



2024-25 Plan for Test Administration and Test Security

August 26, 2024

LANV Test Security Plan	3
Professional Learning Requirements	3
Security of Test Materials	4
Before Testing	4
During and After Testing Testing Environment	5
Testing Environment	5
Testing Materials	6
Monitoring Students	6
Disclosure of Test Content	7
Reporting and Investigating Testing Irregularities	7
After Testing	8
Definitions	10
Rights and Responsibilities	10
Terms and Definitions	11

LANV Test Security Plan

Professional Learning Requirements

The LANV Executive Director is responsible for providing complete professional learning annually in test security and test administration for all school personnel who will be involved with the testing process. The Executive Director must be able to track school personnel participation, and any others who assist in any way with the administration of state-mandated tests, to ensure that all have been professionally developed on proper administration procedures and security issues. The LANV Executive Director is also responsible for tracking participation in refresher professional learning before each state-mandated test administration, focusing on specific requirements of the test being administered, as well as an overview of test security procedures, taking into account the following requirements:

- Primary responsibility for test administration must only be given to licensed Nevada educators. Administration must occur under the direct supervision of assigned, licensed personnel who are professionally developed in 2024–25 test security and administration procedures.
- Only individuals who have received test security and administration professional learning for the current school year are permitted to administer or proctor an examination.

Professional learning must address the following practices:

- All information related to proper test security and potential consequences for failure to observe and carry out the requirements of the state and LANV test security plans.
- Instructions in proper handling of test materials, including test tickets.
- Instructions in proper test administration.
- Information regarding protection of LANV personnel regarding the disclosure of testing irregularities.
- Conditions related to testing under which a teacher/administrator may be 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.

The LANV Board shall ensure that the state-established program of education and professional learning is 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 necessary.

- Student teachers, teacher's aides, emergency substitute teachers, parents/guardians, and community volunteers who may assist with proctoring an examination or who must be present in the testing environment for other reasons (i.e., medical caregivers).

Each individual participating in the administration of state examinations will acknowledge, in writing or electronically, that they have participated in the annual and/or refresher training and that they have been informed of and understand procedures and the potential consequences for non-adherence. Professional learning records/acknowledgments containing dates and signatures of all participants must be retained for three consecutive school years at each site.

A list of definitions and responsibilities for school personnel involved in test administration is included in the Terms and Definitions section.

Security of Test Materials

- Any materials containing student-identifying information, responses, or test content must be stored securely and must not be accessible to anyone other than the LANV Executive Director or Assessment Manager (or other designated individuals who require access). Under no circumstances may student-identifying information printed on the test tickets be distributed via email or any other non-secure method.
- The secure storage may not be used for other materials to which unauthorized individuals have access. A sign-in/sign-out sheet, including dates and times, must be kept to track the movement and custody of materials.
- Secure testing materials, including test tickets, must remain in secure storage until the prescribed date for test administration and must be handled securely during and after testing (i.e., under the supervision of or in the custody of a licensed Nevada educator).
- School test coordinators must follow the directions in the Test Coordinator's Manual regarding the receipt and return of paper/pencil test materials and the reporting of discrepancies.

Before Testing

- The LANV Executive Director must ensure that all personnel who will be participating in assessment-related activities receive refresher professional learning prior to the beginning of the school's testing window.
- The LANV Assessment Manager is responsible for scheduling test sessions, assigning test administrators and proctors, and creating student seating charts. At least one test administrator and a sufficient number of proctors must be provided for each testing room to supervise testing adequately. A ratio of one test administrator to not more than 30 students is strongly recommended.
- Embedded testing accommodations and designated supports must be selected for the appropriate students in the online testing system prior to test administration.

Non-embedded accommodation and designated support information must also be provided to test administrators.

- Instructional materials, or any other materials that provide specific, factual information or that might assist students in responding to test questions, must be removed or covered with blank, opaque material.
- “TESTING—DO NOT DISTURB” signs should be placed on testing room doors and in halls and entrances, rerouting hallway traffic in order to promote optimum testing conditions.

During and After Testing Testing Environment

Testing Environment

- The testing environment must be quiet and free of distractions.
- The test administrator’s computer must be secured and monitored throughout the testing session.
- 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.
- Students who are not participating in a specific test must not be allowed in the testing room while tests are being administered.
- Parents/Guardians of students who are testing must not be allowed in the testing room (EXCEPTION: See Testing Homebound Students regarding medical caregivers).
- Student desk/table tops must be cleared of any material not specified in the Test Administrator’s Manual. Students may not access additional materials unless documented as testing accommodations or designated supports. Unauthorized possession of non-permissible materials may result in invalid scores.
- Material that is affixed to desk tops must be covered with blank, opaque material.
- Cell phones and smart watches are collected and stored before distributing test materials (EXCEPTION: Students with a continuous glucose monitor application). Test administrators and proctors should avoid cell phone and smart watch use unless it is the only means of contacting administration regarding testing issues.
- Photographing, recording, or transmitting any part of a test or testing session is PROHIBITED unless the activity is required for test administration as indicated in the Test Administrator’s Manual or when the LANV Assessments Manager or the Executive Director is collecting evidence related to a test security investigation.
- Food and beverages are only permitted during a supervised break. Procedures for breaks are included in the Test Administrator’s Manual and must be followed explicitly.

