

Plan for Test Administration and Test Security Procedures 2018-2019

White Pine County School District



September 1, 2018

**White Pine County School District
Board of School Trustees
2018-2019**

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This manual, in accordance with Nevada Revised Statutes (NRS) 390.250 through 390.430, inclusive, is designed for district test directors, school principals, and school test coordinators. Test security procedures must be understood and adhered to by all White Pine County School District (WPCSD) and school personnel involved in test administration or the handling of materials related to state assessments. **Unless otherwise stated, test security guidelines outlined in this document apply to all state-mandated test administrations, including actual as well as field and pilot tests.**

All questions and reports of test irregularities must be submitted to the District Test Director.

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Assurances from Principals

The principal 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, prompts, and completed answer documents. Although the principal may choose to assign test scheduling and training responsibilities to a test coordinator, delegating these duties does not absolve the principal of the ultimate responsibility for test security and proper test administration.

The school principal must be familiar with the prescribed procedures for the physical security of all test materials and proper test administration. Before September 15 of each year, the principal must submit to the district test director an *Authorization to Test* form, 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 director** will obtain the principals' written assurances and submit them collectively to the NDE as follows:

- Download a form entitled Authorization to Administer Tests (template available to district test directors at Bighorn > Files > Assessment Group) 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.

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, are expected to participate. For information regarding testing special-needs students, district test directors may download and distribute the Usability, Accessibility, and Accommodations Guide (UAAG—available to district test directors at Bighorn > Files > Assessment Group).

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, Angie Angelopoulos and Catalina Labra.**

District Test Security Plans

The board of trustees of White Pine County School District 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 report irregularities in test security and administration.
- The manner in which the Site Administrators will contact the school district's 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 coordinator, Angie Angelopoulos and Catalina Labra 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 students testing.
- 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 at White Pine County School District and the governing body of each charter school shall provide a written notice regarding examinations to the following individuals (NRS 390.275):

- All teachers and education personnel employed by White Pine County School District.
- All employed personnel who are involved in the test administration
- Students who are required to take the examinations
- The parents or legal guardians of these students

The written notice must be prepared in a format that is easily understood and must include a description of the following procedures:

- White Pine County School District's test security plan
- Potential consequences for violations of the plan and for other testing irregularities

School Test Security Plans

Each school participating in state assessments will produce a school test security plan/procedure that will be kept on file at the school site and the district office for three consecutive school years. Strict adherence to procedures protects the integrity of the state testing program, and ensures consistency in test administration, security of test materials, and the validity of scores. The plan must be given to the district's test coordinator, Angie Angelopoulos. The school plan must also be consistent with the procedures outlined in the state and district plans and must include, but is not limited to, the following provisions:

- The manner in which test materials will be stored, distributed, collected, and returned
- Site specific provision for secure, 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 requires additional time for testing
- Procedures to ensure compliance with testing accommodation plans
- Certification that computers are prepared for online testing

- Procedures for online test administration

District and/or NDE assessment personnel may conduct unannounced on-site observations or audits to verify implementation of school test security plans.

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). 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 NDE.

District test director, Angie Angelopoulos, 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.

The White Pine County School District's board of trustees and the governing body of each charter school shall 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
- Student teachers, teacher's aides, emergency substitute teachers, and all parent or community volunteers who may assist with proctoring an examination

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, 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:
 - All information related to proper test security and test administration
 - Instructions in proper handling of test materials, including test tickets
 - Instructions in proper test administration
 - Security procedures as outlined in this document
 - Conditions related to testing, under which a teacher may be given a letter or reprimand, suspension, with or without pay, termination, reporting to law enforcement.
 - Conditions related to testing, under which an administrator may be given a reprimand, suspension, with or without pay, termination, reporting to law enforcement.
 - Conditions related to testing, under which the state board may suspend or revoke the license of any teacher, administrator, or other license employee.
 - 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 White Pine County School District
 - Director of curriculum of a school district
 - Director of testing of White Pine County 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 (template available to district test directors at Bighorn > Files > Assessment Group) must be signed prior to test administration and retained with the school's test security documentation for three consecutive school years.
- Test administrators or proctors who are required to read or sign test content to students as provided in their test accommodations or designed supports must complete a Confidentiality Agreement Form. Other individuals required to be present in the testing environment (e.g., medical professionals) must also sign a confidentiality Agreement form.
- 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 director 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 Site Administrator (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, provided it is **not** a violation of the district or school test security plan.
- 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 (calendar available to district test directors at Bighorn > Files > Assessment Group). 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.

