# Test Administration & Security: Procedures and Expectations Manual

# 2024-2025



## Nye County School District

**NCSD**

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**Test Administration & Security: Procedures and Expectations Manual**

## Contents

**Introduction**

This testing procedures and expectations manual articulates test administration and security expectations in the Nye County School District (NCSD). It is to be used by **all** licensed and classified employees who administer tests and/or examinations or assist with and support NCSD and State testing programs. In addition to this manual, individuals should reference 'Test Security Procedures' from the Nevada Department of Education (NDE) and the manuals specific to each assessment. Site Administrators and School Test Coordinators must read and become familiar with state, district, and test-specific procedures.

This testing manual intends to simplify testing administration, security, and confidentiality concerns, which are of utmost importance to the consistency of the district-wide and state-wide testing programs. Unless otherwise stated, test security information outlined in this document applies to all state-mandated and district-mandated test administrations. NCSD and State employ electronic as well as paper and pencil-based assessments. Though instructions throughout this manual may reference paper and pencil assessments, the same care, concern, and practice must be exercised as appropriate with electronic/web-based assessments unless otherwise stated.

Without security, confidentiality, and standardized assessment administration, <u>test or examination scores lack validity and cannot appropriately contribute</u> to informed future decision-making.

**Purpose of the Assessment Program**

The purpose of the NCSD assessment program is to identify individual student needs and appropriate curriculum and critical content and to identify instructional modifications based on the skills, concepts, and content tested. NCSD standardized competency testing will also monitor students' academic achievement growth. The NCSD assessment program intends to gather and report accurate, valid, reliable, fair, meaningful, and professionally sound data. The professional integrity of every licensed and classified employee of NCSD is, therefore, required to effectively implement this program.

The use of test and/or examination data is intended to inform staff of student progress, encourage the analysis of results, and assist in planning for meaningful instructional improvement at every level (e.g., student, classroom, school, and district). The statistical data and other information received from district assessments are most effectively used for diagnostic and prescriptive purposes to improve the quality of instruction.

**Statement of Responsibility**

The Superintendent, the District Test Director, school administrators, teachers, and other school personnel are all responsible for effectively implementing the state and district-mandated district-wide testing program. A detailed list of key responsibilities by position is found under the heading "Terms and Definitions" on pages 20-21.

1.   Each teacher and other administrative or classified personnel involved with the testing program will annually acknowledge in writing that he/she has received a copy of the <u>Test Administration & Security:</u> <u>Procedures & Expectations Manual</u>, and has read and understood its contents. The original acknowledgment will be stored in a locked, secured cabinet at each school/program site. Each teacher and other administrative or classified personnel involved with the testing program will attend the school site meeting to discuss this information. Each site will <u>forward a copy</u> of the group sign-in sheet(s) and the agenda from the review to the district office.

2.   Each school principal will annually certify in writing that the expectations of NCSD and the State of Nevada will be met at the school level. Though the principal may assign test scheduling and training responsibilities to another site administrator, the principal remains ultimately responsible for all test security and proper test administration at his/her school site. If the site acquires a new

principal or assistant principal after the beginning of the school year, that individual will be required to complete and sign the state-required document. The signed document will be submitted to the District Test Director within the timeframe prescribed by law (NAC 389.054). The District Test Director will submit all signed principal forms to the NDE (NDE). Copies will be kept at the school site and the district office.

3.      Complete by September 15.3.   A school-level test security plan will be developed each year. A copy will be filed with the DTD at the NCSD's Administrative Office. *Complete by **September 22**.*

4.      Each teacher, parent/legal guardian, and student will receive written notice of the state-required examinations for each school year. Middle and high schools must post the appropriate written notice for public review. *Complete by **September 29**.*

5.      The <u>primary</u> responsibility for test administration <u>must not</u> be given to unlicensed personnel, substitute teachers, student teachers, or parent/legal guardian and community volunteers. Site administrators and/or test coordinators will train substitute teachers in test administration procedures if a substitute teacher is responsible for <u>assisting</u> (proctoring) in administering any NCSD or state examination. **Certified long-term substitutes** may administer assessment *if* they participate in the school's test security training and sign applicable agreements.

6.      All test security procedures must be reviewed <u>prior</u> to each administration of state-mandated tests. Test security documentation must be kept at the site for at least four (4) years. This includes school test security plans, training logs (agendas, sign-in sheets, etc.), irregularity reports, principal verifications, and investigation evidence. Documents related to test security investigations are confidential and may not be released publicly.

7.      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 records. Disclosure is prohibited without written permission from the NDE if a test director or other NCSD official is conducting an investigation.

**Parent/Legal Guardian Notification**

Notifying parents/legal guardians of students in NCSD is considered to be an integral part of overall test orientation and preparation. All school administrators and teachers are encouraged to communicate with the parents/legal guardians of affected students regarding test dates and information prior to actual testing.

