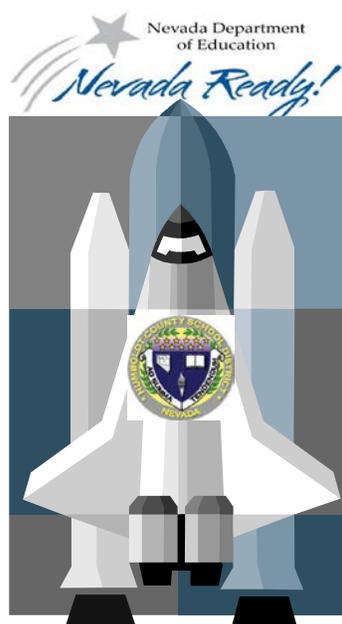


Humboldt County School District TESTING GUIDELINES 2017-2018

TEST SECURITY PROCEDURES, POLICIES AND PROFESSIONAL EXPECTATIONS



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Introduction

THE CONTENTS OF THIS MANUAL ARE SUBJECT TO CHANGE, PENDING NEVADA OF EDUCATION (NDE) POLICY REVISIONS.

This manual, in accordance with Nevada Revised Statutes (NRS) 390.250 through 390.430, inclusive, is designed for district test directors, building principals, school test coordinators, test administrators and test proctors. Test security procedures must be understood and adhered to by all district and school personnel involved in the administration or handling of materials related to state assessments. **Strict adherence to procedures protects the integrity of the State assessment program, and ensures consistency in test administration, security of test materials, and the validity of scores.** The statutes provide whistle blower protection to school employees who report incidents of testing irregularity and provide penalties for school personnel who fail to adhere to state or district test security plans.

All questions and reports of testing irregularities must be directed to the HCSD Testing Director. Reports of Testing Irregularity should be submitted to the HCSD Testing Director, who will forward the reports to the Department's test security coordinator:

Name:	Noel Morton, HCSD Test Director
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Participation

Nevada's system for assessing students consists of different tests administered to students enrolled in public schools, including charter schools, in specific grades and programs. All students enrolled in public schools, including charter schools, at a grade level where a mandated test is administered statewide, must participate in test administration.

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

Federal and state requirements have been aligned so that **all** students must participate fully and meaningfully in the state assessments. Students with disabilities and students classified as English Learners (EL) must also participate and might use accommodations and/or designated supports, as appropriate. Additional information is available on the NDE website.

Home-Schooled Students

Home-schooled students who wish to participate in state assessments must test when public school students test and must make arrangements to take the examinations by contacting the district test director at least 30 days prior to the test date.

Reporting Student Test Results

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

District Test Security Plan

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

The HCSD Board of Trustees shall adopt and enforce a plan setting forth procedures to ensure the security of all state- and district-mandated tests (NRS 390.275). This plan must apply to all public schools in the district, including district-sponsored charter schools. By September 1 of each year, districts must submit plans to the State Board of Education and the Legislative Committee on Education.

The district plan must be consistent with the procedures outlined in this document and must include the following criteria:

- Procedures by which students and other individuals may, and are encouraged to, report irregularities in test administration and test security
- The manner in which the school officials will contact the school district board of trustees regarding reports of testing irregularities and how the board will, in turn, notify the NDE (includes the board identifying the district test director or other district official to act as its designee for reporting purposes)
- Procedures necessary to ensure security of test materials and consistency of test administration
- Procedures that each school will use to verify the identity and eligibility of pupils taking an examination
- Procedures for online test administration
- Procedures that set forth actions that must be taken in response to a reported irregularity in test administration or test security, including actions that must be taken during an investigation of the irregularity and identifying the individuals responsible for the actions in each category
- On or before September 30 of each year, the board of trustees of each school district and the governing body of each charter school shall provide a written notice regarding the examinations to the following individuals (NRS 390.275):
 - All teachers and educational personnel employed by the school district or governing body
 - All employed personnel who are involved in test administration
 - Pupils who are required to take the examinations
 - The parents or legal guardians of these pupils

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

- The district test security plan
- Action that may be taken against personnel and pupils for violations of the plan or for other testing irregularities

School Test Security Plans

Each school participating in state assessments will produce a school test security plan that will be kept on file at the school site and the district office for three consecutive school years. The school plan must be consistent with the procedures outlined in the state and district plans and must include, but is not limited to, the following provisions:

- Site-specific provision for locked storage and access
- The manner in which test materials will be distributed, collected, and returned
- The names and titles of the individuals responsible for carrying out the procedures
- Procedures for handling students who require additional time for testing
- Procedures to ensure compliance with testing accommodation plans
- Procedures for online test administration
- Certification that computers are prepared for online testing
- Plan for dealing with emergencies during testing

All site plans are due no later two weeks before any test administration in electronic form to the HCS D Test Director for review prior to testing. District and/or Department assessment personnel may conduct unannounced on-site observations or audits to verify implementation of the school test security plans.

Training Requirements

In accordance with NRS 389.644, the Nevada Department of Education has established a program of education and training regarding the administration and security of state-mandated examinations. **District test directors must certify that all school test coordinators and appropriate district personnel have participated in the NDE's program of training. The NDE may request proof of training as part of the investigative process.** Upon approval by the Department, the board of trustees of a school district or the governing body of a charter school may establish an expanded program of education and training if the expanded program complies with the program established by the Department.

