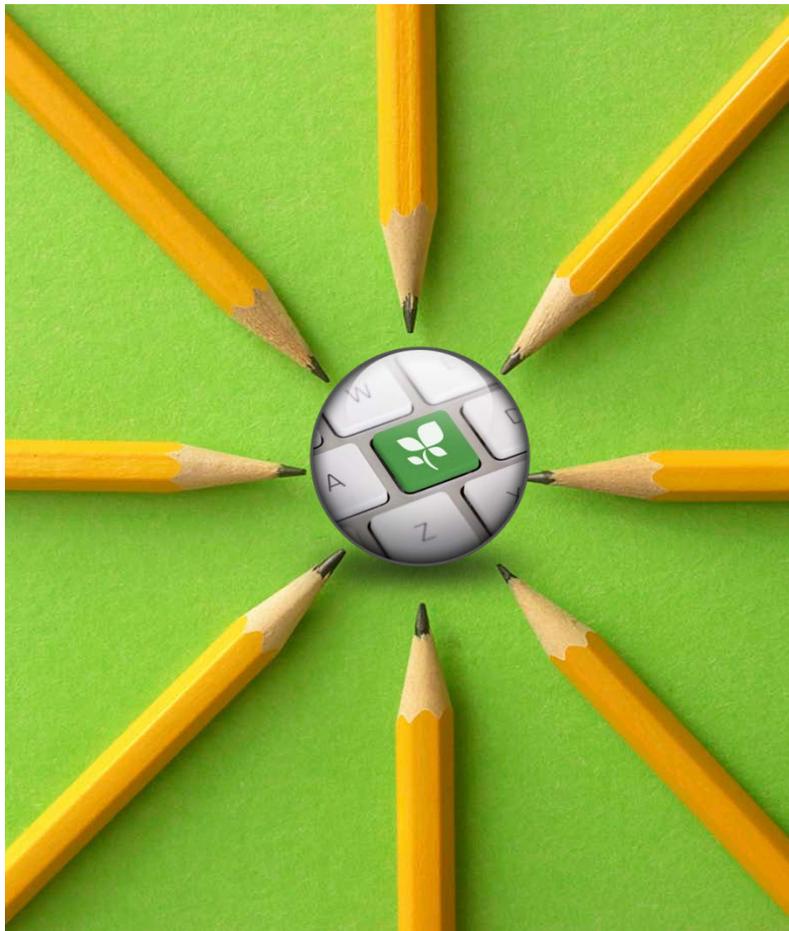


Test Administration Guidebook: Procedures and Expectations



**Douglas County School District
August 2011**

**Note: A copy of this manual will be submitted to the
Nevada Department of Education by September 1, 2011.**

Testing Guidebook: Procedures and Expectations

Introduction

This testing guidebook articulates the guidelines for test administration in the Douglas County School District. It is to be used by **all** licensed and classified employees who administer tests and/or examinations or who assist with the District and State testing programs. In addition to this guidebook, individuals should use the following items:

- “Procedures for the Nevada Proficiency Examination Program, 2011-2012” (reference all sections),
- Separate examination administration and coordinator manuals such as those for the 5th and 8th grade state writing examinations, the state CRTs (grades 3-8), and HSPE (grades 10-12) examinations that need to be referenced, and
- District Policy 222 and Administrative Regulations 222(a) and 222(b), “Assessment of Student Progress.”

This testing guidebook intends to simplify testing security and confidentiality concerns that are of utmost importance to the consistency of the district-wide and state-wide testing programs. **Unless otherwise stated, test security guidelines outlined in this document apply to all state-mandated and district-mandated test administrations, including actual as well as field and pilot tests.**

Without security and confidentiality and standardized administration of our assessments, test and/or examination scores lack validity and cannot contribute appropriately to informed future decision-making. In the case of district competency assessments, any re-assessment of a student must take place only after the student has had an opportunity to participate in school and/or district remediation or intervention activities.

Required Annual Meeting

On or before September 30th of each school year, each school principal shall conduct an explanatory meeting for all faculty and other appropriate personnel involved with testing so that all licensed and classified personnel, as well as student teachers, parents, and community members involved in any way with state or district assessments, are familiar with the policies and professional expectations contained within this guidebook. Those individuals who serve as substitutes during the administration of the tests must also be trained in test administration and test security procedures. Each faculty member and all other appropriate school personnel shall be given a copy of this guidebook for personal use.

****All Staff administering District and/or State assessments should carefully review specific administration and security instructions for each assessment.***

Statement of Responsibility

Members of the Board of Trustees, the Superintendent, the Education Services Assessment personnel, school administrators, teachers, and other appropriate school personnel are responsible together for effectively implementing the state-mandated and district-mandated district-wide testing program.

