



### WCSD PROMISE

We will know every student by **NAME, STRENGTH and NEED** so they graduate prepared for the future they choose and we will deliver on this promise in partnership with our **FAMILIES and COMMUNITY.**



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## A Primer for Testing: Policies and Professional Expectations

Training Presentation  
Department of Assessment  
September 2024



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## Professional Expectations

**ANNUAL**

- Read the *Primer* in its entirety and become familiar with policies and professional expectations
- Participate in "Primer Training"
- Read and sign the Acknowledgment form included with the *Primer*; turn-in form to school principal

**REFRESHER** (before the test administration window)

- View the *NDE Test Security and Administration* presentation (video)
- Participate in "refresher" training prior to each major test administration



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### Refresher Training

Prior to each major test administration...

1\_ View the NDE Test Security Training video (11 minutes)  
Visit: <https://www.washoeschools.net/Page/452>

2\_ TOPICS for Discussion and Review

- ❑ Communication plan; students, staff, and families
- ❑ Content of test administration manual(s)
- ❑ Testing accommodations and accessibility supports
- ❑ Test environment; technology readiness
- ❑ Test security; permissible materials
- ❑ Schedule for test administration; plan for extended time
- ❑ Student eligibility & preparation; electronics policy
- ❑ Responding to emergencies and interruptions
- ❑ Reporting irregularities & Whistleblower Protections



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### School Test Security Plan

Plan addresses site specific provisions for test security including:

- Storage and handling of secure test materials; data privacy
- Selection and training of testing staff
- Scheduling and communications
- Online test administration, technology support and readiness
- Student eligibility; compliance with testing accommodations plans
- Irregularities in test security and test administration
- Emergencies and evacuation protocols
- Make-up procedures, verification of absences and reason not tested
- Procedures for providing additional time

*School Test Security Plans are submitted to the district and retained for 3 school years. Plans are subject to audit.*



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### Major Duties: STC

School Test Coordinator (STC)

--Principal or designee (e.g., AP, Dean, Counselor)

- Prepare and implement school test security plan
- Train authorized personnel to assist with testing
- Troubleshoot during test administrations
- Respond to incidents and report irregularities to district
- Liaison to Assessment Support (District Test Director)

***The principal is ultimately responsible for all testing activities at the school.***



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### Major Duties: TA

**Classroom Test Administrator (TA)**

--Licensed Nevada educational personnel

- Prepare testing environment
- Verify student identity and planned testing conditions
- Follow procedures in manual; respond to needs of students
- Supervise students and test materials including technology
- Actively circulate, monitor student conduct
- Report irregularities and test security violations to TC



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### Major Duties: Proctor

**Room Proctor**

--School personnel; may be licensed or unlicensed

- Assist the Test Administrator (TA):
  - Observe testing room; escort students on breaks
  - Ensure students are on task; monitor student conduct
  - Help distribute and collect testing materials
- Assist in emergencies
- Report irregularities and test security violations

Note: Unlicensed room proctors/staff must not be left alone with actively testing students or secure test materials.



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### Notices for SY 2024-2025

- **Smarter Balanced Summative** move to "Adjusted Blueprint"
  - Beginning spring 2025, Nevada will implement the adjusted blueprint version of the Smarter Balanced assessments in ELA and math
  - Length of "CAT" portions (number of items) are reduced
  - Claim level reporting will be condensed into composite claims
- Information: Smarter Balanced Content Explorer, Test Development & Design  
<https://contentexplorer.smarterbalanced.org/test-development>
- **WCSD Schools**
  - Second year district implementation of **i-Ready** program for math and reading
  - **i-Ready Reading Diagnostic + LNF Literacy Task** used for KEA
  - Continued administration of **district semester finals** using *SchoolCity* for **Biology courses** (HS, GT-MS) and **CTE courses**
  - *SchoolCity* tool available to secondary educators for individual teacher, school, and shared assessments



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### Assessment Participation

- Smarter **Balanced Summative** in ELA & Math; NV-CRT, Gr 3-8
- **Science**; NV-CRT, Gr 5, 8, 9 or 10
- **NAA/Nevada Alternate**; Gr3-8 & 11; NAA gr11 required for **alternative diploma**
- **(ELPA)** WIDA ACCESS and WIDA Alternate ACCESS; K-12
- **MAP Growth Reading** (interim, NV Read by Grade 3); K-3
- **BRIGANCE EC Screens III** (KEA, developmental screening)
- **NAEP**/National Assessment of Educational Progress



