



Washoe County School District

Every Child, By Name And Face, To GraduationSM

A PRIMER FOR TESTING: POLICIES AND PROFESSIONAL EXPECTATIONS

School Year 2021-2022

Department of Assessment

Mission Statement

*The mission of the WCSD Department of Assessment is to **maximize student success** to achieve College and Career Readiness by promoting, monitoring and supporting a **balanced assessment system**. The department collaborates with other district offices and departments to provide **valid and reliable data** from **multiple measures** to **inform curricular and instructional decisions** and facilitates the **judicious use of assessment information** by a variety of users to **answer questions about student learning, progress, and academic achievement**.*

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*****Employee form included at the end of this packet:**

ACKNOWLEDGMENT OF PROFESSIONAL OR CLASSIFIED (ESP) WCSO PERSONNEL

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A PRIMER FOR TESTING: POLICIES AND PROFESSIONAL EXPECTATIONS

2021-2022 School Year

The contents of this *Primer* are subject to revision based on direction from the Nevada Department of Education. Direct questions and report alleged breaches of test security to the Assessment Support Team at (775) 348-0248.

✦ INTRODUCTION ✦

A Primer for Testing: Policies and Professional Expectations condenses crucial testing security and confidentiality guidelines important to the consistency of the administration of state and district tests and examinations. These pages focus upon the standardization and professionalism of the testing policies and procedures in the Washoe County School District. This *Primer* is intended for joint use with the Nevada Department of Education *Test Security Procedures*; **administrators and test coordinators** are required to read and become familiar with both documents. **All employees** involved with state or district test administrations must read this *Primer* and participate in annual *Primer* training, complete test specific training, and read current manuals and guidelines published for each test they will administer.

✦ PURPOSES OF THE ASSESSMENT PROGRAM ✦

Purposes of the WCSD assessment program, including state and district administrations, are:

1. to encourage analysis of results and to assist in planning for instructional improvement as established by the District's strategic plan, school performance plans, and best practices for Tier 1 of Multi-Tiered System of Supports (MTSS/RTI) for all students;
2. to identify individual student needs based upon the skills and concepts tested to inform school and classroom decisions on differentiated instruction and intervention;
3. to gather and report data that are accurate, meaningful, and professionally sound;
4. to fulfill accountability requirements as established by the Nevada Legislature and the Every Student Succeeds Act (ESSA, 2015);
5. to track statistical data longitudinally to view trends or patterns of performance or deficiency and to set meaningful school, teacher and student performance targets; and
6. to establish comparisons among students in the district, in the state, and in the nation.

The professional integrity of every certified and classified (ESP) employee of the district is, therefore, required for the effective implementation of this program.

✦ STATEMENT OF RESPONSIBILITY ✦

To meet the purposes of the WCSD assessment program, it is imperative that examinations be administered, in accordance with prescribed state and district protocols, to students eligible according to **their grade level or course enrollment and course completion**, and students eligible under special programs.

Members of the Board of Trustees, the Superintendent, the Deputy Superintendent, the Area Superintendents, the Director of Assessment, assisting central office staff, site administrators, school test

coordinators, teachers, and other school personnel are together responsible for effectively implementing the district testing program.

The WCSD testing program and NDE state testing program require the following of school officials:

1. School Principal

- a. **Provide written assurances** that test security and test administration protocols for the State of Nevada and the Washoe County School District will be carried out at the school level.
 - i. At the start of the school year, each school principal must **sign and return**, the “*Authorization to Administer Tests*” form verifying that they will comply with the policies and expectations for administering Nevada state assessments in accordance with Nevada Revised Statutes ([NRS](#)) and the Nevada Administrative Code ([NAC](#)). Ref: [NAC 390.240](#)
 - ii. Early in the fall, each school principal will **sign and submit** the “*Verification of NRS 390 Mandatory Staff Training*” form certifying that they and their staff completed annual required (*Primer*) training in the administration and security of district and state examinations. Ref: [NRS 390.300](#)
- b. **Prepare and submit a school test security plan** that is consistent with the *Test Security Procedures* (NDE) and *A Primer for Testing: Policies and Professional Expectations* (WCSD). State, district, and school test security plans must be revised annually. Ref: [NRS 390.270](#)
 - i. At a minimum, each school test security plan should address the following:
 - The manner in which test materials will be stored, distributed, collected, and returned
 - The names and titles of the individuals responsible for carrying out the procedures
 - Procedures to ensure compliance with testing accommodation plans
 - Procedures for online test administration and responding to technology malfunctions
 - Procedures regarding students who require additional time for testing, emergency protocols and interruptions during testing
 - ii. District and/or NDE assessment personnel may conduct unannounced on-site observations or audits to verify implementation of school test security plans.

NOTE: Although the principal may choose to assign training, scheduling, or supervisory responsibilities to a school test coordinator, **delegating these duties does not absolve the principal of oversight responsibility** for test security and proper test administration at their site.

2. “School Officials” – School Principal, Teachers, School/District Staff

- a. All licensed educational personnel, including classified (ESP) employees who assist test administrators and test coordinators, are required to **read this *Primer*** and **view the associated district and state training** presentations on test security and administration.
- b. Each **teacher** and other **administrative** (including the school principal), **educational or classified (ESP) personnel** involved with the testing program must **annually acknowledge in writing** that they have read and agree to comply with the information contained in *A Primer for Testing*. By signing the form, “*Acknowledgment of Professional or Classified (ESP) WCSD Personnel*”, staff also certify that they have viewed or participated in the district and state annual training program, and that they will read test specific manuals and participate in refresher training for all district, state, or national test administrations which they are assigned to assist with during the school year.