Humboldt County School District in conjunction with the Nevada Department of Education Guidelines ensures that the state-established program of education and training be provided annually to the following individuals:

- All teachers and other educational personnel who provide instruction to pupils enrolled in a grade level that is required to participate in state examinations
- Other personnel who are involved with the administration of state examinations, including individuals who will be expected to administer or proctor an examination in the event the assigned test administrator and/or proctor should become unavailable during the day(s) of testing
- All other school personnel as the district or school deems necessary
- Student teachers, teacher's aides, emergency substitute teachers, and parent and community volunteers who may assist with proctoring an examination, or who must be present in the testing environment for other reasons (e.g., medical professionals)

In accordance with NRS 389.644, the training and education is otherwise available for all personnel who are not required to receive the training and education as outlined above. A list of definitions and responsibilities for school personnel involved in test administration is included in the Appendix.

The principal of each school is responsible for **providing complete training annually in test security and test administration** for all school personnel. Schools must have a signature sheet indicating that school personnel and any others who assist in any way with the administration of state-mandated tests have been trained on proper administration procedures and security issues. Signature sheets must be kept for a minimum of three (3) years.

The principal of each school is also responsible for providing a **refresher training** prior to each state-mandated test administration focusing on specific requirements of the test being administered as well as an overview of test security procedures, taking into account the following requirements:

- Primary responsibility for test administration **must not** be given to unlicensed personnel, emergency substitute teachers, teacher's aides, student teachers, or parent and community volunteers.
- Only individuals who have participated in the annual test security and test administration training and the refresher trainings are allowed to administer or proctor an examination unless a special training has been provided for them prior to administration of the test.
- Training must be designed to cover the following practices:
 - Instructions in proper handling of test materials, including test tickets
 - Instructions in proper test administration
 - Security procedures as outlined in this document
 - Additional security procedures as outlined in the district test security plan
 - Information regarding protection of school district personnel regarding the disclosure of testing irregularities (See "Protection of School District Personnel" in the appendix at the end of this section.)
 - Conditions related to testing, as stated in NRS 391.312, under which a teacher may be suspended, dismissed, or not reemployed

- Conditions related to testing, as stated in NRS 391.312, under which an administrator may be demoted, suspended, dismissed, or not reemployed
- Conditions related to testing, as stated in NRS 391.330, under which the state board may suspend or revoke the license of any teacher, administrator, or other licensed employee

Each individual who is involved with or required to be present during (e.g., medical professionals) the administration of state examinations will acknowledge in writing or electronically that he/she has participated in the annual and/or refresher training and that he/she has been informed of and understands the following:

- All information provided by the school district related to proper test security and test administration
- The potential consequences for failure to observe and carry out the requirements of the state and district test security plans
- The potential consequences for failure to comply with the state and district test security plans

Training records/acknowledgements containing dates and signatures of all participants must be retained for three consecutive school years. District test directors must certify that all school test coordinators and appropriate district personnel have participated in the Department's program of training. The Department may request proof of training as part of the investigative process.

Disclosure of Test Content and Approved Answers

Knowledge or review of actual test content is not necessary for valid test administration and is strictly prohibited by state law (NRS 389.015).

- In accordance with NRS 389.015, the questions contained in state-mandated examinations and the approved answers are confidential, and disclosure is unlawful except under the following circumstances:
 - To the extent necessary for administering and evaluating the examinations
 - When it is *necessary for the performance of the duties of a*
 - 1) State officer who is a member of the executive or legislative branch;
 - 2) Superintendent of schools of a school district;
 - 3) Director of curriculum of a school district;
 - 4) Director of testing of a school district.
 - Specific questions and answers may be disclosed if the Superintendent of Public Instruction determines that the content of the questions and answers are not being used in a current examination and making the content available to the public poses no threat to the security of the current examination process.
 - Department staff are charged with determining whether gaining access to state-mandated examinations is necessary and permitted by law.

- Test administrators, proctors, school administrators, teachers, substitute teachers, and any other school personnel are not allowed to review the test contents for any reason unless they are covered by one of the exceptions listed above.
- Test administrators or proctors (individuals assisting test administrators) who are required to read or sign test content to students as provided in their testing accommodations or designated supports must complete a “Confidentiality Agreement” form prior to test administration. Other individuals required to be present in the testing environment (e.g., medical professionals) must also complete a “Confidentiality Agreement” (found in Appendix).
- Test material, whether online or paper/pencil, must not be copied or reproduced by any means without the prior written authorization of the test publisher and the NDE, nor is any individual permitted to make notes on test content.
- Under **no** circumstances shall copies of test material displayed on computer screens, student responses, or test booklets be circulated among faculty, administrators, or other persons.
- Administration of a state-mandated examination to a person who is not eligible to take that examination is an unauthorized disclosure of test content.
- All materials containing student identifying information and/or responses are the confidential property of the Nevada Department of Education (NDE), and not public record. Disclosure is strictly prohibited without written permission from the NDE (i.e., in the event a district test director or other district or state official is conducting an investigation).

Storage and Distribution of Test Materials

- Test booklets, writing prompts, and student responses must be stored in locked storage cabinets while located at the district or school site. At no time may examination materials be left unattended in any area where students and others have unsupervised access. This includes loading docks and mailrooms.
- Test tickets are secure documents and must be stored, distributed, and collected according to test security procedures. Under no circumstances may student-identifying information printed on the tickets be distributed via email or any other non-secure method.
- Test tickets must be collected when students complete a part of a test, and redistributed for administration of the second part.
- All documents containing student-identifying information, responses, or test content must be stored securely (locked room or locked file cabinet) and must not be accessible to anyone other than the principal or school test coordinator (or other designated individuals who require access), nor can it be used for the storage of other materials to which individuals other than the principal or school test coordinator require access.