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 director 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 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 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 directors 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 director 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 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 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 director 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. 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.
- 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.
- 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 (UAAG—available to district test directors at Bighorn > Files > Assessment Group) 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 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 (template available to district test directors at Bighorn > Files > Assessment Group).
- 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.

Test Administration Responsibilities:

Test Coordinators:

Accurate test results are essential both for use in decision-making and for reporting to the various publics whom the District depends on for support. Adherence to appropriate and consistent procedures in the administration of all state and District testing can ensure that accurate data are obtained and reported.

Unlicensed personnel, student teachers, teacher's aides, emergency substitutes teachers, and parent and community volunteers may act as proctors and not as test administrators. EXCEPTION: Qualified paraprofessionals who have certified on the WIDA website (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 the District's 2018-2019 test administration and security procedures.

Prior to test administration, the test coordinator must:

- Participate in webinar trainings delivered by NDE and the Assessment Department on appropriate administration procedures, test security, and accurate packaging of the answer sheets when applicable; ELA and mathematics assessments, Science test at grades 5, 8, and 10.; ELA and mathematics EOC exams, NAA; and ELPA assessments.
- Read the following documents thoroughly:
 - *White Pine County School District Plan for Testing and Administration 2018-2019*
 - *Nevada Department of Education Test Security Procedures, 2018-2019*
- Ensure classroom test administrators and proctors are trained on appropriate test administration and test security procedures, prior to their deployment in an actual testing situation.
- Keep training and testing logs on file for three years
- Read all manuals containing directions for test coordinators carefully and completely prior to administering a test. Test coordinators must NOT read through actual tests.
- Notify parents/guardians of upcoming state-mandated testing several weeks prior to testing.
- Arrange for testing to be conducted in rooms with adequate space, comfortable temperature, adequate lighting and ventilation, and freedom from undue background noise and distractions.
- Electronic devices are strictly PROHIBITED unless a student has an accommodation plan or designated support that allows a specific permissible device, unless they are required for a specific assessment. Unauthorized possession of electronics may result in invalid scores.
- Ensure that all students have the correct login credentials for any computerized tests that they take.
- Assemble and inventory all necessary testing materials (pencils, rulers, booklets, teacher directions, a “**Testing-Do Not Disturb**” sign, answer sheets, student login credentials, etc.) **prior** to the beginning of testing.
- Ensure that all teachers and schools use only materials prepared and/or authorized for test preparation by the District or the state to prepare students for

the state-mandated tests. The use of generic test preparation materials used to familiarize students with the test taking process may be helpful; however, NDE directs that students should not be taught how to take a specific test but taught strategies designed to make them better at taking a specific type of test.

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.
- Posters or other materials that provide specific guidance to students taking a state writing assessment must be removed or covered with blank, opaque material (e.g., graphic organizers, annotated samples of essays or paragraphs, or sample introductory and concluding techniques)
- Students may NOT have access materials in their desk, backpacks, etc. during testing. All permissible materials must be distributed or accessed before testing begins.
- All testing materials must be distributed or accessed prior to the beginning of the testing session. See the Test Administrator's Manual for permissible materials.
- 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.

- Prior to and during testing, a test administrator must follow the script provided in the *Test Administration Manual* and cannot provide additional assistance or direct the students' attention to any materials in the room for the purpose of enhancing test performance.
- Test questions, approved answers, unreleased writing prompts, and answer documents containing student identifying information and/or responses are the confidential property of NDE and not public record. Disclosure is prohibited without written permission from NDE.
- **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).**

During Test Administration, the test coordinator must:

- Ensure students complete only one test at a school during a test administration window. See the online test administration manuals for unlocking and resetting guidelines.
- Ensure the ratio of one licensed test administrator to not more than 30 students are present in the testing room.
- Maintain logs of individuals entering and leaving the testing room (students, licensed and unlicensed personnel, and any unauthorized individuals who may have entered the room)
- All individuals present in the testing room (students, licensed and unlicensed personnel, and any unauthorized individuals who may have entered the room) must be documented.
- Ensure that the test is administered to all special education and 504 students under the conditions specified in their Individualized Educational Plans (IEPs), and to language-different students as specified.
- Ensure that all eligible students who are enrolled in the school during testing are tested.
- If the assessment is paper and pencil, a pre-slugged answer sheet or hand bubbled answer sheet must be submitted for each enrolled student. Answer sheets with appropriate demographics filled in must be submitted for all students enrolled at the time of testing.

