

**PLAN FOR TEST ADMINISTRATION
AND
TEST SECURITY**

**Adapted by NSHS from the CCSD
Testing Department**

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DEFINITIONS

In accordance with Assembly Bill 214, passed during the 2001 Nevada Legislative Session, the following definitions have been established and will be used throughout this document:

- **“Examination”** means: Any achievement and/or proficiency examination administered to pupils pursuant to NRS 389.015 or NRS 389.550, including the following:
 - the Nevada High School Proficiency Examinations (NHSPE) in Reading, Writing, Science and Mathematics;
 - Any other examinations which measure the achievement and proficiency of pupils and which are administered to pupils on a school-wide basis.
- **“SPCSA”** refers to the State Public Charter School Authority
- **“NDE”** refers to the Nevada Department of Education
- **“NSHS”** refers to Nevada State High School
- **“Irregularity in test administration”** means the failure to administer an examination in the manner intended by the person or entity that created the examination.
- **“Irregularity in test 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 NDE or NSHS security procedures,
 - the disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law, and
 - other breaches in the security or confidentiality of the questions or answers to questions on an examination.
- **NRS 389.015** – specifies state-mandated norm-referenced testing at grades 4, 7, and 10, as well as administration of the Nevada High School Proficiency Examination at grades 10-12.
- **NRS 389.550** – specifies examinations that measure the achievement of 1998 Nevada academic content standards.
- **“School official”** means - a member of NSHS Governing Body or employee of NSHS.
- **“Reprisal or retaliatory action”** means action that is taken because the school official disclosed information concerning testing irregularities and includes, without limitation, the following:
 - frequent or undesirable changes in the location of an office;
 - frequent or undesirable transfers or reassignments;
 - the issuance of letters of reprimand or 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 Test Director”** is identified as the School Chief Academic Officer appointed by NSHS Governing Body and refers to the individual who represents NSHS on all matters of testing, including, but not limited to:
 - serving as a liaison between the NSHS and the Nevada Department of Education and Charter Authority;
 - developing the test security plan for the NSHS Governing Body;
 - organizing the NSHS testing calendar;
 - development of school test administration procedures;
 - assigning school officials to administer or proctor the assessments;
 - overseeing annual training for school staff involved in test administration;
 - ensuring that NSHS staff informed of all relevant test administration guidelines and procedures;
 - ensuring site test security
 - overseeing of dissemination and collection of testing materials
- **“School Test Coordinator”** is the school site administrator or designee and refers to the individual who represents an NSHS on all matters of test coordination that may include, but are not limited to:
 - organizing the testing schedule;
 - ordering test materials;
 - accounting for and return of test materials;

- providing site test security;
- Training staff on test security and procedures;
- disseminating and collecting test materials
- **“Classroom Test Administrator”** is a licensed staff member who assigned by the school principal whose responsibilities may include, but are not limited to:
 - administering the assessment to an assigned group of students in accordance with all specified 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 school 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 specified test security and test administration procedures;
 - reporting unusual behavior or activity on the part of the students during testing; and
 - assuming primary responsibility for ensuring that applicable time limits are being met
- **“Classroom proctor”** is a staff member who assigned by the school principal and refers to a school official whose responsibilities may include, but are not limited to:
 - 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 taking the assessment;
 - assisting the classroom test administrator in the dissemination and/or test collection;
 - assisting the classroom test administrator in ensuring that applicable time limits/provisions are being adhered to.