- The secure storage may not be used for other materials to which unauthorized individuals have access. A sign-in/sign-out sheet including dates and times must be kept to track the movement and custody of materials.
- District test directors (or school test coordinators if testing materials are shipped directly to the schools) must follow the directions from the Nevada Department of Education and the testing company regarding the receipt of materials and the reporting of discrepancies.
- Secure testing materials, including test tickets, are not to be distributed to test administrators until the prescribed date for test administration. (Exception: Materials for the Nevada Alternate Assessment (NAA) may be distributed, then securely stored prior to the test date, provided it is **not** a violation of the district or school test security plan.)
- For paper test booklets:
 - **District test directors must** (or school test coordinators if testing materials are shipped directly to the schools) must
 - Maintain a log identifying the serial numbers of the test booklets assigned to each school (if the district office receives test materials directly from the testing company);
 - Account for all test booklets and other testing materials immediately upon their return from each school's test coordinator (if the district office receives test materials from the schools for shipment to the testing company).
 - **School test coordinators must**
 - Maintain a log identifying the serial numbers of the test booklets assigned to each test administrator and the times materials were picked up.
 - Account for **all** test booklets and other testing materials immediately upon their return from each test administrator, including signatures and times materials were returned.
 - Maintain a log identifying the serial numbers of the test booklets assigned to each test administrator.
 - All Testing sign in/sign out sheets must also include the time.
 - Account for **all** test booklets and other testing materials immediately upon their return from each test administrator. This accounting must take place daily for all materials utilizing the Sign In/Out sheet created at each site.
 - **Test administrators' must**
 - Maintain a log identifying the serial number of the test booklet assigned to each student in the classroom.
 - Account for **all** test booklets (including extra booklets that were not distributed to students), writing prompts, student responses, and other testing materials, including scratch paper, before students are allowed to leave the testing room for any reason.
 - Place test booklets in serial number order before returning to the school test coordinator.
- On completion of testing, test administrators must return testing materials to the school test coordinator in a timely manner and not later than the end of the school day on which the test(s) is/are administered. If testing will take place over a period of more than one day, all testing materials to include test tickets must be returned to the school test coordinator at

the end of each school day and picked up again in the morning of the next testing day, unless otherwise specified in the administration manual.

- District test directors (or school test coordinators if testing materials are shipped directly to the schools) must return answer documents and testing booklets in accordance with the established rules for the disparate testing programs. In each instance, this must be completed no later than Friday of the week following the close of the test administration window. It is imperative that schools strictly adhere to the district's timelines for the return of materials.

Testing Locations and Prescribed Dates

Nevada Administrative Code (NAC) 389.051 prescribes when NPEP examinations are to be administered. The Nevada Department of Education prescribes the specific date or range of dates on or during which an examination or examinations will be given. Examinations given at times other than those prescribed must be approved with the Department of Education consultant who manages the specific examination program before proceeding to administer an examination on another date. To ensure proper test administration, the following procedures must be adhered to:

- Examinations must be administered by licensed employees of a district or charter school who are trained in 2017-18 test security and administration procedures and administered in a public facility approved by the board of trustees or the governing body. Unlicensed personnel, student teachers, teacher's aides, emergency substitute teachers, and parent and community volunteers may act as proctors and not as test administrators. All individuals that are in the room including any unauthorized individuals who enter the room during testing must be documented on the sign in/out list.
- EXCEPTION: Qualified paraprofessionals who have certified on the WIDA website (www.wida.us) 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 2017-2018 test security and administration procedures.

Testing Environment

- Place-value indicators, number lines, charts, posters, or any materials that provide specific factual information or guidance (e.g., definitions, test-taking strategies, multiplication charts, hundreds charts, fraction-decimal-percent equivalency charts, graphic organizers, annotated samples of essays or paragraphs, or sample introductory and concluding techniques) must be removed or covered with blank, opaque material.
- Student desk/table tops must be cleared of any material not specified in the test administration manual. Material that is affixed to desk tops must be covered with blank, opaque material.
- All testing materials must be distributed or accessed prior to the beginning of the testing session. See the specific test administration manuals for permissible materials.

- Scratch paper may only be plain unlined, lined, or grid-only (unlabeled) graphing paper. No other pre-printed material is permitted on the front or back except for student-identifying information.
- Students may not have access to personal materials, including electronic devices, during testing unless a student has a specific accommodation or designated support, or the device is required for test administration. Unauthorized possession of non-permissible materials may result in invalid scores.
- Parents or guardians of students who are testing must not be allowed in the testing room.
- Students who are not participating in a specific test must not be allowed in the testing room while tests are being administered.
- **The following aids may be displayed, but individual copies may not be provided to students for use during the test:**
 - Scoring guides provided by the NDE
 - Word walls or word lists without definitions, visual aids (including color coding), or labels
- **Materials provided by the NDE may not be paraphrased or modified (except for enlargement).**

Administration of Examinations

- The identity and eligibility of all students who participate in testing must be verified in accordance with the district test security plan.
- Test tickets contain student-identifying information and must be distributed to the appropriate students. If a student begins a test with another student's ticket, the district test director or designee **must** obtain permission from the NDE to regenerate the test ticket(s).
- Administration of examinations to students NOT eligible to take them, including students who have previously passed, is strictly prohibited. **Administration of Nevada Proficiency Examinations to students NOT eligible to take them constitutes an unauthorized disclosure of test content and is strictly prohibited by state law (NRS 389.015).**
- Students are only permitted to complete a test one time at a school during a test administration window. See the online test administration manuals for unlocking and resetting guidelines.
- At least one test administrator and a sufficient number of proctors must be provided in each testing room to adequately supervise the testing. A ratio of one test administrator to not more than 30 students is strongly recommended.