- Conduct make-up testing to the degree necessary to ensure compliance with the NSPF requirement that at least 95 percent of every district subpopulation group be tested.
- For paper and pencil tests, document and maintain documentation of movements of all secure testing materials. Documentation must include logs of booklet sequence numbers, as well as the signature of each person who is dispensing one or more booklets and the signature of each person receiving one or more booklets.
- Test security documentation has a three-year retention period. Documentation includes test security plans, training logs, irregularity reports, and evidence from investigations.

After Test Administration, the test coordinator must:

- For paper and pencil tests, collect and organize the answer sheets and booklets at the school level (ensuring that all booklets are in serial number order), verify the demographic information on students' answer sheets, and return them as directed for scoring.
- For paper and pencil tests, submit the answer sheets of enrolled students coded COMPLETELY and CORRECTLY with respect to grouping, testing conditions, etc.

Please Note:

- Subtests that students did not take because of absence MUST NOT BE invalidated.
- Student responses on an answer sheet MUST NOT BE altered. However, stray marks on the answer sheet should be erased, with special attention to the area of the timing tracks.
- Potentially low-scoring students' answer sheets MUST NOT BE discarded.
- The test and/or examination scores of individual students MUST NOT BE reported to anyone other than authorized school personnel, the student's parent/guardian, or the student.
- A student MUST NEVER BE allowed to return to a previously administered section of a test.
- Test questions, approved answers, unreleased writing prompts, and answer documents containing student identifying information and/or responses are confidential property of NDE, and not public record. Disclosure is prohibited without written permission from NDE.

Test Administrators:

Test Administrators Accurate test results are essential both for use in decision-making and for reporting to the various publics upon whom the District depends on for support. Adherence to appropriate procedures in the administration of all state or District testing can ensure that accurate data are obtained and reported.

Prior to test administration, all test administrators must:

- Attend school-based in-service on appropriate test administration procedures, test security, and accurate packaging of answer sheets for the paper and pencil state- or District-mandated tests.
- Read the following documents thoroughly:
 - *White Pine County School District Plan for Test Administration and Test Security, 2018-2019.*
 - *Nevada Department of Education Test Security Procedures, 2018-2019 (Procedures Manual).*
- Read all manuals containing teacher directions carefully and completely prior to administering the test. Procedures may change from one year to the next, review directions annually. Test administrators MUST NOT read through the actual tests.
- Explain the purpose of testing to students.
- Ensure electronic devices are strictly PROHIBITED unless a student has an accommodation plan or designated support that allows a specific permissible device, or unless they are required for a specific assessment (see the Calculator Clarification document for guidance regarding the use of calculators). Unauthorized possession of electronic devices may result in invalid scores.
- Ensure that all students have the correct login credentials for any computerized tests that they take.
- Explain or clarify test directions based on the test administration script thereby reflecting accurate information.
- Continue to deliver instruction that is based on identified “best practices” and that is designed to increase student mastery of Nevada’s Academic Content Standards and/or District curriculum objectives.

During test administration, all test administrators must:

- Administer the test to all students documented as receiving designated supports
- Ensure the testing computer is secured and monitored throughout the testing session.
- Ensure students are overseen by licensed personnel while having access to test materials and during supervised breaks
- Adhere to the posted testing schedule. On the untimed tests, ensure that additional time is allowed for any student who is working productively.
- Use a sign-in sheet with a column to log the test booklet numbers assigned to each student.
- Provide an answer document for every eligible student enrolled during testing.
- Follow the script in the Test Administration Manual VERBATIM.
- Students who do not have IEP, 504, or Limited English Proficient (LEP) accommodation plans or designated supports must test under regular conditions.

See the specific test administration manuals regarding required and permissible materials.