- 1) Each school principal will **annually** certify in writing that the expectations of the District and the State of Nevada will be met at the school level. **If the site acquires a new principal after the beginning of the school year, that individual will be required to complete and sign the state-required document.** The original document will be submitted to the Nevada Department of Education. Copies will be kept at the school site and the district office. **Complete by October 1st.**
- 2) Each teacher and other administrative or classified personnel involved with the testing program will also annually acknowledge in writing that s/he has received a copy of the Testing Guidebook and has read and understood its contents. The original acknowledgement will be stored in a locked, secured cabinet at each school/program site. **In addition, each site will forward a copy of the group sign-in sheet(s) and the individual test security acknowledgements signed by site/program personnel to the district office. Complete by September 30th.**
- 3) Each teacher and other administrative or classified personnel involved with the testing program will attend the school site meeting where this information will be discussed.
- 4) Site administrators and/or test coordinators will train substitute teachers in test administration procedures if a substitute teacher is responsible for assisting in the administration of any district or state examination.
- 5) The primary responsibility for test administration must not be given to unlicensed personnel, substitute teachers, student teachers, or parent and community volunteers.
- 6) Each teacher, parent and student shall receive written notice of the state-required examinations for each school year. **Middle and High Schools need to post the written notice for public review. Complete by October 15th.**
- 7) A review of all test security procedures must occur prior to each administration of state-mandated and district-mandated tests.
- 8) **A school test security plan will be developed. The template for this plan is located in the Appendices. A copy of each school test security plan will be filed with the assessment office at the Douglas County School District's Administrative Office. Complete by October 1st.**

Purposes of the Assessment Program

The purpose of the DCSD assessment program is to identify individual student needs and appropriate curriculum, critical content, or instruction modifications, based upon the skills, concepts, and content tested. District standardized competency testing shall also be used to monitor students' academic achievement growth over time. It is the intent of the district assessment program to gather and report data that are accurate, valid, reliable, fair, meaningful and professionally sound. The professional integrity of every licensed and classified employee of the district is, therefore, required for the effective implementation of this program.

Instructional Use of Tests and/or Examinations

The use of test and/or examination data is intended to inform staff of student progress as well as to encourage the analysis of results and to assist in planning for meaningful instructional improvement at every level (e.g., student, classroom, school, 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.

Parent/Guardian Notification

Notifying parents/guardians of students in the Douglas County School District 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/guardians of affected students regarding test dates and information prior to actual testing.

To maximize the opportunity for appropriate use of assessment results and in accordance with NRS 389.015, not more than 10 working days after a school district receives the results of the examination, the superintendent of each school district shall certify that the results of the examinations have been transmitted to each school within the district. Except as otherwise provided, **not more than 15 working days** after each school receives the results of the examinations, the principal of each school shall certify that the results for each pupil have been provided to the parent or legal guardian of the student during a conference or by mailing the results to the last known address of the parent or legal guardian.

Test and/or Examination Administration Procedures

Please carefully read all Test Administration Procedure information as contained in the individual test administration and coordinator manuals (eg. CRT, HSPE, MAP, etc.). Information in the Test Administration manuals may be different for each assessment and may be updated over the course of the year.

Storage of Assessments

Tests are not to be distributed to those who will administer them until the prescribed date for test administration. When tests are received they must be counted and secured in a locked room or file cabinet that is not accessible to staff other than the administrator and/or test coordinator. **The school administrator will retain the key for this secured location.** When not in the school's locked test storage cabinet or in use for classroom test administration, test and/or examination materials should not be left in any area to which students or others have unsupervised access.

Classroom test administrators must **count** the test booklets **upon receipt** and then **re-count** and return testing materials to the test coordinator in a timely manner and not later than the end of the school day. If the testing takes place over a period of more than one day, all testing materials must be **counted** and returned to the school test coordinator at the end of school day and picked up and **counted** again in the morning of the next testing day, unless otherwise specified in the administration manual.

Returning Materials to the Vendor/NDE

The school test coordinator will return documents and testing materials for the writing assessments to the district assessment office during the times that the district assessment office sets forth in an assessment checklist document. CRTs and reading, math, science HSPEs must be returned by the sites to the vendor on the dates that have been mutually agreed upon between the state and the vendor.

The site test coordinator (or the district test director, as applicable) will **count** and return documents and testing booklets to the specified vendor for each test. The district assessment office will return state writing assessment materials to the Nevada Department of Education. It will also return answer documents to the vendor who is responsible for producing the state-required norm-referenced test. The site test coordinator will **count** and return testing materials to the vendor who oversees the scoring and reporting of the state criterion-referenced assessments and reading, math, science high school proficiency examinations.

On an annual basis, the district's test director will randomly select several sites at which an audit of all test materials will be conducted. Those schools that do not comply with assessment security procedures will be asked to develop an action plan to address areas of deficiency. If the compliance issue relates directly to the storage of state-required testing materials, the violation will be reported to the Nevada Department of Education.

Accounting for Test Materials

All writing test prompts, test and/or examination booklets, and teacher directions or manuals shall be **counted** by the appropriate office staff, numbered, and batched well in advance of the test and/or examination date to assure 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. At the district, site, and classroom levels all test booklets need to be logged in by serial number. It is the responsibility of the test administrator to log in his/her classroom test booklets by serial number.

