



Washoe County School District 2023-2024 Plan to Ensure the Security of State and District Mandated Assessments

Each year the Washoe County School District (WCSD) reviews the Plan to Ensure the Security of State and District Mandated Assessments (the Plan) to comply with relevant mandates of Nevada Revised Statutes (NRS) [Chapter 390 - Testing of Pupils and Graduation](#). See NRS 390.015, 390.105, 390.250-390.430 inclusive, 390.600-390.620 inclusive, and NRS 390.700-390.830 inclusive.

1. The Board of Trustees delegates the responsibility for implementation of the Plan and reporting testing irregularities to the Director of Assessment, Washoe County School District. Irregularities in testing administration and security or alleged violations of the test security plan are reported to the Nevada Department of Education. Summaries of reports will be made available to the Superintendent and the Board of Trustees upon request.
2. The Nevada Department of Education and contracted vendors provide resources for training in test security, test coordination and administration for each assessment in the Nevada testing program. The school principal and other responsible site administrators must verify in writing that they have participated in training prior to handling secure test materials or administering any state assessment. Verification of participation in department mandated test security and test specific training will be submitted to the WCSD Department of Assessment and kept for three years.
3. The annually updated *Nevada Department of Education Test Security Procedures* (state test security plan) and related forms addressing test security information and general information about each test administered in the state program and other information provided by the Nevada Department of Education are provided electronically and available for download from the [WCSD Assessment](#) webpage.
4. Prior to September 15, 2023, each school principal, including principals of district-sponsored charter schools, will submit to the Department of Assessment the *Authorization to Administer Tests* form providing written assurance of their acceptance and understanding of responsibilities related to the confidentiality and security of testing materials. Electronic copies of completed forms will be shared with the Nevada Department of Education as directed by the department (NDE).
5. By November 1, 2023, each school principal, including principals of district-sponsored charter schools, will submit to the Department of Assessment a school test security plan that is consistent with the procedures outlined in the state and district test security plans. The Department of Assessment will provide guidance for completing the school test security plan.
6. The Washoe County School District, [A Primer for Testing: Policies and Professional Expectations](#) (the *Primer*), is revised annually to reflect legislative and Nevada Department of Education mandates regarding test administration and test security. The *Primer* includes important definitions set forth in statute. The *Primer* also includes the protocol for reporting and investigating irregularities in test administration and test security.
7. The *Primer* provides information on the following topics:

- ❖ Assessment Program Purposes and Overview
 - ❖ Assessment Support and Website Resources
 - ❖ Data Access, Use, and Sharing
 - ❖ Important Definitions
 - ❖ Notifications and Distribution of Results (to guardians)
 - ❖ Reporting Suspected Breaches or Irregularities and Investigation Protocol
 - ❖ Student and School-wide Preparation
 - ❖ Students with Special Assessment Needs
 - ❖ Test Security, Testing Environment, Materials, and Test Administration
 - ❖ Testing Staff, Training, and Statement of Responsibility
 - ❖ WCSD Emergency Plan during Testing
8. School administrators, counselors, teachers, and all personnel of the school district or district-sponsored charter school who have assessment responsibilities during the school year are expected to read the *Primer* online or download and print a copy for personal use. The electronic copy of the *Primer* is posted to the [Department of Assessment](#) webpage.
 9. A PowerPoint presentation is made available for use in providing training and reviewing the contents of the *Primer* with staff before November 1, 2023. The training presentation is accessible from the [Department of Assessment](#) webpage. Presentation materials are distributed to WCSD school principals, including principals of district-sponsored charter schools, following district training for site administrators in August or September of the current school year and additional or updated materials are shared as new information is received from the Nevada Department of Education.
 10. Each WCSD public and district-sponsored charter school certified or classified (ESP) employee who reads the *Primer* and participates in the *Primer* training presentation as part of their professional responsibilities will sign the acknowledgment form attached to the *Primer*. This signature indicates that the staff member has received and read the *Primer*, will participate in related training for state and district assessments, and provides assurance of their understanding and compliance with the information contained therein.
 11. Each WCSD public and district-sponsored school principal retains the signed *Primer* acknowledgment forms for WCSD employees who may assist with testing at their site. Signed forms are kept with secure testing materials for three school years. These signed statements may be referenced or submitted as documentation during the investigation of suspected testing irregularities.
 12. By November 1, 2023, after review of the *Primer* which includes assessment security notification procedures, each WCSD public and district-sponsored school principal signs the “Verification of Mandatory Staff Training” form and returns the signed form to the Department of Assessment. Principals verify that they will carry out subsequent reviews of the *Primer* with new staff throughout the school year and as part of refresher training. Principals will submit the verification form following the initial staff training only.
 13. Before September 30, 2023, the Department of Assessment will post an article on the WCSD website regarding test administration and security, as well as test administration irregularities and/or breaches of test security. WCSD school principals, including principals of district-sponsored charter schools, will communicate this information to their respective employees. [>Assessment Information for Staff](#)