Quick Reference: Terms and Definitions

- **“Examination”** means achievement and proficiency examinations that are administered state and districtwide to pupils pursuant to NRS 390.105 and 390.820, and 390.600-390.610.
- **“School official”** means: (1) A member of a board of trustees of a school district; (2) a member of a governing body of a charter school; or (3) licensed or unlicensed person employed by the board of trustees of a school district or the governing body of a charter school.
- **“District Test Director”** is appointed by the school district superintendent and refers to the individual who represents an individual school district on all matters of testing.
- **“School (or Site) Test Coordinator”** is the school principal or a licensed individual appointed by the school principal and refers to the person who represents* the school on all matters of testing.
 - **Although school principals may delegate testing responsibilities to a school test coordinator, the school principal assumes final responsibility for the proper training and administration of all state- and district-mandated testing.*
- **“Classroom Test Administrator” or “Test Administrator”** is assigned by the school principal or school test coordinator and refers to a Nevada licensed* school official, **trained in 2021-2022 test security and administration procedures.**
 - **Licensed educational personnel who hold a current standard or professional educator license in Nevada.*
- **“Classroom Proctor” or “Proctor”** may be a licensed or unlicensed district employee assigned by the school principal or test coordinator and refers to a school official, **trained in 2021-2022 test security and administration procedures.** Proctors may *not* be given supervisory responsibilities (students, secure test materials).

✦ TESTING STAFF ✦

All staff assigned to assist with state, national, and district test administrations, or handle secure assessment materials must be trained in the policies and professional expectations for testing, roles and responsibilities, and the test administration manual(s) required for their testing role.

| Role | Who* | Responsibilities |
|--|--|---|
| Classroom Test Administrator (TA) | Licensed Positions -- <i>Nevada Licensed Educational Personnel only</i> •Certified Teacher •School Counselor •Implementation Specialist, Coach | <ul style="list-style-type: none"> ➤ Responsible for testing activities, test security, and supervision of students at the classroom level ➤ Verify identity, eligibility, and allowed tools for testing; document attendance; assign seating, workstations, and testing devices ➤ Maintain testing room log; sign-in/out all individuals, students/staff entering & leaving the testing room for any reason ➤ Distribute, monitor use of, and collect test tickets and testing materials (e.g. scratch paper, permissible materials) ➤ Supervise students, circulate the room and monitor all activity ➤ Supervise secure test materials; return testing materials to school TC ➤ Ensure students are taking the assessment in accordance with test security and administration procedures ➤ Report suspected testing irregularities to the school TC |
| Additional Room Proctors | •Classified Positions (ESP), Administrative Support •Licensed or Unlicensed Staff | <ul style="list-style-type: none"> ➤ Assist TA with verifying student identity, distributing and collecting materials, monitoring individuals entering/leaving the testing room ➤ Assist TA in supervising student activity throughout testing session ➤ Ensure students are taking the assessment in the manner in which they were instructed by the TA ➤ Immediately notify the TA of any unusual behavior or activity on the part of students taking the assessment |
| School Test Coordinator (TC) | •Principal/Site Administrator •Test Coordinator | <ul style="list-style-type: none"> ➤ Ensure all TAs & Proctors complete training in test security & administration ➤ Develop and communicate test schedules; organize and manage secure test materials (e.g. rosters, test tickets, scratch paper) ➤ Confirm accommodations (i.e. accessibility supports, accommodations) are authorized for individual students and assign or request from district/state; manage student rosters and test participation ➤ Report suspected irregularities and test security issues to District; monitor sessions ➤ Liaison between school and district/test vendor help desks |

The PRINCIPAL ACCEPTS ULTIMATE RESPONSIBILITY for the administration of all assessments and activity during testing at the school.

***IMPORTANT: Who May Not Act as Testing Staff**

Failure to comply with the following guidance may result in the invalidation of student tests.

- ▶ Test administrators may not be a family member or guardian of the student, nor may they reside in the same household as the student being tested.
- ▶ Staff members and other authorized adults assisting with testing are not permitted in the testing room with any student who is a family member, under their guardianship or living in the same household.
- ▶ High school athletic coaches may not be assigned to a testing room with student athletes.

► For college-readiness and certification type exams, family members, guardians and household members should be excused from test coordinator responsibilities for an exam if a family member or ward is participating in the assessment during that school year (e.g. ACT, PSAT, AP).

✦ TRAINING ✦

Only qualified individuals who have participated in the annual *Primer* training, subsequent refresher trainings, and test-specific trainings may be assigned to administer an examination or serve as a room proctor (assist the test administrator).

1. Annual training in the administration and security of assessments in the WCSD and NDE testing programs is required of ALL persons (e.g. educational personnel, ETS, secretaries, custodians, aides...all staff) involved with testing. Certified and classified (ESP) personnel involved with the WCSD or NDE testing programs must become familiar with the policies and professional expectations contained within the *Primer*. The principal or designee shall direct staff to access and read the *Primer* and view or participate in the associated training presentations. **Each person involved with testing must sign the acknowledgment signature page included with the *Primer*.**
2. The principal must **retain** signed acknowledgment forms, training logs containing training dates and signatures of participants, and a copy of the training materials used for a period of **three years**.
3. Site administrator-led refresher training must be provided 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. Detailed practices to cover are listed in the *NDE Test Security Procedures* under *Training Requirements* including: handling of test materials, proper test administration, test security and building procedures, testing irregularities, and information on professional responsibilities and personnel protections.
4. Assign and train qualified personnel:
 - a. **Adult family members, legal guardians, and household members of students who are testing are not allowed in the testing room.** This rule applies to employees (teachers, site administrators/principals including the school test coordinator, classified personnel/ESP, etc.) and non-employees.
 - b. Classroom **Test Administrators (TA)** must be licensed Nevada educators employed by the district (or WCSD sponsored charter school). Test administration and primary responsibility for secure test materials **must** occur under the **direct supervision of assigned, licensed Nevada educational personnel** who are trained in current year test security and administration procedures.
 - c. Substitute classroom teacher qualifications at the time of testing:
 - i. *Test Administrator (with primary supervisory responsibility) or Proctor*: Long-term substitute teacher filling a classroom teacher vacancy, hired under a UHR/Universal Hiring Requisition, and possessing a standard (non-provisional) Nevada license.
 - ii. *Proctor only (assist TA)*: Substitute teacher hired through AESOP and/or possessing a provisional license.
 - d. Classroom **Proctors** (individuals who assist the test administrator) may be licensed or unlicensed personnel, substitute or student teachers.

5. Non-secure test administration manuals should be distributed to individual test administrators in advance. Test administration manuals (TAM) may be distributed for preview in electronic format. **All pages containing the script to be read aloud during the testing session must be provided in print form to test administrators.** School test coordinators may print the full manual or only those pages containing the test day script. *Note: Schools will be informed of procedures for allowing advanced review of manuals that contain secure test material.*
6. **Read and follow scripts verbatim.** Test administrators, coordinators, and proctors (individuals assisting test administrators) are responsible for complying with the contents of these test administration manuals and guidelines.