In accordance with State law and to maximize the opportunity for appropriate use of assessment results, not more than ten (10) working days after a school district receives examination results, the superintendent of each school district will certify that the results of the examinations have been transmitted to each school within the district. Except as otherwise provided, not more than fifteen (15) working days after each school receives the results of the examinations (***August 30***), the principal of each school will certify that the results for each student have been provided to the parent/legal guardian of the student during a conference or by mailing the results to the last known address of the parent/legal guardian

Site administrators and teachers are encouraged to share assessment data with students and parents/legal guardians. Assessments such as MAP provide useful tools and information for use with students and parents/legal guardians. When sharing data, please be aware of FERPA and other privacy rules. Reporting the test and/or examination scores of individual students to anyone other than authorized school personnel, the student's parent/legal guardian, or the student is a violation of the individual's privacy

rights (FERPA).

Assessment results provide one data point for making decisions. Other factors and data should be considered to inform instructional strategies and determine a student's educational opportunities.

**Professional Learning Requirements**

NDE provides a required annual education and professional learning program regarding the administration and security of state-mandated examinations (NRS 390.300). The District Test Director must certify that all test coordinators and appropriate NCSD personnel have participated in NDE's professional learning program. NDE may request proof of professional learning as part of the investigative process.

The principal of each school is responsible for providing complete professional learning annually in test security and test administration for **all** school personnel involved with the testing process. Principals must be able to track school personnel participation and any others who assist with administrating state-mandated tests to ensure that all have been professionally developed on proper administration procedures and security issues. The principal of each school 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, including the following requirements:

1.   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 2024–2025 test security and administration procedures.

2.   Only individuals who have received test security and administration professional learning for the current school year can administer or proctor an examination.

Professional learning must address the following practices:

1.   All information related to proper test security and potential consequences for failure to observe and carry out the requirements of the state and NCSD test security plans.

2.   Instructions in proper handling of test materials, including test tickets.

3.   Instructions in proper test administration.

4.   Information regarding protection of NCSD personnel regarding the disclosure of test irregularities.

5.   Conditions related to testing under which a teacher/administrator may be suspended, dismissed, or not reemployed.

6.   Conditions related to testing under which the state board may suspend or revoke the license of any teacher, administrator, or other licensed employee.

The district Board of Trustees, and the governing body of each charter school, will ensure that the state-established program of education and professional learning is provided annually to:

1. all teachers and other educational personnel who provide instruction to students enrolled in a grade level required to participate in state examinations;

2. other personnel 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;

3. all other school personnel, as necessary;

4. student teachers, teacher's aides, emergency substitute teachers, parents/legal guardians, and community volunteers who may assist with proctoring an examination or 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 have been informed of and understand procedures and the potential consequences for nonadherence.  Professional learning records/acknowledgments containing dates and signatures of all participants must be retained for three (3) consecutive school years at each site.

At least two (2) weeks before the testing window, each school principal will conduct an explanatory meeting for all faculty and other appropriate school personnel involved with testing.  Those individuals who serve as substitutes during the administration of the tests must also be trained in test administration and test security procedures.  Faculty members and other appropriate school personnel will be given a copy of this manual for personal use.

Training must be designed so that all licensed and classified personnel involved in any way with state or district assessments are familiar with the policies and professional expectations contained within this manual, and cover the requirements as outlined in the NDE State Test Security Plan - Training Requirements, including:

1. instructions in the proper handling of test materials, including electronically administered tests;

2. instructions in proper test administration and security procedures;

3. information regarding the protection of school district personnel regarding the disclosure of testing irregularities;

4. conditions related to testing, under which licensed staff may be suspended, dismissed, have their license revoked, or not reemployed.

Student teachers, teacher's aides, emergency substitute teachers, and parent/legal guardian and community volunteers who may assist with proctoring an examination must be present in the testing environment for other reasons (e.g., medical professionals) must be included in test security training.

The principal of each school is also responsible for providing a refresher training before each state and district-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:

1. Primary responsibility for test administration **must not** be given to unlicensed personnel,

student teachers, teacher's aides, emergency substitute teachers, or parent/legal guardian and community volunteers.

2. Only individuals who have received the annual test security and administration training and the test-specific refresher training are allowed to administer or proctor an examination.

3. All staff administering NCSD and/or State assessments should carefully review specific test administration and security manuals for each assessment.

4. Test administration manuals should be distributed to individual test administrators soon after the test-specific refresher training to provide sufficient time for reviewing test procedures and reading aloud scripts. If the test administration manual contains secure material, schools will be informed of appropriate security procedures for advanced review of the manuals.

5. Test administrators, coordinators, and proctors are responsible for complying with the contents of the test administration manuals. As such, they are to read and follow scripts and procedures. It may be useful to practice test scripts prior to the test administration, highlight scripts to be read, and note tips for ensuring a smooth test administration.

6. Each individual involved with the administration of state examinations will acknowledge in writing that he/she has participated in the annual and appropriate refresher pieces of training.

Training logs containing all participants' training agendas, dates, and signatures must be kept at the school site and the district office for four (4) school years.

**Test Materials Management**
All persons involved in testing must carefully read all Test Administration Procedure information in the individual test administration and coordinator manuals (e.g., 3-8 state summative assessments, CTE, WIDA, MAP, etc.). Information in the Test Administration manuals may differ for each assessment and be updated over the year.

All hard copy writing test prompts, test and/or examination booklets, and teacher directions or manuals will be counted by the appropriate office staff, numbered, and batched well in advance of the test and/or examination date to ensure ample materials for the date of test and/or examination administration. Numbering of test and/or examination booklets also facilitates more efficient return of materials. All test booklets must be logged in by serial number at the district, site, and classroom levels. The test administrator is responsible for logging in his/her classroom test booklets by serial number. The sign-in/sign-out sheets are required to include dates and times.