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### Assessments in High School

- College Readiness/Career Readiness; **Results may be used toward diploma seals, certificates, or endorsements**
  - **CCR**/College and Career Readiness (ACT with Writing); **Required for standard+ diploma**
  - **CTE**/Career & Technical Education
  - **Civics Exam** (HS); **Required for graduation**; all diploma types
  - Other: *PSAT/NMSQT, SAT, ACT, AP, IB, ASVAB, ACT WorkKeys (NCRC), Industry Certification (OWINN), AAPPL, Avant WorldSpeak, OPI, ASLPI*



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### Assessment Eligibility

☐ General Assessments

- State Criterion Referenced Tests (CRT)
- College and Career Readiness Assessments (CCR)

☐ Alternate Assessments; (IEP, ≤1%)


☐ English Language Proficiency; (EL)

**IMPORTANT! – IEP/Special Education Program Eligible**  
**Before October 31, ALL K-12 students, determine eligibility for alternate assessments and revise IEP if necessary; verify “Alternate Assessment” is indicated in Infinite Campus (Enrollments > (current/active enrollment) > State Reporting Fields)**

Alternate Assessment

☒

**\*TIP:** The “Alternate Assessment” field in Infinite Campus informs state accountability, pre-ID rosters, test ordering, course enrollment, and diploma options.



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### Communicate About Testing

- Notify guardians/households of participating and affected students at least one month prior.
- Utilize multiple modes of communication (e.g., phone, email, newsletter).

*\*Remember to arrange testing or determine a test participation plan for students enrolled in home/hospital, distance education, and alternative placements.*







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### Student Test Data & FERPA

- Reporting and accessing test scores of individual students by anyone other than authorized school officials, the student's authorized guardian, or the student is prohibited.

**What is FERPA?**  
<http://www.washoeschools.net/Page/448>





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### Testing Students with Special Assessment Needs

remove obstacles to the test-taking process without changing, lowering, or reducing expectations for learning





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### Accessibility Supports

- Learn about each test students will take.
- Not all instructional accommodations listed in a student’s IEP or 504 Plan may be appropriate for state or district tests.
- Use of non-permissible materials and non-standard accommodations may result in invalid scores.
- Consult test specific guidelines; determine if the instructional support or accommodation is also allowed for a test.



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### Three-Tiered Approach to Accessibility

Designated supports and accommodations should be beneficial to the student, consistently provided in the classroom, consistently used by the student and promote independence.

UNIVERSAL TOOLS (1)

DESIGNATED SUPPORTS (2)

ACCOMMODATIONS (3)



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### Selecting Accessibility Supports for Testing

**ALL--Designated Supports & Accommodations**



- ☐ Based on student’s identified learning needs
- ☐ Currently provided/used during classroom instruction, on classroom assessments
- ☐ Agreed upon by staff members who provide services to the student, student and guardian(s)

**English Learner Supports**

- ☐ EL or Former EL in monitor status

**Accommodations**

- ☐ Stated in the student’s current IEP or 504 Plan



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### August to October...

Review IEPs, 504 Plans, and plans for EL and general education students.

- ❑ Are universal tools and features sufficient or are additional supports needed?
- ❑ Should documented supports or accommodations be continued, continued with changes, or discontinued?
- ❑ Is the support or accommodation
  - necessary and appropriate?
  - regularly used by the student for instruction and classroom assessments?
  - perceived as helpful by the student and by the committee?
  - allowed on the assessment(s)?



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### Accommodations vs. Modifications What's the Difference?

<b>Accommodations</b> support access to the assessment without compromising validity of results.	<b>Modifications</b> alter the scope of what is being assessed; results are not comparable.
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### Confidentiality Agreement

**Read & Sign Prior to Testing**

- Testing staff will sign a confidentiality agreement prior to test administration.
- A confidentiality agreement (form) must be signed by test administrators providing read aloud assistance and/or acting as a scribe, authorized D/HH interpreters, and medical caregivers prior to test administration.



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### Follow Test Specific Manuals and Guidelines

- Test specific guidelines for accommodations or designated supports must be followed exactly.
- Only provide students with authorized accommodations specified in their IEP/504 Plan.
- Misadministration may result in invalid scores and disciplinary action.