❖ STUDENT AND SCHOOLWIDE PREPARATION ❖

Education decisions are based, in part, on results from assessments. To ensure that teachers, and education boards at the local, state, and federal levels are making the best decisions they need assessment results that are accurate, fair, useful, interpretable, and comparable. Test data integrity is a shared responsibility. Cheating, falsifying data, security breaches, and other actions of academic fraud compromise the standards of fairness, reliability, and validity.

Prepare students for the rigors of taking required assessments, BEFORE the day of the test.

1. Explain to students the purpose of the assessment and why it is important that the scores honestly reflect their knowledge, skills, and abilities measured by the assessment.
2. Students must TEST INDEPENDENTLY. Provide multiple opportunities for students to practice using online navigation, test tools, and keyboard navigation for computer-based tests. For paper administrations, provide instruction on item types and recording responses on the answer sheet.
3. Inform students about what to expect on the test and during the test administration. Students should not be surprised by what is tested, how to use available tools, or by the format and general length of the test, etc.
4. Share tips with students on working through and responding to test items when they are unsure of how to proceed during a test. Talk to students about turning negative thoughts into hopeful or positive ones that will help them continue forward if they become discouraged.
5. Knowledge or review of actual test content is not necessary for valid test administration. Strategies that help students gain confidence in their knowledge and be comfortable in the testing environment will contribute to improved success.
6. Students must not provide assistance to other students, including not providing help with computer-based test navigation tools and technology.
7. Students should have experience with the accessibility supports or accommodations that they will use for each test.
8. Encourage students to take care of their physical needs with rest and good nutrition.
9. Provide opportunities for students to communicate their concerns to teachers or other school educational personnel.

Promote a positive message around testing and test taking; emphasize standards of honesty.

10. Involve guardians of students in communicating and enforcing test day rules and procedures including what to bring and what not to bring, what to expect, and how to act in the testing room.

11. **Online Testing:** The ELA Summative Smarter Balanced/SBAC, and the WIDA ACCESS assessments include listening items, MAP Growth K-2 has audio. All students must have access to a headset or earbuds for these tests, and for tests with text-to-speech or immersive reader enabled. Decide whether students will be provided headsets or if they may bring their own earbuds (not wireless; not Bluetooth).
12. Provide clear expectations for behavior and all activities in the testing room before, during and after a test, and advise students of logical consequences of choosing not to follow procedures or instructions.
13. Inform students in advance, post reminder signs, and directly tell students before starting a test about materials permitted in the testing room or at their workstation. Each testing room must plan for collection and secure temporary storage of non-permissible items. Share the school's policy regarding collection, security and return of personal items, and consequences for prohibited behavior.
14. Review the **NO ELECTRONICS policy**. Students who use or are in possession of any electronic devices, whether powered on or off while in the testing room, will have their test invalidated (*explain what it means to have a test score invalidated*). Violators will be subject to school disciplinary procedures. Adults in the testing room are under the same obligation to store electronic devices.
15. Define "cheating" for students. Students may be unaware of what constitutes cheating and fraudulent behavior. Examples of "cheating" include, but are not limited to:
 - Assisting another student with test navigation
 - Looking at another student's test to compare progress
 - Viewing or copying another student's work
 - Passing notes or communicating through gestures or talking during a testing session
 - Copying items from the test to look at outside of the testing session
 - Discussing test items with others during or after the testing session
 - Using a multiplication chart or any pre-printed or hand-written materials (e.g. notes) not provided by the test administrator or authorized for use during the assessment
 - Returning to an already completed test item after time is called or following an unsupervised break
16. Use a seating chart. Assign seating strategically in order to prevent, deter, and help monitor for cheating.

✦ PROGRAM OVERVIEW AND LOCAL ASSESSMENTS ✦

Procedures are developed to protect the integrity of an assessment and ensure accuracy of results. Depending on the purpose and intended uses of an assessment, procedures related to security and authorized access may differ.

WCSD Assessment Support may redirect questions related to *ACCESS* (ELD), *aimswebPlus* (MTSS), *CogAT* or *NNAT* (GT), *CTE*, curriculum programs, *Infinite Campus* and IT applications, and other assessments or systems managed by other departments.

1. **Rules and procedures for national and district-wide or district-developed examinations may vary significantly from those prescribed for state-specific and other statewide tests.** Administrators and staff must carefully read manuals and guidelines provided for each test administered as part of the WCSD Assessment Program. If there is a question about test

administration and security procedures for a particular assessment, contact the overseeing department for assistance.

2. **Secure Assessments, Secure Test Content (items, student responses):** Consult specific test guidelines (test administration manual, test coordinator manual) for information on test security and test administration procedures and safeguards. **IMPORTANT:** State accountability assessments, including student responses, shall not be reviewed or accessed for professional learning and development, and shall only be read as required for the specific test administration or to provide authorized accommodations.
3. **Responsibility:** Teachers and school site administrators are responsible for administering district and state assessments within prescribed windows **to all eligible students.**
 - a. If circumstances interfere with a teacher's fulfilling their responsibilities (i.e. leave of absence, extended illness), site administrators must implement an alternative plan to **ensure the full administration of each test within the prescribed window.**
 - b. Consult district and state program requirements regarding general assessment participation for students who qualify for the Nevada Alternate Assessment (NAA) and other alternate assessments.
 - c. Required participation and guidance on mandatory test administration may be subject to change based on direction from the state (NDE) and/or WCSD Assessment. Changes will be communicated to school principals and updated on posted assessment calendars.
4. **Supports and Accommodations:** Consideration must be given to the purpose of the assessment and how use of accessibility features, supports and accommodations may impact assessment results. Review accessibility supports and accommodations listed in student education plans for each student with special needs prior to administering any assessment. Make available only those supports and accommodations that are needed by a student, allowed for the test, and that will facilitate meaningful participation in the assessment.
5. **Staffing:** Teachers and other school staff (educational personnel) authorized to administer state and district assessments must: 1) hold a current standard or professional educator license in Nevada and, 2) complete training in the administration and security procedures for the assessment.
 - a. Substitute teachers may assist as a proctor. If hired through a UHR to fill a specific classroom teacher vacancy a substitute teacher with a standard Nevada license may serve as a test administrator and supervise testing.
 - b. Prior to the administration of district, state, or national assessments, test coordinators must meet with staff to review the following: test security, schedules and staffing, supports for students with special needs, room preparation, pretest activities, emergency procedures, test day and responsibilities after the test. Principals and assisting test coordinators must ensure testing staff adhere to all test security and test administration procedures before, during and after testing.
6. **Interim and Screening Assessments:** Students may participate in the following state interim or screening assessments for the 2021-2022 school year. Participation in state mandated screening and reading assessments is inclusive for all students in tested grade levels.
 - (State) *BRIGANCE EC Screen III* for kindergarten (one-time administration upon initial enrollment); required under *Nevada Read by Grade Three Program* for all kindergarten students, including students who qualify for alternate assessments
 - (State) *Measures of Academic Progress/MAP Growth Reading* for K-3; required under *Nevada Read by Grade Three Program*