Before and after a test has been administered, all materials must be counted and promptly returned to the school's test coordinator. It is the responsibility of the classroom test administrator to account for all test booklets, students' responses, and scratch paper before students are allowed to leave the testing room for any reason. In the case when the school test coordinator must return documents and testing booklets to a state-designated vendor, all timelines and deadlines must be followed as prescribed by the NDE and the test vendor. The school's test coordinator will re-count the testing materials and verify the number of booklets that have been returned to the district office or to the state-required test vendor.

1. Tests and secure online test access are not to be distributed to those who will administer them

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 NCSD or school test security plan.)

2. 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.

3. Test tickets must be collected when students complete a part of a test, and redistributed for administration of the second part.

4. 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 school test coordinator (or other designated individuals who require access).

5. 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.

6. For paper test booklets:

    a. The District Test Director (or school test coordinators if testing materials are shipped directly to the schools) must:

        i. follow the directions from the testing vendor regarding the receipt of materials and the reporting of discrepancies;

        ii. account for all test booklets and other testing materials immediately upon receipt from each school's test coordinator.

    b. School test coordinators must:

        i. maintain a log identifying the serial numbers of the test booklets assigned to each test administrator, and the times materials were picked up;

        ii. account for **all** test booklets and other testing materials immediately upon their return from each test administrator, including signatures and times materials were returned.

    c. Test administrators must:

        i. account for **all** test booklets and other testing materials, including scratch paper, before students are allowed to leave the testing room for any reason;

        ii. place test booklets in serial number order and return all materials to the school test coordinator before the end of the school day.

7. All required materials (e.g. pencils, test booklets, answer sheets, test tickets, scratch paper) must be provided to each student. All materials used during testing are considered secure, and must be documented and collected.

a.  Before a student is permitted to leave the testing area for any reason, collect and account for all testing materials including test tickets, test booklets, paper/pencil student responses and scratch paper, other permissible aids, and require students to log out of (or pause for supervised breaks) online assessments prior to dismissal from the testing session.

b.  Monitor student use of scratch paper to avoid cheating.

8.  When not in the school's locked test storage cabinet or in use for classroom test administration, test and/or examination materials, including paper/pencil student responses/answer sheets, should not be left in any area to which students or others have unsupervised access.  Testing materials must be secured with limited access at all times whether by the test coordinator or during use by the classroom test administrator.

Upon completion of testing, the District Test Director (or school test coordinators if testing materials are shipped directly to the schools) must return the materials in accordance with the procedures outlined in the test coordinator manual for the specific assessment.

**Scheduling, Test Timing, and Breaks**
Accurate timing of all tests is important to ensure the reliability of the results.  The administrative test instructions, accompanying teacher directions or manuals, and other materials specify the time limits, if any, for each test, examination, or subtest.  Administrators and teachers, in cooperation with the district office personnel, are responsible for implementing and monitoring the specified time limits.

1.  As specified for certain state assessments, as well as district MAPs, a student may be provided additional time in a test-conducive environment as long as they are working productively.

2.  Test administrators must follow the school's plan for orderly transition from one testing situation to another.  Students must not be left unsupervised during the transition and may not interact with peers prior to completing a part or session.

3.  Procedures for breaks are included in the specific test administration manuals and must be followed as indicated.

4.  It is not permitted to excuse students to lunch, recess, another class or school activity prior to completion of a part or session of a test that does not permit students to resume testing after a lengthy or unsupervised break.

5.  Students may not return to a previously-administered section or part of a paper or computer-based non-adaptive assessment and any other single-day administration tests after an unsupervised break or on a subsequent day.

6.  Students must be overseen by licensed personnel while having access to test materials and during supervised breaks.

Review all procedures for breaks in specific test administration manuals.  Procedures must be followed explicitly.  Review the Emergency Plan during Testing and review for implementation at your site.  Nevada law states when state examinations are to be administered.  The NDE prescribes the specific date or testing window (range of dates) during which an examination will be given.  Dates for all state assessment activities are subject to change per the NDE and State Board of Education.

**Testing Environment**

All students will have the opportunity to test under the same conditions regardless of physical location.

1.  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, etc.) must be removed or covered with blank, opaque material.

2.  The following aids may be displayed, but individual copies may not be provided to students for their use during the test, unless otherwise specified in the testing administration manual:

    a.  Writing scoring guides provided by the Department of Education;

    b.  Word walls and word lists that do not include definitions, visual cues (including color coding), or labels.

3.  Materials provided by the NDE may not be paraphrased or modified (except for enlargement by authorized NCSD staff).

4.  All materials needed for the assessment should be provided to the student before the assessment begins.  At no time should students be 'rummaging' for additional materials or resources.

5.  Parents/legal guardians of students who are testing, and students who are not participating in a specific test, must not be allowed in the testing room during administration.  Students should not be placed in a test session with a test administrator or proctor who is a family member.