- Testing sign-in and sign-out sheets must include times.
- All individuals present in the testing room—including students, licensed and unlicensed personnel, and any unauthorized individuals who may have entered the room—must be documented.
- Additional materials beyond those specified in test administration instructions, or documented on a student’s testing accommodation form or as designated supports, cannot be provided to or made available to students for use during a test administration.
- Students must be overseen by **licensed personnel** while having access to test materials, and during supervised breaks.
- Students who are not participating in a specific test must not be allowed in the testing room while tests are being administered.
- The test administrator’s computer must be secured and monitored throughout the testing session.
- Test administrators must read and follow the script provided in the administration manuals for administering each test.
- **Unlocking Performance Tasks**—online tests lock down each night or when a student submits a test for scoring. Unlocking a test allows a student to access a test that has expired or has already been submitted.
 - If an *expired* test is unlocked, the test will reopen at the location at which the student stopped testing. The student will be able to review items within the current segment of the test, but cannot return to previous segments.
 - If a *submitted* test is unlocked, the test will reopen at the last page of the test.
 - For **interruptions** in testing, the NDE grants permission to district test directors or their designees to unlock tests if:
 - A student 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 is unable to complete a test before it expires due to a sudden illness or unanticipated school closure (**must** be reported as a testing irregularity).
 - For instances of **human error, when discovered on the day of testing**, the NDE grants permission to district test directors or their designees to unlock tests if:
 - A student begins a part of the test unintentionally (e.g., logging in to ELA Performance Task Part 2 instead of Part 1). The student should stop the test as soon as the error is noticed and should be directed to log in to the appropriate test part. The district test director or their designee must unlock the test part that was begun erroneously prior to administration of that part (**must** be reported as a testing irregularity).
 - A student unintentionally submits a Performance Task before completing it if the incident is reported **immediately** and the test is unlocked and completed the same day (not reported as a testing irregularity).

- Test administrators and proctors (individuals assisting test administrators) must monitor students to ensure they are working independently and adhering to procedures. It is **not** appropriate to engage in other activity (e.g., grading assignments, checking emails) during test administration. Particular attention must be paid to the following security threats to online test administration:
 - **Cheating threats:**
 - Colluding with others
 - Using cheating aids
 - Using a proxy test taker
 - Copying answers from other test takers
 - **Stealing threats**
 - Capturing content by digital photography devices
 - Transcribing questions verbally (on paper or recording device)
- Test administrators, proctors (individuals assisting test administrators), or other adults may not provide assistance of any kind (including gestures, signals, rewards, or any other form of communication) beyond making certain that students understand the instructions for taking the test.
- Students may not provide assistance of any kind to other students.
- All incidents involving student cheating must be responded to in accordance with district and/or school disciplinary procedures, and require tests to be submitted as **“invalid.”**
- Photographing, recording, or transmitting any part of a test or testing session is PROHIBITED unless the activity is required for test administration, or when the school test coordinator, principal, or district test director is collecting evidence for a **test security** investigation.
- For all assessments, food and beverages are **only** permitted during a supervised break.
- Procedures for breaks are included in the specific test administration manuals and must be followed explicitly.
- Electronic devices are strictly PROHIBITED unless a student has an accommodation plan or designated support that allows a specific **permissible** device, or the device is required for test administration (see the specific administration manuals for more information). Unauthorized possession of electronic devices may result in invalid scores.
- Examinations will be administered in English. See the Usability, Accessibility, and Accommodations User Guide at the NDE Assessment web page regarding the use of glossaries and translated directions.
- The test administrator or proctor (individual assisting the test administrator) of the WIDA Speaking Test (all grades) and Kindergarten Test must have native English fluency.
- **All** testing materials, including test tickets, scratch paper, test booklets, and formula sheets must be returned to the test administrator and accounted for before a student is allowed to leave the testing

area for any reason. Extra care must be taken to monitor the students' use of scratch paper to avoid cheating.

- Students who finish before the end of the scheduled testing period may be excused according to school test security procedures. If students are not to be excused, they may bring books or other reading materials (paper versions only—no electronic devices) to occupy their time quietly if they complete testing early. These materials must not be on student desk or table tops while they are testing. Students may store these materials under their desks or on a table in the front or back of the room. Test administrators may also provide reading materials (paper versions only—no electronic devices) to students. Plan ahead for this activity, as it is not appropriate for students to reach into their desks or backpacks while testing is in progress. Drawing and writing are **not** permitted.
- Failure to adhere strictly to consistent and uniform test administration procedures may result in the invalidation of student scores. A student whose test has been invalidated may count as a participant for purposes of the Nevada School Performance Framework (NSPF); however the student will be placed in the lowest achievement level.
- Districts or schools should arrange for Reading, Mathematics, Science, and Writing tests to be administered by school officials who do not teach the subject/grade level tested. Exceptions must be approved by the HCSD Testing Director in advance of testing. For online testing it may be permitted for the teacher of record to be present if there is an additional HCSD employee who is trained also present in the testing environment.
- Students who begin their senior year as credit deficient but have an academic plan projecting high school graduation by the end of the current school year may submit a written request to the district's Superintendent of Schools to take the examinations under the grade 12 schedule. School districts should maintain detailed documentation for students who meet these criteria.
- All **required** testing materials, e.g., No. 2 pencils, test booklets, answer documents, and scratch paper must be provided at the testing location. (See the specific test administration manuals for lists of approved materials for each assessment.)
- Additional materials beyond those specified in test administration instructions, or approved by an IEP committee, cannot be provided to or made available to students for use during a test administration.
- At no time shall students be left unattended with testing materials.
- Test questions, approved answers, unreleased writing prompts, and answer documents containing student identifying information and/or responses are the confidential property of the NDE, and not public record. Disclosure is prohibited without written permission from the NDE (in the event a test director or other district official is conducting an investigation), or in the case of retaining copies of high school writing responses to allow for remediation.
- For grades 3-8 ELA, Math, and Science, and WIDA Access 2.0 additional time in a test-conducive setting **must** be allowed for any student who is working productively at the end of the district- or school-prescribed times.