- a. Students with significant cognitive disabilities who qualify for alternate assessments, including the *Nevada Alternate (NAA)*, may be excluded from participation in the MAP Growth Reading assessment. Decisions to exclude students from participation in MAP Growth Reading must be made on an individual basis during the IEP meeting with all required committee members providing input. (*NDE Guidance Memo #17-24, October 2017*)
 - b. **NOTE: Retesting a student** with a district interim assessment (e.g. MAP Growth) is not appropriate. Exceptions for individual cases may be considered. Contact Assessment Support.
 - c. **NOTE: Use of scores from interim and screening assessments** (e.g. MAP, BRIGANCE) for **grades reported on the academic report card** is not appropriate.
7. **Semester (Trimester/End of Term) Final Examinations:** Final exams for semester, trimester or end of term courses are administered in all high school courses which award one-half credit or more, and some middle school courses.
- a. When identified as “secure”, administration of district finals must follow similar security measures required for state assessments unless specific procedures or rules in the published administration guidelines indicate otherwise.
 - b. Site administrators, test coordinators and teachers must read and follow the associated test administration manuals and guidelines.
 - c. All course final exams, including district finals, site-based and teacher generated finals, are subject to the same grading and administration protocols as described in Board policy. The grade weight for semester (including end of term or end of course) final exams is communicated at the start of each school year. Semester final exams will count for a set percentage of the overall academic grade and must be consistent for all sections of a course within the same school. If a range is permitted, each department will establish the grade percentage for the semester exam and communicate the grading guidelines through the course syllabus.

➤ ASSESSMENTS REQUIRED FOR GRADUATION ➤

In order to receive a high school diploma in Nevada, students must complete and earn credits for course work required by state law and by their district, and **participate in required state assessments**.

1. **Civics Examination:** Nevada public and charter high schools shall administer an examination containing a minimum number of questions taken from the civics portion of the naturalization test adopted by the U.S. Citizenship and Immigration Services, Department of Homeland Security. Students must take the examination once during high school as a condition of graduation. (NRS 389.009, effective July 2019)
2. **College and Career Readiness (CCR) assessment:**
 - Nevada students take the **ACT with Writing** during spring of their junior year (grade 11) or prior to graduation. Participation in the *ACT with Writing* is required for a standard high school diploma. (NRS 390.600, commencing with 2014-2015 school year and 2016 grad cohort)
 - Nevada students receiving IDEA services and eligible for alternate assessments take the **Nevada Alternate Assessment (NAA)** during grade 11 instead of the *ACT with Writing*. Participation in the *NAA* is a requirement for the alternative diploma. (NRS 390.600, effective July 2017)

Achievement on other college or career readiness, or language proficiency assessments, in addition to coursework completion and academic performance may qualify a student for endorsements or certifications at graduation.

✦ STUDENTS WITH SPECIAL ASSESSMENT NEEDS ✦

All students, including students with special needs and eligible for special programs, are to be held to the same expectations for participation and performance on general state, district, or course-specific proficiency and accountability assessments. Access to appropriate supports, accommodations, and alternate assessments ensures students with special needs, including general education students, have the opportunity and ability to successfully and meaningfully participate in state and district assessment programs. Decisions regarding students with special assessment needs must be made **individually based** on the **student's needs** and the ability for the student to **benefit from** the supports and/or accommodations, **AND allow for the student to be as independent as possible**.

Allowed accessibility supports including accommodations, and permissible materials vary for each test administered in the Nevada Department of Education and Washoe County School District assessment programs. Universal tools and accessibility supports including accommodations a student may use for an assessment are dictated by the test provider/designer. Always consult test administration manuals, guidelines, and district policies regarding implementation and use of tools, supports, and accommodations on state and district test administrations. Strict adherence to guidelines detailing instructions and procedures for the administration of accessibility supports, including accommodations, is essential for standardization, and is necessary to produce comparable information about student learning.

Document supports and accommodations a student will use in their education plan.

1. **Principals ensure** students receive the accessibility resources necessary to provide fair and valid testing. Students with special needs, including English learners (EL), must be provided authorized and appropriate accessibility supports and accommodations as outlined in their individual education plans. **Teachers and staff members at each school will assist the principal in meeting this requirement.** School test coordinators shall maintain a record of supports and accommodations used by individual students during testing for each administration, and retain this record with the school's test security documents.
2. **Annually**, within the first instructional quarter and **by November 1** of each school year, review accommodations and accessibility supports plans to determine if accommodations and supports for instruction and assessment need to be: 1) continued, 2) continued with changes, or 3) discontinued. If new supports or accommodations are added, ensure sufficient time for the student to learn and use the accommodation or support during instruction and classroom assessments (at least 5 weeks before district/state testing dates).
 - a. **By November 1:** Review and update (as necessary) plans for all IEP, 504, and EL program eligible students participating in the Nevada assessments for accountability.
 - b. **By November 1:** Identify students for alternate assessments and participation in the Alternate ACCESS and/or NAA. Ensure student's Infinite Campus profile is correctly flagged for "Alternate Assessment" (based on current locked IEP).
 - c. **November/December:** School test coordinators will submit accommodations/designated supports requests to the district for students taking assessments through DRC INSIGHT in spring 2022. High school test coordinators for the Nevada ACT with Writing will submit requests for accommodated testing to ACT (state testing) for authorization.