LIST OF TESTS

- **National Assessment of Educational Progress (NAEP)**
 - a national, criterion-referenced, ongoing measure of United States students’ achievement in reading, writing, mathematics, and science.
- **Nevada High School Proficiency Examination (NHSPE)**
 - a criterion- and standards-referenced examination in reading, writing, mathematics, and science administered to students in grade 10; reading, writing, and mathematics administered to students in grades 11, and 12.
- **Nevada Alternate Assessment (NAA)**
 - an alternative assessment, designed for students with disabilities who are unable to participate in CRTs and NRTs even with accommodations and modifications. The NAA is designated for students with significant cognitive deficits.
- **WIDA**
 - an assessment to test the language acquisitions skills of limited English speakers
- **ACT/SAT Affiliated Exams**
 - NSHS administers exams from ACT including WorkKeys, Accuplacer, Engage and/or other ACT/SAT affiliated exams that staff must follow general testing protocol.
- **NDE End of Course Exams EOC’s**
 - state required examinations required in Math I & II and EELA I and II for students of the class of 2017 and on to graduate in place of the NHSPE.

INTRODUCTION

Nevada Revised Statutes (NRS) address a number of issues related to consistency in test administration and test security of the Nevada Proficiency Examination Program (NPEP). The statutes also provide “whistle-blower” protection to school employees who report incidents of test irregularity and provide penalties for school personnel who fail to adhere to SPCSA or state test security plans. To ensure consistency in test administration and the integrity of the entire testing program, proper test security procedures as outlined in this document must be followed. **Unless otherwise stated, test security guidelines outlined in this document apply to all test administrations, including actual as well as field and pilot tests.**

All questions and reports of test irregularities must be submitted to the NSHS Chief Academic Officer/ Test Director. The NSHS Chief Academic Officer will submit the test irregularity to the State Public Charter School Authority. The Test Security Plan has a supplemental Test Security Annual Update that is revised each year and submitted to the SPCSA to meet the submission requirements. The NSHS Governing Body will Review the Test Security Plan upon updates to the plan. Duties in testing and access to exams is delegated to the employee position/title, not the individuals named in the case of staffing changes throughout the year. Access to tests is only allowed to the Chief Academic Officer and site administrators.

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PROCEDURES FOR ENSURING APPROPRIATE TEST ADMINISTRATION

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. The school plan must be consistent with the procedures outlined in the state plans and must include but is not limited to:
 - 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

School Test Coordinators & Director

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

Prior to test administration, the School Test Coordinator and or School Test Director must:

- *Attend a regional inservice delivered by the vendors and the Nevada Department of Education (NDE) on appropriate test administration procedures, test security, and accurate packaging of answer sheets for the NHSPE, EOC, the state CRTs, the writing exams, and other state-mandated tests.*
- *Procure and train classroom test administrators and proctors on appropriate test administration and security procedures, prior to their deployment in an actual testing situation.*
- *Keep the refresher training log on file for the year.*
- *Read all manuals containing directions for school test coordinators carefully and completely prior to administering a test. S/He must NOT read through the actual tests, however.*
- *Notify parents/guardians of upcoming testing several weeks prior to testing. **S/He must inform parents and students that for the NHSPE, all students must provide test-taking identification.***
- *Test Material will be ordered through the various methods required by vendors and/or SPCSA.*

- *Arrange for testing to be conducted in rooms with adequate space, comfortable temperature, adequate lighting and ventilation, and freedom from undue background noise or distractions.*
- *Assemble and inventory all necessary testing materials (pencils, booklets, teacher directions, a “**Testing – Do Not Disturb**” sign, answer sheets, etc.), prior to the start of testing.*
- *Ensure that all teachers use only materials prepared and/or authorized for test preparation by the state to prepare students for tests. The Superintendents Schools Division advocates some use of generic test preparation materials to familiarize students with the test-taking process. Similarly, the Nevada Department of Education (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.*

The following test administration guidelines must be followed:

- *Number lines, charts, or posters that provide specific factual information that could assist students in computation, answering questions regarding facts, or problem solving on the math sections of an assessment (e.g., multiplication charts, hundreds charts, fraction-decimal-percent equivalency charts) must be removed or covered.*
- *Posters or other materials that provide specific guidance to students taking a state writing assessment must be removed or covered (e.g., graphic organizers, annotated samples of essays or paragraphs, or sample introductory and concluding techniques).*
- *Material on desks is not allowed. Student desk tops must be covered or cleared of any instructional material.*
- *Students may use **only** materials and/or supplies that are specified in the test administration manuals or provided with the test booklet for a specific test and grade level.*
- *Test administrators may provide students with blank scratch paper during the test (college or wide ruled, lined or plain). Graphing paper is allowed on math and science tests only, and must be a generic grid.*
- *Prior to and during testing, a test administrator must follow the script provided in the test administrator’s manual and cannot provide additional assistance or direct the students’ attention to any materials in the room for the purpose of enhancing test performance.*

During Test Administration, the School Test Coordinator must:

- *Distribute and collect booklets and answer sheets from each test administrator each day of testing and account for all documents in writing.*
- *Document and maintain documentation of movements of all secure testing materials. Documentation must include booklet sequence numbers, as well as the signature of each person who is dispensing one or more booklets and answer documents and the signature of each person receiving one or more booklet and answer document.*

After Test Administration, the School Test Coordinator must:

- *Conduct make-up testing to the degree necessary to ensure compliance with the “No Child Left Behind” requirement that at least 95% of every subpopulation be tested.*
- *Submit all enrolled students’ answer sheets coded correctly with grouping, testing conditions, etc.*
- *Check each answer sheet for demographic accuracy (the student name, student number, grade level, school name).*
- *Check for stray marks as per the specific test directions.*
- *Enter all necessary coding on answer sheets, including testing conditions, etc.*
- *Collect, account, organize and package the answer sheets & booklets for return as directed for scoring.*
- *Submit all test material for grading per vendor and/or SPCSA requirements.*

Test Director/Coordinator/Test Administrators/Staff

Adherence to appropriate procedures in the administration of all state testing can ensure that accurate data are obtained and reported.

***Prior to test administration, all Test Administrators must:**

- *Attend school-based training on appropriate test administration procedures, test security, and test material distribution and collection for all testing.*
- *Read through the NSHS Plan for Test Administration and Test Security thoroughly*
- *Read all test administration manuals containing administration directions carefully and completely prior to administering the test and review the directions annually.*
- *NEVER read through the actual tests.*
- *Explain the purpose of the testing to students.*
- *Continue to deliver instruction that is based on identified “best practices” based on NSHS charter objectives.*

***During Test Administration, all Test Administrators must:**

- *Verify student eligibility for testing based on grade level.*
- *Administer the test to all special education and 504 students under the conditions specified in their IEPs, and to all language-different students as specified.*
- *Adhere to the posted testing schedule and ensure that additional time is allowed for any student who is working productively on tests that allow for it.*
- *Distribute booklets and answer sheets to students and get booklets and answer sheets back from each student every day of testing.*
- *Maintain documentation of movement of booklets to and from students and to and from the school test coordinator for each day of testing. Documentation must include student signatures, test administrator signatures, school 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 on the NSHSPE. 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 test section.*
- *Answer all student questions with, “Just do your best.”*
- *Reread directions in the **directions** only, not in the test questions.*
- *Adhere to all specified standardized testing conditions (time limits, etc.).*
- *Conduct make-up testing to the degree necessary to ensure compliance with the “No Child Left Behind” requirement that at least 95% of every subpopulation to be tested.*
- *Ensure that all test materials, including 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., s/he has finished or needs a bathroom break).*

***After Test Administration, all Test Administrators must:**

- *Collect and organize the answer sheets and booklets for his/her individual classroom, ensuring that all booklets signed out have been returned.*
- *Return test material to the Test Coordinator, account for all material, and obtain signature confirmation.*

***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 NSHS 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 exam **MUST NEVER BE** provided.*
- *No test or subtest should be begun 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.*
- *Time limits of norm-referenced tests or other timed tests MUST NEVER BE extended to allow all students to finish.*
- *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 test administration.*
- *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 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

Appropriate and Inappropriate Preparation for Norm-Referenced Tests

In accordance with Nevada Revised Statute (NRS) 389.640, the Nevada Department of Education has established a statewide program for use by school in their preparation for norm-referenced testing. The program is designed to ensure:

- the consistency and uniformity of all materials and other information used in exam preparation;
- that the actual examinations are never used for preparation.