6.  A sufficient number of test administrators will be provided to adequately supervise and monitor the assessment.  Primary responsibility of administering state-required tests **must** be an employee with a teaching or administrative license.

    a.  State-required assessments must be administered during their specific testing windows.

    b.  Unlicensed personnel may assist in the proctoring of these exams.

    c.  When at all possible, schools should arrange for reading, writing, mathematics, and science state-required tests to be administered by licensed staff who do not teach the subject being tested.

    d.  At least one test administrator and a sufficient number of proctors must be provided in each testing room to adequately supervise the testing.  Whenever possible a ratio of one proctor to not more than thirty (30) students is strongly recommended.

    e.  At no time will students be left unattended with test materials.

7.  Students must be given the opportunity to take assessments for which they are qualified to take per State or NCSD instructions.  Administration of examinations to students not eligible to take them is prohibited.

    a.  Students are permitted to complete a test one time at a school within a test administration window.  If a student transfers during a testing window and the new school tests the new

student in error, it is not a test irregularity.  If, however, there are repeated occurrences of this same practice, a school may be cited for corrective action.  NCSD test administration personnel are responsible for unlocking and resetting as appropriate.

      b.      Test administrators will be accountable for verifying the identities of students who enter the room where assessments are administered.  A photo I.D. may be required of secondary students.  If a secondary student who is unfamiliar to the test administrator leaves and re- enters the testing room, the test administrator must require the student to present his/her photo I.D.  Students who are not taking the exam should not be allowed in the test administration room.

      c.      Repeated instances of testing the students more than one time, testing ineligible students and/or the inability to recover a lost test booklet, will result in a corrective action plan for a school site.

8.      Per applicable Nevada law, parents/legal guardians of homeschoolers who wish for their child to take a high school level assessment, must sign a form that is available from the NDE to verify their child's eligibility.  Please have parents/legal guardians contact the NCSD Assessment Office at 775-727-7743, ext. 381.

9.      Unless approved through the IEP process for a special education student, the presence of electronic devices in the assessment setting is prohibited.  Cell phone (or other electronic device) ringing or use during a test (by staff or students) is a test irregularity.

10.      At no time should test and/or examination materials be left unattended, unless in a locked, secure cabinet.

11.      For all assessments, food and beverages are only permitted during a supervised break.

12.      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.

13.      Classroom cameras do not have the resolution to identify any specific testing information.  Cameras are not able to be directed away from desks.

**Administration of Examinations**

1.      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. Test administrators will **continually monitor** the room during the time allocated for the test. Sitting down throughout the entire assessment period is inappropriate.

      a.      Be aware of student activity during testing.  Do not read or do other activities that take attention away from students.

      b.      Turn off and store all personal and classroom electronics, including cell phones, tablets, etc. Reference the site test security plan for the protocol to communicate between test administrators and test coordinators during an assessment.

      c.      Computers should only be used for accessing the test administration portal as required. The testing computer must be secured and monitored throughout the testing session.

2.    During test administration, test administrators will closely and frequently monitor to see that each student is progressing satisfactorily.

   a.    Ensure that accessibility features and accommodations have been appropriately assigned (online testing) and/or accommodations and other permissible materials provided prior to students beginning a test.

   b.    The test administrators must **NOT** provide assistance that will inadvertently reveal an answer or help eliminate answer choices (e.g., pointing out the reasoning underlying an item, referring to previous instruction about a specific skill or objective, answer coaching or prompting "check your work", "good job", "keep trying" or other visual cues), or direct the student's attention to any materials in the room for the purpose of enhancing test performance. Indicating a correct or incorrect response in any manner is a violation of ethical testing practices and professional expectations.

   c.    The teacher/proctor must ascertain that **all** students understand the directions for taking the test.

   d.    The test administrator must read and follow the script in the test administration manual. The script must be read verbatim (word-for-word).

3.    Test administrators or proctors authorized to view test content in order to provide specific documented testing accommodations or designated supports, or as needed for administration of the NAA or ELPA, must read and sign the 'Confidentiality Agreement Form' as provided by the NDE. The form must be reviewed and signed prior to test administration, collected, and retained with the school's test security documentation for three (3) years.

4.    Students may not provide assistance of any kind to other students during a testing session. This includes not providing assistance with navigation or embedded tools and technology for computer-based tests. Interaction between students during a test session or while in possession of secure test materials is prohibited.

5.    Students who finish early and are not excused from the test session may read paper materials only (not using electronic devices). Test materials must be collected prior to a student accessing reading materials. Pencil-and-paper activities (drawing and writing) are prohibited.

6.    Failure to strictly adhere to consistent and uniform test administration procedures, including student cheating, may result in the invalidation of student scores.

   a.    It is essential for test administrators to carefully follow all instructions provided for test administration and to monitor student progress continuously during the assessment period. It is important to carefully observe unusual student behavior during the test administration. It will be necessary to investigate and possibly report such behavior if it is determined that the behavior is directly related to a breach of test security and/or irregularity.

   b.    Photographing, recording, or otherwise transmitting any part of a test or testing session is prohibited unless the activity is required for the administration of an assessment. Photographing testing sessions is only permitted for school test coordinators, principals, or district test directors, for the purpose of a test security investigations.

c.   Before/during/after test administration teachers/proctors/students and others with access to test content must not make written notes regarding, or electronic copies of specific test and/or examination tasks, items or problems, graphics or illustrations, or any other secure material or content while administering tests and/or examinations. Such breaches of testing procedures will be cause for severe disciplinary action.

d.   Monitoring software that would allow test content on student workstations to be viewed or recorded on another computer during testing must be turned off.

e.   Students who are found guilty of cheating or plagiarizing on any state or district interim or summative assessment or are found in possession of a prohibited electronic device during a test administration period will have their response/answer document or online test invalidated and may be subject to other school and/or district disciplinary action.

   i.   Please review specific invalidation procedures in the Test Administration Manual for each assessment. Special circumstances, interruptions, or distractions that affect individual or group performance **may** result in the invalidation of subtests.

   ii.   No appeals are allowed for invalidations of student tests resulting from student cheating or misconduct.

