



Churchill County School District

Test Security Plan

2017-2018

Introduction

Nevada Revised Statute 390.275 mandates that the board of trustees of each school district adopts and enforces a plan that sets forth procedures to ensure the security and consistency in administration of state and district mandated examinations. In accordance with state requirements, this document outlines Churchill County School District's test security plan. This local plan is aligned with the Nevada Department of Education's (NDE) *Test Security Procedures 2017-2018* manual and is applicable to all state and district mandated test administrations unless specified otherwise.

The district's test security plan must be followed by all district employees and other individuals that are associated in any manner with state assessment administrations. In addition to this plan, administrators, site test coordinators, and test administrators must also access and follow the vendor provided test manuals that offer details specific to each test administration.

TABLE OF CONTENTS

	Page
Test Administrator Qualifications	2
Testing Locations and Prescribed Dates	2
Training Requirements	2
Storage and Distribution of Test Materials	3
Testing Environment	4
Administration of Examinations	5
Review and Disclosure of Test Content	7
Reporting and Investigating Testing Irregularities	8
Rights and Responsibilities	9
School Test Security Plans	10
Assurances from Principals	10
Appendix A - Terms & Definitions	11
Appendix B - Acknowledgement Form	13
Appendix C - Confidentiality Form	14
Appendix D - Testing Accommodations Form	15
Appendix E - Principal Authorization to Test Form	17

Test Administrator Qualifications

State mandated assessments must be administered by licensed employees of the district who are trained in the 2017-2018 test security and administration procedures. Unlicensed personnel, student teachers, teacher's aides, substitute teachers, and parent and community volunteers may act as proctors (individuals assisting test administrators) if they are approved to do so by the site administrator and have been trained in the test security and administration procedures. The state does allow for WIDA certified paraprofessionals to administer the speaking (all grades) and kindergarten portions of the English Language Proficiency Assessment while under the direct supervision of trained licensed personnel. This is the only exception that allows for non-licensed employees to administer a state mandated assessment.

Testing Locations and Prescribed Dates

Assessments must be administered at the school. Any request for an exception to this requirement must be submitted to the district assessment coordinator in writing no later than 70 calendar days prior to the scheduled administration. The district assessment coordinator will submit the request to the NDE no later than 60 calendar days prior to the scheduled administration. The requesting party will be notified of the NDE's decision in writing no later than one week before the scheduled test date.

Assessments must be administered on the date, or within the window, specified by the NDE and the district's assessment calendar.

Churchill County School District 2017-2018 Assessment Schedule			
Test Name	Test Date or Test Window	Grade(s) Tested	State or District Test
Brigance Early Childhood Screen	August 14-September 15	PreK-K	State
Fall MAP Assessment	August 28-September 29	K-8	District/State
Winter MAP Assessment	December 4-February 2	K-8	District/State
English Language Proficiency Assessment*	January 8-March 2	K	State
English Language Proficiency Assessment*	January 22-March 2	1-12	State
Nevada Alternate Assessment*	February 28-May 23	3-8 and 11	State
ACT-College/Career Readiness Exam	February 27	11	State
State Smarter Balanced Assessment	March 5-May 25	3-8	State
State Science Assessment	February 27-May 26	5, 8 and High School	State
Spring MAP Assessment	March 5-May 25	K-8	District/State
CTE Assessments*	TBD	High School	State

*Indicates an assessment administered only to students that meet certain qualifications.

Training Requirements

Each year, prior to the administration of state mandated assessments, the following staff will be required to participate in the NDE and Churchill County School District assessment training program:

- All administrators assigned to a school where state assessments are administered
- All teachers and other educational personnel who provide instruction to pupils enrolled in a grade level that is required to participate in state assessments
- Other personnel who are involved with the administration of state assessments, including individuals who will be expected to administer or proctor an assessment in the event the assigned test administrator 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 a state assessment, or who must be present in the testing environment for other reasons (e.g., medical professionals)

The principal of each school is responsible for providing test security and administration training annually for all school personnel who will be involved in any manner with state testing.

Each individual who is involved with or required to be present during the administration of state examinations will acknowledge in writing that he or she has participated in the annual test security training and that he or 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 comply with the state and district test security plans

Training records and acknowledgements forms containing dates and signatures of all participants must be retained for three consecutive school years.