The law states that schools shall comply with this program and may use and provide additional materials and information if the materials and information comply with the established program. Schools, including charter schools, shall use **only** the materials and information that have been approved and provided by the Nevada Department of Education. Further, it is imperative that all educational personnel involved with teaching or administering tests to students be trained and familiar with the information contained in the **Procedures for the Nevada Proficiency Examination Program**.

As part of the Nevada Proficiency Examination Program and NSHS testing, the following materials are being provided annually for all NSHS students who need to test:

1. NDE Testing Pamphlet
2. NDE Practice Tests

In addition to adherence to all test security procedures and use of the above materials, the following test preparation practices are **approved**:

- Familiarizing students with the test format
- Training students in generic test-taking skills
- Evaluating the school's previous test performance in broad content areas based on itemized analysis
- Practicing on tests of similar format, but not content
- Using publisher-provided practice tests, or test-preparation packages

In order to enhance the accuracy and validity of norm-referenced testing information, the following test preparation practices are **prohibited**:

- Narrowing practice or curriculum to specific objectives found on the test.
- Spending in-depth, extended periods of time in test preparation activities.

***Maintaining the Security of Testing Materials**

Strict adherence to the following procedures will ensure that test security is maintained:

- *Test supplies are sent directly to the school principal through a tracked mail system (UPS).*
- *Upon receipt of secure testing materials at the school site, the Test Coordinator must:*
 - *count the booklet(s) s/he has received, and*
 - *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, the Test Director will call the NDE Testing Department and/or test vendor 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 the NHSPE booklets, after the booklets have been counted, serial numbers have been checked, and the NDE Testing Department has been notified of exceptions to the packing slip, all secure testing materials must be placed in locked, secure storage while they are at the school site. This applies to both test booklets and writing prompts.*
- *The locked room or file cabinet used for the storage of materials required for the Nevada Proficiency Examination Program and other state assessments must not be used for the storage of other materials to which individuals other than the school administrator or the testing coordinator require access.*
- *The testing coordinator must keep the key to the locked storage area on his/her person, not in a readily accessible location.*
- *Booklets must not be distributed to those who will administer the test until the prescribed date for test administration.*
- *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.*
- *Tests that have been taken out of the school's locked test storage cabinet for classroom administration must not be left unattended in any area to which students or others have unsupervised access.*
- *All secure testing materials (i.e., booklets, writing prompts, and answer sheets) must be returned to the test coordinator as soon as possible after each day's testing session is concluded.*
- *The testing 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.*
- *When testing is extended over a period of several days, all secure testing materials must be returned to the school administrator or test coordinator each day and stored securely in an area to which no one except the test director and/or school test coordinator has access.*
- *All test booklets must be counted at that time (each day) so that any missing materials can be located immediately.*
- *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.*
- *At the conclusion of NHSPE, on or before the date for return of materials to the test vendor, a complete inventory of all materials must be made at the school site. The responsible administrator must sign the inventory form and date it, and also 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 form. If other secure materials are missing, a "Report of Test Irregularity in the Nevada Proficiency Examination Program" must be completed and sent to the State Public Charter School Authority, which will forward it to the NDE.*
- *The Test Director and/or Test Coordinator must arrange for pickup or personally deliver the material through the tracked mail system (UPS) approved by the test vendor to mail the secure test booklets deadlines established by NDE*
- *If a fire drill or any emergency situation 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 without any test materials to keep testing materials secure and contact the SPCSA after the event.*

Establishing the Eligibility of Students to Participate in Testing

General Information

All students at the appropriate grade levels must take examinations. Students should be tested using regular testing conditions or approved accommodations. The administration manuals for all exams provide instructions for using modifications. Modifications (non-permissible accommodations) should be used sparingly. Most IEP students are allowed to use Accommodations on exams. If so, school personnel must bubble the "A" under Testing Condition on the appropriate answer sheets. In Nevada, changes to test administration are defined either as accommodations or modifications. Accommodations consist of minor changes to the standard administration or to the method that students may use to respond, and they do not affect the reliability or validity of the tests. Use of modifications (non-permissible accommodations) invalidates the resulting score in certain reporting instances.

