

CLARK COUNTY SCHOOL DISTRICT PLAN FOR
TEST ADMINISTRATION AND TEST SECURITY 2016-2017



PLAN FOR
TEST ADMINISTRATION
AND
TEST SECURITY
2016-2017

September 1, 2016

CLARK COUNTY SCHOOL DISTRICT PLAN FOR
TEST ADMINISTRATION AND TEST SECURITY 2016-2017

Prepared by the Nevada Department of Education, Assessment and Data Accountability Management
Department
Approved by the Clark County Board of School Trustees

**Plan for Test
Administration
and
Test Security
2016-2017**

*This plan is subject to change based upon the Nevada Department of Education and the State Board of Educations' policies and procedures.

CLARK COUNTY SCHOOL DISTRICT PLAN FOR
TEST ADMINISTRATION AND TEST SECURITY 2016-2017



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CLARK COUNTY SCHOOL DISTRICT PLAN FOR
TEST ADMINISTRATION AND TEST SECURITY 2016-2017

CLARK COUNTY SCHOOL DISTRICT

**Plan for Test Administration
and
Test Security**

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INTRODUCTION

Nevada Revised Statutes (NRS) address a number of issues related to consistency in test administration and test security of the Nevada Proficiency Examination Program (NPEP).

The statutes also provide “whistle-blower” protection to school employees who report incidents of test irregularity and provide penalties for school personnel who fail to adhere to district or state test security plans. To ensure consistency in test administration and the integrity of the entire testing program, proper test security procedures as outlined in this document must be followed. **Unless otherwise stated, test security guidelines outlined in this document apply to all state-mandated test administrations, including actual as well as field and pilot tests.**

The former *Procedures for the Nevada Proficiency Examination Program* manual will become *Test Security Procedures for the Nevada Proficiency Examination Program*, and will address participation requirements, assessment terms and definitions, test security and general administration procedures, and testing students with special needs. **Strict adherence to procedures protects the integrity of the State testing program, and ensures consistency in test administration, security of test materials, and the validity of scores.** Other chapters included in the past will be posted on the Nevada Department of Education's (NDE) website, as they are informational, not procedural, documents.

All questions and reports of test irregularities must be submitted to the Clark County School District (CCSD) Assessment Department, Test Security Coordinator. The CCSD Test Security Coordinator will submit the test irregularity to the NDE's Office of Assessment and Data Accountability Management.

CLARK COUNTY SCHOOL DISTRICT

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TESTING CALENDARS

Grades 1-5: 9-Month

TESTING DATE	TEST	GRADE LEVEL	DUE IN TESTING
JAN 9-MAR 3	ELPA (WIDA)	K (paper-pencil)	MAR 3
JAN 23-MAR 3	ELPA (WIDA)	1, 2, 3 (writing, paper-pencil; other portions online) 4, 5 (online)	MAR 3
JAN 30-MAR 10	NAEP	4 (selected schools only) (paper-pencil)	MAR 10
FEB 28-MAY 31	NAA	3, 4, 5 (paper-pencil)	MAY 31
MAR 9-MAY 31	CRT (SBAC) ELA & MATH	3, 4, 5 (online)	MAY 31
MAR 9-MAY 31	CRT SCIENCE	5 (online)	MAY 31

Acronyms

- CRT** Criterion-Referenced Test
- ELA/MATH** English Language Arts and Math Assessments
- ELPA (WIDA)** English Language Proficiency Assessment
- NAA** Nevada Alternate Assessment
- NAEP** National Assessment of Educational Progress
- SBAC** Smarter Balanced Assessment Consortium (computer adaptive assessments)
- SCIENCE** Science Assessment

Grades 1-5: 12-Month

TESTING DATE	TEST	GRADE LEVEL	DUE IN TESTING
JAN 9-MAR 3	ELPA (WIDA)	K (paper-pencil)	MAR 3
JAN 23-MAR 3	ELPA (WIDA)	1, 2, 3 (writing, paper-pencil; other portions online) 4, 5 (online)	MAR 3
JAN 30-MAR 10	NAEP	4 (selected schools only) (paper-pencil)	MAR 10
FEB 28-MAY 31	NAA	3, 4, 5 (paper-pencil)	MAY 31
MAY 12-MAY 31 TRACK 1 ONLY	CRT (SBAC) ELA & MATH	3, 4, 5 (online)	MAY 31
	CRT SCIENCE	5 (online)	
APR 27-MAY 31 TRACK 2 ONLY	CRT (SBAC) ELA & MATH	3, 4, 5 (online)	MAY 31
	CRT SCIENCE	5 (online)	
APR 18-MAY 19 TRACK 3 ONLY	CRT (SBAC) ELA & MATH	3, 4, 5 (online)	MAY 31
	CRT SCIENCE	5 (online)	
APR 25-MAY 31 TRACK 4 ONLY	CRT (SBAC) ELA & MATH	3, 4, 5 (online)	MAY 31
	CRT SCIENCE	5 (online)	
APR 27-MAY 31 TRACK 5 ONLY	CRT (SBAC) ELA & MATH	3, 4, 5 (online)	MAY 31
	CRT SCIENCE	5 (online)	

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Grades 6-8

TESTING DATE	TEST	GRADE LEVEL	DUE IN TESTING
JAN 23–MAR 3	ELPA (WIDA)	6, 7, 8 (online)	MAR 3
JAN 30–MAR 10	NAEP	8 (selected schools only) (paper-pencil)	MAR 10
FEB 28–MAY 31	NAA	6, 7 MATH & READING 8 MATH, READING, SCIENCE, WRITING (paper-pencil)	MAY 31
MAR 9–MAY 31	CRT (SBAC) ELA & MATH	6, 7, 8 (online)	MAY 31
MAR 9–MAY 31	CRT (SBAC) SCIENCE	8 (online)	MAY 31
APR 24–MAY 31	EOC (MATH I/II)	*Course Eligible Students (online)	MAY 31

Acronyms

CRT	Criterion-Referenced Test
EOC	End of Course Examinations
ELA/MATH	English Language Arts and Math Assessments
ELPA (WIDA)	English Language Proficiency Assessment
NAA	Nevada Alternate Assessment
NAEP	National Assessment of Educational Progress
SBAC	Smarter Balanced Assessment Consortium (computer adaptive assessments)
SCIENCE	Science Assessment