Testing Materials

- All testing materials, including test tickets, must be distributed or accessed prior to the beginning of the testing session and must remain secure at all times. See the *Test Administrator's Manual* for permissible materials.
- Test tickets must be distributed to the appropriate students—the identity and eligibility of all students who are testing must be verified accordingly. See the *Test Administrator's Manual* for instructions regarding the distribution and collection of test tickets.
- Scratch paper may only be plain unlined or lined paper, grid-only graph paper, or patty paper. No other pre-printed material is permitted on the front or back except for student-identifying information. See the *Test Administrator's Manual* for specific instructions regarding scratch paper.
- Test administrators must read and follow the script provided in the Test Administrator's Manual.

Monitoring Students

- Students must be supervised by licensed personnel while having access to test materials.
- Test administrators and proctors must monitor students to ensure they are working independently and adhering to procedures. It is **not** appropriate to engage in other activities (i.e., 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 responses from other students.
 - Stealing threats:
 - Capturing content by digital photography devices.
 - Transcribing questions verbally (on paper or recording device).
- Students may not communicate with, interact with, or provide assistance of any kind to other students.
- Test administrators, proctors, or other adults may not assist with any kind (including gestures, signals, rewards, or any other form of communication) beyond what is described in the Test Administrator's Manual.
- Electronic devices are strictly PROHIBITED unless a student has an accommodation plan or designated support that allows a specific permissible device, or the device is required for test administration as indicated in the *Test Administrator's Manual*. Unauthorized possession of electronic devices may result in invalid scores.
- The LANV Assessment Manager or designee is responsible for invalidating tests for students who were cheating, communicating with other students, receiving inappropriate assistance, or accessing unauthorized materials or devices. All incidents involving

student cheating or misconduct must be addressed in accordance with LANV school disciplinary procedures.

Disclosure of Test Content

Knowledge or review of actual test content is not necessary for valid test administration and is strictly prohibited.

- The material contained in state-mandated examinations is the property of NDE and is confidential. 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.
 - LANV Executive Director
 - LANV Director of Curriculum and Instruction
 - LANV Assessment Manager
 - Specific content may be disclosed if the Superintendent of Public Instruction determines that the content is not being used in a current examination and making the content available to the public poses no threat to the security of the current examination process.
 - NDE staff and/or the Office of the Nevada Attorney General are charged with determining whether gaining access to state-mandated examinations is necessary and permitted by law.
- Test administrators, proctors, school administrators, teachers, substitute teachers, aides, any other school personnel, or other individuals required to be present during test administration (i.e., medical caregivers) are not permitted to review test content. EXCEPTION: When a test administrator, proctor, or ASL interpreter is authorized to view test content in order to provide specific accommodations or designated supports (i.e., read aloud, signing, scribing) or as needed for the administration of the Nevada Alternate Assessment (NAA) or WIDA. A confidentiality agreement must be signed prior to test administration and retained with the school's test security documentation for three consecutive school years.
- 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 NDE, nor is any individual permitted to review, analyze, discuss, or notate test content.
- All materials containing student identifying information and/or responses are the confidential property of NDE, and not public record. Disclosure is strictly prohibited without written permission from NDE.

Reporting and Investigating Testing Irregularities

- If NDE has reason to believe a violation in test security or administration has occurred, NDE has an obligation to investigate the incident as it deems appropriate. LANV is required to comply with NDE's requests for documentation and information relevant to the investigation.

- If the LANV Assessment Manager has reason to believe a violation of the state or the LANV test security plan has occurred, they must do the following:
 - Immediately notify the NDE test security coordinator either orally or in writing.
 - Ensure that a Report of Testing Irregularity is submitted within 14 school days after the incident occurred.
 - Begin an investigation of the incident.
 - If a potential breach in test security has occurred and the school has video surveillance equipment capable of downloading and saving a digital clip of the alleged occurrence, that clip must be retained as evidence for three consecutive school years.
 - All other evidence related to test security investigations must be retained for three consecutive school years.
 - The LANV Assessments Manager or designee must submit all investigative findings to the NDE test security coordinator during the course of the investigation.
 - A school official who has reason to believe that a violation of the state or the LANV test security plan has occurred must immediately notify the LANV Assessments Manager or designee and the LANV Executive Director
- All evidence and documentation related to test security investigations is confidential.
- NDE may choose to conduct an investigation separately or in conjunction with LANV.
- The majority of the communication regarding the incident will occur between the LANV Assessments Manager and the NDE test security coordinator.
- Upon receipt of a *Report of Testing Irregularity*, the NDE test security coordinator will review the report and determine how to proceed, including whether further evidence or investigation is required.
- Depending on the severity of the incident, and the potential impact on the state assessment program, NDE's determination may include, but is not limited to:
 - No further action.
 - Invalidation of student scores.
 - A requirement, including NDE's recommendations, for LANV to complete a corrective action plan (NRS 390.295) if investigative findings indicate the irregularity resulted from inadequate test security or administration procedures.
 - A requirement for LANV or the school to conduct an additional administration of the examination (NRS 390.290).
 - Licensure sanctions are administered by the State Board of Education (NRS 391.330).