The principal of each school is also responsible for providing a refresher training prior to each state mandated test administration. The refresher training must review specific requirements of the test being administered, offer an overview of test security procedures, and take into account the following requirements:

- The primary responsibility for the test administration **must not** be given to unlicensed personnel, student teachers, teacher's aides, emergency substitute teachers, or parent and community volunteers
- Only individuals who have received test security and administration training are allowed to administer or proctor an examination
- The training must also cover the following practices:
 - Instructions in proper handling of test materials, including test tickets
 - Instructions in proper test administration
 - Test security procedures
 - Information regarding protection of school district personnel regarding the disclosure of testing irregularities
 - Conditions related to testing, under which a teacher may be suspended, dismissed, or not reemployed
 - Conditions related to testing, under which an administrator may be demoted, suspended, dismissed, or not reemployed
 - Conditions related to testing, under which the state board may suspend or revoke the license of any teacher, administrator, or other licensed employee

Storage and Distribution of Test Materials

The following storage and distribution of test material guidelines must be followed when administering state mandated assessments:

- Test tickets are secure documents and must be stored, distributed, and collected accordingly.
- Under no circumstances may student-identifying information printed on the tickets be distributed via out of district email or any other non-secure method.
- Test tickets must be collected when students complete a part of a test.
- All documents containing student-identifying information, responses, or test content must be stored securely and must not be accessible to anyone other than the principal or an individual designated by the principal to have access to the documents.
- A sign-in/sign-out sheet including dates and times must be kept to track the movement and custody of materials.

- Secure testing materials, including test tickets, are not to be distributed to test administrators until the prescribed date for test administration. (Exception: Materials for the Nevada Alternate Assessment (NAA) may be distributed, and then securely stored prior to the test date.)
- For paper test booklets:
 - The district assessment coordinator, or school test coordinators if testing materials are shipped directly to the schools, must:
 - Follow the directions from the testing vendor regarding the receipt of materials and the reporting of discrepancies.
 - Account for all test booklets and other testing materials immediately upon receipt from each school's test coordinator.
 - 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.
 - Test administrators must:
 - Account for **all** test booklets and other testing materials, including scratch paper, before students are allowed to leave the testing room for any reason.
 - Place test booklets in serial number order and return all materials to the school test coordinator before the end of the school day.

Upon completion of testing, all testing materials must be returned in accordance with the procedures outlined in the test manual for the specific assessment.

Testing Environment

The following testing environment guidelines must be followed when administering state mandated assessments:

- 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 following administration of examinations guidelines must be followed when administering state mandated examinations:

- The identity and eligibility of all students who participate in testing must be verified.
- 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 coordinator 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.
- 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 (individuals assisting test administrators) 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.
- A test administrator is not permitted to be in the testing room with any student who is a family member or under their guardianship.
- 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:
 - 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 students’ desks 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.

Review and Disclosure of Test Content

Knowledge or review of test content is not necessary for a valid test administration and is strictly prohibited. The questions and answers contained in state and district mandated examinations are confidential, and disclosure is unlawful except under the following circumstances:

- To the extent necessary for administering and evaluating the examinations
- When it is *necessary for the performance of the duties* of a
 - State officer who is a member of the executive or legislative branch
 - Superintendent of schools of a school district
 - Director of curriculum of a school district
 - 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.
- NDE staff and/or the Office of the Nevada Attorney General are charged with determining whether gaining access to state-mandated examinations is necessary and permitted by law.

Test administrators or proctors who are required to read or sign test content to students, as provided for in their testing accommodations or designated supports, must complete a Confidentiality Agreement. Any other individuals required to be present in the testing environment must also complete a Confidentiality Agreement.

Test administrators, proctors, school administrators, teachers, substitute teachers, any other school personnel, or other individuals required to be present during test administration are not permitted to review test content for any reason unless one of the exceptions previously listed applies.

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.

Reporting and Investigating Testing Irregularities

If the NDE has reason to believe that a violation in testing administration or testing security has occurred, the NDE has an obligation to investigate the incident as it deems appropriate. Districts and schools are required to comply with the NDE's requests for documentation and information relevant to the investigation. The NDE may choose to conduct an investigation separately or in conjunction with the school district.