Before and after a test has been administered, all materials need to 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, writing prompts, students' responses, and scratch paper before students are allowed to leave the testing room for any reason.** In addition, the classroom test administrator must place the tests in serial number or numerical order before returning them to the school test coordinator. The school test coordinator will return documents and/or testing booklets (e.g., state writing assessment) to the district assessment office at a time when the district's assessment office has assigned a date. These deadlines will also be included on each assessment's individual checklist. **In the case when the school test coordinator must return documents and testing booklets (e.g., CRTs and reading, math, science HSPEs) to a state-designated vendor, all timelines and deadlines must be followed as prescribed by the Nevada Department of Education 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.**

Staffing For Assessment Administration

A sufficient number of test administrators shall 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. The teacher/proctor must ascertain that **all** students understand the directions for taking the test. The teacher/proctor may assist students with mechanical tasks, such as helping a student locate a specific section on the answer sheet. Test administrators should be careful not to inadvertently give hints or clues that indicate an answer or help eliminate answer choices. **The test administrator must read and follow the script in the test administration manual. The script must be read verbatim (word-for-word).**

Timing of the Test and/or Examination

Accurate timing of all tests is important to ensure the reliability of the results. Although most are not based solely upon speed, the time limits on some parts of an instrument may mean that some students will not complete all of the items. Established time limits shall afford students ample opportunity to demonstrate the range of their abilities; most students will finish within the specified times.

The administrative test instructions, accompanying teacher directions or manuals, and other materials specify the time limits 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. **Students shall not be allowed to work beyond the number of minutes specified for testing. Any deviation from the specified time limits is a violation of ethical testing practices and professional expectations, and such deviations must be reported.** In the case of state CRTs, Writing, and HSPEs, as well as district MAPs, a student may have additional time as long as they are working productively.

Note: IEP students may be exempt from this regulation.

Provide additional time in a test-conducive environment – 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.

Please review all Test Administration instructions related to timing of the test in the individual test administration and coordinator manuals.

Responsibilities of Staff During Test Administration

State-required assessments must be administered during their specific testing windows. The primary administrator of the assessments must be a licensed employee. Unlicensed personnel may assist in the proctoring of these exams. **In addition, schools should arrange for reading, writing, mathematics, and science state-required tests to be administered by licensed staff that do not teach the subject being tested.** At least one test administrator and a sufficient number of proctors must be provided in each testing room to adequately supervise the testing. A ratio of one proctor to not more than 30 students is strongly recommended. At no time shall students be left unattended with test materials.

Prior to the High School Proficiency Examination, the school administrator will verify the number of credits earned for those students who are scheduled to take the HSPE.

Grade Level	Criteria
10th grade	Earn a minimum of 5 units of credit or complete* 2 semesters of high school; or earn 3.5 credits (1 English), or 4 credits (1/2 English) or 4.5 credits (no English required)
11th grade	Earn a minimum of 11 units of credit or complete* 4 semesters of high school
12th grade	Earn a minimum of 17 units or credit or complete* 6 semesters of high school
*A complete semester is defined as 3.0 credits of coursework with a D or better in each subject.	

There shall be no exceptions to these criteria.

Students should only test once within a testing window. If a student transfers during a test 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.

Parents of home schoolers, who wish for their child to take the HSPE, must sign a form that is available in the state test security manual to verify their child's eligibility. Please have parents contact the District Assessment Office at 775-782-5160.

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.

Restroom breaks need to be taken prior to the administration of the exams. Students are better prepared for the assessment situation if the test administrator explains that the purpose of taking a test is to find out which skills have been mastered so that instruction can focus upon skills needing further development. It shall be highlighted that some items may be more difficult than others and some materials may be new to students; they are not expected to know all the answers. Students shall be told that there might be more bubbles/spaces on the answer sheets than the number of test items. Extra bubbles/spaces on the answer sheets should be left blank.

At appropriate intervals, the test administrator may announce the number of minutes remaining if permitted by testing instructions. The starting and stopping times for each section may be written on the white board or chalkboard.

During test administration, test administrators shall closely and frequently monitor to see that each student is marking answers in the correct manner with a #2 pencil. They shall help those students who are not marking their answers appropriately. After such problems have been resolved (e. g., bubbles are not dark enough, two bubbles are marked on the same line, bubbles extend beyond the specified area, any changed answers are completely erased, etc.), the only educational assistance given should clarify the instructions for taking the test.

The test administrators must NOT provide assistance that will inadvertently reveal an answer, e.g., pointing out the reasoning underlying an item or referring to previous instruction about a specific skill or objective. Indicating a correct or incorrect response in any manner is a violation of ethical testing practices and professional expectations. In addition, during the writing assessment, the test administrator or proctor **must not** assist the student in any way to review the student's rough draft during or between assessment sessions.