- Disclosure of test content is strictly prohibited by state law—do not read, review, copy, reproduce, or take notes on test items.
- Translation by the test administrator or proctor of any test material (directions, passages, questions, answer choices) to another language is prohibited.
- Photographing, recording, or transmitting any part of a test or testing session is PROHIBITED unless the activity is part of standard audio/video surveillance; required for the administration of an assessment; or in the event a school or the District test director is conducting an investigation.
- Procedures for breaks are included in the specific test administration manuals and must be followed explicitly.
- Ensure that the number of test booklets (or prompts) and answer documents returned is identical to the quantities that were distributed prior to testing.
- Distribute booklets and answer sheets to and get booklets and answer sheets back from each student each day of testing.
- Maintain documentation of movement of booklets to and from students and to and from the test coordinator for each day of testing. Documentation must include student signatures, Test Administrator signatures, test coordinator signatures, and corresponding booklet sequence numbers.

PLEASE NOTE:

- Each student must sign his/her name next to the serial number of the test booklet he/she receives each day of testing. A booklet that has been assigned to a teacher and/or a particular student may not be transferred to another teacher and/or another student without accompanying documentation (i.e., signatures) of the transfer.
- Read the directions provided in the administration manual verbatim to students.
- Circulate through the room, keeping students on task and marking in the correct section of the test.
- Answer all student questions with, “Just do your best.”
- Reread directions verbatim in the directions only, not in the test questions.
- For all state-mandated exams, test every eligible student who enrolls during the testing period, even though there is no pre-slugged answer sheet for that student. If the student is taking the NAA as an alternate to an NPEP exam, hand bubble and submit a blank answer sheet for that student with the NAA code bubbled.
- Conduct make-up testing to the degree necessary to ensure compliance with the NSPF requirement that at least 95 percent of every District subpopulation group be tested.

- Ensure that all test materials, including test tickets, test booklets, writing prompts, answer sheets, and scratch paper, are returned to the test proctor before a student is allowed to leave the testing area for any reason (e.g., he/she has finished or needs a bathroom break).
- Allow students who complete testing early to read paper version books or materials only. Students may not write, draw, or do mathematics problems.

After test administration, all test administrators must:

- Ensure all testing materials, including test tickets, test booklets, writing prompts, paper/pencil student responses, formula sheets, and scratch paper, must be returned to the test coordinator and accounted for before a student is allowed to leave the testing area for any reason. Extra care must be taken to monitor the use of scratch paper to avoid cheating.
- Collect and organize the answer sheets and booklets (in serial number order) for his/her individual classroom, ensuring that all booklets signed out to him/her have been returned.
- Check each answer sheet for demographic accuracy (i.e., the student's name, I.D. number, grade level, and school name).
- Enter all necessary coding on answer sheets, including testing conditions, etc.

PLEASE NOTE:

- Students **MUST NEVER BE** familiarized with actual questions or reading passages from the test. Test-taking skills must be taught with materials unrelated to the actual test and developed from various components of the regular instructional program.
- Actual or modified test items or test vocabulary **MUST NEVER BE** used for classwork/homework assignments.
- Instruction in skills outside the scope and sequence of the District-delineated curriculum or the state standards merely because those skills are included on a standardized test **MUST NEVER BE** provided.
- Assistance or prompting to a student during the time he/she is taking the exam **MUST NEVER BE** provided. (This includes gestures, signals, rewards, or any other form of communication.)
- No test or subtest should be started unless there is enough time to finish it.
- During a test, students **MUST NEVER BE** directed to perform any task other than those stated in the teacher directions.
- For the exams that are not timed, students must be allowed to finish the test as long as they are working productively.
- A student **MUST NEVER BE** allowed to return to a previously administered section of a test.

- Students MUST NEVER BE left unsupervised with test materials or during the administration of a test.
- Students MUST NEVER BE provided the opportunity to assist one another or copy answers.
- Subtests that students did not take because of absence MUST NOT BE INVALIDATED.
- Students' responses on an answer sheet MUST NEVER BE altered. Stray marks on the answer sheet should be erased, with special attention to the area of the timing tracks.
- Potentially low-scoring students' answer sheets MUST NEVER BE discarded.
- Test and/or examination scores of individual students MUST NEVER BE reported to anyone other than authorized school personnel, the student's parent/guardian, or the student.'