7.   Security threats to online test administrations include, but are not limited to the following:

a.   cheating threats;
b.   colluding with others;
c.   using cheating aids;
d.   using a proxy test taker;
e.   copying answers from other test takers;
f.   stealing threats;
g.   capturing content by digital photography devices;
h.   transcribing questions verbally (on paper or recording device).

8.   Test items, approved answers, and unreleased writing prompts are the confidential property of the entity that created the examination. Answer documents with pre-id information, online test records including test tickets with student identifying information or responses, along with secure test materials are confidential and disclosure is prohibited.

a.   Concerns about contents of a test item, problem, question, or task must be communicated directly to the test coordinator or school principal the same day of the test administration. Necessary details must be provided (e.g. test subject, grade level, name of test/part, item number, version if paper test, student name and ID, and a general statement about the concern). The test coordinator will forward the concern to the District Test Director.

b.   Test administrators and proctors are not to review items/tasks. The reading of test items and passages by anyone other than the students being tested unless indicated in the test instructions or accommodations, is prohibited. Knowledge or review of actual test content is not necessary for valid test administration.

9.   **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.

a. 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.

b. If a **submitted** test is unlocked, the test will reopen at the last page of the test.

c. For **interruptions** in testing, the NDE grants permission to district test directors or their designees to unlock tests if:

    i. a student cannot complete a test due to a technological difficulty that results in the test's expiration (**must** be reported as a testing irregularity);

    ii. a student cannot complete a test before it expires due to a sudden illness or unanticipated school closure (**must** be reported as a testing irregularity).

d. 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:

    i. a student begins a part of the test unintentionally. The student should stop the test as soon as the error is noticed, and should be directed to log in to the appropriate test part. The district test director/designee may unlock the test part that was begun erroneously prior to administration of that part if the student had completed five (5) or fewer responses. 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).

e. In certain circumstances, unlocking a test will not correct a situation, or is not an available option (Computer Adaptive Tests, or CATs, do not lock). Because students are only permitted to complete a test once during the testing window, district test directors/designees must obtain permission from the NDE to have the testing vendor regenerate the test ticket for the following:

    i. A student begins a part of a PT or CAT using another student's test ticket or login information and has completed five (5) or fewer responses.

    ii. A student begins a part of a PT or CAT without having an accommodation or designated support activated, and has completed five (5) or fewer responses.

    iii. A student begins a part of a PT or CAT without having an accommodation or designated support activated, and has completed five (5) or fewer responses.

10. Students must be logged out of computer-based tests prior to being dismissed from a testing session. Proctors must be logged out of the browser or online platform (as appropriate), and the room secured before leaving an area where computer-based tests are administered.

11. Tests that are left in "in progress" status will be automatically submitted at the end of the testing window and do not need to be unlocked to submit.

12. Collect materials from the student at his/her desk or workstation before dismissing a student from a testing session or transitioning them to another location. Do not permit students to

carry/transport secure testing materials. Test materials include:

    a.      test tickets;
    b.      test booklets;
    c.      paper/pencil student responses;
    d.      formula sheets;
    e.      scratch paper.

13.    At no time during testing will students be left unattended with test and/or exam materials.

**After Testing**

1.    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.

2.    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.

3.    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.

4.    Test items, stimuli, reading passages, or writing prompts must not be used for instruction.

**Reporting and Investigating Testing Irregularities**

The following sequence must be followed in the event of any alleged, suspected, or reported breach of test security or unauthorized disclosure of test (state and district) content:

1.    The situation must be reported to the school principal/test coordinator within 24 hours.

2.    The school principal/test coordinator must report the incident to the District Test Director within 24 hours of the time the suspected incident has been brought to his/her attention.

3.    For state assessments, the District Test Director will immediately upon receipt of the report of a suspected incident report that incident to the NDE test security official.

4.    For all assessments, the District Test Director will report the incident to appropriate district-level administrators.

5.    Within five (5) days, the school principal must provide a completed Report of Test Irregularity to the District Test Director.

6.    For state assessments, the District Test Director will provide the completed Report of Test Irregularity to the NDE within fourteen (14) days of receipt.

7.    The District Test Director will provide updates to appropriate district-level administrators.

The following sequence must be followed in the event of a breach in FERPA-Protected Student Data:

1.    Containment and investigation: How to isolate the breach, identify the scope, and

determine the cause.

2.  Notification:  Procedures for notifying affected individuals, parents/legal guardians, and relevant authorities in compliance with legal requirements and timelines.

3.  Remediation:  Steps to correct the underlying cause of the breach and prevent future incidents.

4.  Communication:  Strategies for communicating transparently with stakeholders throughout the process, addressing concerns, and providing support resources.