School officials, parents, and students are reminded that state laws governing the NHPSE are very specific. Students must pass all portions of the NHSPE under standard conditions in order to receive a standard high school diploma. Therefore, decisions about accommodations and modifications on NPEP examinations should be based upon individual student data. Students with disabilities and students with limited English language proficiency **MUST** be included in state assessment programs, with appropriate accommodations and modifications for test administration and response.

Grade Level	Eligibility Requirement	Required Tests
11	At least 11 units of credit and in 3 rd year of high school Starting with the class of 2017	EOC Math I & II EOC ELA I & II ACT
12	At least 17 units of credit and in 4 th year of high school Up to the class of 2016	Science Reading Mathematics Writing

NOTE: NSHS may put students on credit retrieval plans to ensure graduation progress and tests with the appropriate group.

Nevada High School Proficiency Examination (NHSPE) or EOC

- All students, including LEP students and those with disabilities, must take the Nevada High School Proficiency Examination.
- The Nevada Department of Education establishes the specific dates for administration of the tests during each prescribed testing period.
- Examinations must be administered during the window determined by NDE.
- To reduce the opportunity for one student to assist another, schedules developed at the school level for testing should have all students who are testing take them at the same time to the most extent possible.

*Verifying the Identity of Pupils Taking the NHSPE or EOC

- In order to gain admission to any administration of the NHSPE, each student must present one of the following forms of identification:
 - a driver's license,
 - a school student ID with picture,
 - any picture ID with the student's name and signature, or
 - positive identification from a teacher, counselor, or school administrator.
- Each school will establish its own procedures for checking student IDs prior to student admission to testing (identified in the bullet above). Each school must submit a copy of these procedures to the Testing Department by October 1st of each year.
- Students must present one of the above forms of ID for admission to test for ALL administrations.
- Students must sign test booklets in and out, so that test administrators will have a record of each tested student's signature. Sign-in sheets must be maintained at the school until after return and distribution of test results, to verify student participation in testing.

*Maintaining Confidentiality of Test Content and Approved Answers

- *The questions contained in state examinations and the approved answers are confidential, and disclosure is unlawful except:*
 - *To the extent necessary for administering and evaluating the examinations. (This refers primarily to the process of test development or selection. **Knowledge or review of test content is strictly prohibited.**)*
- *Examination booklets, writing tests or answer sheets MUST not be copied by any means without the prior written authorization of the test publisher and the NDE.*
- *Under no circumstances shall copies of any test material be circulated among faculty, students, administrators, or other persons.*
- *Writing topics have been approved for release after the statewide administration of the test has been completed. Therefore, schools may retain copies of the writing examination topics but may not release them until after the NDE timeline for administration is over.*
- *Nevada state law (NRS 389.015) specifically prohibits the disclosure of the content of tests used in the Nevada Proficiency Examination Program except as required to administer and evaluate the examinations and in limited specific circumstances. Staff MUST make every effort to avoid the inadvertent occurrence of such review. **THE TEST CONTENT MUST NEVER BE REVIEWED BY SCHOOL STAFF unless specifically allowed under the limited specific circumstances, usually related to IEP accommodations.***
- ***NDE Policy change as noted in February 21,2013 letter from the State Superintendent regarding the writing exam allows for the following:***

To support student improvement, NDE anticipated that teachers and schools would be able to use the writing samples, along with scoring guides and annotated training papers provided by NDE, to provide target remediation for students who have failed the HSPE writing assessment two or more times. However, because of ongoing issues and concerns regarding student privacy, student responses may only be copied and retained at the school under specific conditions:

- School must obtain written permission from the student prior to making copies of their responses.
- School may only make copies of student responses for students who are taking the writing exam for their second or subsequent attempts.
- School must assure NDE that, if copied, student responses are used only for instruction or remediation, any information that could be used to identify individual students is redacted or else students are limited to viewing their own test responses.
- School should only make single copies of the student responses, and these copies must be kept at the school for use in remediation courses.