Calculator use is specified in each assessment Test Administration manual. Please carefully read all Test Administration Procedure information as contained in the individual test administration and coordinator manuals (eg. CRT, HSPE, MAP, etc.). Information in the Test

Administration manuals may be different for each assessment and may be updated over the course of the year.

Unless approved through the IEP process for a special education student, the presence of electronic devices in the assessment setting is prohibited. An updated “An Appropriate Testing Environment” component of the state test security manual (Nevada Proficiency Examination Program manual) defines what visual aids are appropriate or inappropriate in the classroom while students participate in the assessment process.

The test administrators shall continually walk through the classroom during the time allocated for the test. Sitting down throughout the entire assessment period is inappropriate. All test administrators must carefully monitor the use of scratch paper by students. Whenever the student leaves the assessment room, scratch paper needs to be collected by test administrators. 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 behavior of students 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.

At no time during testing shall students be left unattended with test and/or examination materials.

Cell phone ringing or use during a test (by staff or students) is a test irregularity.

Follow-up Procedures to Test Administration

Upon completion of testing, all materials are to be returned to the appropriate school administrator in a timely manner and not later than the end of the school day on which the assessment is administered. If more than one day is involved, all assessment materials must be **counted** and returned to the school administrator each day and stored securely in an area to which no students or others have unsupervised access. At the conclusion of testing, it is expected that the number of materials, which have been issued to a test administrator, will be returned in serial number or assigned numerical order to the school administrator and/or test coordinator who issued them.

All test and/or examination booklets must be accounted for, by serial number or assigned numerical order, when they are returned to the school administrator and/or test coordinator for storage.

All materials—including test and/or examination booklets, writing test prompts, answer sheets, and scratch paper— should be provided at the testing location. The school site shall also provide #2 pencils for students who participate in the examination session. **Additional instructional materials, beyond those specified in test administration instructions and manuals, or approved by the IEP committee, cannot be provided to students for use during a test administration.** **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.

These materials shall be collected from each student before s/he leaves the testing room. All used scratch paper will then be destroyed. Failure to adhere to consistent and uniform test administration procedures may result in the invalidation of a student’s scores.

Invalidating Tests/Examinations

Instances of student cheating require invalidation of the student test. **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. Site administrators should contact the DCSD Office of Assessments for clarification of each situation.

Test and/or Examination Collection and Scoring

The test administrator is responsible for **counting**, collecting and organizing the answer sheets or consumable test and/or examination booklets for his/her individual classroom. The test administrator shall carefully check and correct each answer sheet, if needed, for **demographic** accuracy, e. g., the student’s name, I.D. number, grade level, school name, etc. It is imperative that the subtest answer portion of the answer sheet not be altered in any way, with the exception of erasing stray marks and darkening responses as may be required for scoring. For answer documents that are not pre-coded, it is crucial that all of the demographic spaces/bubbles on the test answer form be accurately darkened.

The school administrator or his/her test coordinator is responsible for **counting**, collecting and organizing the answer sheets or consumable test and/or examination booklets at the school level and returning them as directed for scoring. As an additional verification of accuracy, the school administrator or his/her designee is encouraged to validate the accuracy of demographic information. When the school administrator and/or test coordinator returns materials to the assessment department at the District Office, it is expected that all materials will already be organized and sorted as has been requested. The summary sheets **MUST** also accompany answer documents when they are returned to the District Office.

Scoring answer documents, whether completed by District Office personnel or a private vendor, will be handled in accordance with the assessment department or publisher’s directions.

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.

Reporting the test and/or examination scores of individual students to anyone other than authorized school personnel, the student’s parent/guardian, or the student is a violation of the privacy rights of the individual.

Test and/or Examination Item Security and Confidentiality

Please carefully read all Test Security and Confidentiality information as contained in the individual test administration and coordinator manuals (eg. CRT, HSPE, MAP, etc.). Information in the Test Administration manuals may be different for each assessment and may be updated over the course of the year.

Disclosure of Assessment Content

NRS 391.312, NRS 391.330, and NRS 389.015 indicate that all items contained in Nevada Proficiency Examination Program exams and the approved answers are confidential.

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

- A test administrator or proctor who is requested to read aloud the contents of a state-mandated test in compliance with student IEP requirements must sign a form indicating that s/he will not disclose the test contents to anyone. (See also the Confidentiality Form.)
- Under no circumstances shall copies of test booklets, writing prompts, or students' responses be circulated among faculty, administrators, or other persons.
- **Beginning with the 2010-2011 Assessment Year, no copies of any 5th, 8th, or 11th Writing prompts or student responses may be kept. All materials must be processed and returned to NDE in accordance with Assessment instructions.**
- Administration of a state-mandated examination to a person who is not eligible to take that examination is an unauthorized disclosure of test content.
- **At no time shall state or district assessment items or responses be reviewed, discussed or critiqued. District Common Assessments may be reviewed and discussed at regular intervals by teachers and administrators.**

Disclosure of test items in booklets and testing materials, and approved answers used for **ALL** district and state-mandated assessment is unlawful and constitutes grounds for revocation of licensure or other penalty, unless a person has written authorization in advance from the Nevada Superintendent of Public Instruction [NRS 389.015(7)].