5.  Review and improvement:  How to conduct a post-breach analysis to assess the effectiveness of the response, and identify areas for improvement in data security measures.

Examples of Common Test Security Incidents include, but are not limited to:

1.  Viewing assessment content or student responses.

2.  Possession or use of electronic devices.

3.  Accessing prohibited material.

4.  Answer coaching or prompting (e.g. pointing out the reasoning underlying an item, referring to previous instruction about a specific skill or objective, answer coaching or prompting "check your work", "good job", "keep trying" or other visual cues, or direct the student's attention to any materials in the room for the purpose of enhancing test performance).  Indicating a correct or incorrect response in any manner is a violation of ethical testing practices and professional expectations.

5.  Allowing untrained persons to participate in testing.

6.  Student answer copying or sharing.

7.  Recording or 'harvesting' assessment content.

8.  Academic content visible on walls of testing room.

9.  Solicitation, receipt, distribution, or use of secure test content.

10.  Loss of testing materials.

11.  Fraudulent manipulation of student attendance or enrollment records.

12.  Approval of unjustified testing accommodations.

13.  Seating manipulation or 'buddy systems'.

14.  Teaching with secure test content.

15.  Pre-filled answers.

16.     Interfering with student responses.

17.     Test Administrator/Proctor negligence.

**Procedural Steps in Investigations of Suspected 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. NCSD is required to comply with NDE's requests for documentation and information relevant to the investigation.

1.     If the District Test Director has reason to believe a violation of the state or the NCSD test security plan has occurred, they must do the following:

   a.     Immediately notify the NDE test security coordinator either orally or in writing.

   b.     Ensure that a *Report of Testing Irregularity* is submitted within fourteen (14) school days after the incident occurred.

   c.     Begin an investigation of the incident.

      i.     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 (3) consecutive school years.

      ii.     All other evidence related to test security investigations must be retained for three (3) consecutive school years.

      iii.     The District Test Director/Designee must submit all investigative findings to the NDE test security coordinator during the course of the investigation.

   d.     A school official who has reason to believe that a violation of the state or the NCSD test security plan has occurred must immediately notify the school test coordinator, principal, and the District Test Director/Designee.

2.     All evidence and documentation related to test security investigations is confidential.

3.     NDE may choose to conduct an investigation separately or in conjunction with NCSD.

4.     The majority of the communication regarding the incident will occur between the District Test Director and the NDE test security coordinator.

5.     Upon receipt of a *Report of Testing Irregularity*, the NDE test security coordinator will review the report, determine how to proceed, and whether further evidence or investigation is required.

6.     Depending on the severity of the incident, and the potential impact to the state assessment program, NDE's determination may include, but is not limited to:

   a.     no further action;

b.      invalidation of student scores;

c.      a requirement, including NDE's recommendations, for NCSD to complete a corrective action plan (NRS 390.295), if investigative findings indicate the irregularity resulted from inadequate test security or administration procedures;

d.      a requirement for NCSD to conduct an additional administration of the examination (NRS 390.290);

e.      licensure sanctions administered by the State Board of Education (NRS 391.330).

**NCSD Assessment Investigation Plan**
The NCSD Investigation Plan details the overall strategy for managing investigations when test irregularities are reported to the District Test Director/Designee. This plan outlines the testing irregularities required for an investigation, responsibilities of personnel, procedures for reviewing available information, conducting interviews, and developing a report with the evidence.

**Documentation**
Schools complete a testing irregularity report in the NDE online system, Caveon Core.

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

**Role Responsibilities**
In cases in which district-level or department-level investigation(s) of testing irregularities are necessary, an investigation will be conducted. The investigative team may include, but is not limited to, the District Test Director/Designee, a representative of Employee-Management Relations (EMR), or the Office of the General Counsel, in conjunction with the appropriate Region Superintendent.

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

**Planning and Conducting Interviews**
Part of the investigation may include interviewing personnel at the site in question. The following questions will be used, when applicable, during an investigation:

1.      Were you asked to read the manual for administering the test?

2.      Were you provided with test security professional learning? When and by whom?

3.      When did testing materials arrive at the school?

4.      In the case of computer-based tests (CBTs), when did you first have access to the exam questions?

5.      Where were physical test materials stored?

6. Who had access to the test materials in both paper/pencil and CBT-delivered exams?

7. Describe the process on test day for the school as a whole and for each testing room.

8. How were test materials collected and mailed from the school when testing was complete?

9. Did you observe any testing irregularities in your school on any of the testing days?

10. Are there ways you would like to see test security practices enhanced?

**Compiling Reports**

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

1. Conduct a thorough review of the information contained in the *Report of Test Irregularity*.

2. If necessary, request additional information to assist in the review process from the principal, the District Test Director, and any other staff members or students involved in the reported irregularity.

3. Determine whether evidence exists to indicate that actions which resulted in the testing irregularity were intentional.

4. Determine whether evidence exists to indicate that consequences associated with the testing irregularity have resulted in, or will result in, significant damage to the state-mandated assessment.