Procedures for Maintaining Test Security

Security of Testing Materials Strict adherence to the following procedures will ensure that test security is maintained:

- If school personnel pick up secure test materials, these materials must be taken directly and immediately to the school site.
- Test booklets, writing prompts, and paper/pencil student responses must be stored in locked storage cabinets while located at the district or school site.
- Test tickets for online assessments are secure documents and must be distributed according to test security procedures.
- Upon receipt of secure testing materials at the school site, the principal or the test coordinator must immediately:
 - 1. Count the booklet(s) received.
 - 2. Check the serial numbers on the booklets if they are numbered.
- If the number of booklets received does not match the count indicated on the accompanying packing list or if the serial numbers of the booklets received do not match the numbers indicated on the packing slip, school personnel should call the Assessment Department, Catalina Labra or Angie Angelopoulos, immediately.
- Booklets that are not already serially numbered and that are to remain at the school site after testing or that will be reused may be numbered by school personnel for easier tracking.
- For state-mandated test booklets, after the booklets have been counted, serial numbers have been checked, and the Assessment Department has been notified of exceptions to the packing slip, all secure testing materials must be placed in

locked storage while they are at the school site. The secure storage for paper/pencil test materials must not be accessible to anyone other than the principal or test coordinator, or other designated individuals who require access to the secure test materials, nor can it be used for the storage of other materials to which unauthorized individuals have access.

- The secure, locked storage used for storing state-mandated testing materials must not be used for the storage of other materials to which individuals other than the principal, test coordinator, or designated individual(s) have access.
- The principal, test coordinator, or designated individual must keep the key to the secure, locked storage on his/her person, not in a desk drawer or other readily accessible location.
- A principal or test coordinator may designate a temporary designee/fill-in if the principal or test coordinator is unavoidably absent. No extra keys or duplicates may be made to accommodate the temporary designee. When the Principal or Test Coordinator is once again present for duty, the key must be returned to the principal or test coordinator by the designee. A record of the designee's duty as temporary fill-in must be kept by the principal.
- An inventory of all testing materials must be logged and posted in the secure, locked storage area.
- Documentation must be kept of all movements of testing materials (i.e., records must be kept indicating how many and which booklets have been checked out to each teacher/counselor/Test Administrator, who then also maintains a record of which booklets have been assigned to which students).

PLEASE NOTE: ALL DOCUMENTATION MUST INCLUDE THE SEQUENCE NUMBER OF THE BOOKLET(S) CHECKED OUT AND THE NAME AND SIGNATURE OF THE PERSON DISPENSING THE MATERIALS, AS WELL AS THE NAME AND SIGNATURE OF THE PERSON RECEIVING THEM.

- Booklets must not be distributed to those who will administer the test until the prescribed date for test administration.
- Tests that have been taken out of the school's locked storage for classroom administration must not be left unattended in any area to which students or others have unsupervised access. This includes loading docks and mailrooms.
- All secure testing materials (i.e., booklets, high school writing prompts, scratch paper, and answer documents) must be returned to the test coordinator **as soon as possible after each day's testing session is concluded.**
- The test coordinator must check to see that all materials distributed have been returned at the end of each day's testing session and document his/her review of these materials.

- At the end of each testing day, all materials will be secured in locked storage. The secure, locked storage must not be accessible to anyone other than the principal, test coordinator, or designated individual.
- When testing is extended over a period of several days, all secure testing materials must be returned to the test coordinator, or designated individual each day and stored securely in an area to which no one except the principal, test coordinator, or designated individual has access.
- All test booklets must be counted at that time (each day) so that any missing materials can be located immediately.
- A student **MUST NEVER BE** allowed to return to a previously administered section of a test.
- All documentation of booklet movement must be maintained at the school site until after testing has been concluded and after all testing materials have been accounted for and stored securely at the school or returned to the Assessment Department, or the test vendor. Retain all test-related documentation for a period of three years. The District test director must submit all investigative findings to NDE test security coordinator, even if the District determines at the conclusion of the investigation that an irregularity did not occur. This includes school test security plans, training and testing logs, irregularity reports, and evidence from investigations.
- At the conclusion of state-mandated paper and pencil testing, on or before the date for return of materials to the appropriate vendors, a complete inventory of all materials must be made at the school site. The test coordinator must sign any applicable inventory forms and date them, make a copy to send to the vendors, and maintain one copy at the school. Booklets or other secure materials that were noted as missing prior to testing should be so indicated on the forms. If other secure materials are missing, a *Report of Test Irregularity* must be completed and sent to the District test director, which will then be forwarded to NDE.
- For the state-mandated paper and pencil tests, the test coordinator must arrange for pickup of secure test booklets with the vendors within one week after testing is complete.
- Test coordinators will ensure that secure NAA test booklets and materials are returned according to vendor requirements.
- If a fire drill or any emergency requiring evacuation of the school occurs during the administration of a state-mandated test, the testing area must be locked after the last student has exited to keep testing materials secure. Reentry of the testing area is accessible by principal, test coordinator, or designated individual and must be documented. In the event of such an emergency, a *Report of Test Irregularity* must be completed and sent to the Assessment Department.