*Please refer to the cohort eligibility requirements for graduation

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Grades 9-12

TESTING DATE	TEST	GRADE LEVEL	DUE IN TESTING
OCT 17–OCT 21	NHSPE (READING, MATH, SCIENCE)	5th & 6th Year Seniors and Adult (paper-pencil)	OCT 21
OCT 19	NHSPE (WRITING)	5th & 6th Year Seniors and Adult (paper-pencil)	OCT 19
JAN 23–MAR 3	ELPA (WIDA)	9, 10, 11, 12 (electronic)	MAR 3
JAN 30–MAR 10	NAEP	12 (selected schools only) (paper-pencil)	MAR 10
FEB 13–FEB 17	NHSPE (READING, MATH, SCIENCE)	5th & 6th Year Seniors and Adult (paper-pencil)	FEB 17
FEB 15	NHSPE (WRITING)	5th & 6th Year Seniors and Adult (paper-pencil)	FEB 15
FEB 28–MAY 31	NAA (READING, MATH, SCIENCE, WRITING)	11 (paper-pencil)	MAY 31
FEB 28 MAR 21 (make-up)	COLLEGE and CAREER READINESS (ACT)	11 (paper-pencil)	FEB 28 MAR 21 (make-up)
MAR 6–MAR 31 (retakes May 15-28)	WORKPLACE READINESS SKILLS	10-12 Career Tech Education (CTE) Completers (electronic)	MAR 31
APR 3–APR 28 (retakes May 15-28)	END OF PROGRAM TECHNICAL ASSISTANCE	10-12 Career Tech Education (CTE) Completers (electronic)	APR 28
APR 3–APR 7	NHSPE (READING, MATH, SCIENCE)	5th & 6th Year Seniors and Adult (paper-pencil)	APR 7
APR 5	NHSPE (WRITING)	5th & 6th Year Seniors and Adult (paper-pencil)	APR 5
APR 20–MAY 31	SCIENCE	10	MAY 31
APR 24–MAY 31	EOC (ELA I/II, MATH I/II) (SCIENCE - 2020 COHORT)	Course Eligible Students (online)	MAY 31
JUN 19–JUN 23	NHSPE (READING, MATH, SCIENCE)	5th & 6th Year Seniors and Adult (paper-pencil)	JUN 23
JUN 21	NHSPE (WRITING)	5th & 6th Year Seniors and Adult (paper-pencil)	JUN 21

Acronyms

ELPA (WIDA) English Language Proficiency Assessment
EOC End of Course Examinations
NAA Nevada Alternate Assessment

NAEP National Assessment of Educational Progress
NHSPE Nevada High School Proficiency Examination
NAA Nevada Alternate Assessment

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DEFINITIONS

In accordance with Assembly Bill 214, passed during the 2001 Nevada Legislative Session, the following definitions have been established and will be used throughout this document:

Examination

Any achievement and/or proficiency examination administered to pupils pursuant to [390.105](#), [390.600](#), and [390.610](#), including the following:

1. The Nevada High School Proficiency Examinations (NHSPE) in Reading, Writing, Mathematics, and Science.
2. The English Language Arts (ELA) I and II and Math I and II End of Course Exams in Grades 9 (Math I only) and 10 (ELA I, II and Math I, II), and Cohort 2020 (Science).
3. ELA, math, and science assessments for students in Grades 3-8.
4. The Science Assessments in Grades 5, 8, and 10.
5. The College- and Career- Readiness Test at Grade 11.
6. Any other examinations which measure the achievement and proficiency of pupils and which are administered to pupils on a districtwide basis.

Irregularity in Test Administration

An irregularity is defined by a failure to administer an examination in the manner intended by the person or entity that created the examination.

Irregularity in Test Security

An act or omission that tends to corrupt or impair the security of an examination, including, without limitation:

- Failure to comply with NDE or CCSD 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.

Reprisal or Retaliatory Action

Is taken because the school official disclosed information concerning testing irregularities and includes, without limitation, the following:

- Frequent or undesirable changes in the location of an office.
- Frequent or undesirable transfers or reassignments.
- Issuance of letters of reprimand, letters of admonition, or evaluations of poor performance.
- Demotion.
- Reduction in pay.
- Denial of a promotion.
- Suspension.
- Dismissal.

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- Transfer.
- Frequent changes in working hours or workdays.

School Official

- 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 Assessment 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:

- Serving as a liaison between the local school district and the NDE.
- Assisting the local board of trustees in the development of a district test security plan.
- Organizing the district testing calendar.
- Dissemination and collection of testing materials.
- Ensuring that school principals, assistant principals, and test coordinators are adequately trained and informed of all relevant test administration guidelines and procedures. Participation in test security and administration training is through Pathlore digital modules and consists of the following actions:
 - Printing a copy of this Plan to read and acknowledge electronically during the training module.
 - Viewing NDE's annual test security training, which is the second component included in the training module.
 - Viewing CCSD's annual test security training, which is the third component included in the training module.
 - Ensuring test security training is uniform and consistent throughout administration. Training consists of:
 - Procedures outlined in CCSD's District and NDE state plans.
 - Naming responsible individuals; i.e., principal, testing coordinator, or designees.
 - Tracking and security of test materials.
 - Distribution, collection, and return of test materials.
 - Procedures for assessment administration.
 - Testing irregularity investigation and reporting.

District and/or Assessment Department personnel may conduct unannounced on-site observations or audits to verify implementation of the school test security plans.

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Assurances from Principals

The principal of each site where state tests are administered is required to accept responsibility for both the proper administration of the tests at that site and the physical security of the test materials including test booklets, prompts, and completed answer documents. Although the principal may choose to assign test scheduling and training responsibilities to a school test coordinator, delegating these duties does not absolve the principal of the ultimate responsibility for test security and proper test administration. The principal must be familiar with the prescribed procedures for administering the tests and certify, on an annual basis, that these procedures will be followed at the school. On or before September 15 of each year, the principal of each public school, including charter schools, 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.

To maintain uniformity for this requirement, NDE 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." Schools will receive this form from their district test directors, who are responsible for collecting these forms from the schools and submitting them to the Department. In the event that a new principal joins the school after the submission of the original authorization form, the school must submit a replacement form with the new principal's signature. Only schools that have submitted a completed form are authorized to receive test materials.

School Test Coordinator¹

Is appointed by the school principal and refers to the individual who represents an individual school on all matters of testing that may include, but are not limited to:

- Assisting the school principal by serving as a liaison between the school and the district test security coordinator.
- Assisting the school principal in the development of school test administration procedures.
- Assisting the school principal in tracking annual training for school officials involved in test administration.
- Assisting the school principal in organizing the testing schedule.
- Assisting the school principal in the dissemination and collection of test materials.
- Assisting the school principal in assigning school officials to administer or proctor the assessments.

Classroom Test Administrator

Is assigned by the school principal or school test coordinator and refers to a licensed, school official whose responsibilities may include, but are not limited to:

- Administering the assessment to an assigned group of students in accordance with all specified test security and test administration procedures.

¹ It is important to note that the assignment of various testing responsibilities to the school test coordinator does not, in any way, minimize the fact that the school principal assumes final responsibility for proper training of all relevant personnel and administration of all state-mandated testing.