- For grades 3-8 ELA, Math, and Science, HSPE, and ELPA, students, including students testing with accommodations, who continue to work past the end of the scheduled testing period, must **not** be given an unsupervised break or an opportunity to interact with peers before completing a Part, Session, or Language Domain Test (i.e., Listening, Speaking, Reading, and Writing).
- For grades 3-8 ELA, Math, and Science, and WIDA Access 2.0 students, including students testing with accommodations, may not return to a previously-administered Part, Session, or Language Domain Test (i.e., Listening, Speaking, Reading, and Writing) on a subsequent day.
- CTE Assessments are timed tests for students who are not testing with accommodations. See the specific testing accommodation forms (appendix, Students with Special Needs chapter) for information regarding additional time for these assessments.
- For the NAA, students may take as many breaks as is necessary, resuming the test at the point where it was stopped during the previous testing session.
- **“Non-Embedded” Universal Tools** are permissible for all students taking the ELA, math, and science assessments in grades 3 through 8, and End-of-Course Examinations, and are **not** part of a technology platform
- **Calculator** – Used with math items **only**. Calculators must be **free-standing, scientific or basic 4-function devices only. Graphing and programmable features are PROHIBITED.**”
- **SBAC**- On-Screen calculator available for calculator allowed items in grades 6-
 - Hand held calculator permitted for allowed calculator allowed items only, and only for
 1. IEP and 504 students in grades 6-8 with an accommodation for a specialized calculator (Braille, talking)
 2. Students in grades 6-8 taking paper-pencil tests
 3. Test administrators must ensure that the calculator is available only for designated calculator items. Calculators must be free-standing, scientific or 4-function devices **ONLY**. Graphing and programmable features are prohibited.
- **End Of Course**-Hand held calculator permitted for all students. Must be free-standing, scientific or 4 function devices only. Graphing and programmable features are prohibited. Specialized calculators (Braille, talking) are allowed as an IEP or 504 accommodations.
- For specific information regarding the test administration setting, see “An Appropriate Testing Environment” in the appendix following this section.

Reporting and Investigating Testing Irregularities

- If the Department has reason to believe that a violation in testing administration or testing security has occurred, the Department has an obligation to investigate the incident as it deems appropriate. Districts and schools are required to comply with the Department’s requests for documentation and information relevant to the investigation (NRS 389.624).

- If the HCSD Testing Director has reason to believe that a violation of the state or district test security plan has occurred regarding a state-mandated test, NRS 389.628 requires that the Testing Director must do the following:
 - Immediately report the incident to the test security coordinator at the Department either orally or in writing.
 - Ensure that a Report of Testing Irregularity is submitted to the Department within 14 school days after the incident occurred (a copy of this form is located in the appendix at the end of this section).
 - Begin an investigation of the incident in accordance with NRS 389.628.
 - If a potential breach in the security has occurred, and the school has video surveillance equipment capable of downloading and saving a digital clip of the alleged occurrence, that clip must be retained as evidence for three consecutive school years.
 - All other evidence related to test security investigations must be retained for three consecutive school years.
 - **The district test director or designee must submit all investigative findings to the NDE test security coordinator during the course of the investigation.**
 - In accordance with NRS 389.628, a school official who has reason to believe that a violation of the state or district test security plan has occurred must immediately report the incident to the district board of trustees designee, the HCSD Testing Director. The district test security plan normally stipulates that all reports of potential test security violations to be first directed to the school principal for reporting to the HCSD Testing Director, who will report to the HCSD Board of Trustees. In instances that warrant, the irregularity can be reported directly to the HCSD Testing Director who will then communicate and work with NDE while the issue is investigated.
- In order to expedite the reporting process, the HCSD Board of Trustees has designated the district test director to receive reports of test security violations on behalf of the board. All instances of real or perceived irregularities within HCSD must be reported to the Testing Director the same day the possible irregularity occurred.
- Any evidence collected as part of the investigation must be kept for a minimum of 3 years time.
- If there is video evidence to support the irregularity or to prove it did not happen, video must be pulled and archived for 3 years.
- Upon reporting irregularity, HCSD Testing Director will determine need to obtain available video and archive.
- The district test director must submit all investigative findings to the Department test security coordinator, even if the district determines at the conclusion of the investigation an irregularity did not occur.
- All evidence and documentation related to test security investigations is confidential.