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 director has reason to believe a violation of the state or district test security plan has occurred, they will 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 (training forthcoming).
 - 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 director or designee will 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 director, 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 director 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)
- A principal will be required to submit a corrective action plan to NDE test security coordinator (through the District test director) under conditions which include, but are not limited to, the following:
 - Investigative findings indicating the testing irregularity resulted from inappropriate school-level test administration and/or inadequate security protocol.
 - Investigative findings indicating the principal did not provide for adequate or sufficient training of school personnel in test administration and/or security procedures.
- A District test director will be required to submit a corrective action plan to NDE under conditions which include, but are not limited to, the following:
 - Investigative findings indicating the testing irregularity resulted from inappropriate District test administration and/or inadequate security protocol.
 - Investigative findings indicating the District test director did not provide for adequate or sufficient training of school District personnel in test administration and/or security procedures.

Irregularities in Test Administration

The following situations represent examples of irregularities in test administration:

- Failure to provide a suitable test-taking environment.
- Failure to test all eligible students.
- Failure to proctor carefully (e.g., allowing students to copy each other).
- Extension/contraction of time limits.
- Failure to prevent avoidable interruptions.
- Failure to read directions to students accurately.
- Addition of tasks to those specified in the administration manual.
- Indiscriminate invalidation of students' answer sheets.
- Failures to return all materials and/or students' answer sheets for scoring.
- Batching students' answer sheets incorrectly for scoring.
- Allowing a student to return to a previously administered section of a test.

Irregularities in Test Security

The following situations represent examples of irregularities in test security:

- Unauthorized reproduction of secure testing materials.
- Unauthorized distribution of secure testing materials.
- Use of actual test items for practice material with students who are eligible to be tested.
- Revealing test question(s) or answer(s) to students.
- Providing help to students during testing.
- Losing test booklet(s).
- Failure to maintain test security in the classroom.
- Failure to obtain test booklets from students as they finish the examination.
- Failure to maintain secure, locked test storage.
- Failure to maintain documentation of movement of secure materials.

Assessment Investigation Plan

Purpose:

The WPCSD Investigation Plan details the overall strategy for managing investigations when test irregularities are reported to the Assessment Department. This plan will outline the testing irregularities required for an investigation, responsibilities of personnel, procedures for reviewing available information, conducting interviews, and developing a report with the evidence.

Investigation:

When an individual or school reports a testing irregularity, the Assessment Department provides a Testing Irregularity form. Upon completion of this form, it is then forwarded to NDE.

Testing Irregularities:

Testing irregularities that are considered to be a failure of process do not merit a District investigation. These process irregularities generally include mistakes in administration. Testing irregularities that arise due to cheating, accusations of purposeful misconduct by staff, large increases in scores from one year to the next, or high levels of incorrect to correct answer changes will trigger a District investigation.

Role Responsibilities:

In cases in which District-level or department-level investigation(s) of testing irregularities are necessary, an investigation will be conducted.

Reviewing Available Information:

The investigation will include a checklist of available information during the site visit. This will include observations, such as proper test handling, storage, and check in/out logs.

Planning and Conducting Interviews:

Part of the investigation may include interviewing staff members at the site in question. The following questions will be used where applicable during an investigation:

- Were you asked to read the manual for administering the test?
- Were you provided with security training? When and by whom?
- When did testing materials arrive at a school?
- In the case of computer-based tests (CBTs), when did you first have access to the examination questions?
- Where were physical test materials stored?
- Who had access to the test materials in both pencil and paper and CBT delivered exams?
- Describe the process on test day for the school as a whole and for each testing room.
- How were test materials collected and mailed from the school when testing was complete?
- Did you observe any testing irregularities in your school on any of the testing days?
- Are there ways that you would like to see test security practices enhanced?