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- 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 specified test security and test administration procedures.
- Following up on unusual behavior or activity on the part of the students during testing.
- Assuming primary responsibility for ensuring that applicable time limits are being adhered to for test administration.

Classroom Proctor

Is assigned by the school principal or test coordinator and refers to a school official whose responsibilities may include, but are not limited to:

- 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 taking the assessment.
- 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/provisions are being adhered to.

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LIST OF TESTS

The Nevada Proficiency Examination Program (NPEP) is comprised of the following assessments that are administered to students enrolled in various grades, as well as adult diploma programs:

- **English Language Arts and Math Assessments (CRT)**
Computer adaptive criterion-referenced tests that measure the achievement of students relative to the Nevada Academic Content Standards. Students at Grades 3-8 are tested in reading and mathematics.
- **Science Test at Grades 5, 8, and 10**
An assessment that measures the science achievement of students in Grades 5, 8, and 10 relative to the Nevada Academic Content Standards.
- **English Language Arts I and II and Math I and II End of Course Exams**
Criterion- and standards-referenced examinations that measure English Language Arts and Math core content achievement at the end of Grades 9 (ELA I, Math I, and Science) and 10 (ELA I, II and Math I, II).
- **College- and Career- Readiness Assessment (ACT with Writing)**
An examination that measures Grade 11 students' academic readiness to pursue post-secondary education or start their careers.
- **National Assessment of Educational Progress (NAEP)**
A national, criterion-referenced, ongoing measure of United States students' achievement in reading, writing, mathematics, and science.
- **Nevada High School Proficiency Examination Retest (NHSPE)**
A criterion- and standards-referenced examination in reading, mathematics, and science administered to fifth- and sixth-year seniors and Adults.
- **Nevada Alternate Assessment (NAA)**
An alternative assessment, designed for students with disabilities who are unable to participate in ELA, math, and science assessments in Grades 3-8 and NHSPEs even with accommodations and modifications. The NAA is designated for students with significant cognitive deficits.
- **Speaking, Listening, Reading, and Writing English Language Proficiency Examinations**
An assessment of academic English in the four language domains of listening, speaking, reading, and writing administered to Kindergarten through Grade 12 students with little or no exposure to English.

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PROCEDURES FOR ENSURING APPROPRIATE TEST ADMINISTRATION

School Test Security Plans

Each school participating in state assessments will produce a school test security plan/procedure that will be kept on file at the school site. **Strict adherence to procedures protects the integrity of the State testing program, and ensures consistency in test administration, security of test materials, and the validity of scores. District and/or Assessment Department personnel may conduct unannounced on-site observations or audits to verify implementation of the school test security plans.** The school plan must be consistent with the procedures outlined in the district and state plans and must include, but is not limited to:

- Site-specific provision for secure, locked storage and access.
- The manner in which test materials will be distributed, collected, and returned.
- The names and titles of the individuals responsible for carrying out the procedures.
- Procedures for handling students who require additional time for testing.
- Procedures to ensure compliance with testing accommodation plans.
- Certification that computers are prepared for online testing.
- Procedures for online test administration

School Test Security Training

The principal of each school is responsible **for providing complete training annually in test security and test administration for all school personnel. District test directors must certify that all school test coordinators and appropriate district personnel have participated in NDE's program of training. NDE may request proof of training as part of the investigative process.** Principals must be able to track school personnel participation and any others who assist in any way with the administration of state-mandated tests have been trained on proper administration procedures and security issues. The principal of each school is also responsible for tracking participation in refresher training prior to each state-mandated test administration focusing on specific requirements of the test being administered as well as an overview of test security procedures, taking into account the following requirements:

- Primary responsibility for test administration must not be given to unlicensed personnel, student teachers, teacher's aides, emergency substitute teachers, or parent and community volunteers.
- Only individuals who have received test security and administration training are allowed to administer or proctor an examination.

Training must be designed to cover the following practices:

- All information provided by the school district related to proper test security and test administration.
- The potential consequences for failure to observe and carry out the requirements of the state and district test security plans.
- The potential consequences for failure to comply with the state and district test security plans.
- Instructions in proper handling of test materials.
- Instructions in proper test administration.
- Security procedures as outlined in this document.
- Additional security procedures as outlined in the school security plan.

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- Information regarding protection of school district personnel regarding the disclosure of testing irregularities.
- Conditions related to testing, under which a teacher may be suspended, dismissed, or not reemployed.
- Conditions related to testing, under which an administrator may be demoted, suspended, dismissed, or not reemployed.
- Conditions related to testing, under which the state board may suspend or revoke the license of any teacher, administrator, or other licensed employee.

All individuals involved with the administration of NPEP examinations will participate in annual and/or refresher training.

School Test Coordinators

Accurate test results are essential both for use in decision making and for reporting to the various publics upon whom the school district depends for support. Adherence to appropriate and consistent procedures in the administration of all state and district testing can ensure that accurate data are obtained and reported.

Test Administration

Unlicensed personnel, student teachers, teacher's aides, emergency substitute teachers, and parent and community volunteers may act as proctors and not as test administrators. EXCEPTION: Provided it is not a violation of district testing procedures, qualified paraprofessionals who have certified on the WIDA website (www.wida.us) for the appropriate assessments may administer the Speaking (all grades) and Kindergarten portions of the ELPA. Administration must occur under the direct supervision of assigned, licensed personnel who are trained in 2016-2017 test security and administration procedures.

Prior to Test Administration, the School Test Coordinator must:

- Participate in webinar trainings delivered by NDE and the Assessment Department on appropriate test administration procedures, test security, and accurate packaging of answer sheets for the NHSPE; ELA and math assessments; science test at Grades 5, 8, and 10; ELA, math, and science End of Course exams; Nevada Alternative Assessment; and ELPA assessments.
- Read the following documents thoroughly:
 - *Clark County School District Plan for Test Administration and Test Security, 2016-2017.*
 - *Nevada Department of Education Test Security Procedures, 2016-2017 (procedures manual).*
- Ensure classroom test administrators and test proctors are trained on appropriate test administration and test security procedures, prior to their deployment in an actual testing situation.
- Keep training and testing logs on file for three years.
- Read all manuals containing directions for school test coordinators carefully and completely prior to administering a test. S/He must NOT read through the actual tests, however.