3. Prior to each test administration:

- a. **Confirm IEP & 504 program eligibility** of students who will use accommodations for testing.
- b. Verify students who will be provided supports for testing are currently utilizing similar supports during daily instruction and on classroom assessments.

4. Testing Accommodations—IEP and 504 only

Testing **accommodations** remove or lessen the effects of obstacles to the test-taking process that are presented by the disability, without reducing expectations for learning or **compromising the validity** of the assessment results.

Testing **modifications** are changes made to the testing process or to the content of the assessment itself that may *change, lower, or reduce learning expectations*. Testing modifications may also alter the underlying construct of the assessment thereby affecting **the validity of the test results**.

It is important for the IEP or Section 504 committee to be familiar with the purpose and construct of the tests a student will take because certain accommodations may become modifications, depending on the grade level of a student and purpose of the test. Students who test using modifications will be considered non-participants for accountability determinations.

- a. Accessibility supports labeled as **accommodations** for a test may only be provided to students **receiving services** under special education and Section 504 as documented in the student's plan.
- b. Students should have sufficient time (at least 5 weeks) to learn and use accommodations during instruction and classroom assessments before using them on state or district assessments. The IEP or Section 504 Plan must be revised to reflect current testing conditions (accessibility supports to be used) PRIOR to participating in state or district assessments.
- c. The determination for whether a student will use accessibility supports, including accommodations, begins in the Present Levels analysis section of the IEP (PLOP) or 504 Plan. All supports and accommodations provided for testing must be justified by the student's present levels of performance and captured in the accommodations section of the plan.

IEP/504 Plan Sections:

- i. *Present Levels*: The committee identifies the reason(s) a student requires instructional and assessment accommodations and supports beyond those provided universally to all students.
- ii. *Accommodations*: The committee selects and describes accommodations and supports justified by the needs of the student.
- iii. *Assessment Participation* (IEP template), Forms (if applicable; *State Testing Accommodations* form, *Designated Supports* form): The committee summarizes which accommodations or supports will be used on state or district assessments as documented in the accommodations section of the plan.

5. Designated Supports (Features, Tools, Local Arrangements)

Designated supports **not universal tools**. Designated supports allowed for a test are accessibility features, tools, or local arrangements that may be authorized for any student **for whom the need has been identified** by a committee of educators familiar with the student, the **purpose of the assessment**, and the types of supports available for the assessment.

- a. Students receiving services under special education (IEP), those served under Section 504, students identified as English Learners (EL), and general education students may be recommended to receive designated supports allowed for a specific assessment.
- b. As with accommodations, **students should have at least 5 weeks to learn and use designated supports** during instruction and classroom assessments **before using them on state or district assessments**.
- c. Designated supports for testing must be documented for each student. For students with an IEP or 504 Plan, designated supports are documented within their individual education plans.

6. Language Supports and Accommodations

Examinations are to be administered in English. Translation into any other language during the administration by the test administrator or room proctor of any test material (directions, passages, questions, answer choices) into another language is prohibited. Options to use dictionaries or glossaries will vary by test. Consult test specific manuals and guidelines.

a. English Learner (EL)

- i. Some tests may provide approved translation tools or printed translations. EL supports and designated supports for testing must be documented in a student's education plan.
- ii. **Bilingual dictionaries (EL only)** must be glossary style, word-to-word translations. Consistent with their documented education plan, some EL students may use a bilingual dictionary as a designated support when allowed for specific math and science tests.

b. Deaf/Hard of Hearing (D/HH)

- i. Some computer-based tests may provide embedded video sign language (VSL) for math and science content and ELA listening items, or closed captioning for ELA listening items. For paper administrations, the test may allow for an interpreter to sign directions, math and science content, and ELA listening items. An *American Sign Language* interpreter who has been trained and completes the Confidentiality Agreement may also be approved to provide translation during some tests. These accommodations are permitted only for students whose IEP prescribes the accommodation/s.
- ii. **American Sign Language (ASL) glossaries** must be word-to-signed symbol style, and are permitted only for students whose IEP prescribes this accommodation; for paper test administrations.

7. Confidentiality of Secure Test Content

- a. Test administrators (i.e. licensed Nevada educators) authorized to view secure test content and/or student responses in order to provide specific documented accessibility supports including testing accommodations (e.g. read aloud of test items, scribe), or as needed for administration of the Nevada Alternate Assessment (NAA), must read and **sign the Confidentiality Agreement Form, prior to test administration**. The test administrator indicates with their signature that they will not reproduce or take notes on any materials, not disclose the test contents to any person or entity, not discuss the test with anyone, and not by any means reveal the contents or details from the test. A copy of this form is posted on the WCSD website. The signed form is to be included in the student's cumulative folder or appropriate program folder and a copy retained with the school's test security documentation for three years.
- b. Signing the *Confidentiality Agreement* form does not grant permission to view secure test content on any/all tests. A test administrator must receive authorization to view test content and student

responses as part of administering a test with accommodations **for separate test administrations.**

- c. **A teacher should not be assigned to read a test in the grade level or subject area that they teach.** Test administrators should not be authorized to view test content for grade levels and subject areas in which their own child may be tested during the same school year.

8. Adaptive Technology and Special Computer-based Applications for Testing

- a. Students should have sufficient **time (5+ weeks) to learn and use approved technology** during instruction and classroom assessments, before use on state or district assessments. Assistive technology (AT) must be documented in the IEP or 504 Plan for the student PRIOR to use on a state or district assessment.
- b. Students whose 504 Plan or IEP calls for it may use a **keyboard or Braille Writer** for written responses, including constructed response on paper-based tests. The person administering a test under these conditions must complete the *Certification of Proper Use of Keyboard or Braille Writer* form.
- c. **Speech-to-Text applications and supporting devices may require authorization for use** with Nevada online tests, district assessments, and written response or writing items. Send an email to WCSD Assessment Support providing software/device application specifications, including the name of branded programs, and details about student use. Include a URL (web address) to information about the device or application where possible. Submit information for review at least 6 weeks before the state or district testing window opens.