5. Determine whether sufficient evidence exists to warrant an invalidation of student scores.

6. Notify the NCSD Board of Trustees and the District Test Director, in writing, indicating the results of the findings.

    a. If the findings indicate that an irregularity in test administration or security has occurred, but there is no evidence that the irregularity was intentional, and there is no evidence that the consequences associated with the irregularity will result in significant damages to the state-mandated assessment, the investigative team may determine:

        i. whether an additional administration of the test is necessary;

        ii. whether NCSD is required to file a corrective action plan;

        iii. recommendations or other remedial courses of action to be taken by NCSD.

    b. If it is determined that there is sufficient evidence that an **intentional** irregularity in testing administration or security has occurred, or there is evidence that the consequences associated with the irregularity resulted in, or may result in, significant damages to the state-mandated assessment, the investigation may:

i.       require NCSD to conduct an additional administration of the test;

ii.      require NCSD to file a corrective action plan;

iii.     specify NDE's recommendations and/or requirements for corrective action;

iv.     begin an investigation, or require the District Test Director to begin an investigation to obtain further information regarding the testing irregularity;

v.      invalidate student test scores, as indicated.

c.     If, after longitudinal review of NCSD and NDE records of testing irregularities, it was determined that at least one (1) testing irregularity occurred at a school during one (1) school year, and in the immediately preceding school year, at least one (1) additional irregularity had occurred, a determination will be made as to whether the irregularities warrant an additional administration of the examination.

d.     If it is determined that an additional administration of the examination is required, the school principal will be notified of this determination. The additional administration may include an entire grade, or merely specific students, as determined by the investigative team.

i.      When determining the need for an additional administration of an examination, the investigative team must consider the effect of each testing irregularity on the scores of students, and whether sufficient time remains in the school year.

ii.     The additional administration must occur in the same school year in which the additional irregularity occurred, if feasible. NCSD is responsible for paying all costs related to the additional administration.

iii.     Unless determined otherwise, the District Test Director will coordinate the additional test administration, with the assistance of school administrators, as deemed necessary.

e.     If it is found that the test irregularity resulted from inadequate or insufficient school and/or NCSD test administration and security protocol, the principal or the District Test Director will be required to file a corrective action plan with NDE.

f.     If it is found that school personnel were not adequately or sufficiently professionally developed in school and/or NCSD test administration and security protocol, the principal or the District Test Director will be required to file a corrective action plan with NDE.

g.     If it is determined that the evidence is insufficient to issue a charging document of violation of test security against an individual, and the evidence does not indicate a significant consequence as related to the breach, NDE will write a letter indicating this to the NCSD Superintendent and the District Test Director. No disciplinary action will be taken by NDE, but this does **not** preclude NCSD

from taking disciplinary action.

h.    If the evidence is sufficient to support charging a violation of test security against an individual, and the Superintendent decides to take action for the suspension or revocation of the license, a notice of complaint will be issued to the licensee.

    i.    When there is sufficient evidence to take action against an individual's license, the significance of the consequence of the violation of test security is a factor considered in evaluating the appropriateness of suspension or revocation of license.

i.    If a notice of complaint is issued, the individual against whom it is issued has the right to request a hearing from an impartial hearing officer chosen from the American Arbitration Association.

    i.    If the individual does not request an impartial hearing, a hearing before the State Board of Education will be conducted.

    ii.    If the individual requests an impartial hearing, the hearing officer will hear the matter, make findings, and issue a recommendation. The ultimate determination of discipline against the licensee is made by the State Board of Education.

In addition to disciplinary action that may be taken against a licensed counselor, teacher, or school administrator, breaches in security that impact the reliability and validity of student scores may result in the invalidation of student scores.

**Protection of NCSD Personnel Regarding the Disclosure of Testing Irregularities**
NRS 390.350 through 390.430 provides for specific rights and responsibilities of NCSD personnel with regard to the disclosure of irregularities in testing administration and testing security relative to all state and NCSD-mandated examinations. NRS 390.425 also requires NDE to annually submit a written summary of these rights and responsibilities to the NCSD Board of Trustees.

**Rights and Responsibilities**
1.    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.

2.    A school official will not directly or indirectly use, or attempt to use, his/her 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.

3.    If reprisal or retaliatory action is taken against a school official who discloses information concerning testing irregularities, within two (2) years after the information is disclosed, the school official may file a written appeal with the State Board of Education 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:

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

b. The reprisal or retaliatory action that is alleged to have been taken against the school official.

4. 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.

5. 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.

6. 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.

7. No school official may use the provisions outlined in this summary to harass another school official.

8. A person who willfully discloses untruthful information concerning testing irregularities:

a. is guilty of a misdemeanor; and

b. is subject to appropriate disciplinary action.

9. Upon receipt of this summary, the NCSD Board of Trustees or governing body will provide a copy of the written summary to all school officials within NCSD.

**Terms and Definitions**
1. **"Examination"** means achievement and proficiency examinations that are administered to students pursuant to NRS 390.105, 390.600, and 390.610, and includes the following:

a. English Language Arts (ELA) and Mathematics in grades 3-8;

b. Science assessments in grades 5, 8, and 10;

c. College and Career Readiness Assessment;

d. NWEA Reading Assessments in grades K-3;

e. Any other examinations that measure achievement and proficiency of students, and which are administered to students on a district-wide basis.

