

Test Administration & Security: Procedures and Expectations Manual



**Douglas County School District
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**Note: A copy of this manual will be submitted to the
Nevada Department of Education by September 1, 2018.**

Test Administration & Security: Procedures and Expectations Manual

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Test Administration & Security: Procedures and Expectations Manual

Introduction

This testing procedures and expectations manual articulates the expectations for test administration and security 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 and support the District and State testing programs. In addition to this manual, individuals should also reference 'Test Security Procedures' from the Nevada Department of Education (NDE) and the manuals specific to each assessment. Site Administrators and School Test Coordinators are required to read and become familiar with state, district, and test specific procedures.

This testing manual intends to simplify testing administration, 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 information outlined in this document apply to all state-mandated and district-mandated test administrations, including actual as well as field and pilot tests. The District and State employ electronic as well as paper and pencil based assessments. Though instructions throughout this Manual may reference paper and pencil assessments; unless otherwise stated, the same care, concern, and practice must be exercised as appropriate with electronic/web-based assessments.

Without security, 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.

Purpose 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.

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.

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 teacher and other administrative or classified personnel involved with the testing program will annually acknowledge in writing that s/he has received a copy of the Test Administration & Security: Procedures & Expectations Manual 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 where this information will be discussed. Each site will forward a copy of the group sign-in sheet(s) and the agenda from the review to the district office. **Complete by September 30th.**
- 2) 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. Though the principal may choose to assign test scheduling and training responsibilities to another site administrator the principal remains ultimately responsible for test security and proper test administration. If the site acquires a new principal or vice-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.**
- 3) A school test security plan will be developed. 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.**
- 4) 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 appropriate written notice for public review. **Complete by October 15th, unless delayed by Nevada Department of Education.**
- 5) The primary responsibility for test administration must not be given to unlicensed personnel, substitute teachers, student teachers, or parent and community volunteers. Site administrators and/or test coordinators will train substitute teachers in test administration procedures if a substitute teacher is responsible for assisting (proctoring) in the administration of any district or state examination.
- 6) A review of all test security procedures must occur prior to each administration of state-mandated and district-mandated tests. Test security documentation must be kept at the site for a minimum of four (4) years. This includes: school test security plans, training logs (agendas, sign-in sheets, etc), irregularity reports, principal verifications, and evidence from investigations. Documents related to test security investigations are confidential and may not be released to the public.
- 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 record. Disclosure is prohibited without written permission from the NDE (in the event a test director or other district official is conducting an investigation), or in the case of retaining copies of high school writing responses to allow for remediation.

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.

In accordance with State law and to maximize the opportunity for appropriate use of assessment results, **not more than 10 working days** after a school district receives the results of an 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.

Site administrators and teachers are encouraged to share assessment data with students and parents. Assessments such as MAP and DRA provide useful tools and information for use with students and parents. 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/guardian, or the student is a violation of the privacy rights (FERPA) of the individual.

Assessment results provide one data point with which to make decisions. Other factors and data should be considered to inform instructional strategies and to make determinations about a student's educational opportunities.

Staff Training

On or before September 30th of each school year, each school principal shall 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. Each faculty member and all other appropriate school personnel shall 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 to cover the requirements as outlined in the Nevada Department of Education State Test Security Plan - Training Requirements, including:

- Instructions in proper handling of test materials, including electronically administered assessments;
- Instructions in proper test administration and security procedures;
- Information regarding protection of school district personnel regarding the disclosure of testing irregularities;
- Conditions related to testing, under which licensed staff may be suspended, dismissed, have their license revoked, or not reemployed.

The principal of each school is also responsible for providing a refresher training prior to 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:

- Primary responsibility for test administration **must not** be given to unlicensed personnel, student teachers, teacher's aides, emergency substitute teachers, or parent and community volunteers.

- Only individuals who have received the annual test security and administration training and the test specific refresher training are allowed to administer or proctor an examination.
- All Staff administering District and/or State assessments should carefully review specific test administration and security manuals for each assessment.
- Test administration manuals should be distributed to individual test administrators soon after the test specific refresher training to provide sufficient time for review of test procedures and read aloud scripts. If the test administration manual contains secure material, schools will be informed of appropriate security procedures for advanced review of the manuals.
- Test administrators, coordinators, and proctors will be held responsible for complying with the contents of the test administration manuals. As such test administrators, coordinators, and proctors are to read and follow scripts and procedures. It may be useful to practice test scripts prior to the test administration and highlight scripts to be read and note tips for ensuring a smooth test administration.
- Each individual who is involved with the administration of state examinations will acknowledge in writing that he/she has participated in the annual and appropriate refresher trainings.