It is important to note that completing an analysis of test items to either state standards or district competencies clearly shall be perceived as a disclosure of assessment content.

Specific test and/or examination items must not be copied or taught.

The test and/or examination items, problems, or questions contained in all Douglas County School District and State of Nevada tests and/or examinations and the approved answers for grading them are confidential. Under no circumstances shall copies of writing test prompts or test booklets, marked answer sheets, or answer keys be generally circulated among faculty, administrators, or other persons, except for test and/or examination administration. Copies of

tests currently in use are not to be stored in places to which faculty or other people have unsupervised access.

During test administration, test administrators shall not make written notes regarding specific writing test prompts, test items or problems, or illustrations in booklets while administering tests and/or examinations. All items contained in all Douglas County School District and State of Nevada tests and the approved answers for grading them must not be copied by any means or for any reason.

Copying writing test prompts, test items, problems, or questions and the approved answers for grading them by any means or disclosure of those items, writing prompts, problems, or questions and approved answers for grading is a breach of Douglas County School District testing procedures and ethical expectations for the professional behavior of all district employees. Such breaches of testing procedures may be cause for disciplinary action. **(NRS 391.312 and NRS 391.330)**

Any questions about the use of test materials or the breach of test security shall be directed to the school principal and/or test coordinator. If those questions cannot be answered at the site level, the school principal and/or test coordinator shall contact the district test director at the District Office.

Any concern about the contents of a writing test prompt, test item, problem, or question should be communicated directly to the school principal immediately. S/he will forward that concern to the district test director.

Reporting and Investigating Testing Irregularities

- If the Department has reason to believe that a violation in testing administration or testing security has occurred, the Department has an obligation to investigate the incident as it deems appropriate. Districts and schools are required to comply with the Department's requests for documentation and information relevant to the investigation (NRS 389.624).
- In accordance with NRS 389.628, a school official who has reason to believe that a violation of the state or district test security plan has occurred must immediately report the incident to the district board of trustees. The district test security plan may require all reports of test security violations to be first directed to the school principal for reporting to the district board of trustees.
- If the board of trustees has reason to believe that a violation of the state or district test security plan has occurred regarding a state-mandated test, NRS 389.628 requires that the board of trustees must
 - o Immediately report the incident to the test security coordinator at the Department either orally or in writing;

- o Ensure that a Report of Testing Irregularity is submitted to the Department within 14 school days after the incident occurred;
 - o Begin an investigation of the incident in accordance with NRS 389.628.
- In order to expedite the reporting process, the board of trustees may designate the district test director or other school district official to receive reports of test security violations on behalf of the board. The manner in which school officials will contact the school district board of trustees with regard to reports of test irregularities and how the board will, in turn, notify the Department must be clearly stipulated in the District Test Security Plan.
 - The Department may choose to conduct an investigation separately or in conjunction with the school district.
 - Upon receipt of a Report of Testing Irregularity, the test security coordinator will review the report and issue a case number. The district test director will then receive a Notification of Receipt referencing the case number and name of the school where the irregularity occurred.
 - The majority of the communication regarding the Report of Testing Irregularity will occur between the district test director and the test security coordinator.
 - A team of reviewers consisting of the test security coordinator and the Department Consultant who manages the particular examination program will do the following:
 - o Conduct a thorough review of the information contained in the Report of Testing Irregularity.
 - o If necessary, request additional information to assist in the review process from the school principal, district test director, or other school official involved in the reported testing irregularity.
 - o Determine whether evidence exists to indicate that actions which resulted in the testing irregularity were conducted intentionally.
 - o Determine whether evidence exists to indicate that consequences associated with the testing irregularity have resulted in, or could result in, significant damage to the NPEP.
 - o Determine whether sufficient evidence exists to warrant invalidation of student scores.
 - If the Department's team of reviewers determines 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 could result in significant damage to the NPEP, the test security coordinator shall notify the board of trustees or its designee in writing indicating the results of its findings. These results may include, but are not limited to,
 - o A requirement for the district or school to conduct an additional administration of the examination;
 - o A requirement for the district or school to complete a corrective action plan;