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- Notify parents/guardians of upcoming CCSD testing several weeks prior to testing. **S/He must inform parents and students that for the End of Course Exams and NHSPE, all students must provide test-taking identification.**
- Arrange for testing to be conducted in rooms with adequate space, comfortable temperature, adequate lighting and ventilation, and freedom from undue background noise or distractions.
- Electronic devices are strictly PROHIBITED unless a student has an accommodation plan or designated support that allows a specific permissible device, or unless they are required for a specific assessment (see the separate, Calculator Clarification document for guidance regarding the use of calculators). Unauthorized possession of electronic devices may result in invalid scores.
- Ensure that all students have the correct login credentials for any computerized tests that they take.
- Assemble and inventory all necessary testing materials (pencils, rulers, booklets, teacher directions, a “**Testing – Do Not Disturb**” sign, answer sheets, student login credentials etc.), prior to the beginning of testing.
- Ensure that all teachers and schools use only materials prepared and/or authorized for test preparation by the school district or the state to prepare students for the state-mandated tests. The use of generic test preparation materials used to familiarize students with the test-taking process may be helpful, however the NDE directs that students should not be taught how to take a specific test but taught strategies designed to make them better at taking a specific type of test.

The following test administration guidelines must be followed:

- Number lines, charts, or posters that provide specific factual information that could assist students in computation, answering questions regarding facts, or problem solving on the math sections of an assessment (e.g., multiplication charts, hundreds charts, fraction-decimal-percent equivalency charts) must be removed or covered with blank, opaque material.
- Posters or other materials that provide specific guidance to students taking a state writing assessment must be removed or covered with blank, opaque material (e.g., graphic organizers, annotated samples of essays or paragraphs, or sample introductory and concluding techniques).
- Material on desks is not allowed. Student desktops must be covered or cleared of any instructional material.
- Students may **NOT** access materials in their desks, backpacks, etc. during testing. All permissible materials **must** be distributed or accessed before testing begins.
- 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.
- Test administrators may provide students with blank scratch paper during the test (college or wide ruled, lined or plain). Graphing paper is allowed on math and science tests only, and must be a generic grid.

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- Prior to and during testing, a test administrator must follow the script provided in the test administrator's manual and cannot provide additional assistance or direct the students' attention to any materials in the room for the purpose of enhancing test performance.
- 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.

During Test Administration, the School Test Coordinator must:

- Ensure students complete only one test at a school during a test administration window. See the online test administration manuals for unlocking and resetting guidelines.
- Provide test proctors in a 1:30 ratio for state-mandated exams.
- Ensure a ratio of one licensed test administrator to not more than 30 students is present in the testing room.
- Maintain logs of individuals entering and leaving the testing room (students, licensed and unlicensed personnel, and any unauthorized individuals who may have entered the room).
- All individuals present in the testing room (students, licensed and unlicensed personnel, and any unauthorized individuals who may have entered the room) must be documented.
- Ensure that the test is administered to all special education and 504 students under the conditions specified in their IEPs, and to language-different students as specified.
- Ensure that all eligible students who are enrolled in the school during testing are tested.
- If the assessment is paper and pencil, a pre-slugged answer sheet or hand bubbled answer sheet must be submitted for each enrolled student. Answer sheets with the appropriate demographics filled in must be submitted for all students enrolled at the time of testing.
- Conduct make-up testing (with the exception of the writing proficiency) to the degree necessary to ensure compliance with the Nevada School Performance Framework requirement that at least 95% of every district subpopulation group be tested.
- For paper and pencil tests, maintain logs and distribute booklets (in serial number order) and answer sheets too, and collect booklets (in serial number order) and answer sheets back from each test administrator each day of testing.
- For paper and pencil tests, document and maintain documentation of movements of all secure testing materials. Documentation must include logs of booklet sequence numbers, as well as the signature of each person who is dispensing one or more booklets and the signature of each person receiving one or more booklets.
- Test security documentation has a three-year retention period. Documentation includes school test security plans, training logs, irregularity reports, and evidence from investigations.

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After Test Administration, the School Test Coordinator must:

- For paper and pencil tests, collect and organize the answer sheets and booklets at the school level (ensuring that all booklets are in serial number order), verify the accuracy of demographic information on students' answer sheets, and return them as directed for scoring.
- For paper and pencil tests, submit all answer sheets of enrolled students coded **COMPLETELY** and **CORRECTLY** with respect to grouping, testing conditions, etc.

PLEASE NOTE:

- Subtests that students did not take because of absence **MUST NOT BE** invalidated.
- Student responses on an answer sheet **MUST NOT BE** altered. However, stray marks on the answer sheet should be erased, with special attention to the area of the timing tracks.
- Potentially low-scoring students' answer sheets **MUST NOT BE** discarded.
- The test and/or examination scores of individual students **MUST NOT BE** reported to anyone other than authorized school personnel, the student's parent/guardian, or the student.
- A student **MUST NEVER BE** allowed to return to a previously administered section of a test.
- Test questions, approved answers, unreleased writing prompts, and answer documents containing student identifying information and/or responses are the confidential property of NDE, and not public record. Disclosure is prohibited without written permission from 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.

Test Administrators/Teachers

Accurate test results are essential both for use in decision making and for reporting to the various publics upon whom the school district depends for support. Adherence to appropriate procedures in the administration of all state or district testing can ensure that accurate data are obtained and reported.

Prior to Test Administration, all Test Administrators must:

- Attend school-based in-service on appropriate test administration procedures, test security, and accurate packaging of answer sheets for the paper and pencil state- or district-mandated tests.
- Read the following documents thoroughly:
 - *Clark County School District Plan for Test Administration and Test Security, 2016-2017.*
 - *Nevada Department of Education Test Security Procedures, 2016-2017 (procedures manual).*
- Read all manuals containing teacher directions carefully and completely prior to administering the test. Procedures may change from one year to the next, review directions annually. S/HE **MUST NOT** read through the actual tests.

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- Explain the purpose of testing to students. (Test results let teachers know whether their students are learning and maintaining grade level skills and allow state and district officials to compare the achievement of students in Clark County with that of students nationwide.)
- Electronic devices are strictly PROHIBITED unless a student has an accommodation plan or designated support that allows a specific permissible device, or unless they are required for a specific assessment (see the Calculator Clarification document for guidance regarding the use of calculators). Unauthorized possession of electronic devices may result in invalid scores.
- Ensure that all students have the correct login credentials for any computerized tests that they take.
- Explain or clarify test directions based on the test administration script thereby reflecting accurate information.
- Continue to deliver instruction that is based on identified “best practices” and that is designed to increase student mastery of Nevada’s academic content standards and/or CCSD curriculum objectives.

During Test Administration, all Test Administrators must:

- Be responsive to security threats to online test administration (test security and administration training in January, 2017 will address online proctoring standards):
 - 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)
- Verify student eligibility for testing, and administer the test to all students who are eligible to be tested (see the section entitled “Establishing the Eligibility of Students to Participate in Testing”).
- Maintain logs of individuals entering and leaving the testing room (students, licensed and unlicensed personnel, and any unauthorized individuals who may have entered the room).
- All individuals present in the testing room (students, licensed and unlicensed personnel, and any unauthorized individuals who may have entered the room) must be documented.
- Administer the test to all special education and 504 students under the conditions specified on their testing accommodation form and to all language-different students as specified.
- Administer the test to all students documented as receiving designated supports accordingly.
- Ensure the testing computer is secured and monitored throughout the testing session.