After Testing

- Students who finish before the end of the scheduled testing period may be excused according to school test security procedures. If students are not to be excused, they may read quietly (paper materials only—no electronic devices). Materials must not be on student desks or table tops while they are testing but may be stored under desks or in a designated area in the room. Drawing and writing are not permitted.

- All testing materials, including test tickets, scratch paper, and test booklets, must be returned to the test administrator and accounted for before a student is allowed to leave the testing area for any reason. See the *Test Coordinator's Manual* for instructions regarding the return of materials to the testing vendor.
- Printed test items/passages, including embossed Braille printouts and scratch paper, must be collected and inventoried, then immediately destroyed upon a student's completion of the test.
- Test items, stimuli, reading passages, or writing prompts must not be used for instruction.

Definitions

- “Examination” means achievement and proficiency examinations that are administered to pupils pursuant to 390.105, 390.600, and 390.610, and includes the following:
 - English Language Arts (ELA) and mathematics in grades 3 – 8
 - Science assessments in grades 5, 8, and High School
 - End-of-Course Examinations
 - College and Career Readiness Assessment
 - Any other examinations that measure the achievement and proficiency of pupils and are administered to LANV pupils
- “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 LANV 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 an 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 the LANV governing body; or
 - A licensed or unlicensed person employed by LANV.

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 LANV governing body shall provide a copy of the written summary to all school officials within LANV.

Terms and Definitions

The following terms and definitions will be used when referring to the Nevada Department of Education assessment program:

- “Examination” means achievement and proficiency examinations that are administered to pupils pursuant to 390.105, 390.600, and 390.610, and includes the following:
 - English Language Arts (ELA) and mathematics in grades 3 – 8
 - Science assessments in grades 5, 8, and High School
 - End-of-Course Examinations
 - College and Career Readiness Assessment
 - NWEA Reading Assessment in grades K – 3
 - Any other examinations that measure achievement and proficiency of pupils and which are administered to pupils on a district-wide basis

- “Irregularity in testing administration” means the failure to administer an examination in the manner intended by the person or entity that created the examination.
- “Irregularity in testing security” means an act or omission that tends to corrupt or impair the security of an examination, including, but not limited to, the following:
 - Failure to comply with state or LANV security procedures
 - Disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law
 - Other breaches in the security or confidentiality of the questions or answers to questions on an examination
- “School official” means the following:
 - A member of the LANV Governing Board
 - A licensed or unlicensed person employed by LANV
- LANV Assessments Manager refers to the individual who represents LANV on all matters of testing, including, but not limited to, the following:
 - Serving as a liaison between the LANV and the Nevada Department of Education
 - Assisting the local board of trustees in the development of the LANV test security plan
 - Organizing the LANV testing calendar
 - Ensuring that LANV Executive Director and school test coordinators are adequately trained and informed of all relevant test administration guidelines and procedures
 - Disseminating and collecting testing materials
 - Assisting the LANV Executive Director in the development of school test administration procedures
 - Assisting the LANV Executive Director in providing annual training for school officials involved in test administration
 - Assisting the LANV Executive Director in organizing the test schedule
 - Assisting the LANV Executive Director in the dissemination and collection of test materials
 - Assisting the LANV Executive Director in assigning school officials to administer or proctor the assessments

Although the LANV Executive Director may delegate testing responsibilities to the LANV Assessments Manager the LANV Executive Director assumes final responsibility for the proper training and administration of all state-mandated testing.

- “Classroom Test Administrator” or “Test Administrator” is assigned by the LANV Executive Director or LANV Assessment Manager 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 LANV 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 LANV Executive Director or LANV Assessment Manager and refers to a school official whose responsibilities may include, but are not limited to, the following:
 - Assisting the classroom test administrator in supervising students during their participation in the assessment
 - Ensuring that students are taking the assessment in the manner in which they were instructed by the classroom test administrator
 - Immediately notifying the classroom test administrator of any unusual behavior or activity on the part of students
 - Assisting the classroom test administrator in the dissemination and/or collection of test materials
 - Assisting the classroom test administrator in ensuring that applicable time limits are being adhered to