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### Test Security and Administration

Careful adherence to test administration procedures contributes to the validity and reliability of each student's results



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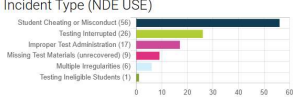
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### A Look Back at 2023-2024 Reported Irregularities in State Testing – WCSD

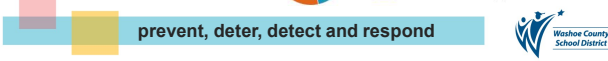
- Close to half are cases of student cheating or misconduct, including cell phone and device violations.
- A typical consequence of student cheating or misconduct is the invalidation of test scores.
- Improper test administration errors and loss of test materials are entirely preventable.



Incident Type	Count
Student Cheating or Misconduct	56
Testing Interrupted	26
Improper Test Administration	19
Missing Test Materials (unrecovered)	9
Multiple Irregularities	6
Testing Ineligible Students	1



Assessment Category	Count
Science 5 and 8	5
Science - High School	2
Career and Technical Education	2
Smarter Balanced (Grades 3-8 ELA and Math)	56
ACT with Writing	27
NDEA	17
Nevada Alternate Assessment	11



prevent, deter, detect and respond

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### PROTECT TEST SCORE VALIDITY

An exam is only valuable if the test scores it produces can be confidently used for their intended purpose.

validity & reliability of test results

standardized test administration procedures

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strict observance of test security protocols

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IRREGULARITY PREVENTION

Washoe County School District

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### CARRY OUT PROCEDURES

- Strict adherence to **procedures** ensures
  - consistency in test administration
  - security of test materials
  - validity of scores

NEVADA

WASHOE COUNTY

MAP

WIDA

NEVADA

!

IRREGULARITY PREVENTION

Washoe County School District

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### TESTING ENVIRONMENT

- Prepare the testing environment
- When in doubt, take it down or cover it up
- Prevent and discourage interruptions

TESTING Do Not Enter

TESTING Do Not Disturb

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IRREGULARITY PREVENTION

Washoe County School District

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### PREVENT THREATS TO SECURITY

- Access to unauthorized devices or materials is prohibited.
- Communicate and carry out policy and procedures for personal and unauthorized devices.



DEVICE RESTRICTED ZONE



- Account for all testing materials, secure and non-secure.
- Collect what you distribute.





IRREGULARITY  
PREVENTION

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### PERMISSIBLE MATERIALS

- BEFORE: turn off electronics, store personal items and devices away from students, distribute permissible materials
  - Personal Electronics Exceptions: Authorized assistive technology, medical support device; documented in student's testing plan (IEP, 504 Plan, Health Plan)
  - Testing room without phone line--staff may use a designated mobile/cell phone to call the office
- DURING: supervise access and use of materials
- AFTER: collect and account for testing materials, supervise early finishers













IRREGULARITY  
PREVENTION

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### VERIFY IDENTITY & ELIGIBILITY

- Account for ALL students and adults in the testing room.
- Document authorized and unauthorized visitors.
- Verify the identity and eligibility of ALL students
- Do not admit students not on the testing room roster.
- Photo ID verification required for high school test administrations.

Test Session Log Sheet

Test Administrator(s) \_\_\_\_\_ Grade Level(s) \_\_\_\_\_

Proctor(s) \_\_\_\_\_ Location \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Test Name(s) \_\_\_\_\_

Description of Activity: \_\_\_\_\_

Staff/Student	Entry/Exit Time	Entry/Exit Time	Purpose

STUDENT

NAME LASTNAME \_\_\_\_\_

Card #1234567890

Expires: 01/01/2025

0000 0000 0000 0000









IRREGULARITY  
PREVENTION

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### TESTING STAFF

- Testing staff must be authorized to be in the testing room.
- Authorized testing staff must complete training in test security.
- All testing must be supervised by a Nevada licensed educator or school counselor employed by the school/district.
- Advise the principal or school test coordinator of conflicts with testing assignments.
  - **Guardians or adult relatives and members of the same household** of testing students **may not be in the testing room.**
  - **Medical caregivers** required to be present are **NOT permitted to assist with test administration.**
  - **Paraprofessionals** may not administer tests.



IRREGULARITY PREVENTION



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### ACTIVELY CIRCULATE

- ATTEND TO STUDENTS
- Do not engage in distracting activities or distract students.
- Watch for students working on their own test, responding in the correct test section, etc.
- Supervise students and keep test materials secure.