If the district assessment coordinator has reason to believe that a violation of the state or district test security plan has occurred, she must do the following:

- Immediately notify the NDE test security coordinator either orally or in writing.
- Ensure that a Report of Testing Irregularity is uploaded to the district's Test Security folder on the NDE Bighorn Portal within 14 school days after the incident occurred.
- Begin an investigation of the incident.
- 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 assessment coordinator and the NDE test security coordinator.
- All evidence and documentation related to test security investigations is confidential.

A school official who has reason to believe that a violation of the state or district test security plan has occurred should notify the school principal by the end of the school day. The school principal should then notify the district assessment coordinator by the end of the school day or upon the start of the next school day. A school official may also notify the district assessment coordinator directly of concerns.

If the NDE determines that an irregularity in test administration or security has occurred, the test security coordinator shall notify the district assessment coordinator 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)

A school principal will be required to submit a corrective action plan to the NDE test security coordinator under conditions which include, but are not limited to, the following:

- Investigative findings indicate the testing irregularity resulted from inappropriate school-level test administration and/or inadequate security protocol.
- Investigative findings indicate the school principal did not provide for adequate or sufficient training of school personnel in test administration and/or security procedures.

A district assessment coordinator will be required to submit a corrective action plan to the NDE under conditions which include, but are not limited to, the following:

- Investigative findings indicate the testing irregularity resulted from inappropriate district test administration and/or inadequate security protocol.
- Investigative findings indicate the district test director did not provide for adequate or sufficient training of school district personnel in test administration and/or security procedures.

If a potential breach in 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.

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.

The NDE defines a school official as:

- 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.

A school official shall not directly or indirectly use or attempt to use his official authority or influence to intimidate, threaten, coerce, command, or influence another school official in an effort to interfere with or prevent the disclosure of information concerning testing irregularities. “Official authority or influence” includes taking, directing others to take, recommending, processing, or approving any personnel action such as an appointment, promotion, transfer, assignment, reassignment, reinstatement, restoration, reemployment, evaluation, or other disciplinary action.

If reprisal or retaliatory action is taken against a school official who discloses information concerning testing irregularities within two years after the information is disclosed, the school official may file a written appeal with the state board for a hearing on the matter and determination of whether the action taken was a reprisal or retaliatory action. The written appeal must be accompanied by a statement that specifies:

- The facts and circumstances leading to the disclosure of information concerning testing irregularities; 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.

A person who willfully discloses untruthful information concerning testing irregularities:

- Is guilty of a misdemeanor; and
- Is subject to appropriate disciplinary action.

School Test Security Plans

Each school participating in state mandated 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 include, but is not limited to, the following provisions:

- The names and titles of the individuals responsible for carrying out test administration procedures
- Procedures for handling students who require additional time for testing
- Procedures to ensure compliance with state testing accommodation and designated support guidelines
- Procedures for online test administrations
- Site-specific provision for locked storage and access to test materials
- The manner in which test materials will be distributed, collected, and returned

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

Assurances from Principals

The principal of each school that participates in state testing 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 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 shall submit to the NDE a statement that the principal will ensure the school's compliance with the procedures 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, the NDE has prepared a form entitled Authorization to Administer Tests. Schools will receive this form from their district test directors, who are responsible for collecting the completed forms and submitting electronic copies to the NDE. In the event that a new principal or assistant principal joins the school after the submission of the original authorization form, the school must submit a replacement form with the new principal's or assistant principal's signature.

Appendix A – Terms & Definitions

Terms & Definitions

“Examination” means achievement and proficiency examinations that are administered to pupils pursuant to 390.105, 390.600, and 390.610, and includes the following:

- English Language Arts (ELA) and mathematics in grades 3 – 8
- Science assessments in grades 5, 8, and 10
- End-of-Course Examinations
- College and Career Readiness Assessment
- NWEA Reading Assessment in grades K – 3
- Any other examinations that measure achievement and proficiency of pupils and which are administered to pupils on a district-wide basis

“Irregularity in testing administration” means the failure to administer an examination in the manner intended by the person or entity that created the examination.