- The NDE may choose to conduct an investigation separately or in conjunction with the school district.
- Upon receipt of a Report of Testing Irregularity, the NDE test security coordinator will review the report and determine how to proceed.
- The majority of the communication regarding the Report of Testing Irregularity will occur between the district test director and the NDE test security coordinator.
- If the NDE determines that an irregularity in test administration or security has occurred, the test security coordinator shall notify the district test director in writing indicating the status of the case and a unique case number. Depending on the severity of the incident and the potential impact to the state assessment program, results may include, but are not limited to:
 - No further action required
 - Invalidation of student scores
 - A requirement for the district or school to complete a corrective action plan (NRS 390.295)
 - The NDE's recommendations and/or requirements for inclusion in the district or school corrective action plan
 - A requirement for the district or school to conduct an additional administration of the examination (NRS 390.290)
 - Licensure sanctions administered by the State Board of Education (NRS 391.330)
- If it is determined that the evidence is insufficient to issue a charging document against an individual(s) for (a) a breach in the security or confidentiality of a test's questions or answers, or (b) intentional failure to observe and carry out the state or district test security plan, the Department test security coordinator will write a letter reporting this finding to the district superintendent and testing director. No disciplinary action will be taken by the Department, but **this does not preclude a school district from taking disciplinary action.**
- A school principal will be required to file a corrective action plan to the NDE test security coordinator (through the district test director) under conditions which include, but are not limited to, the following:
 - When an investigation reveals that the testing irregularity resulted from inappropriate school-level test administration and/or an inadequate security protocol, including lack of appropriate storage and distribution of testing materials.
 - When an investigation reveals that the school principal did not provide for adequate or sufficient training of school personnel in test administration and/or security procedures.
- The HCSD Test Director will be required to file a corrective action plan with the Department under conditions which include, but are not limited to, the following:

- When an investigation reveals that the testing irregularity resulted from inappropriate district test administration and/or an inadequate security protocol, including lack of appropriate storage and distribution of testing materials.
- When an investigation reveals that the district test director did not provide for adequate or sufficient training of school district personnel in test administration and/or security procedures.
- When an irregularity in test administration or an irregularity in test security results in the invalidation of student test scores, those test scores **will** be included in the scores of students reported for the school for purposes of determining The Nevada School Performance Framework (NSPF). In addition, instances of cheating on state-mandated assessments require that a student's scores be invalidated. The student will be placed in the lowest achievement level. However, the student **may** be included in the school's count of students who participated in the assessment.

Assurances from Principals

In accordance with NAC 389.054, the principal of each site where NPEP tests are given is required to accept responsibility for both the proper administration of the tests at that site and the physical security of the test materials including test booklets, test tickets, and student responses. Although the principal may choose to assign test scheduling and training responsibilities to a school test coordinator, delegating these duties does not absolve the principal of the ultimate responsibility for test security and proper test administration. The principal must be familiar with the prescribed procedures for administering the tests and certify, on an annual basis, that these procedures will be followed at the school. On or before September 15 of each year, the principal of each public school, including charter schools, shall submit to the Department of Education a statement that the principal will ensure that the school will comply with the regulations and statutes related to the confidentiality of testing materials, proper administration of the state-mandated tests, and provision for annual test security training as well as refresher trainings prior to each specific test administration.

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

Appendix Documents

Confidentiality Agreement Form**Nevada Proficiency Examination Program*****2017-2018 School Year Only*****CONFIDENTIALITY AGREEMENT**

This form is to be completed prior to test administration by a test administrator or proctor who is required to read test content to students as provided in their IEP, Section 504, or LEP Testing Accommodations Forms, or as needed for the NAA and WIDA Access 2.0. Test security procedures must be strictly adhered to in the administration of NPEP testing for all students.

Test security and student confidentiality are of utmost importance to the Nevada Department of Education. As a test administrator or proctor for students receiving accommodations on state assessments, you have access to materials that must be regarded as secure, specifically, any content that you read in any of the testing booklets or writing prompts, and student responses. All materials must be treated as confidential. You are not to reproduce any materials, directly or indirectly, not to disclose the contents of these materials to anyone, not to discuss the test with anyone, not to take notes about what you read, and not to by any other means reveal the contents of the test.

We are certain that you share our concern that all assessment materials and student responses be handled in a professional, secure, and confidential manner. By signing this form, you agree to abide by these procedures as set forth in NRS 389.015.

Please retain the original signed form with the school's test security documentation. (Do not forward copies to the Department.) By signing the document below you are acknowledging that you understand and will comply with the Confidentiality Agreement for the 2017-2018 school year.

 Employee Name (please print)

 Date

 Signature

 School/Work



Acknowledgement of Professional or Classified HCS D Personnel

Name of School: _____ School Year: 2017-2018

My signature below indicated that I have received a copy of **HCS D Testing Guidelines: Policies and Professional Expectations** for the 2017-18 school year.

- I have reviewed the information it contains. I have read the information and understand it.
- I attended a staff development meeting regarding testing, security, confidentiality, and/or viewed the PowerPoint presentation.
- My signature indicates that I understand my duties and responsibilities for test security and confidentiality.
- I know that this agreement will be kept in the locked test storage cabinet until the beginning of the following school year. In the event of questions or unforeseen circumstances, this agreement will be used as a reference.

Employee's signature: _____

Position: _____

Date: _____

Testing Guidebook Acknowledgement Agreements will be kept on file at each school site for **3 years**. It is required that all licensed staff, as well as classified staff that have access to district and/or state assessment materials and student assessments data, must sign this agreement.



VERIFICATION OF AB 214 ON STAFF TRAINING

This form must be filled out by your building administrator verifying that test security training was held. Documentation of individual employee attendance is required on a sign in sheet attached with this verification for documentation.

I _____ Principal of _____ verify
(Administrator Name) (School)
that AB 214 staff training has been completed on _____.
(Date)

Please return this form no later than one week after training to Humboldt County School District Testing Director. Please attach the staff sign in list.