IRREGULARITY PREVENTION



Protecting Valid Test Scores Takes Effort

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### NO ASSISTANCE ON TESTS

- Administer tests in **ENGLISH ONLY**
- Translation of any test material into another language during test administration is prohibited.
- Give **NO ASSISTANCE** of any kind beyond ensuring students understand the instructions, for taking the test and accessing the correct test (e.g., launch browser, log in, select test).
- Students must **NOT** assist or interact with other students.
- Disclosure of test content is strictly prohibited by state law.



IRREGULARITY PREVENTION



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### BREAKS DURING TESTING

- Log (signature, time-stamp) all persons entering and exiting the testing room.
- Breaks must be closely supervised by authorized staff; peer interaction is prohibited.
- Access to personal items during breaks are authorized for medical supports only.
- Limit breaks except for students taking the NAA or as noted in a student's plan (IEP, 504, EL) and authorized for the test.

**Test Session Log Sheet**  
Administrator(s) \_\_\_\_\_ Grade Level(s) \_\_\_\_\_  
Room \_\_\_\_\_ Location \_\_\_\_\_  
Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
NAA only \_\_\_\_\_  
Description of Activity \_\_\_\_\_  

Staff/Student	Entry Time	Exit Time	Purpose

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### TRANSITIONS & TRACKING MATERIALS

- ACCOUNT FOR ALL TEST MATERIALS AT ALL TIMES!
- DO NOT distribute test books, tickets, or other secure materials until the date of the examination.
- Log each exchange; materials must not be left unsupervised.
- Untimed Tests: Provide additional time for students working productively.
- Unsupervised Break/Subsequent Day: Students may not return to a previously-administered section or part of a test after a break in supervision.
- Changing Location or Test Administrator: Students must be accompanied by trained staff and secure materials transported by licensed educational personnel.

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### Irregularity in Test Security or Test Administration

Professional Responsibility

Report unusual events even if you are unsure about the severity or whether it qualifies as an irregularity.

- Varying degrees of severity
- Interruption of testing
- Administration errors
- Security breaches

prevent, deter, detect and respond

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### Irregularities: Reporting Procedure

**Report incidents.**

- Test Administrators & Proctors: Notify your school Principal or School Test Coordinator ASAP.
- School Test Coordinator or principal notifies district office by phone or email within 24 hours of discovery; begin compiling evidence and documentation.
- District office notifies Nevada Department of Education
- STC/Principal submits formal report and evidence for review to Department of Assessment using online reporting system (Caveon).

**IMPORTANT:** Report any alleged or suspected breach of test security and unauthorized disclosure of test content within 24 hours of discovery.



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### Irregularities: Follow-up and Consequences

- Follow-up may require student/staff interviews and written statements.
- Possible Consequences
  - Corrective action administered by the State or District
  - Invalidation of scores
  - Accountability consequences
  - Disciplinary action (student, staff)
  - License sanctions, changes to employment



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### Irregularities: Reporter Protections

- In accordance with Nevada Revised Statutes (NRS), all students, school officials\*, and others must report any suspected irregularities in testing administration or testing security.
- NRS 390.405 specifically prohibits any school official from directly or indirectly using their official authority to influence another school official and interfere with or prevent the disclosure of information concerning a testing irregularity.

See: [NV Summary of Whistleblower Protections](#)

\*School Officials include members of school district board of trustees, charter school governing members, licensed and unlicensed employees of school district or charter school



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### Professional Integrity

Copying, reproduction, or paraphrasing in any manner the test items, problems, answer sheets or questions and the approved answers for grading them by any means or disclosure of those items, problems, or questions and the approved answers for scoring them is a breach of NRS provisions, NAC regulations, WCSD testing procedures, and ethical expectations for the professional behavior of all district employees



Useful (valid) test scores are an asset to educators in supporting student academic growth and achievement.



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### Next Steps

- STC: Submit school test security plan to department.
- Primer Training (site-based); **complete by October 31.**
- Read the Primer in its entirety and reference throughout school year (keep for all 2024-2025).
- Read and sign tear-away Acknowledgment form (or digitally sign electronic form) included with the Primer; form collected by school principal.
- Review the Primer, applicable manuals, and participate in refresher training before each major test administration.

[Testing Program Resources for Staff](#)



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### Contact

Dr. Sandra Aird  
Director of Assessment

WCSD Assessment Support Team  
Phone: 775.348.0248  
[AssessmentSupport@washoeschools.net](mailto:AssessmentSupport@washoeschools.net)

Report irregularities in testing by phone or email within 24 hours of discovery. 



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