9. Special Order Print Materials

- a. **Printed/paper form** may be available for some computer-based/online tests, to use with students who are incarcerated or in a home/hospital situation or students with documented medical conditions in which computer testing is not a viable option. Print format requests must be supported by appropriate rationales.
- b. **Braille and large print** versions available for online tests and paper tests must be specially ordered or requested for students requiring these print accommodations. Special print formats for testing, Braille or large print, must be documented accommodations in the student's IEP or 504 Plan.
- c. If special order print materials (i.e. standard print, large print, Braille) are produced locally, a copy of the student's IEP or 504 Plan must be on file with the office of Visual Impairment Services before requests will be processed.

10. Accommodations for Testing Must be Authorized

Students' use of unauthorized accommodations is a **testing irregularity** and their test is subject to invalidation.

- a. **A school principal may authorize an "emergency" 504 Plan** be developed to allow certain testing accommodations for a student who incurs a disability, temporary injury (e.g. broken hand, non-permanent eye injury), is suddenly hospitalized or homebound shortly before the administration of a state or district examination and without sufficient time for the development of an IEP/504 Plan.
- b. **Special Request Testing Accommodations, not already allowed for an assessment, must be requested** through the WCSD Department of Assessment and may be authorized for the current school year only. Special request accommodations must not violate NRS or NAC, nor

alter the scope, construct or content of what is being assessed. School test coordinators should submit requests as soon as the need for a student is known and no later than DECEMBER 8, 2021 for Nevada spring test administrations, or at least 6 weeks before the testing window opens for district supported assessments. Request forms will be posted on the district website.

Students in special programs, educator support:

- IEP – [Special Education Student Services](#)
- 504 – [Department of Counseling](#)
- EL – [Department of English Language Development](#)

❖ SPECIAL NEEDS: ALTERNATE ASSESSMENT PARTICIPATION ❖

In Nevada, student assessment determinations affect both the type of diploma that those students will be eligible to receive and the curriculum and instruction they will receive. The Individuals with Disabilities Education Act (IDEA; 2004) mandates that students with disabilities participate in statewide and districtwide assessment programs, including alternate assessments, with or without accommodations. IEP committees are responsible for indicating which assessments a student will participate in and determining whether a student with disabilities will participate in the general assessment, or the alternate assessment when available.

Alternate Assessments: ESSA (2015) defines alternate assessments as being appropriate for students with “the most significant cognitive disabilities.” Further, state departments of education must ensure that “only students with the most significant cognitive disabilities [participate in] alternate assessments aligned with alternate academic achievement standards”.

1. Eligibility status for participation in alternate assessments is set by the most recently locked IEP which triggers the “Alternate Assessment” field for state reporting in Infinite Campus.
2. Annually and early in the school year, IEP committees review education plans for students in grades 1-12 to **determine whether a student will participate in general or alternate** assessments.
3. IEP committees should **verify eligibility** for and identify new students who will participate in alternate assessments prior to November of each school year. This helps to ensure students receive instruction in tested standards, staff are appropriately trained in test administration(s), and materials for testing will be ordered on time. Student transfers and changes to eligibility should be handled promptly to ensure test materials will be received and required assessments administered within prescribed testing windows.
4. The **Nevada Alternate Assessment (NAA)** administered in grades 3-8 and 11 is aligned to the Nevada Academic Content Standards (NVACS) Connectors, which are Nevada’s alternate academic achievement standards. Accommodations used during testing must be documented in the student’s Individualized Education Program (IEP).
5. Participation in the NAA for grade 11 is a requirement for the alternative diploma.
6. **English learners** in grades 1-12 who qualify for alternate state assessments and are required to take the English Language Proficiency Assessment (ELPA) may participate in either the **Alternate ACCESS or regular ACCESS**. The **Alternate ACCESS for ELs** is an assessment of English language proficiency for students who are classified as English learners (ELs) and have significant cognitive disabilities that prevent their meaningful participation in the ACCESS for ELs assessment. During kindergarten, EL students participate in the regular ACCESS only.

Reference: ALTERNATE ASSESSMENT ELIGIBILITY GUIDELINES

To facilitate informed and equitable decision making, IEP committees should answer each of the following questions when determining whether or not a student should participate in the NAA and other alternate assessments:

| Questions to Guide the Decision-Making Process to Determine Whether a Student Participates in the Nevada Alternate Assessment (and Other Alternate Assessments) and is a Student with the Most Significant Cognitive Disabilities | | |
|---|---------------------------------|--------------------------------|
| 1. Is the student eligible for and receiving services under the Individuals with Disabilities Education Act (IDEA) through a current IEP? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 2. Does the student demonstrate cognitive functioning and adaptive behavior that limit full participation in the general education curriculum and statewide assessments even with supplementary aids, accommodations, and modifications? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 3. Does the student require substantial supports to meaningfully access and achieve measurable gains on the State’s challenging grade-level content standards? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 4. Does the student require extensive, direct individualized instruction to achieve measurable gains on the State’s challenging grade-level content standards and to acquire, maintain, and generalize skills necessary for application in school, home, work, and community settings? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 5. The IEP committee’s decision about the student’s participation in the NAA was NOT primarily based on any of the following: a disability category or label, poor attendance or extended absences, native language, social, cultural, or economic differences, academic and other services received, educational environment or instructional setting, percent of time receiving special education services, English Learner (EL) status, current or previous low academic achievement, or current or previous need for accommodations (e.g., assistive technology/AAC) to participate in general State or districtwide assessments. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 6. Has the IEP committee informed the parent/guardian of the consequences of the student participating in the Nevada Alternate Assessment (e.g., modified diploma vs. standard diploma) and of being evaluated against alternate achievement standards? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

--Source: Nevada Alternate Assessment: Student Participation Guidance, Nevada Department of Education 2021

A student qualifies for alternate assessments if all six questions accurately characterize a student’s current educational situation (answer “YES” to **all** six questions). If “NO” is answered on one or more questions, the student does not qualify for participation in alternate assessments.

✦ TEST SECURITY ✦

This section addresses “**secure**” assessments including all statewide and some districtwide examinations. Secure tests are student-facing, which means only students eligible to participate in the examination may view the test content during the authorized administration of the assessment.