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- Ensure students are overseen by licensed personnel while having access to test materials and during supervised breaks.
- Adhere to the posted testing schedule. On the untimed tests ensure that additional time is allowed for any student who is working productively.
- 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.
- Follow the script in the Test Administration Manual **VERBATIM**.
- Students who do not have IEP, 504, or LEP accommodation plans or designated supports must test under regular conditions. See the specific test administration manuals regarding required and permissible materials.
- **Disclosure of test content is strictly prohibited by state law**—do not read, review, copy, reproduce, or take notes on test items.
- **Translation by the test administrator or proctor of any test material (directions, passages, questions, answer choices) to another language is prohibited.**
- Photographing, recording, or transmitting any part of a test or testing session is PROHIBITED unless the activity is part of standard audio/video surveillance; required for the administration of an assessment; or in the event a school or district test coordinator is conducting an investigation.
- Procedures for breaks are included in the specific test administration manuals and must be followed explicitly.
- Ensure that the number of test booklets (or prompts) and answer documents returned is identical to the quantities that were distributed prior to testing.
- Distribute booklets and answer sheets to, and get booklets and answer sheets back from each student each day of testing.
- Maintain documentation of movement of booklets to and from students and to and from the school test coordinator for each day of testing. Documentation must include student signatures, test administrator signatures, school test coordinator signatures, and corresponding booklet sequence numbers.

PLEASE NOTE:

- Each student must sign his/her name next to the serial number of the test booklet s/he receives each day of testing. A booklet that has been assigned to a teacher and/or a particular student may not be transferred to another teacher and/or another student without accompanying documentation (i.e., signatures) of the transfer.
- Read the directions provided in the administration manual verbatim to students.
- Circulate through the room, keeping students on task and marking in the correct section of the test.
- Answer all student questions with, "Just do your best."

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- Reread directions verbatim in the directions only, not in the test questions.
- For all state-mandated exams, test every eligible student who enrolls during the testing period, even though there is no pre-slugged answer sheet for that student. If the student is taking the NAA as an alternate to an NPEP exam, hand-bubble and submit a blank answer sheet for that student with the NAA code bubbled.
- Conduct make-up testing (with the exception of the writing proficiency) to the degree necessary to ensure compliance with the Nevada School Performance Framework requirement that at least 95% of every district subpopulation group be tested.
- Ensure that all test materials, including test tickets, test booklets, writing prompts, answer sheets, and scratch paper, are returned to the test proctor before a student is allowed to leave the testing area for any reason (e.g., s/he has finished or needs a bathroom break).
- Allow students who complete testing early to read paper version books or materials only. Students may not write, draw, or do math problems.

After Test Administration, all Test Administrators must:

- Ensure **all** testing materials, including test tickets, test booklets, writing prompts, paper/pencil student responses, formula sheets, and scratch paper, must be returned to the test administrator and accounted for before a student is allowed to leave the testing area for any reason. Extra care must be taken to monitor the students' use of scratch paper to avoid cheating.
- Collect and organize the answer sheets and booklets (in serial number order) for his/her individual classroom, ensuring that all booklets signed out to him/her have been returned.
- Check each answer sheet for demographic accuracy (i.e., the student's name, I.D. number, grade level, school name).
- Enter all necessary coding on answer sheets, including testing conditions, etc.

PLEASE NOTE:

- Students **MUST NEVER BE** familiarized with actual questions or reading passages from the test. Test-taking skills must be taught with materials unrelated to the actual test and developed from various components of the regular instructional program.
- Actual or modified test items or test vocabulary **MUST NEVER BE** used for classwork/homework assignments.
- Instruction in skills outside the scope and sequence of the district-delineated curriculum or the state standards merely because those skills are included on a standardized test **MUST NEVER BE** provided.
- Assistance or prompting to a student during the time s/he is taking the exam **MUST NEVER BE** provided. (This includes gestures, signals, rewards, or any other form of communication.)
- No test or subtest should be started unless there is enough time to finish it.
- During a test, students **MUST NEVER BE** directed to perform any task other than those stated in the teacher directions.

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- For the exams that are not timed, students must be allowed to finish the test as long as they are working productively.
- A student **MUST NEVER BE** allowed to return to a previously administered section of a test.
- Students **MUST NEVER BE** left unsupervised with test materials or during the administration of a test.
- Students **MUST NEVER BE** provided the opportunity to assist one another or copy answers.
- Subtests that students did not take because of absence **MUST NOT BE INVALIDATED**.
- Students' responses on an answer sheet **MUST NEVER BE** altered. Stray marks on the answer sheet should be erased, with special attention to the area of the timing tracks.
- Potentially low-scoring students' answer sheets **MUST NEVER BE** discarded.
- Test and/or examination scores of individual students **MUST NEVER BE** reported to anyone other than authorized school personnel, the student's parent/guardian, or the student.

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PROCEDURES FOR MAINTAINING TEST SECURITY

Maintaining the Security of Testing Materials

Strict adherence to the following procedures will ensure that test security is maintained:

- If school personnel pick up secure test materials, these materials must be taken directly and immediately to the school site.
- Test booklets, writing prompts, and paper/pencil student responses must be stored in locked storage cabinets while located at the district or school site.
- Test tickets for online assessments are secure documents and must be distributed according to test security procedures.
- Upon receipt of secure testing materials at the school site, the school principal or the school test coordinator must immediately:
 1. Count the booklet(s) s/he has received.
 2. Check the serial numbers on the booklets if they are numbered.
- If the number of booklets received does not match the count indicated on the accompanying packing list or if the serial numbers of the booklets received do not match the numbers indicated on the packing slip, school personnel should call the Assessment Department immediately.
- Booklets that are not already serially numbered and that are to remain at the school site after testing or that will be reused may be numbered by school personnel for easier tracking.
- For state-mandated test booklets, after the booklets have been counted, serial numbers have been checked, and the Assessment Department has been notified of exceptions to the packing slip, all secure testing materials must be placed in locked storage while they are at the school site. The secure storage for paper/pencil test materials must not be accessible to anyone other than the principal or school test coordinator, or other designated individuals who require access to the secure test materials, nor can it be used for the storage of other materials to which unauthorized individuals have access.
- The secure, locked storage used for storing materials required for the Nevada Proficiency Examination Program and other state assessments must not be used for the storage of other materials to which individuals other than the principal, testing coordinator, or designated individual(s) have access.
- The school principal, testing coordinator, or designated individual must keep the key to the secure, locked storage on his/her person, not in a desk drawer or other readily accessible location.
- A principal or school test administrator may designate a temporary designee/fill-in if the principal or school test administrator is unavoidably absent. No extra keys or duplicates may be made to accommodate the temporary designee. When the principal or school test administrator is once again present for duty, the key must be returned to the principal or school test administrator by the designee. A record of the designee's duty as temporary fill-in must be kept by the principal.
- An inventory of all testing materials must be logged and posted in the secure, locked storage area.