Compiling a Report

The final report of the investigation will be a culmination of the site visit checklist and personnel interviews. It will highlight key findings with an analysis of the observations, interviews, and the original irregularity report. Recommendations for prevention or corrective action may also be included in this report.

- Conduct a thorough review of the information contained in the *Report of Test Irregularity*.
- If necessary, request additional information to assist in the review process from the principal, District test director, and any other school staff members or students involved in the reported test irregularity.
- Determine whether evidence exists to indicate that actions, which resulted in the testing irregularity, were intentional.
- Determine whether evidence exists to indicate that consequences associated with the testing irregularity have resulted in or will result in significant damage to the NPEP.
- Determine whether sufficient evidence exists to warrant an invalidation of student scores.
- Notify the Board of School Trustees and the District test director in writing indicating the results of its findings.
 - If the findings indicate that an irregularity in testing administration or security has occurred, but there is no evidence that the irregularity was intentional, and there is no evidence that the consequences associated with the irregularity will result in significant damage to the NPEP, the investigative team may determine:

- Whether an additional administration of the test is necessary.
 - Whether the school or District is required to file a corrective action plan.
 - Recommendations and/or other remedial courses of action to be taken by the school and/or the district.
- If it is determined that there is sufficient evidence that an intentional irregularity in testing administration or security has occurred, or there is evidence that the consequences associated with the irregularity resulted in or may result in significant damage to the NPEP, the investigation may:
 - Require the school or the District to conduct an additional administration of the test.
 - Require the school or the District to file a corrective action plan.
 - Specify NDE's recommendations and/or requirements for corrective action.
 - Begin an investigation or require the District test director to begin an investigation to obtain further information regarding the testing irregularity.
 - Invalidate student test scores, as indicated.
- If, after longitudinal review of District and NDE records of testing irregularities, it was determined that at least one testing irregularity occurred at a school during one school year and in the immediately preceding school year at least one additional irregularity had occurred, a determination will be made as to whether the irregularities warrant an additional administration of the examination.
- If it is determined that an additional administration of the examination is required, the school shall be notified of this determination. The additional administration may include an entire grade or merely specific pupils, as determined by the investigative team.
- When determining the need for an additional administration of an examination, the investigative team must consider the effect of each testing irregularity on the scores of pupils and whether sufficient time remains in the school year.
 - The additional administration must occur in the same school year in which the additional irregularity occurred, if feasible. The District is responsible for paying all costs related to the additional administration.
 - Unless determined otherwise, the District test director will coordinate the additional test administration, with the assistance of school administrators, as deemed necessary.
- If it is found that the test irregularity resulted from inadequate or insufficient school and/or District test administration and security protocol, the principal or District test director will be required to file a corrective action plan with NDE.
- If it is found that school personnel were not adequately or sufficiently trained in school and/or District test administration and security protocol, the principal or district test director will be required to file a corrective action plan with NDE.
- If it is determined that the evidence is insufficient to issue a charging document of violation of test security against an individual and the evidence does not

- indicate a significant consequence as related to the breach, NDE will write a letter indicating this to the District superintendent and District test director. No disciplinary action will be taken by NDE, but this does not preclude the District from taking disciplinary action.
- If the evidence is sufficient to support charging a document of violation of test security against an individual and the superintendent decides to take action for the suspension or revocation of the license, a notice of complaint will be issued to the licensee.
 - When there is sufficient evidence to take action against an individual's license, the significance of the consequence of the violation of test security is a factor considered in evaluating the appropriateness of suspension or revocation of license.
 - If a notice of complaint is issued, the individual against whom it is issued has the right to request a hearing from an impartial hearing officer.
 - If the individual does not request an impartial hearing, a hearing before the State Board of Education will be conducted.
 - If the individual requests an impartial hearing, the hearing officer will hear the matter, make findings, and issue a recommendation. The ultimate determination of discipline against the licensee is made by the State Board of Education.
 - In addition to disciplinary action that may be taken against a licensed counselor, teacher, or school administrator, breaches in security that impact the reliability and validity of student scores may result in the invalidation of student scores.

PROTECTION OF SCHOOL DISTRICT PERSONNEL WITH REGARD TO THE DISCLOSURE OF TESTING IRREGULARITIES

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 two 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.
- 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 misdemeanor
- 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.

APPENDIX

Protection of School District Personnel

Terms and Definitions

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, NWEA MAP.
- “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.

“**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