- o The Department's recommendations and/or requirements for inclusion in the district or school corrective action plan.
- If the Department's team of reviewers determines 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 (regardless of intent) resulted in or may result in significant damage to the NPEP, the test security coordinator shall notify the board of trustees or its designee in writing indicating the results of its findings. These results may include, but are not limited to,
 - o A requirement for the district or school to conduct an additional administration of the examination;
 - o A requirement for the district or school to complete a corrective action plan;
 - o The Department's recommendations and/or requirements for inclusion in the district or school corrective action plan;
 - o A requirement for the district to begin an investigation in order to obtain further information regarding the testing irregularity;
 - o Information that the report is being submitted to the Deputy Attorney General's office for further review;
 - o A requirement for the invalidation of student test scores.
- When an irregularity in test administration or an irregularity in test security results in the invalidation of student test scores, those test scores **will** be included in the scores of students reported for the school for purposes of determining Adequate Yearly Progress (AYP). In addition, instances of cheating on state-mandated assessments require that a student's scores be invalidated. The student will be placed in the lowest achievement level. However, the student **may** be included in the school's count of students who participated in the assessment.
- If the Department's team of reviewers determines that at least one testing irregularity occurred at a school during one school year on any state-required examination, excluding the High School Proficiency Examination, and in the immediately succeeding school year, at least one additional irregularity of the same type occurs, the review team shall determine whether the irregularity warrants an additional administration of the examination.
- If the review team determines that an additional administration of the examination is required, the Department shall notify the school district and the school of this determination. The additional administration may include an entire grade or specific pupils as determined by the Department.
- In determining whether to require a school to provide for an additional administration, the Department shall consider the following criteria:
 - o Whether the testing irregularity required the scores of pupils to be invalidated
 - o Whether sufficient time remains in the school year to provide for an additional administration

- The additional administration must occur in the same school year in which the irregularity occurred. The school district shall pay for all costs related to the additional administration. Additional test administrations required of charter schools will be paid directly by the charter school itself.
- Unless determined otherwise, the district test director will coordinate the additional test administration, with the assistance of school district administrators as he/she deems necessary.
- A school principal will be required to file a corrective action plan with the Department under conditions which include, but are not limited to,
 - o When an investigation reveals that the testing irregularity resulted from inappropriate school-level test administration and/or an inadequate security protocol, including lack of appropriate storage and distribution of testing materials;
 - o When an investigation reveals that the school principal did not provide for adequate or sufficient training of school personnel in test administration and/or security procedures.
- A district test director will be required to file a corrective action plan with the Department under conditions which include, but are not limited to,
 - o When an investigation reveals that the testing irregularity resulted from inappropriate district test administration and/or inadequate security protocol, including lack of appropriate storage and distribution of testing materials;
 - o When an investigation reveals that the district test director did not provide for adequate or sufficient training of school district personnel in test administration and/or security procedures.

The Department test security coordinator will forward a report of testing irregularity to the Deputy Attorney General if an investigation reveals that a licensed employee of the school district or charter school (a) was responsible for a breach in the security or confidentiality of the test's questions or answers, or (b) intentionally failed to observe and carry out the requirements of the state and district test security plans.

- If the report is forwarded to the Deputy Attorney General, the Nevada Department of Education shall monitor the investigation or review to ensure timely completion and consultation. The Department test security coordinator will conduct investigations and/or an investigator will be assigned to the case by the Attorney General's Office. Following this investigation, the Deputy Attorney General and the Deputy Superintendent of Instructional, Research, and Evaluative Services; the Director of the Office of Assessment, Program Accountability, and Curriculum; or the Department test security coordinator will confer regarding the case.
- If it is determined that the evidence is insufficient to issue a charging document against an individual(s) for (a) a breach in the security or confidentiality of a test's questions or

answers, or (b) intentional failure to observe and carry out the state or district test security plan, the Department test security coordinator will write a letter reporting this finding to the district superintendent and testing director. No disciplinary action will be taken by the Department, but **this does not preclude a school district from taking disciplinary action.**

- If the evidence is sufficient to support a charging document against an individual(s) for (a) a breach in the security or confidentiality of a test’s questions or answers, or (b) intentional failure to observe and carry out the state or district test security plan and the Superintendent of Public Instruction decides to take action for the suspension or revocation of the individual’s license, a notice of complaint will be issued to the licensee.
- When there is sufficient evidence to take action against an individual’s license, both the significance of the testing irregularity and the intent of the individual’s actions are factors considered in evaluating the appropriateness of suspension or revocation of license.

Consequences for Failure to Implement Test Security Plan

The intentional failure to observe and carry out the requirements of the State and District test security plans has been added to the reasons in NRS 391.312 and NRS 391.330 by which:

- A school district employee may be suspended, dismissed, or not re-employed as a teacher. In addition, a notice of complaint will be issued to the license;
- A school district may demote, suspend, dismiss, or not re-employ an administrator;
- The State Board may suspend or revoke the license of a teacher, administrator, or other licensed employee;
- A classified employee may be demoted, suspended, dismissed, or not re-employed.

“Whistle-Blower” Protection

Protection of School District Personnel Regarding the Disclosure of Testing Irregularities

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

Definitions

- “Examination” means the achievement and proficiency examinations that are administered to pupils pursuant to NRS 389.015 or 389.550, which include
 - 1) High School Proficiency Examination in Reading, Mathematics, Science, and Writing;
 - 2) Criterion-referenced tests for students in grades 3 through 8;

- 3) Writing examinations for students in grades 5 and 8;
- 4) Any other examinations that measure achievement and proficiency of pupils and that are administered to pupils on a district-wide basis.