Signature Date

Protection of School District Personnel
Regarding the Disclosure of Testing Irregularities

2017-2018 School Year

Nevada Revised Statutes (NRS) 391.600 through 391.648 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 391.644 also requires the Department 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 NRS 389.015 or 389.550 which includes:**
 - 1) **High School Proficiency Examination in Reading, Mathematics, Writing, and Science;**
 - 2) **Criterion-referenced testing for students in grades 3 through 8;**
 - 3) **Writing examinations for students in grades 5 and 8; and**
 - 4) **Any other examinations that measure achievement and proficiency of pupils and that are administered to pupils on a district-wide basis.**
- **“Irregularity in testing administration” means the failure to administer an examination in the manner intended by the person or entity that created the examination.**
- **“Irregularity in testing security” means an act or omission that tends to corrupt or impair the security of an examination, including, without limitation:**
 - The failure to comply with the department or district security procedures.
 - The disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law.
 - Other breaches in the security or confidentiality of the questions or answers to questions on an examination.
- **“Reprisal or retaliatory action” is action that is taken because the school official disclosed information concerning testing irregularities and includes, without limitation:**
 - Frequent or undesirable changes in the location of an office;
 - Frequent or undesirable transfers or reassignments;
 - The issuance of letters of reprimand, letters of admonition or evaluations of poor performance;
 - A demotion;
 - A reduction in pay;
 - The denial of a promotion;
 - A suspension;

- A dismissal;
 - A transfer; or
 - Frequent changes in working hours or workdays.
- “School official” means:
 - A member of a board of trustees of a school district;
 - A member of a governing body of a charter school; or
 - A licensed or unlicensed person employed by the board of trustees of a school district or the governing body of a charter school.

Rights and Responsibilities

- School officials are encouraged to disclose testing irregularities, and it is the intent of the legislature to protect the rights of a school official who makes such a disclosure.
- A school official shall not directly or indirectly use or attempt to use his official authority or influence to intimidate, threaten, coerce, command, or influence another school official in an effort to interfere with or prevent the disclosure of information concerning testing irregularities. “Official authority or influence” includes taking, directing others to take, recommending, processing, or approving any personnel action such as an appointment, promotion, transfer, assignment, reassignment, reinstatement, restoration, reemployment, evaluation, or other disciplinary action.
- If reprisal or retaliatory action is taken against a school official who discloses information concerning testing irregularities within 2 years after the information is disclosed, the school official may file a written appeal with the state board for a hearing on the matter and determination of whether the action taken was a reprisal or retaliatory action. The written appeal must be accompanied by a statement that specifies:
 - The facts and circumstances leading to the disclosure of information concerning testing irregularities; and
 - The reprisal or retaliatory action that is alleged to have been taken against the school official.
- The state board may issue a subpoena to compel the attendance or testimony of any witness or the production of any materials needed as part of the appeal investigation.
- If the state board determines that the action taken was a reprisal or retaliatory action, it may issue an order directing the proper person to desist and refrain from engaging in such action.
- The state board may not rule against the school official based on the identity of the person or persons to whom the information concerning testing irregularities was disclosed.
- No school official may use the provisions outlined in this summary to harass another school official.

- A person who willfully discloses untruthful information concerning testing irregularities:
 - Is guilty of a misdemeanor; and
 - Is subject to appropriate disciplinary action.

- These provisions do not apply to offenses committed before July 1, 2001.

- Upon receipt of this summary, the board of trustees or governing body shall provide a copy of the written summary to all school officials within the school district or charter school.

Universal Tools and Designated Supports

Universal Tools are access features that are either provided as digitally-delivered components of computer-based administrations in grades 3 – 8, or as non-digitally-delivered components of administrations in grades 3 – 8, or the End-of-Course Examinations. Universal tools are available to all students taking those assessments and are based on student preference and selection. (See the High School Proficiency Examination (HSPE) test administration manual for instructions regarding breaks and permissible materials for that assessment.)

I. Embedded Universal Tools are available for all students taking computer-based administrations in **grades 3 through 8** and include the following as part of the technology platform:

- **Breaks** – The number of items per testing session can be flexibly defined based on the student’s need. There is no limit to the number of breaks a student may take; however, *breaks lasting more than 20 minutes for computer-based administrations will prevent students from returning to items already attempted in the section.* Breaks must be supervised.
- **Calculator** – Used with **math** items permitting calculator use. See next section, “Non-Embedded Universal Tools” for guidance regarding paper-based assessments (i.e., End-of-Course).
- **Digital Note Pad** – Item-specific tool for making notes on an item.
- **English Dictionary** – May be available for the full write portion of an ELA performance task. A full write (long essay) is the second part of a performance task. The use of this universal tool may result in the student needing additional overall time to complete the assessment.
- **English Glossary** – Grade and content-specific definitions are shown in a pop-up screen. The use of this universal tool may result in the student needing additional overall time to complete the assessment.
- **Expandable Passages** – Passage or stimulus may be made larger on the screen.
- **Global Notes** – Note pad is available for the ELA Performance Task.
- **Highlighter** – Digital tool used for marking text.
- **Keyboard Navigation** – Allows movement through text.
- **Mark for Review** – Flag items for future review.
- **Math Tools** – Digital tools (embedded ruler, protractor).
- **Spell Check** – Writing tool for use in student-generated responses.
- **Strikethrough** – Allows user to cross out answer options.
- **Writing Tools** – Selected tools (bold, italics, bullets) available for student-generated responses.
- **Zoom** – Tool for making test/graphics larger.