“Irregularity in testing security” means an act or omission that tends to corrupt or impair the security of an examination, including, without limitation:

- The failure to comply with the department or district security procedures.
- The disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law.
- Other breaches in the security or confidentiality of the questions or answers to questions on an examination.

“Reprisal or retaliatory action” is action that is taken because the school official disclosed information concerning testing irregularities and includes, without limitation:

- Frequent or undesirable changes in the location of an office;
- Frequent or undesirable transfers or reassignments;
- The issuance of letters of reprimand, letters of admonition or evaluations of poor performance;
- A demotion;
- A reduction in pay;
- The denial of a promotion;
- A suspension;
- A dismissal;
- A transfer; or
- Frequent changes in working hours or workdays.

“School Official” Means:

- A member of a board of trustees of a school district;
- A member of a governing body of a charter school; or
- A licensed or unlicensed person employed by the board of trustees of a school district or the governing body of a charter school.

“District Test Director” is appointed by the school district superintendent and refers to the individual who represents an individual school district on all matters of testing, including, but not limited to, the following:

- Serving as a liaison between the local school district and the Nevada Department of Education
- Assisting the local board of trustees in the development of a district test security plan
- Organizing the district testing calendar
- Ensuring that school principals and school test coordinators are adequately trained and informed of all relevant test administration guidelines and procedures
- Disseminating and collecting testing materials

“School Test Coordinator” or **“Test Coordinator”** is the school principal or a licensed individual appointed by the school principal and refers to the person who represents the school on all matters of testing that may include, but are not limited to, the following:

- Assisting the school principal by serving as a liaison between the school and the district test director
 - Assisting the school principal in the development of school test administration procedures
 - Assisting the school principal in providing annual training for school officials involved in test administration
 - Assisting the school principal in organizing the test schedule
 - Assisting the school principal in the dissemination and collection of test materials
 - Assisting the school principal in assigning school officials to administer or proctor the assessments
- **“Classroom Test Administrator”** or **“Test Administrator”** is assigned by the school principal or school test coordinator and refers to a school official whose responsibilities may include, but are not limited to, the following:
 - Administering the assessment to an assigned group of students in accordance with all test security and test administration procedures
 - Assuming primary responsibility for the verification of the identity and eligibility of each student participating in the assessment (in accordance with procedures outlined in the district test security plan)
 - Assuming primary responsibility for the dissemination and collection of each student’s test materials
 - Assuming primary responsibility for the supervision of students during their participation in the assessment
 - Ensuring that students are taking the assessment in accordance with test security and test administration procedures
 - Following up on unusual behavior or activity on the part of the students
 - Assuming primary responsibility for ensuring that applicable time limits are being adhered to
 - **“Classroom Proctor”** or **“Proctor”** is assigned by the school principal or school test coordinator and refers to a school official whose responsibilities may include, but are not limited to, the following:
 - Assisting the classroom test administrator in supervising students during their participation in the assessment
 - Ensuring that students are taking the assessment in the manner in which they were instructed by the classroom test administrator

Appendix B – Acknowledgement Form



Churchill County School District Test Security Acknowledgement Form 2017-2018

My initials next to each statement and signature on the form indicate that I have received and read a copy of Churchill County School District’s *Test Security Plan* for the 2017-2018 school year and that I understand the information it contains related to proper test security and test administration.

	I understand and will carry out my duties and responsibilities for test security and confidentiality.
	I participated in the 2017-2018 test security and administration training offered by the principal of this school or his/her designee.
	I am responsible for reading, understanding, and carrying out the procedures for specific tests as directed by manuals for each test that I may be assigned to administer or support.
	I understand and acknowledge the potential consequences that may result from my failure to observe and carry out the requirements of the state and district test security plans.
	I am not permitted to be in the testing room with any student who is a family member or under my guardianship.
	I understand and will abide by and promote strict observance of all rules pertaining to electronic devices for students and staff who have access to secure test materials and online testing systems.
	I will not PHOTOGRAPH, RECORD, OR in any way TRANSMIT part or all of a test or testing session; I will not READ, REVIEW, COPY, DISTRIBUTE, OR TEACH SECURE TEST AND/OR EXAMINATION ITEMS.

Signature _____ Date _____

Print Name _____ Position/Title _____

School _____ NV Educator License? NO YES

NOTE: It is the principal’s responsibility to keep a copy of this signature sheets and copies of training materials for a period of three years in the locked test storage cabinet in the event of questions or circumstances that require reference to these signed forms.