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

Test Materials

Please carefully read all Test Administration Procedure information as contained in the individual test administration and coordinator manuals (eg. CTE, 3-8 state assessments, End of Course assessments, WIDA, MAP, etc.). Information in the Test Administration manuals may be different for each assessment and may be updated over the course of the year.

All hard copy 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. The sign-in/sign-out sheets are required to include dates and times.

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. 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 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.

- Tests and secure online test access are not to be distributed to those who will administer them until the prescribed date for test administration. When hardcopy tests and secure online test information are received they must be logged by serial number, 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.
 - Numbered test booklets and pre-id answer documents must be assigned to individual students and documented for all paper based tests.

- All exchange of test materials between site test coordinator and test administrator and site test administrator and the student must be documented.
- For hardcopy test materials, classroom test administrators must log and count the test booklets and student answer sheets upon receipt and then re-log, count and return testing materials to the test coordinator in a timely manner and not later than the end of the school day. Documentation of materials will include the individual serial numbers of test booklets assigned to each student, date and time materials were checked out/in, and signature/initial of the transaction. 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 prior to or 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. Testing sign-in/sign-out sheets are required to include dates and times. For electronic/web-based assessments classroom test administrators must count and account for login materials and password tickets provided to students. Each ticket must be collected and accounted for and returned to the test coordinator at the end of the session.
- All required materials (EG – 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.
 - 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, writing prompts, 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.
 - Monitor student use of scratch paper to avoid cheating.
- 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.
- The test administrator must return paper-based assessments to the school test coordinator or designee in the order/manner in which they were received. The school test coordinator or designee is responsible for collecting and organizing the answer documents at the school level and returning them as directed for scoring.
- 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.

On an annual basis, the district’s test director may 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.

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.

- 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.
- 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.
- 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.
- Procedures for breaks are included in the specific test administration manuals and must be followed as indicated.
- 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.
- 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.
- Students must be overseen by licensed personnel while having access to test materials and during supervised breaks.

Please 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 Nevada Department of Education 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 Nevada Department of Education and State Board of Education.

Testing Environment

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

- Place-value indicators, number lines, charts, posters, or any materials that provide specific factual information or guidance (EG – 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.
- 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:
 - Writing scoring guides provided by the Department of Education;
 - Word walls and word lists that do not include definitions, visual cues (including color coding), or labels.

- Materials provided by the Nevada Department of Education may not be paraphrased or modified (except for enlargement by authorized district staff).
- 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.
- Parents or 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.
- 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.
 - State-required assessments must be administered during their specific testing windows.
 - Unlicensed personnel may assist in the proctoring of these exams.
 - 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.
 - 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 30 students is strongly recommended.
 - At no time shall students be left unattended with test materials.
- Students must be given the opportunity to take assessments for which they are qualified to take per State or District instructions. Administration of examinations to students not eligible to take them is prohibited.
 - Prior to the administration of high school level assessments, the school administrator will verify the Original Year of Graduation (OYOG) for those students who are scheduled to take a given assessment.
 - 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. District test administration personnel are responsible for unlocking and resetting as appropriate.
 - 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.
 - 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.
- Per applicable Nevada law, parents of homeschoolers who wish for their child to take a high school level assessment, must sign a form that is available from the Nevada Department of Education to verify their child's eligibility. Please have parents contact the District Assessment Office at 775-782-5160.
- 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.
- At no time should test and/or examination materials be left unattended, unless in a locked, secure cabinet.
- For all assessments, food and beverages are only permitted during a supervised break.
- 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.