- “Irregularity in testing administration” means the failure to administer an examination in the manner intended by the person or entity that created the examination.
- “Irregularity in testing security” means an act or omission that tends to corrupt or impair the security of an examination, including, without limitation,
 - o The failure to comply with the department or district security procedures;
 - o The disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law;
 - o Other breaches in the security or confidentiality of the questions or answers to questions on an examination.
- “Reprisal or retaliatory action” is action that is taken because the school official disclosed information concerning testing irregularities and includes, without limitation,
 - o Frequent or undesirable changes in the location of an office;
 - o Frequent or undesirable transfers or reassignments;
 - o The issuance of letters of reprimand, letters of admonition or evaluations of poor performance;
 - o A demotion;
 - o A reduction in pay;
 - o The denial of a promotion;
 - o A suspension;
 - o A dismissal;
 - o A transfer;
 - o Frequent changes in working hours or workdays.
- “School official” means
 - o A member of a board of trustees of a school district;
 - o A member of a governing body of a charter school;
 - o A licensed or unlicensed person employed by the board of trustees of a school district or the governing body of a charter school.

Rights and Responsibilities

- School officials are encouraged to disclose testing irregularities, and it is the intent of the legislature to protect the rights of a school official who makes such a disclosure.
- A school official shall not directly or indirectly use or attempt to use his official authority or influence to intimidate, threaten, coerce, command, or influence another school official in an effort to interfere with or prevent the disclosure of information concerning testing irregularities. “Official authority or influence” includes taking, directing others to take, recommending, processing, or approving any personnel action such as an appointment,

promotion, transfer, assignment, reassignment, reinstatement, restoration, reemployment, evaluation, or other disciplinary action.

- If reprisal or retaliatory action is taken against a school official who discloses information concerning testing irregularities within 2 years after the information is disclosed, the school official may file a written appeal with the state board for a hearing on the matter and determination of whether the action taken was a reprisal or retaliatory action. The written appeal must be accompanied by a statement that specifies
 - o The facts and circumstances leading to the disclosure of information concerning testing irregularities;
 - o 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
 - o Is guilty of a misdemeanor;
 - o Is subject to appropriate disciplinary action.
- These provisions do not apply to offenses committed before July 1, 2001.
- Upon receipt of this summary, the board of trustees or governing body shall provide a copy of the written summary to all school officials within the school district or charter school.

Assurances from Principals

- In accordance with Nevada Administrative Code (NAC) 389.054, on or before September 15 of each year the principal of each public and charter school shall submit to the Department of Education a statement that the principal will ensure that the school will comply with the regulations and statutes related to the confidentiality of testing materials, proper administration of the state-mandated tests, and provision for annual test security training as well as refresher trainings prior to each specific test administration.

The Nevada Department of Education has prepared a three-part form entitled “Authorization to Administer the Nevada Proficiency Examinations in Accordance With Nevada Revised Statutes and the Nevada Administrative Code”.

- Private, exempt, and non-district affiliated schools that wish to participate in the Nevada Proficiency Examination Program must complete and return the two-part form “Authorization for Private/Exempt Schools to Administer Tests in the Nevada Proficiency Examination” prior to receipt of any examination materials. Private schools who wish to participate in any state assessments within the Nevada Proficiency Exam Program must not only attend the Nevada Department of Education’s test administration training in August, but must also be in compliance with all Private School statute and administrative code requirements within NRS and NAC chapter 394. Further information regarding the participation of private, exempt, and other non-district affiliated schools in NPEP can be found in the “Private, Exempt, and Non-District Affiliated Schools” section of the “Guidelines for the Nevada Proficiency Examination Program.”

Appendix A

Board Policy 222

Board Administrative Regulations 222 & 222 (a) (b)

Please review Douglas County School District Board Policy 222 and Administrative Regulations 222(a) and 222(b). These documents can be found on the Douglas County School District Website (www.dcsd.k12.nv.us).

Follow:

Departmental Areas > Board of Trustees > Policies and Regulations > Program

Appendix B

School Test Security Plan

An annually updated copy of the School Test Security Plan must be on file with the Douglas County School District Office of Assessments. A School Test Security Plan template will be provided to sites by the DCSD Office of Assessments.