14. Before September 30, 2023, the Department of Assessment will post an article on the WCSD website for families and legal guardians about the provisions of the Plan including test administration and security as well as test administration irregularities and/or breaches of test security. WCSD school principals, including principals of district-sponsored charter schools, will communicate this information to their respective families and school communities. [>Assessment Information for Families](#)
15. As updates and notices are received from the Nevada Department of Education, information will be posted to the WCSD website and included in department communications to school administrators, including district-sponsored school administrators, and the Chief Academic Officer.
16. In accordance with NRS 390.620, on or before September 1 of each school year, the Nevada Department of Education will develop and post on the NDE website, information about the college and career readiness assessment required for graduation and other assessments for graduation. The Department of Assessment will maintain a link to the NDE website and direct WCSD public and district-sponsored charter high schools to share the information with students and their families or guardians.

REPORTING IRREGULARITIES IN TESTING

The ***Summary of Whistleblower Protections for Testing Administration*** is issued annually from the Nevada Department of Education (NRS 390.425) and is publicly accessible from the [WCSD website](#).

Rights and Responsibilities

NRS 390.350-390.430

- 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:
 - person who willfully discloses untruthful information concerning testing irregularities: o Is guilty of a misdemeanor; and
 - Is subject to appropriate disciplinary action.
- These provisions do not apply to offenses committed before July 1, 2001.

In the event of any violation of the state or district test security plan has occurred, alleged or suspected, the incident must be reported within 24 hours of discovery.

1. **The incident must be reported to the school principal.**
2. The school test coordinator or principal must, in turn, report the incident to Assessment Support in the Department of Assessment, within 24 hours of the time the alleged or suspected violation in testing security or administration has been brought to their attention.
3. The Director of Assessment, or their designee, will communicate with WCSD district level administrators about the reported incident, as appropriate.
4. For all state-mandated examinations, within 24 hours, the Director of Assessment, or their designee, will report high breach incidents to the Nevada Department of Education state testing program professionals.
5. Within ten school days, the school principal should complete and submit the online *Report of Testing Irregularity* for review by the Department of Assessment.
6. For all alleged violations in testing security or administration for state-mandated examinations, WCSD will ensure the completed online *Report of Testing Irregularity* is received by the NDE within 14 school days after the incident or discovery of the event.
7. For alleged violations in testing security or administration during WCSD local examinations, the WCSD Report of Testing Irregularity should be completed and submitted to WCSD Assessment Support.
8. For testing irregularities resulting from staff error, the [WCSD Protocol for Reporting of Testing Irregularities Due to Staff Error](#) will be followed.
9. Summaries of reports will be made available to the Superintendent and the Board of Trustees upon request.

INVESTIGATION PROTOCOL

Reported instances of alleged irregularities in testing administration or testing security shall be investigated by the school district and/or by the Nevada Department of Education. If investigated by the school district, the Director of Assessment, or their designee, shall work collaboratively with the WCSD Legal Division, Human Resources, the school principal, and the appropriate district administrator(s), to investigate the alleged irregularity in testing administration or testing security. All investigative findings will be submitted with the *Report of Testing Irregularity* for review by the NDE, even if it is later determined that an irregularity did not occur. If investigated by the Nevada Department of Education, the Director of Assessment, or their designee, shall obtain other testimony or conduct further investigation as directed by the NDE after submission of the completed *Report of Testing Irregularity*.

In compliance with NRS 390.280 and NRS 390.285 respectively, both the WCSD Board of Trustees and the Nevada Department of Education may issue a subpoena, as needed, to compel the attendance or testimony of a witness or the production of relevant materials. If the witness refuses to attend, testify, or produce relevant materials, the school district or the Nevada Department of Education may report that refusal to the district court.

CONTACT INFORMATION

Questions about appropriate test administration, contents of the *Primer* or accompanying training materials, or alleged irregularities in testing administration or testing security should be directed to the school principal and/or to the WCSD Director of Assessment at 775.348.0248.

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