II. Non-Embedded Universal Tools are permissible for all students taking **administrations in grades 3 through 8, and End-of-Course Examinations**, and are **not** part of a technology platform. (See the HSPE test administration manual for instructions regarding breaks and permissible materials for that assessment.)

- **Breaks** – May be given at pre-determined intervals or after completion of sections/parts of paper-based administrations to combat fatigue, for medical reasons, or to allow for second-language processing. All breaks **must** be supervised, and students may not return to a previously-administered section or part on a subsequent day.
- **Calculator** – Used with math items **only**. Calculators must be **free-standing, scientific or 4-function devices only. Graphing and programmable features are PROHIBITED.**
- **English Dictionary** – May be used for the End-of-Course Writing Examination and for the full write (long essay) portion of the grade 3 – 8 ELA performance task. A full write (long essay) is the second part of a performance task. The use of this universal tool may result in the student needing additional overall time to complete the assessment.
- **Highlighter** – Used for marking text.
- **Mark for Review** – Flag items for future review (e.g., post-its).
- **Scratch Paper** – Used for note-taking, computations, etc. Scratch paper may only be plain unlined, lined, or grid-only (unlabeled) graphing paper. No other pre-printed material is permitted on the front or back except for student identifying information.
- **Thesaurus** – May be used during the End-of-Course Writing Examination, the full write (long essay) of the grade 3 – 8 ELA performance task (a full write/long essay is the second part of a performance task), or when encountering terms during interaction with text (applies to End-of-Course Examinations and grade 3 – 8 administrations). The use of this universal tool may result in the student needing additional overall time to complete the assessment.

Designated Supports are features permissible for use by any student for whom the need has been identified by an educator/team, and must be identified **prior to test administration** in the student information system. Decisions to use designated supports should be made by professionals familiar with the student and the types of supports available for the specific assessment.

I. **Embedded Designated Supports** are available for all students taking computer-based administrations in **grades 3 through 8**, for whom the need has been identified **prior to test administration**, and include the following as part of the technology platform:

- **Color Contrast** – Adjust screen background, font color, etc. based on student need.
- **Masking** – Blocking off content that is not of immediate need or distracting.
- **Text-to-Speech** (math stimuli items and grade 3 – 8 ELA items **EXCEPT** reading passages) – Text is read aloud via embedded technology.
- **Translated Glossaries for math items** – Embedded translated glossaries provided for selected terms for math.
- **Translated Test Directions for math items** – Language support available prior to beginning the actual test items. Students can see test directions in another language.
- **Turn Off Any Universal Tool** – Disable any universal tools that might be distracting or that students do not need to use, or are unable to use.

II. **Non-embedded Designated Supports** are permissible for all students taking administrations in grades 3 – 8, End-of-Course Examinations, or HSPE **UNLESS OTHERWISE STATED** for whom the need has been identified **prior** to test administration, and are **not** part of a technology platform:

- **Bilingual Dictionary** – **THIS OPTION IS NOT AVAILABLE FOR END-OF-COURSE READING, HSPE READING, OR HSPE WRITING.** A bilingual/dual language **word-to-word** dictionary may be used for End-of-Course Math and Writing Examinations, HSPE Math and Science, grade 3 – 8 math and science items, and the grade 3 – 8 full write ELA performance task. A full write (long essay) is the second part of a performance task.
- **Color Contrast** – Test items may be printed with different colors.
- **Directions** at the beginning of the test provided word for word, in English, on a separate paper.
- **Magnification** – Size adjustments with an assistive technology or manual device.
- **Masks or Color Overlays** – Placed over paper-based assessment.
- **Read Aloud** – **THIS OPTION IS NOT AVAILABLE FOR HSPE READING OR GRADE 3 – 5 ELA READING PASSAGES.** Text is read aloud by a trained test administrator or proctor, in English, for End-of-Course Math, HSPE Math and Science, grade 3 – 8 math and science items, and grade 3 – 5 ELA items **EXCEPT** reading passages. **Verbalizing, explaining, or defining symbols, including numerals, is PROHIBITED. Paraphrasing or explaining any part of the test is PROHIBITED.** See **Testing Accommodations for grade 6 – 8 ELA and End-of-Course Reading information.**
- **Scribe** – **THIS OPTION IS NOT AVAILABLE FOR END-OF-COURSE WRITING, HSPE WRITING, OR GRADE 3 – 8 ELA WRITING ITEMS.** Students dictate responses to a test administrator or proctor who records **exactly** what the student dictates for End-of-Course Math, HSPE Math and Science, grade 3 – 8 math and science items, and grade 3 – 8 ELA **non-writing** items. See *Nevada Department of Education Test Security Procedures 2017-18, Students with Special Needs, for scribing protocol.*
- **Separate Setting** – Test location altered so that student is tested in a setting different from that made available for most students. A licensed teacher who has received test security and administration training for the current school year may serve as test administrator when a student requires it.
- **Small-Group Administration (1-20 students)**
- **Sound Amplification Device**
- **Special Lighting**
- **Specific Test Administrator** (e.g., special education teacher, guidance counselor)—must be a licensed teacher who has received test security/administration training for the current school year.
- **Study Carrel** or reasonable substitute
- **Time of Day** when the student is expected to do his/her best work
- **Translated Glossaries** – for math and science items
- **Translated Test Directions** – Students can see test directions in another language **PRIOR TO ADMINISTRATION.** A specific adult who has received test security and administration training for the current school year may translate the test directions into a student’s native language.