Staff Responsibilities During Testing

- Test administrators shall continually monitor the classroom during the time allocated for the test. Sitting down throughout the entire assessment period is inappropriate.
 - Be aware of student activity during testing. Do not read or do other activities that take attention away from students.
 - 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.
 - 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.
- During test administration, test administrators shall closely and frequently monitor to see that each student is progressing satisfactorily.
 - 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.
 - The test administrators must NOT provide assistance that will inadvertently reveal an answer or help eliminate answer choices (EG) 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.
 - The teacher/proctor must ascertain that all students understand the directions for taking the test.
 - The test administrator must read and follow the script in the test administration manual. The script must be read verbatim (word-for-word).
- 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 Nevada Department of Education. The form must be reviewed and signed prior to test administration, collected, and retained with the school’s test security documentation for four years.
- 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.
- 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.
- Failure to strictly adhere to consistent and uniform test administration procedures, including student cheating, may result in the invalidation of student scores.
 - 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.
 - 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.
 - 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 shall be cause for severe disciplinary action.
- Monitoring software that would allow test content on student workstations to be viewed or recorded on another computer during testing must be turned off.
 - 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.
 - 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 Progress Monitoring for clarification of each situation.
 - There are 'no appeals' for invalidations of student tests resulting from student cheating/misconduct.
 - Security threats to online test administrations include, but are not limited to the following:
 - Cheating threats:
 - Colluding with others
 - Using cheating aids
 - Using a proxy test taker
 - Copying answers from other test takers.
 - Stealing threats:
 - Capturing content by digital photography devices
 - Transcribing questions verbally (on paper or recording device).
 - Test 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.
 - Concerns about the 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 (EG) test subject, grade level, name of test/part, item number, version if paper test, student name and ID, and a general statement about the issue or concern. The test coordinator will forward the concern to the District Director of Progress Monitoring.
 - 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.
 - 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.
 - 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:
 - Test tickets
 - Test booklets
 - Writing prompts
 - Paper/pencil student responses
 - Formula sheets
 - Scratch paper
 - At no time during testing shall students be left unattended with test and/or examination materials.

Reporting Suspected Testing Irregularities

A school official, student, or parent who has reason to believe that a violation of the state or district test security plan has occurred are strongly encouraged to report any suspected testing irregularities in administration or security to the site principal/test coordinator. If the site principal/test coordinator is potentially involved in the suspected testing irregularity the report should go directly to the district test coordinator.

Nevada Revised Statutes:

1. State provides 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. **(Whistleblower Protection)**.
2. A school official shall not directly or indirectly use or attempt to use his or her official authority or influence to intimidate, threaten, coerce, command, influence or attempt to intimidate, threaten, coerce, command or influence another school official in an effort to interfere with or prevent the disclosure of information concerning irregularities in testing administration or testing security.
3. As used in this section, "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.
4. If any reprisal or retaliatory action is taken against a school official who discloses information concerning irregularities in testing administration or testing security 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.
5. A person who willfully discloses untruthful information concerning irregularities in testing administration or testing security: is guilty of a misdemeanor; and is subject to appropriate disciplinary action.
6. A teacher or administrator may be demoted, suspended, dismissed, or not re-employed or his/her license may be suspended for failure to observe and carry out state or school district plans for ensuring the secure administration of required examinations.

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:

- The situation must be reported to the school principal/test coordinator within 24 hours.
- The school principal/test coordinator must report the incident to the District Director of Progress Monitoring within 24 hours of the time the suspected incident has been brought to his/her attention.
- For state assessments, the Director of Progress Monitoring will immediately upon receipt of the report of a suspected incident report that incident to the Nevada Department of Education test security official.
- For all assessments, the Director of Progress Monitoring will report the incident to appropriate district level administrators.
- Within 5 days, the school principal must provide a completed Report of Test Irregularity to the Director of Progress Monitoring.
- For state assessments, the Director of Progress Monitoring will provide the completed Report of Test Irregularity to the Nevada Department of Education within 14 days of receipt.
- The Director of Progress Monitoring will provide updates to appropriate district level administrators.

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

- Viewing assessment content or student responses.
- Possession or use of electronic devices.
- Accessing prohibited material.

- Answer coaching or prompting (EG) 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.
- Allowing untrained persons to participate in testing.
- Student answer copying or sharing.
- Recording or ‘harvesting’ assessment content.
- Academic content visible on walls of testing room.
- Solicitation, receipt, distribution, or use of secure test content.
- Loss of testing materials.
- Fraudulent manipulation of student attendance or enrollment records.
- Approval of unjustified testing accommodations.
- Seating manipulation or ‘buddy systems’.
- Teaching with secure test content.
- Pre-filled answers.
- Interfering with student responses.
- Test Administrator/Proctor negligence.