In support of this new policy, NDE will continue to allow schools to retain copies of HSPE writing test items. In addition, NDE will provide access to the scoring guide, and annotated training papers used during the scoring sessions for each Administration.

*CONSEQUENCES OF VIOLATIONS OF TEST SECURITY

Students and staff members who engage in or cause “irregularities in test administration” or “irregularities in test security” will be subject to disciplinary actions. Staff may be terminated or have their educators license suspended or revoked. Students may face expulsion from school.

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*
- *Failure to return all students’ answer sheets for scoring*
- *Batching students’ answer sheets incorrectly for scoring*

Consequences of Irregularities in Test Administration

- *Any school staff member, licensed or unlicensed, who is found to have engaged in one of the behaviors identified above as an “irregularity in test administration” or any behavior not listed that violates the standardized conditions under which the test is to be administered and scored will be subject to administrative and disciplinary action consistent with NRS Chapter 391.*
- *In addition to the above-described consequences to individuals for engaging in “irregularities in test administration,” NRS 389 prescribes that the occurrence of “irregularities in test administration” at a particular school during two consecutive years may result in the imposition of “an additional administration” of the examinations at the expense of the school.*
- *Consequently, the person(s) responsible for engaging in “irregularities in test administration” that necessitate additional test administrations will be subject to increased disciplinary action.*

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 test storage*
- *Failure to maintain documentation of movement of secure materials*

Consequences of Irregularities in Test Security

- *Any school staff member, licensed or unlicensed, who is found to have engaged in one of the behaviors identified above as an “irregularity in test security” or any behavior not listed that violates the security of the test content or answers to test questions will be subject to administrative and disciplinary action consistent with NRS Chapter 391.*

Student Cheating

Students who engage in any of the following behaviors will be deemed to have “cheated” on the NHSPE:

- *Copying another student’s answer(s)*
- *Keeping a copy of any of the tests*
- *Obtaining a copy of a secure test by any means*
- *Telling another student an answer during testing*
- *Allowing (an)other student(s) to copy his/her paper*
- *Taking the test for another student*
- *Disclosing contents of the test through written, digital, and verbally*
- *Allowing another student to take the test in his/her place*
- *Asking/receiving help from a teacher or other test administrator during the test*

Consequences of Student Cheating

Students who cheat in any of the ways delineated above or in any other way will be subject to administrative and disciplinary action consistent with state law and school rules. Students may have their tests invalidated and face disciplinary action. If students’ scores are invalidated, they receive a zero for the test, and they are counted as non-proficient students.

*PROCEDURES FOR

REPORTING AND INVESTIGATING TESTING IRREGULARITIES

- *In accordance with NRS 389.628, a school official who has reason to believe that a violation of the state or school test security plan has occurred must immediately report the incident to the NSHS Test Director, NSHS Governing Body, or SPCSA. The NSHS test security plan may require all reports of test security violations to be first directed to the Chief Academic Officer for reporting to the NSHS Governing Body.*
- If there is a reason to believe that a violation of the school test security plan has occurred, **and** that the violation has also resulted in an irregularity in test administration or security for a state-mandated test, the Chief Academic Officer must:
 - Immediately report the incident to the SPCSA either orally or in writing.
 - Ensure that a Report of Test Irregularity is submitted to the SPCSA within 14 school days after the incident occurred.
 - Begin an investigation of the incident in accordance with NRS 389.628.
- If a student, parent, or staff member has reason to believe that a violation of the school test security plan may have occurred, that person is encouraged to report the violation to the Chief Academic Officer, who must then report that information to the SPCSA. However, anyone who is aware of a violation of the school test security plan may also report the violation directly to the:

NSHS Governing Body
953-2600
Governingbody@earlycollegenv.com

State Public Charter School Authority
Joan Jurgensen
775-687-9105

- If the security violation is reported to the SPCSA or NSHS Governing Body, but not to the Chief Academic Officer, the Chief Academic Officer must be notified immediately by the SPCSA.
- If, after a preliminary review of the potential “irregularity,” the NSHS Governing Body or Chief Academic Officer has reason to believe that a violation of the school test security plan has occurred which has resulted in an irregularity in test administration or test security for a state-mandated test, NSHS Governing Body or Chief Academic Officer must:
 - immediately report the incident to the SPCSA orally or in writing;
 - require the school principal to complete a “Report of Test Irregularity in the Nevada Proficiency Examination Program” and submit it to the SPCSA within 14 school days after the incident occurred;
 - begin an investigation of the incident in accordance with NRS 389.628; and
 - keep all relevant NSHS staff informed as to the status of the investigation.
- Within 2-3 weeks of receipt of the “Report of Test Irregularity in the Nevada Proficiency Examination Program” by the SPCSA, a team of two or three SPCSA and/or NDE assessment consultants, working with the school and school’s legal consultant, will:
 - conduct a thorough review of the information contained in the “Report of Test Irregularity in the Nevada Proficiency Examination Program”;
 - if necessary, request additional information to assist in the review process from the School Test Director, Coordinator 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 Nevada Proficiency Examination Program;
 - determine whether sufficient evidence exists to warrant an invalidation of student scores; and
 - notify the Governing Body, SPCSA, and the Chief Academic Officer in writing indicating the results of its findings.
- If the findings of the joint investigative team 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 Nevada Proficiency Examination Program, the investigative team may determine:
 - whether an additional administration of the test is necessary,
 - whether the school is required to file a corrective action plan, and
 - recommendations and/or other remedial courses of action to be taken by the school

- If it is determined by the joint investigative team 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 Nevada Proficiency Examination Program, the investigative team may:
 - require the school to conduct an additional administration of the test,
 - require the school to file a corrective action plan,
 - specify the NDE/SPCSA's recommendations and requirements for corrective action,
 - begin an investigation or require the Chief Academic Officer to begin an investigation to obtain further information regarding the testing irregularity,
 - submit a report to the Deputy Attorney General's office for further review, and
 - invalidate student test scores, as indicated.
- If, after longitudinal review of school and SPCSA records of testing irregularities, it is determined that at least one testing irregularity occurred at a school during one school year on any state-required examination (excluding the NHSPE) and in the immediately preceding school year, at least one additional irregularity has occurred, the investigative team shall determine 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 school shall pay for all costs related to the additional administration.
 - Unless determined otherwise, the Chief Academic Officer will coordinate the additional test administration, with the assistance of school SPCSA administrators, as s/he deems necessary.
 - If the investigative team finds that the test irregularity resulted from inadequate or insufficient school and/or SPCSA test administration and security protocol, Chief Academic Officer will be required to file a corrective action plan with the SPCSA.
 - If the investigative team finds school personnel were not adequately or sufficiently trained in school and/or SPCSA test administration and security protocol, Chief Academic Officer will be required to file a corrective action plan with the Department.
- If a report is forwarded to the Deputy Attorney General, further investigation of the incident may be required. Investigations will be conducted by NDE/SPCSA staff and/or an investigator assigned to the case by the Attorney General's Office. Following the report of the investigator, the Deputy Attorney General and the Superintendent of Public Instruction will confer about the case.
 - 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, the SPCSA will write a letter indicating this to the Governing Body and Test Director. No disciplinary action will be taken by the NDE/SPCSA, but **this does not preclude a school SPCSA from taking disciplinary action.**
 - If the evidence is sufficient to support a charging document of violation of test security against an individual and the School Administration and/or Governing Body 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 chosen from the American Arbitration Association.
 - If the individual does not request an impartial hearing, a hearing before the State Board of Education pursuant to NRS 391.312 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 NSHS PERSONNEL WITH REGARD TO THE DISCLOSURE OF TESTING IRREGULARITIES (WHISTLE BLOWER CLAUSE)**