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

3. **"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:

a. Failure to comply with state or district security procedures.
b. Disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law.

  c.   Other breaches in the security or confidentiality of the questions or answers to questions on an examination.

4.  **"School official"** means the following:

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

5.  **"District Test Director"** is appointed by the school district superintendent and refers to the school district on all matters of testing, including, but not limited to, the following:

  a.   Serving as a liaison between the local school district and the NDE.
  b.   Assisting the local board of trustees in the development of a district test security plan.
  c.   Organizing the district testing calendar.
  d.   Ensuring that school principals and school test coordinators are adequately trained and informed of all relevant test administration guidelines and procedures.
  e.   Ensuring proper dissemination and collection of testing materials.

6.  **"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:

  a.   Assisting the school principal by serving as a liaison between the school and the district test director.
  b.   Assisting the school principal in the development of school test administration procedures.
  c.   Assisting the school principal in providing annual training for school officials involved in test administration.
  d.   Assisting the school principal in organizing the test schedule.
  e.   Assisting the school principal in the dissemination and collection of test materials.
  f.   Assisting the school principal in assigning school officials to administer or proctor the assessments.

*Although school principals *may* delegate testing responsibilities to a school test coordinator, **principals assume final responsibility** for the proper training and administration of **all state-mandated testing.**

7.  **"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:

  a.   Administering the assessment to an assigned group of students in accordance with all test security and test administration procedures.
  b.   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).
  c.   Assuming primary responsibility for the dissemination and collection of each student's test materials.
  d.   Assuming primary responsibility for the supervision of students during their participation in the assessment.

e.    Ensuring that students are taking the assessment in accordance with test security and test administration procedures.
f.    Following up on unusual behavior or activity on the part of the students.
g.    Assuming primary responsibility for ensuring that applicable time limits are being followed.

8.    **"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:

a.    Assisting the classroom test administrator in supervising students during their participation in the assessment.
b.    Ensuring that students are taking the assessment in the manner in which they were instructed by the classroom test administrator.
c.    Immediately notifying the classroom test administrator of any unusual behavior or activity on the part of students.
d.    Assisting the classroom test administrator in the dissemination and/or collection of test materials.
e.    Assisting the classroom test administrator in ensuring that applicable time limits are being adhered to.

# NCSD Emergency Plan During Testing

## Emergency Situation Requiring Evacuation

1. The test administrator instructs students to place their answer sheet in the test booklet, close the booklet, and leave the booklet on the desk. Online tests must be paused or students logged out of the browser or platform prior to dismissing students from a computer-based testing session.

2. Proctors for online test must be logged out and the room locked before leaving an area where online tests are being administered.

3. Test administrator quickly scans the room to see that test booklets are visible on student desks or students have left all secure materials at their workstation

4. Test administrator is last person out of the room, locks the door, and follows the school's emergency plan.

5. Students are instructed not to engage in conversation nor discuss items on the test at any time during this process.

6. Test administrator closely monitors the students during the evacuation process.

7. Test administrator should note the time of the interruption so that he/she can allow the students the remaining amount of time that is left for the examination.

8. Ultimately student and staff safety come first.

## Upon Return to the Classroom after an Evacuation

1. The test administrator is the first to enter the classroom. Students must wait to be seated.

2. Test administrator collects the test booklets, seats the students, and accounts for all test booklets and materials. Students taking online tests are to be seated in their same seat and all secure materials are verified for each student.

3. After all test booklets and other materials have been accounted for, the test administrator returns the test booklets and answer documents to students and follows the test manual directions regarding the remaining time. For online assessments, the test administrator instructs students how to resume tests, following the guidance in the specific test administration manual.

4. At the earliest convenience, the site principal/test coordinator is to notify the District Test Director of the incident and complete the test irregularity report.

## Lock Down Procedures

1. The test administrator follows the same procedures as for 'Evacuation' except students must remain in the room according to the school's lock down procedures.

## Power Outage

1. Online tests will automatically suspend. All secure test materials should be collected from student workstations and students are instructed not to discuss the items on the test.

2. For paper-based assessments testing may resume if it is determined that there is sufficient light.

3. For paper-based assessments if it is determined that there is insufficient light complete the following:

   a. Test administrator instructs students to put their answer sheets in the test booklets and close the booklets.

   b. Test administrator collects all testing materials.

   c. Site principal/test coordinator locates a viable test room.

   d. Students are instructed not to discuss the items on the test at any time during the relocation process.

   e. Test administrator should closely monitor students while they are in transition.

   f. Test administrator and site principal/test coordinator will carry the test materials and escort students to the new testing room.

   g. Test administrator should document time of interruption so that he/she can permit students the remaining amount of time for the examination.

   h. Test administrator redistributes the test materials to students and begins testing.

   i. At the site principal/test coordinator's earliest convenience they are to notify the District Test Director of the incident and complete the test irregularity report.

**Students Becomes Ill on a Test or at their Workstation**

1. Paper-based: if a student becomes ill and vomits on the test, the test must be placed in a sealed plastic bag. The student should be escorted to the nurse. All steps in the process for the cleaning of biohazardous waste must be followed. See your site administrator and custodian for specifics.

2. Computer-based: The online test should be suspended and the student escorted to the nurse. All steps in the process for the cleaning of biohazardous waste must be followed. See your site administrator and custodian for specifics.