Investigations of Suspected Testing Irregularities

- All evidence and documentation related to test security investigations is confidential.
- All reports of suspected or alleged testing irregularities shall be investigated by the school district and/or the Nevada Department of Education.
 - If investigated by the school district, the Director of Progress Monitoring will work collaboratively with the school principal/testing coordinator to investigate the allegation after submitting of the completed Report of Test Irregularity.
 - All findings will be reported to the Nevada Department of Education test security office.
 - If investigated by the Nevada Department of Education, 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.
- All investigations will be conducted as prescribed by Nevada Department of Education and NRS.
- A school principal will be required to file a corrective action plan with the Department under conditions which include, but are not limited to, the following:
 - When an investigation reveals that the testing irregularity resulted from inappropriate school-level test administration and/or an inadequate security protocol, including lack of appropriate storage and distribution of testing materials
 - When an investigation reveals that the school principal did not provide for adequate or sufficient training of school personnel in test administration and/or security procedures
- 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, the following:
 - When an investigation reveals that the testing irregularity resulted from inappropriate district test administration and/or an inadequate security protocol, including lack of appropriate storage and distribution of testing materials
 - When an investigation reveals that the district test director did not provide for adequate or sufficient training of school district personnel in test administration and/or security procedures
- The Department test security coordinator will forward information regarding a testing irregularity to the Deputy Attorney General for review 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 district and state test security plans.

- If the information is forwarded to the Deputy Attorney General, the Deputy Attorney General and the Superintendent of Public Instruction shall determine if there is sufficient evidence to issue a charging document against an individual or individuals.
- 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 report this finding in writing to the district 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 are outlined as:

- 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 licensee;
- 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.

Protection of School District Personnel - Regarding the Disclosure of Testing Irregularities

Nevada Revised Statutes (NRS) 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 also requires the Department to annually submit a written summary of these rights and responsibilities to the board of trustees of each school district and to the governing body of each charter school.

Definitions:

- **“Examination”** means achievement and proficiency examinations that are administered to pupils pursuant to 389.550, 389.805, and 389.807, and includes the following:
 - English Language Arts (ELA) and mathematics in grades 3 – 8
 - Science assessments in grades 5, 8, and 10
 - End-of-Course Examinations
 - College and Career Readiness Assessment
 - Any other examinations that measure achievement and proficiency of pupils and which are administered to pupils on a district-wide basis

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

Rights and Responsibilities

- School officials are encouraged to disclose testing irregularities, and it is the intent of the legislature to protect the rights of a school official who makes such a disclosure.
- A school official shall not directly or indirectly use or attempt to use his official authority or influence to intimidate, threaten, coerce, command, or influence another school official in an effort to interfere with or prevent the disclosure of information concerning testing irregularities. “Official authority or influence” includes taking, directing others to take, recommending, processing, or approving any personnel action such as an appointment, promotion, transfer, assignment, reassignment, reinstatement, restoration, reemployment, evaluation, or other disciplinary action.
- If reprisal or retaliatory action is taken against a school official who discloses information concerning testing irregularities within 2 years after the information is disclosed, the school official may file a written appeal with the state board for a hearing on the matter and determination of whether the action taken was a reprisal or retaliatory action. The written appeal must be accompanied by a statement that specifies:
 - The facts and circumstances leading to the disclosure of information concerning testing irregularities; and
 - The reprisal or retaliatory action that is alleged to have been taken against the school official.
- The state board may issue a subpoena to compel the attendance or testimony of any witness or the production of any materials needed as part of the appeal investigation.

- If the state board determines that the action taken was a reprisal or retaliatory action, it may issue an order directing the proper person to desist and refrain from engaging in such action.
- The state board may not rule against the school official based on the identity of the person or persons to whom the information concerning testing irregularities was disclosed.
- No school official may use the provisions outlined in this summary to harass another school official.
- A person who willfully discloses untruthful information concerning testing irregularities:
 - Is guilty of a misdemeanor; and
 - Is subject to appropriate disciplinary action.
- These provisions do not apply to offenses committed before July 1, 2001.
- Upon receipt of this summary, the board of trustees or governing body shall provide a copy of the written summary to all school officials within the school district or charter school.

Terms and Definitions

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

- **“Examination”** means achievement and proficiency examinations that are administered to pupils pursuant to 389.550, 389.805, and 389.807, and includes the following:
 - English Language Arts (ELA) and mathematics in grades 3 – 8
 - Science assessments in grades 5, 8, and 10
 - End-of-Course Examinations
 - College and Career Readiness Assessment
 - Any other examinations that measure achievement and proficiency of pupils and which are administered to pupils on a district-wide basis
- **“Irregularity in testing administration”** means the failure to administer an examination in the manner intended by the person or entity that created the examination.
- **“Irregularity in testing security”** means an act or omission that tends to corrupt or impair the security of an examination, including, but not limited to, the following:
 - Failure to comply with state or district security procedures
 - Disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law
 - Other breaches in the security or confidentiality of the questions or answers to questions on an examination
- **“School official”** means the following:
 - A member of a board of trustees of a school district
 - A member of a governing body of a charter school
 - A licensed or unlicensed person employed by the board of trustees of a school district or the governing body of a charter school
- **“District Test Director”** is appointed by the school district superintendent and refers to the individual who represents an individual school district on all matters of testing, including, but not limited to, the following:
 - Serving as a liaison between the local school district and the Nevada Department of Education

