional or Classified HCS D Personnel

Name of School: \_\_\_\_\_ School Year: 2018-2019

My signature below indicated that I have received a copy of **HCS D Testing Guidelines: Policies and Professional Expectations** for the 2018-2019 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 PowerPoint presentation.
- 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 signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Testing Guidebook 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.



## 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 2018-2019. \_\_\_\_\_ (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 2018-2019 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 2018-2019*. \_\_\_\_\_ (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 2018-2019. \_\_\_\_\_ (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

## **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, 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, 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