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- Documentation must be kept of all movements of testing materials (i.e., records must be kept indicating how many and which booklets have been checked out to each teacher/counselor/test administrator, who then also maintains a record of which booklets have been assigned to which students).

PLEASE NOTE:

ALL DOCUMENTATION MUST INCLUDE THE SEQUENCE NUMBER OF THE BOOKLET(S) CHECKED OUT AND THE NAME AND SIGNATURE OF THE PERSON DISPENSING THE MATERIALS, AS WELL AS THE NAME AND SIGNATURE OF THE PERSON RECEIVING THEM.

- Booklets must not be distributed to those who will administer the test until the prescribed date for test administration.
- Tests that have been taken out of the school's locked storage for classroom administration must not be left unattended in any area to which students or others have unsupervised access. This includes loading docks and mailrooms.
- All secure testing materials (i.e., booklets, high school writing prompts, scratch paper, and answer documents) must be returned to the test coordinator as soon as possible after each day's testing session is concluded.
- The testing coordinator must check to see that all materials distributed have been returned **at the end of each day's testing session** and document his/her review of these materials.
- At the end of each testing day, all materials will be secured in locked storage. The secure, locked storage must not be accessible to anyone other than the principal, school test administrator, or designated individual.
- When testing is extended over a period of several days, all secure testing materials must be returned to the school administrator, test coordinator, or designated individual **each day** and stored securely in an area to which no one except the school principal, school test administrator, or designated individual has access.
- All test booklets must be counted at that time (**each day**) so that any missing materials can be located immediately.
- A student **MUST NEVER BE** allowed to return to a previously administered section of a test.
- All documentation of booklet movement must be maintained at the school site until **after** testing has been concluded and **after** all testing materials have been accounted for and stored securely at the school or returned to the Assessment Department, or the test vendor. Retain all test-related documentation for a period of 3 years. The district test director must submit all investigative findings to the NDE test security coordinator, even if the district determines at the conclusion of the investigation that an irregularity did not occur. This includes school test security plans, training and testing logs, irregularity reports, and evidence from investigations.
- At the conclusion of state-mandated paper and pencil testing, on or before the date for return of materials to the appropriate vendors, a complete inventory of all materials must be made at the school site. The responsible administrator must sign any applicable inventory forms and date them,

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make a copy to send to the vendors, and also maintain one copy at the school. Booklets or other secure materials that were noted as missing prior to testing should be so indicated on the forms. If other secure materials are missing, a "Report of Test Irregularity" must be completed and sent to the Assessment Department's Test Security Coordinator, which will be forwarded to NDE.

- For the state-mandated paper and pencil tests, the school test coordinator must arrange for pickup of secure test booklets with the vendors within one week after testing is complete.
- School test coordinators will ensure that secure NAA test booklets and materials are returned according to vendor requirements.
- If a fire drill or any emergency situation requiring evacuation of the school occurs during the administration of a state-mandated test, the testing area must be locked after the last student has exited to keep testing materials secure. Reentry of the testing area is accessible by principal, test coordinator, or designated individual and must be documented. In the event of such an emergency, a "Report of Test Irregularity" must be completed and sent to the Assessment Department.

Establishing the Eligibility of Students to Participate in Testing

General Information

All students at the appropriate grade levels must take the NPEP examinations. Students should be tested using regular testing conditions or approved accommodations. The administration manuals for each of the NPEP exams provide instructions for using modifications. The use of modifications (non-permissible accommodations) is prohibited. Most IEP students are allowed to use accommodations on NPEP exams. If so, school personnel must bubble the "A" under Testing Condition on the appropriate answer sheets.

In Nevada, changes to test administration are defined either as accommodations or modifications. Accommodations consist of minor changes to the standard administration or to the method that students may use to respond, and they do not affect the reliability or validity of the tests. Use of modifications (non-permissible accommodations) invalidates the resulting score in certain reporting instances.

Students with disabilities and students with limited English language proficiency **MUST** be included in state and districtwide assessment programs, with appropriate accommodations and modifications for test administration and response. Examinations are to be administered in English. See the Designated Supports guide for each specific assessment regarding glossaries and translated directions.

Nevada High School Proficiency Examination (NHSPE)

Students up to and including the Graduating Class of 2016, including LEP students and those with disabilities, must take the Nevada High School Proficiency Examination.

NDE establishes the specific dates for administration of the NHSPE exams in reading, mathematics, science, and writing. The NHSPE testing calendar for 2016-2017 can be found at the beginning of this document.

Examinations in reading, mathematics, and science must be administered at a time chosen by the local school district, from Monday through Friday of the week in which the writing examination is required, except for the optional April administration, which may have a reduced testing period.

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The writing examination is always given on Wednesday of the test week. Writing examinations should be administered to all fifth- and sixth-year seniors during the same time period, except for those adult education students who take the writing examination in an evening session or at a time other than when fifth- and sixth-year seniors take the test. Evening sessions must use alternate topics.

To reduce the opportunity for one student to assist another, schedules developed at the district or school level for testing should mandate that all students who are taking the reading, mathematics, science, or writing tests take them at the same time. Whenever possible, large group testing situations should be avoided, as effective monitoring of students in a gymnasium or cafeteria is a difficult task. Use of classrooms for testing is preferable, with at least one licensed test administrators and one classroom proctor for each 30 students.

Verifying the Identity of Pupils Taking the NHSPE

- In order to gain admission to any administration of the NHSPE, each student must present one of the following forms of identification:
 - A driver's license.
 - A school student ID with picture.
 - Any picture ID with the student's name and signature.
 - Positive identification from a teacher, counselor, or school administrator.
- Students must present one of the above forms of ID for admission to testing for ALL administrations of the NHSPE.
- Students must sign test booklets in and out, so that test administrators will have a record of each tested student's signature. Testing sign-in/sign-out sheets will be required to include times.
- Testing sign-in/sign-out sheets must be maintained at the school until after return and distribution of test results, to verify student participation in testing.
- Each school will establish its own procedures for checking student IDs prior to student admission to testing.