Unauthorized access to or disclosure of secure test content, including student responses, to teachers, school personnel, other students, or the public is a breach of test security and may damage the integrity of the assessment program.

1. Secure test materials must be kept in the secure testing storage location or in the custody of authorized licensed Nevada educators (e.g. teacher, administrator) when in use; non-licensed staff may only assist with handling secure test materials while supervised by the test administrator/coordinator.
2. **Staff and students must not** make written notes or electronic copies of test and/or examination tasks, items or problems, graphics or illustrations, or any other secure material or content. Such breaches of test security procedures shall be cause for severe disciplinary action.
3. **Test items, tasks, or questions are CONFIDENTIAL and SECURE.** Test items must not be reproduced, duplicated, or paraphrased in any way, for any reason, by any person. **Under no circumstances** shall test and/or examination booklets or online assessment tasks and questions, used answer sheets, answer keys, test scripts and any other secure material or content be generally circulated among faculty, administrators, or others persons, except during the authorized administration of an examination.
4. Test and/or examination items including listening item scripts, approved answers, unreleased writing prompts, etc. are the **confidential property of the entity that created the examination and may be subject to copyright restrictions.** Pre-ID answer sheets and online test records, including test tickets, containing student identifying information and/or responses together with secure test materials are **not public record, and disclosure is strictly prohibited.**
5. **Test materials and testing sessions are protected, and MUST NOT BE PHOTOGRAPHED, RECORDED OR IN ANY WAY TRANSMITTED.** This does not include the administration of the NAA or other assessments for which a video or voice recording may be required for portions of the test. General video surveillance that does not feature secure test materials (paper, online) or student responses may continue to be used during administration if necessary.
6. In order to provide specific documented accessibility supports or accommodations, or as needed for administration of the NAA or ELPA (WIDA ACCESS), **prior to test administration the test administrator (licensed educational personnel) authorized to view test content must read and sign the Confidentiality Agreement Form.** Principals will retain signed forms with the school’s test security documentation for three years.
7. Assessments labeled as “student and teacher facing” (i.e. Smarter Balanced Interim Assessments) are authorized for access by Nevada licensed school educators and their students for **use in the intended manner.** Use, display, or distribution of student and teacher facing assessments, including student responses, that results in access by individuals beyond authorized local education agency staff and students is prohibited. **All items and content of state and district supported assessments are subject to copyright protections.**

❖ TESTING ENVIRONMENT ❖

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

1. Students who are **not** participating in a specific test are **not allowed** in the testing room while tests are being administered.
2. Room and seating arrangements must provide for the effective observation of test takers and the test environment throughout the testing session, allow for test administrators and room proctors to move easily between test takers, and enable an unobstructed view of each test taker, desk surface, workstation/laptop and keyboard for computer-based tests.
 - a. Desk or table surfaces must provide sufficient space to comfortably accommodate testing equipment and materials, including the use of scratch paper.
 - b. A minimum distance of 3 feet between students on all sides should be maintained; privacy panels or carrels may also be used. Follow guidelines for specific tests or circumstances.
 - c. Student desk/table tops must be cleared of any material not specified in the test administration manual. Material that is affixed to desk tops must be covered with blank, opaque material.
3. Instructional materials or any materials that provide specific factual information or guidance, or might assist students in responding to test questions (e.g., definitions, test-taking strategies, multiplication charts, hundreds charts, fraction-decimal-percent equivalency charts, graphic organizers, annotated samples of essays or paragraphs, or sample writing techniques), must be removed or covered with blank, opaque material.

Materials provided by the Nevada Department of Education may not be paraphrased or modified (except for enlargement by authorized district staff).

4. All testing materials for students must be distributed or accessed prior to beginning the testing session. All test materials that students will use must be placed on the work surface and remain visible throughout the testing session.
5. Scratch paper may **only** be plain unlined, lined, or grid-only (unlabeled) graphing paper. No other pre-printed material is permitted on the front or back except for student identifying information.
6. If a formula or reference sheet is provided in the test booklet or as a tool in an online test, it is permitted for use during that test only. **Test booklets must remain intact** (students must not tear out formula sheets or other pages from test booklets). The discovery of missing or loose pages may result in a testing irregularity and possible invalidation of test results.
7. Students must not access personal materials during the testing session, including electronic devices. Plan for students requiring access to an authorized medical device or assistive technology to be situated appropriately to avoid interruptions or distractions to other students. **Possession of unauthorized materials and personal items may result in invalid scores.**
8. Additional materials, beyond those specified in the Test Administrator's Manual or documented as designated supports and accommodations, must not be provided or made available during test administration.
9. Unless the activity is required for the administration of an assessment (i.e. Nevada Alternate Assessment/NAA, state approved special accommodation), photographing, recording, or transmitting any part of a test or testing session is PROHIBITED. This is TEST THEFT.
10. Monitoring software that would allow test content on student workstations to be viewed or recorded on another computer during testing must be turned off.

11. REMINDER: Adult family members of students who are testing are **not allowed** in the testing room. This applies to guardians and any adult household member including teachers, site administrators, principals, school test coordinators, classified personnel (ESP), etc. See [Home/Hospital Student Participation](#) guidelines regarding exception for medical care givers.

✦ TEST MATERIALS ✦

Each school site must designate a secure location for storing test materials and related documentation and maintain limited access for authorized personnel only. Access to a school's secure test storage is documented in the school's test security plan.