Appendix C

An Appropriate Testing Environment 2011-2012 (*draft 8/17/2011)

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

The following test administration procedures must be adhered to:

- Place-value indicators, number lines, charts, or posters that provide specific factual information or guidance (e.g., test-taking strategies, multiplication charts, hundreds charts, fraction-decimal-percent equivalency charts, graphic organizers, annotated samples of essays or paragraphs, or sample introductory and concluding techniques) must be removed or covered with blank, opaque material.
- Student desk/table tops must be cleared of any material not specified in the test administration manual. Material that is affixed to desk tops must be covered with blank, opaque material.
- Students may use only materials and/or supplies that are specified in the test administration manuals or provided with the test booklet for a specific test and grade level.
- Students may not have access to personal materials, including electronic devices, during testing unless specified in the student's IEP. Unauthorized possession of such materials may result in invalid scores.
- All testing materials must be distributed or accessed prior to the beginning of the testing session.
- Scratch paper may only be plain unlined, lined, or grid-only (unlabeled) graphing paper. No other pre-printed material is permitted on the front or back except for student identification information.
- Prior to and during testing, a test administrator must follow the script provided in the test administration manual and cannot provide additional assistance or direct the students' attention to any materials in the room for the purpose of enhancing test performance.
- Parents or guardians of students who are participating in a test must not be allowed in the testing room.

For the CRT and HSPE in Reading, Math, and Science, the following aids have been developed by the Department of Education and provided in the test booklets for the purpose of providing appropriate assistance to students and are permitted for use during the test:

- CRT written-response checklist for grades 4 and 5
- CRT written-response rubric for grades 6 through 8
- HSPE formula sheet

For Writing Assessments, the following may be displayed, but individual copies may not be provided to students for use during the test:

- Scoring guides provided by the Department of Education
- Word walls or word lists without definitions, visual aids (including color coding), or labels

Materials provided by the Department of Education may not be paraphrased or modified (except for enlargement). For information regarding testing students with accommodations, see the Students with Special Needs section of *Procedures for the Nevada Proficiency Examination Program 2011-2012*.

**Please see the FINAL version of 'An Appropriate Testing Environment 2011-2012' in State Testing (NPEP) manuals during 2011-2012.*

Appendix D

Important Security Reminders for Test Administrators

- Verify the eligibility and identity of **EACH** student who is testing—determine credit sufficiency prior to testing.
- Use a sign-in sheet with a column to log the test booklet numbers assigned to each student.
- Provide an answer document for every eligible student enrolled during testing.
- Use **ONLY ONE ANSWER DOCUMENT PER STUDENT**—students testing in different subjects on different days are to use the same answer sheet.
- No personal belongings are permitted on the desk surface. Have students store back packs and other personal belongings in the front or rear of the testing room.
- Follow the script in the Test Administration Manual **VERBATIM**.
- Provide accommodations as outlined in the students' IEP, 504, or LEP testing accommodation plans. Students must not be provided accommodations to which they are not entitled.
- Students who do not have IEP, 504, or LEP accommodation plans must test under regular conditions and are not entitled to accommodations. See the specific test administration manuals regarding required and permissible materials.
- Students must not be left unattended with test materials.
- Walk the room—actively monitor students during testing; observe that students are bubbling responses in the correct subject section of the answer document.
- Electronic communication and imaging devices, portable media players, and hand-held computers (e.g., cell phones, pagers, cameras, hand-held scanners, iPods, PDAs) are strictly prohibited.
- Provide additional time in a test-conducive environment—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.
- DISCLOSURE OF TEST CONTENT IS STRICTLY PROHIBITED BY STATE LAW**—do not read, review, copy, reproduce, or take notes on test items.
- Students may **NOT** receive assistance with test items.
- Test items may **NOT** be translated into another language.
- Collect and log in all materials—test booklets, writing prompts, scratch paper, pencils, etc. Students are to leave the room with only their personal belongings.
- Check test booklets for answer documents tucked inside.
- Ensure that the number of test booklets (or prompts) and answer documents returned is identical to the quantities that were distributed prior to testing. (30 students = 30 tests + 30 answer documents)
- Report irregularities **IMMEDIATELY** to your school test coordinator or principal.

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Appendix E

Disclosure of Assessment Content NRS.391.312, NRS 391.330, and NRS 389.015

Confidentiality Agreement Form Nevada Proficiency Examination Program

2011-2012 School Year Only

CONFIDENTIALITY AGREEMENT

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

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

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

Please retain the original signed form with the school's test security documentation and send a copy to the DCSD Office of Assessments.

Teacher Name (please print)

Date

Signature

School/Work

School: _____

School Year: 2011-2012

<p style="text-align: center;">Testing Guidebook Acknowledgment Agreement Douglas County School District</p>
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My signature below indicates that I have received a copy of DCSD's Testing Guidebook: Procedures and Expectations for the 2011-2012 school year.

- ◆ I have reviewed the information it contains. I have read the information and I understand it.
- ◆ I attended a training meeting regarding test administration, test security, and test confidentiality.
- ◆ I know that this agreement will be kept in the locked test storage cabinet for two years. In the event of questions or unforeseen circumstances, this agreement will be used as a reference.

Employee name (please print): _____

Employee's signature: _____

Position: _____

Date: _____

Testing Guidebook Acknowledgment Agreements will be kept on file, in a locked cabinet with other assessment information at each school site for two years. The expectation is that all licensed staff, as well as classified staff who have access to district and/or state assessment materials and student assessment data, must sign this agreement.