Direct questions about appropriate test security and administration procedures to your site principal or the district assessment coordinator.

Confidentiality Agreement Form
Nevada Department of Education Assessment Program
2017-2018 School Year Only

This form is to be completed prior to test administration by a test administrator, proctor or other designated individual who is authorized to view test content in order to provide specific documented accommodations or designated supports; or as needed for administration of the Nevada Alternate Assessment or English Language Proficiency Assessment/WIDA; or who is otherwise required to be present during test administration (e.g., medical professionals). Test security procedures must be strictly adhered to in test administration 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 and/or designated supports on state assessments, you have access to materials that are secure. This includes any content read in the online testing materials, student responses, test booklets, or writing prompts. All materials must be treated as confidential. Do not to reproduce any materials, directly or indirectly, disclose the contents of these materials to anyone, discuss the test with anyone, take notes about what you read, or 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.

Please retain the original signed form with the school’s test security documentation. (Do not forward copies to the Department.)

Name (please print)

Date

Signature

School/Work

Appendix D – Accommodations Form

Nevada Department of Education (NDE)
Testing Accommodations for Students in Special Education and 504 Programs
2017-2018 School Year

First Name: _____ Last Name: _____ MI: _____ DOB: _____

Student ID #: _____ Eligibility: _____ School: _____ District: _____

Contact Person : _____ Title: _____ Date: _____

Attach this form to the Individualized Education Program (IEP) or 504 Plan; what is specified on this form should be aligned with the accommodations section of the IEP or 504 Plan, and should be used during regular classroom instruction. Accommodations are disability related and specific for each student. Relevant information from this form must be provided to the appropriate test administrator(s). Security procedures must be strictly adhered to in test administration for all students. **ONLINE ACCOMMODATIONS AND SUPPORTS MUST BE SELECTED IN THE TEST DELIVERY SYSTEM PRIOR TO TESTING.**

NO ACCOMMODATIONS

_____ The IEP/504 committee has determined that no accommodations are needed for this student.
(See page 2 for documenting designated supports.)

ACCOMMODATIONS

_____ The IEP/504 committee has determined this student will participate in the following assessments with the accommodations selected on this form (accommodations not listed on this form require advance written NDE approval):
Grades 3 – 8 Summative Assessments in ELA and Math; Grades 5, 8 and High School Science Assessments

Contact the specific testing vendors regarding accommodations for the following assessments:
Career and Technical Education; ACT; NAEP; NWEA; WIDA

This student will test with the following accommodations (check all that apply):

- _____ 100s Number Table—paper-based table listing numbers from 1 – 100 at grade 4 and above
- _____ Abacus
- _____ Alternate Response Options (e.g., adapted keyboard or mouse, keyboard, touch screen)—test administrators enter student responses into the online test delivery system.
Describe: _____
- _____ American Sign Language (ASL)
 - _____ Interpreter—may sign all directions, all math content, all science content, and ELA **listening** items. (Signing Exact English (SEE) is also approved for all directions, all math content, all science content, and ELA **listening** items.)
 - _____ Video Sign Language (VSL)—embedded tool for all math content, all science content, and ELA **listening** items
 - _____ Word-to-Signed Symbol Paper Glossary for all paper/pencil math content and all paper/pencil science content
- _____ Braille—test administrators enter student responses into the online test delivery system.
- _____ Calculator with special features (e.g., Braille or talking calculator) for calculator-approved math items in Grades 6 – 8 Summative Math. See the test administration manuals for grade-specific requirements.
- _____ Closed Captioning—embedded tool for ELA **listening** items
- _____ Continuous Glucose Monitor (CGM)—pager-style device* for monitoring blood sugar levels;
***NOT** for cell phone or tablet applications—requires advance written NDE approval (see page 2 for instructions)
- _____ Large-Print Test Booklet—test administrators enter student responses into the online test delivery system.
- _____ Multiplication Table—paper-based single-digit (1 x 9) table for math items at grade 4 and above
- _____ Read Aloud (human reader)—Grades 6 – 8 Summative ELA Reading **passages**, and for blind students at all grades who have not acquired adequate Braille skills
- _____ Sound amplification device
- _____ Specialized Slate Board for problem-solving work on Braille tests