Nevada Revised Statutes (NRS) 391.600 through 391.648 provide for specific rights and responsibilities of school SPCSA personnel with regard to the disclosure of irregularities in testing administration and testing security relative to all state mandated examinations. NRS 391.644 also requires the Department to annually submit a written summary of these rights and responsibilities to the governing body of each charter school.

Rights and Responsibilities

- *School officials must 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 SPCSA or charter school.***

***Outline of Requirements for Test Administration and Security**

Nevada Proficiency Examination Program (NPEP)¹

1. All educational personnel involved in the administration of NPEP examinations must be trained annually in the instructions regarding preparation for testing, handling test materials, and test security for those tests that will be administered in their school.
2. Each individual who is involved with the administration of NPEP examinations will acknowledge in writing that he/she has read and understands all information provided by the school SPCSA related to proper test security and test administration, and understands the potential consequences for failure to comply with the state and SPCSA test security plans.
3. Locked secure storage must be provided for all secure test materials, including test booklets, writing prompts, answer keys and completed answer sheets, while the materials are on site.
4. The locked room or file cabinet used for the storage of secure materials required for the Nevada Proficiency Examination Program must not be accessible to anyone other than the principal or test coordinator, nor can it be used for the storage of other materials to which individuals other than the principal or test coordinator require access.
5. Examinations must not be distributed to those who will administer the test until the prescribed date for test administration.
6. Knowledge or review of actual test content is not necessary for valid test administration and is strictly prohibited.
7. Under no circumstances shall copies of test booklets, writing prompts, or student responses be circulated among faculty, administrators, or other persons.
8. Examination booklets may not be copied by any means without the prior written authorization of the test publisher and the Nevada Department of Education.
9. Administration of a NPEP examination to a person who is not eligible to take that examination is an unauthorized disclosure of test content.
10. A log identifying the serial numbers of test booklets must be maintained for each transfer of the test booklets from one individual to another (including distribution to students).
11. At least one test administrator and a sufficient number of proctors must be provided at the testing site to adequately supervise the testing.
12. At no time should students be left unattended with test materials.
13. All required materials, e.g., #2 pencils, test booklets, answer documents, and scratch paper must be provided at the testing location.
14. Additional materials, beyond those specified in test administration instructions, or approved by an IEP committee, must not be provided to students for use during a test administration.
15. The class test administrator must account for all test materials, including test booklets, writing prompts, student responses, and other test materials, including scratch paper, before a student is allowed to leave the testing area for any reason.
16. On completion of testing, test administrators must return testing materials to the test coordinator in a timely manner and not later than the end of the school day on which the test(s) is/are administered. If testing will take place over a period of more than one day, all testing materials 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.
17. Test security violations are located on the Coordinator's Manual
18. NSHS utilizes a supplemental form to keep up to date and compliant on staff changes, vendor specifications for ordering and distribution, etc.

¹ This outline provides a **summary** of test administration and test security requirements. It is imperative that all guidelines and procedures contained in the testing manuals be strictly adhered to.

APPENDIX B

NSHS Plan for Test Administration and Test Security

ACKNOWLEDGMENT OF NSHS PERSONNEL

My signature below indicates that I have received a copy of the NSHS Plan for Test Administration and Test Security, and I have read and I understand the information it contains, including, but not limited to the Whistle Blower Protection Clause. (This tear-away portion must be signed and returned to the school's principal.)

NOTE: It is the principal's responsibility to retain these tear-away portions in the locked test storage cabinet until the beginning of the following school year, in the event of questions or circumstances which require reference to these signed forms.

Signature_____ Date_____

Print Name_____