Maintaining Confidentiality of Test Content and Approved Answers

- The questions contained in state and district examinations and the approved answers are confidential, and disclosure is unlawful except:
 - To the extent necessary for administering and evaluating the examinations. (This refers primarily to the process of test development or selection. **Knowledge or review of actual test content is not necessary for valid test administration and is strictly prohibited.**)
- **Examination booklets or writing tests MUST not be copied by any means without the prior written authorization of the test publisher and the Nevada Department of Education.**
- Under no circumstances shall copies of writing tests or test booklets, marked answer sheets, used scratch paper, or answer keys be circulated among faculty, administrators, or other persons.
- NHSPE writing topics and writing responses have been approved for release after the statewide administration of the test has been completed. Therefore, schools may retain copies of the writing

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examination topics and writing responses but may not release them until after the reports of results for that test administration have been received and distributed.

- When possible, NHSPE writing examinations should be administered to all fifth- and sixth-year seniors in the district during the same time period. If a single time is not feasible in a district, writing sessions should be scheduled to minimize a student's opportunity to learn the writing test topics before taking the test (e.g., two consecutive test sessions).
- Nevada state law specifically prohibits the disclosure of the content of tests except as required to administer and evaluate the examinations and in limited specific circumstances. Knowledge of test content by the test administrator is not required for valid administration of any examinations.

CONSEQUENCES OF VIOLATIONS OF TEST SECURITY

Students and staff members who engage in or cause "irregularities in test administration" or "irregularities in test security" will be subject to disciplinary actions. Staff may be terminated or have their educator's license suspended or revoked. Students may face expulsion from school.

Irregularities in Test Administration

The following situations represent examples of "irregularities in test administration:"

- Failure to provide a suitable test-taking environment.
- Failure to test all eligible students.
- Failure to proctor carefully (e.g., allowing students to copy each other).
- Extension/contraction of time limits.
- Failure to prevent avoidable interruptions.
- Failure to read directions to students accurately.
- Addition of tasks to those specified in the administration manual.
- Indiscriminate invalidation of students' answer sheets.
- Failures to return all materials and/or students' answer sheets for scoring.
- Batching students' answer sheets incorrectly for scoring.
- Allowing a student to return to a previously administered section of a test.

Consequences of Irregularities in Test Administration

- Any school staff member, licensed or unlicensed, who is found to have engaged in one of the behaviors identified above as an "irregularity in test administration" or any behavior not listed that violates the standardized conditions under which the test is to be administered and scored will be subject to administrative and disciplinary action, district regulations, and the relevant collective bargaining agreement.
- In addition to the above-described consequences to individuals for engaging in "irregularities in test administration," the occurrence of "irregularities in test administration" at a particular school during two consecutive years may result in the imposition of "an additional

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administration" of the examinations AT THE EXPENSE OF THE SCHOOL DISTRICT. Consequently, the person(s) responsible for engaging in "irregularities in test administration" that necessitate additional test administrations will be subject to increased disciplinary action.

Irregularities in Test Security

The following situations represent examples of "irregularities in test security:"

- Unauthorized reproduction of secure testing materials.
- Unauthorized distribution of secure testing materials.
- Use of actual test items for practice material with students who are eligible to be tested.
- Revealing test question(s) or answer(s) to students.
- Providing help to students during testing.
- Losing test booklet(s).
- Failure to maintain test security in the classroom.
- Failure to obtain test booklets from students as they finish the examination.
- Failure to maintain secure, locked test storage.
- Failure to maintain documentation of movement of secure materials.

Consequences of Irregularities in Test Security

Any school staff member, licensed or unlicensed, who is found to have engaged in one of the behaviors identified above as an "irregularity in test security," or any behavior not listed that violates the security of the test content or answers to test questions, will be subject to administrative and disciplinary action consistent with district regulations and the relevant collective bargaining agreement.

Student Cheating

All incidents involving student cheating must be handled in accordance with district and/or school disciplinary procedures and require tests to be submitted as "**invalid.**" Students who engage in any of the following behaviors will be deemed to have "cheated" on the NHSPE:

- Using an unauthorized electronic device during testing.
- Copying another student's answer(s).
- Keeping a copy of any of the tests.
- Obtaining a copy of a secure test by any means.
- Telling another student an answer during testing.
- Allowing (an) other student(s) to copy his/her paper.
- Taking the test for another student.
- Allowing another student to take the test in his/her place.
- Asking/receiving help from a teacher or other test administrator during the test

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Consequences of Student Cheating

Students who cheat in any of the ways delineated above or in any other way will be subject to administrative and disciplinary action consistent with state law and district regulations. Students may have their tests invalidated. If students' scores are invalidated, they receive a zero for the test, and they are counted as non-proficient students. Appeals are prohibited for invalidations resulting from student cheating/misconduct.

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PROCEDURES FOR REPORTING AND INVESTIGATING TESTING IRREGULARITIES

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 **Assessment Department**. 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 there is a reason to believe that a violation of the district test security plan has occurred, **and** that the violation has also resulted in an irregularity in test administration or security for a state-mandated test, the Assessment Department must:
 - Immediately report the incident to the Test Security Coordinator at NDE either orally or in writing.
 - Ensure that a Report of Test Irregularity is submitted to NDE.
 - Begin an investigation of the incident.
- If a student, parent, or staff member has reason to believe that a violation of the district test security plan may have occurred, that person is encouraged to report the violation to the school principal, who must then report that information to the Assessment Department. However, anyone who is aware of a violation of the district test security plan may also report the violation directly to the:
 - Board of Trustees of the Clark County School District
702-799-1072
Board-of-Trustees@ccsd.net
 - Clark County School District Assessment Department
Anne Jacklin, Test Security Coordinator
702-799-1041
akjacklin@interact.ccsd.net
 - Nevada Department of Education
Carol Mason, Test Security Coordinator
775-687-9260
cmason@doe.nv.gov

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- If the suspected violation is reported to the school principal, s/he must then immediately report the violation to the CCSD Board of Trustees or its designee, the district assessment director.
- If the security violation is reported to the CCSD Board of Trustees or its designee, the district assessment director, but not to the school principal, the school principal and his/her supervisors must be notified immediately by the CCSD Board of Trustees or its designee, the district assessment director.
- If, after a preliminary review of the potential "irregularity," the CCSD Board of Trustees or its designee, the district assessment director, has reason to believe that a violation of the district test security plan has occurred which has resulted in an irregularity in test administration or test security for a state-mandated test, the CCSD Board of Trustees or its designee, the district assessment director, must:
 - Immediately report the incident to the **NDE** orally or in writing.
 - Require the school principal or district assessment director to complete a "Report of Test Irregularity in the Nevada Proficiency Examination Program" and submit it to the **NDE**.
 - If the appropriate level of preliminary evidence has been reported, two separate investigations will begin of the incident (CCSD "Assessment Investigation Plan" and NDE "Report of Test Irregularity").
 - Keep all relevant CCSD personnel informed as to the status of the investigation.