SPECIAL TESTING ACCOMMODATIONS

Accommodations not listed on this form require advance written NDE approval (attach approval to this form). A Special Testing Accommodations Request form must be completed and submitted to the District Test Director with a copy of the student's entire accommodation plan (a request form template with instructions is available at Bighorn > Files > Assessment Group). The District Test Director or their designee must upload the request and all supporting documents to the district's Test Accommodation Requests folder on the NDE Bighorn Portal **NO LATER THAN FEBRUARY 1, 2018.**

Describe: _____

DESIGNATED SUPPORTS

Additional access features—Designated Supports—are not considered accommodations, but are permissible and must be identified and selected in the online test delivery system prior to test administration.

_____ The IEP/504 committee has determined this student will test with designated supports.

Describe: _____

NEVADA ALTERNATE ASSESSMENT (NAA)

_____ The IEP committee has determined this student meets the eligibility criteria for the NAA, and will not participate in the Grades 3 – 8 Summative Assessments in ELA and Math, and/or the Grades 5, 8 and High School Science Assessments during the period of the current IEP. See [http://www.doe.nv.gov/Assessments/Nevada_Alternate_Assessment_\(NAA\)](http://www.doe.nv.gov/Assessments/Nevada_Alternate_Assessment_(NAA)) for more information.

MODIFICATIONS

_____ The IEP/504 committee has determined this student will participate in the Grades 3 – 8 Summative Assessments in ELA and Math, and/or the Grades 5, 8 and High School Science Assessments using modifications (a modification alters the construct of what is being assessed). Use of modifications must be a decision of the IEP/504 committee and must be documented below.

Students who test using modifications are NOT proficient and are NOT considered participants.

Modification(s): _____

AUTHORIZATION TO ADMINISTER TESTS

Nevada Department of Education

School Year 2017–2018 (August 1, 2017–July 31, 2018)

_____ of _____ School District
(School Name)

IS HEREBY AUTHORIZED TO ADMINISTER THE NEVADA STATE ASSESSMENTS PURSUANT TO NRS CHAPTER 390 AND NAC CHAPTER 389 DURING THE 2017–2018 SCHOOL YEAR, AND ALSO AGREES THAT THE BUILDING PRINCIPAL AND ASSISTANT PRINCIPAL WILL:

1. Ensure compliance with the policies and procedures described in the current editions of *TEST SECURITY PROCEDURES*, and the TEST COORDINATOR and ADMINISTRATION MANUALS, as appropriate for grade levels in his/her school; Chapter 389 of Nevada Administrative Code; Chapter 390 of Nevada Revised Statutes; and other manuals and guidelines published by the Department of Education and/or its contractors.
2. Ensure that all personnel involved in the administration of Nevada State Assessments are annually trained in the requirements for test administration and security as detailed in the District Test Security Plan and the current edition of *TEST SECURITY PROCEDURES*.
3. Accept personal responsibility for all materials required for the administration of Nevada State Assessments and the supervision of the administration and security of those examinations.
4. Advise the District Test Director (if affiliated with a district) of any change(s) in personnel responsible for test security and test administration.
5. Provide secure locked storage for all paper testing materials while on site and return testing materials promptly.
6. Immediately report any suspected irregularity in test administration or test security to the District Test Director (if affiliated with a district), who will notify the Nevada Department of Education Test Security Coordinator. Schools not affiliated with a district will notify the Nevada Department of Education Test Security Coordinator directly.
7. Ensure compliance and cooperation with test security investigations conducted by the district or state.

Building principal _____ E-mail _____

Assistant Principal _____ E-mail _____

School Physical address _____

Grade span _____ State 5-digit testing code _____

Signature of building Principal _____ Date _____

Signature of Assistant Principal _____ Date _____

School will email **COMPLETED FORM** to District Testing Office.* District Testing Office will forward electronic copies to the Nevada Department of Education Assessment Office and retain copies for District records. School will retain a copy with the school’s test security documentation for three consecutive school years. *Schools not affiliated with a district will submit electronic copies directly to the Nevada Department of Education Assessment Office by replying to the instructional email with a completed copy as an attachment.