- Assisting the local board of trustees in the development of a district test security plan
- Organizing the district testing calendar
- Ensuring that school principals and school test coordinators are adequately trained and informed of all relevant test administration guidelines and procedures
- Disseminating and collecting testing materials
- **“School Test Coordinator” or “Test Coordinator”** is the school principal or a licensed individual appointed by the school principal and refers to the person who represents the school on all matters of testing that may include, but are not limited to, the following:
 - Assisting the school principal by serving as a liaison between the school and the district test director
 - Assisting the school principal in the development of school test administration procedures
 - Assisting the school principal in providing annual training for school officials involved in test administration
 - Assisting the school principal in organizing the test schedule
 - Assisting the school principal in the dissemination and collection of test materials
 - Assisting the school principal in assigning school officials to administer or proctor the assessments

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

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

Additional Resources

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).

School Test Security Plan

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

Douglas County School District (DCSD) Emergency Plan during Testing

Emergency Situation Requiring Evacuation

- 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.
- Proctors for online test must be logged out and the room locked before leaving an area where online tests are being administered.
- 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.
- Test administrator is last person out of the room, locks the door, and follows the school's emergency plan.
- Students are instructed not to engage in conversation nor discuss items on the test at any time during this process.
- Test administrator closely monitors the students during the evacuation process.
- 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.
- Ultimately student and staff safety come first.

Upon Return to the Classroom after an Evacuation

- The test administrator is the first to enter the classroom. Students must wait to be seated.
- 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.
- 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.
- At the site principal/test coordinator's earliest convenience they are to notify the District Progress Monitoring Office personnel of the incident and complete the test irregularity report.

Lock Down Procedures

- 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

- 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.
- For paper-based assessments testing may resume if it is determined that there is sufficient light.
- For paper-based assessments if it is determined that there is insufficient light complete the following:
 - Test administrator instructs students to put their answer sheets in the test booklets and close the booklets.
 - Test administrator collects all testing materials.
 - Site principal/test coordinator locates a viable test room.
 - Students are instructed not to discuss the items on the test at any time during the relocation process.
 - Test administrator should closely monitor students while they are in transition.
 - Test administrator and site principal/test coordinator will carry the test materials and escort students to the new testing room.
 - Test administrator should document time of interruption so that he/she can permit students the remaining amount of time for the examination.
 - Test administrator redistributes the test materials to students and begins testing.
 - At the site principal/test coordinator's earliest convenience they are to notify the District Progress Monitoring Office personnel of the incident and complete the test irregularity report.

Students Becomes Ill on a Test or at their Workstation

- 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.
- 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.

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School: _____

School Year: 2018-2019

**Test Administration & Security: Procedures and Expectations
Manual – Personnel Acknowledgment
Douglas County School District**

My signature below indicates that I have received a copy of DCSD's Test Administration & Security: Procedures and Expectations Manual (Manual) for the 2018-2019 school year.

- ◆ I have reviewed the information the *Manual* contains, have read, and understand it.
- ◆ I attended a training meeting regarding test administration, test security, and test confidentiality provided by my site administrator.
- ◆ I am responsible for reading, understanding, and carrying out the procedures for specific assessments as directed by vendor distributed manuals and/or online instructions for each assessment that I may be assigned to administer or support.
- ◆ I understand and will carry out my duties and responsibilities for test security and confidentiality.
- ◆ I will not photograph, record, or in any way transmit part of all of a test or test session; I will not read, review, copy, distribute, or teach secure test and/or examination items.
- ◆ I understand that I will need to complete a *Confidentiality Agreement Form (NDE)* if I will be viewing test content in order to provide specific documented accommodations or designated supports, or as needed to administer the NAA or ELPA.
- ◆ I understand this agreement will be kept in the locked test storage cabinet for four (4) years. In the event of questions or unforeseen circumstances, this agreement will be used as a reference.

This agreement must be reviewed, signed, and returned to your school's principal.

Employee name (please print): _____

Employee's signature: _____

Position: _____

Site/Location: _____

Date: _____

Test Administration & Security: Procedures and Expectations Manual Personnel Acknowledgment forms will be kept on file, in a locked cabinet with other assessment information at each school site for four 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 review the Manual and sign this agreement prior to participating in District or Site assessments.