The District test director must submit all investigative findings to the NDE test security coordinator, even if the district determines at the conclusion of the investigation that an irregularity did not occur.

Assessment Investigation Plan

Purpose

The CCSD Investigation Plan details the overall strategy for managing investigations when test irregularities are reported to the Assessment Department. This plan will outline the testing irregularities required for an investigation, responsibilities of personnel, procedures for reviewing available information, conducting interviews, and developing a report with the evidence.

Investigation

When an individual or school reports a testing irregularity, the Assessment Department provides a Testing Irregularity form. Upon completion of this form, it is then forwarded to the NDE.

Testing Irregularities

Testing irregularities that are considered to be a failure of process do not merit a District investigation. These process irregularities generally include mistakes in administration.

Testing irregularities that arise due to cheating, accusations of purposeful misconduct by staff, large increases in scores from one year to the next or high levels of incorrect to correct answer changes will trigger a District investigation.

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Role Responsibilities

In cases in which district level or department level investigation(s) of testing irregularities are necessary, an investigation will be conducted. The investigative team may include, but is not limited to, a representative of the Assessment Department, Employee-Management Relations (EMR), or the Office of the General Counsel, in conjunction with the appropriate Assistant Chief, and/or a representative of any of those departments.

Reviewing Available Information

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

Planning and Conducting Interviews

Part of the investigation may include interviewing staff members at the site in question. The following questions will be used where applicable during an investigation:

- Were you asked to read the manual for administering the test?
- Were you provided with security training? When and by whom?
- When did testing materials arrive at a school?
- In the case of computer based tests (CBTs), when did you first have access to the examination questions?
- Where were physical test materials stored?
- Who had access to the test materials in both pencil and paper and CBT delivered exams?
- Describe the process on test day for the school as a whole and for each testing room.
- How were test materials collected and mailed from the school when testing was complete?
- Did you observe any testing irregularities in your school on any of the testing days?
- Are there ways that you would like to see test security practices enhanced?

Compiling a Report

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

- Conduct a thorough review of the information contained in the "Report of Test Irregularity."
- If necessary, request additional information to assist in the review process from the school principal, district assessment director, and any other school staff members or students involved in the reported test irregularity.
- Determine whether evidence exists to indicate that actions which resulted in the testing irregularity were intentional.

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- Determine whether evidence exists to indicate that consequences associated with the testing irregularity have resulted in or will result in significant damage to the Nevada Proficiency Examination Program.
- Determine whether sufficient evidence exists to warrant an invalidation of student scores.
- Notify the Board of Trustees or the district assessment director in writing indicating the results of its findings.
 - If the findings indicate that an irregularity in testing administration or security has occurred, but there is no evidence that the irregularity was intentional, and there is no evidence that the consequences associated with the irregularity will result in significant damage to the Nevada Proficiency Examination Program, the investigative team may determine:
 - Whether an additional administration of the test is necessary.
 - Whether the school or school district is required to file a corrective action plan.
 - Recommendations and/or other remedial courses of action to be taken by the school and/or the district.
 - If it is determined that there is sufficient evidence that an **intentional** irregularity in testing administration or security has occurred, or there is evidence that the consequences associated with the irregularity resulted in or may result in significant damage to the Nevada Proficiency Examination Program, the investigation may:
 - Require the school or the district to conduct an additional administration of the test.
 - Require the school or the district to file a corrective action plan.
 - Specify the NDE's recommendations and/or requirements for corrective action.
 - Begin an investigation or require the district assessment director to begin an investigation to obtain further information regarding the testing irregularity.
 - Invalidate student test scores, as indicated.
 - If, after longitudinal review of district and NDE records of testing irregularities, it is determined that at least one testing irregularity occurred at a school during one school year on any state-required examination (excluding the NHSPE) and in the immediately preceding school year, at least one additional irregularity has occurred, it shall be determined whether the irregularities warrant an additional administration of the examination.
 - If it is determined that an additional administration of the examination is required, the school shall be notified of this determination. The additional administration may include an entire grade or merely specific pupils, as determined by the investigative team.
 - When determining the need for an additional administration of an examination, the investigative team must consider the effect of each testing irregularity on the scores of pupils and whether sufficient time remains in the school year.
 - The additional administration must occur in the same school year in which the additional irregularity occurred, if feasible. The district shall pay for all costs related to the additional administration.

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- Unless determined otherwise, the district assessment director will coordinate the additional test administration, with the assistance of school district administrators, as s/he deems necessary.
- If it is found that the test irregularity resulted from inadequate or insufficient school and/or district test administration and security protocol, the school principal or district assessment director will be required to file a corrective action plan with the NDE.
- If it is found that school personnel were not adequately or sufficiently trained in school and/or district test administration and security protocol, the school principal or district assessment director will be required to file a corrective action plan with the Department.
- If it is determined that the evidence is insufficient to issue a charging document of violation of test security against an individual and the evidence does not indicate a significant consequence as related to the breach, the NDE will write a letter indicating this to the district superintendent and assessment director. No disciplinary action will be taken by the NDE, but **this does not preclude a school district from taking disciplinary action.**
- If the evidence is sufficient to support charging a document of violation of test security against an individual and the superintendent decides to take action for the suspension or revocation of the license, a notice of complaint will be issued to the licensee.
- When there is sufficient evidence to take action against an individual's license, the significance of the consequence of the violation of test security is a factor considered in evaluating the appropriateness of suspension or revocation of license.
- If a notice of complaint is issued, the individual against whom it is issued has the right to request a hearing from an impartial hearing officer chosen from the American Arbitration Association.
 - If the individual does not request an impartial hearing, a hearing before the State Board of Education will be conducted.
 - If the individual requests an impartial hearing, the hearing officer will hear the matter, make findings, and issue a recommendation. The ultimate determination of discipline against the licensee is made by the State Board of Education.
- In addition to disciplinary action that may be taken against a licensed counselor, teacher, or school administrator, breaches in security that impact the reliability and validity of student scores may result in the invalidation of student scores.

PLEASE NOTE:

Documents related to test security investigations are confidential and may not be released to the public.

PROTECTION OF SCHOOL DISTRICT PERSONNEL WITH REGARD TO THE DISCLOSURE OF TESTING IRREGULARITIES

Nevada Revised Statutes (NRS) [390.350](#) through [390.430](#) 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 [390.425](#) also requires NDE 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.

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 two years after the information is disclosed, the school official may file a written appeal with the state board for a hearing on the matter and determination of whether the action taken was a reprisal or retaliatory action. The written appeal must be accompanied by a statement that specifies:
 - The facts and circumstances leading to the disclosure of information concerning testing irregularities.
 - 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.
 - 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.**