1. All required materials (e.g. #2 pencils, test booklets, answer sheets, test tickets, scratch paper), must be provided to each student. **All secure materials used during testing** must be documented/logged and collected. Secure Test Materials include, but are not limited to:
 - Test booklets, used/unused answer sheets
 - Used scratch paper
 - Calculators that have not yet been cleared
 - Materials for accessibility supports including accommodations
 - Test tickets, student barcode labels, pre-ID answer sheets
 - Testing room rosters, seating charts, testing room signature logs
 - Test Administration Manuals containing secure information or content for testing (e.g. listening item scripts, calculator clearing instructions)
2. **SECURE materials** (e.g. test booklets, writing prompts, test tickets, materials with student identifying information), **may not be distributed** to test administrators **until the prescribed date for those examinations**.
 - a. State *and* district tests: **Document ALL exchanges of test materials (distribution and return)** between test coordinator/test administrator and test administrator/student.
 - b. Paper Testing: Document and assign numbered test books to individual students; verify student identity and match Pre-ID answer sheets to the correct student.
 - c. Paper Testing: The test administrator must return test booklets and answer sheets to the school test coordinator *or designee* in the order in which they were received. In turn, the school test coordinator *or designee* is responsible for collecting and organizing used answer sheets at the school level and returning them as directed for scoring.
3. Test questions, approved answers, unreleased writing prompts, Pre-ID answer sheets and test tickets containing student identifying information and/or responses are the confidential property of the test provider and not public record. Disclosure is prohibited. Permission to access these materials may be granted by the test provider for official investigation purposes.
4. **Do not leave materials and active computer-based testing sessions unsupervised.**
5. **Monitor student use of scratch paper to avoid cheating.**
6. **Before a student is allowed to leave the testing area for any reason**, collect and account for **all** testing materials including test tickets, test booklets, writing prompts, paper/pencil student responses

and scratch paper, and other permissible aids. Require students to exit or log out of online assessments prior to dismissal from the testing session.

7. **All testing materials must be accounted for and returned in person** to the appropriate test coordinator upon completion of testing **each day and no later than the end of the school day**, and stored securely in the school's locked test storage* location. Each exchange must be documented/logged. Test materials must be secured with limited access when not in use, whether by the test coordinator or temporarily* by the classroom test administrator. Locked storage for secure test materials may not be used for the storage of other materials to which unauthorized individuals have access. Track the movement and custody of materials (sign-out/in). **Check with the school test coordinator for secure storage procedures related to the NAA, BRIGANCE, and district finals.*

✦ TEST ADMINISTRATION ✦

Staff from Washoe County School District and/or the Nevada Department of Education may conduct unannounced on-site observations or audits to ensure that administration and test security procedures are being followed, and to verify implementation of school test security plans.

1. Refer to the school's emergency plan for site procedures. The principal/test coordinator is responsible for communicating the emergency plan during testing to all campus staff, including those not directly involved in test administration.
2. **Electronic devices are strictly PROHIBITED** unless one is required for a specific assessment, or unless a student has a documented accommodation for a specific device. Electronic/assistive technology devices must be authorized for use during the test administration.
 - a. Test administrators, room proctors and others assisting with test administration must turn off and store (away from their person, not in clothing pockets) all personal and classroom electronics, including cell phones, iPads, etc.
 - b. Computers should only be used for accessing the test administration portal as required, and to provide video monitoring of students during authorized remote test administrations.
 - c. Follow the school's procedures for collection and temporary storage of personal and prohibited electronic devices *before* the testing session starts.
 - d. Allowed Devices: Before testing, device features may need to be enabled or disabled. Clear data from the device before and after testing.
3. A mobile phone for staff is allowed in the testing room if it is the only means of contacting school office administration regarding testing issues. The staff member's mobile phone may be used only to call out or receive calls pertaining to the scheduled testing session (e.g. test administration, requests for assistance, emergencies). Text messaging, email, or access to any other applications is prohibited.
4. **Failure to strictly adhere to consistent and uniform test administration procedures, including student cheating, may result in the invalidation of student scores and damage the integrity of the assessment program.**
 - a. **Students who are found guilty of cheating or plagiarizing** on any state or district summative assessment **or are found in possession of a prohibited electronic device during a test administration period are** subject to disciplinary action **and will have their answer sheet or online test form invalidated.**

- b. **Prohibit the reading of test items and passages by anyone other than the students being tested**, unless indicated in the test instructions or to deliver accommodations.
 - c. **Paper Testing**: Pre-ID answer sheets and online tests for **absent or otherwise non-participating students must not be invalidated**. Do not submit unused answer sheets for scoring. It is imperative that the answer portion of used answer sheets not be altered in any way, with the exception of erasing stray marks.
5. **Security threats** to paper and online test administrations:
 - a. **Cheating threats**: colluding with others, using cheating aids, using a proxy test taker, discussing items, copying answers from other test takers, etc.
 - b. **Stealing threats**: capturing content by digital photography methods, taking notes on items or transcribing questions verbally (on paper or recording device), etc.
6. Test administrators should check with the school test coordinator prior to testing to ensure that the appropriate examination is administered on the correct day (and parts given in the correct order). Test administrators should also ensure they understand the procedures for allowing breaks during testing (monitored group and individual breaks), students needing additional time, and the school's emergency plan during testing.
7. At least one test administrator and a sufficient number of room proctors must be provided in each testing room to adequately supervise. A ratio of one test administrator to not more than 30 students is strongly recommended. Test administrators and room proctors must remain with students and **be observant and non-disruptive** throughout the testing session.
8. Students must be supervised by **licensed Nevada educational personnel** while having access to testing materials and online testing applications. Examination materials must never be left unattended by licensed personnel unless locked and secure. School test coordinators should check on testing rooms periodically to verify proper monitoring by the test administrator and to assist as needed.
9. For all tests in the statewide testing program, all individuals present in the testing room must be documented including persons assigned to the room (testing students, personnel) and all authorized and unauthorized individuals entering the room at any time during a testing session. **Testing session logs must be dated and capture individual signatures and times** (enter/exit room, start/finish testing). Attach testing room logs to the attendance roster/seating chart. Retain test session documentation (e.g. rosters, seating charts, time & signature logs, incident reports) for three years at the school site.
10. Prior to starting a test, the **identity and eligibility** of all students in the testing room **must be verified and attendance documented**. Administration of examinations to students NOT eligible to take them or re-administration of a test without express authorization is strictly prohibited. For all statewide tests, verify each student against the roster provided for the testing session. Only the school test coordinator may verify eligibility and add or remove students from a testing group.
11. **For students taking college and career readiness assessments** (e.g. ACT, SAT, AP, certification and qualifying assessments), at the start of a testing session:
 - a. Each student must present a government issued **photo ID** (e.g. school ID, driver license) for verification of identity. Consult test administration manuals for other approved methods of identity verification. Identification issued or verified by a family member is not accepted.
 - b. **Students must provide a signature next to their name** on the testing session roster. The time must be noted at the start and end of the testing session.

12. If login by a test administrator or proctor is required for administration of a test, the test administrator's computer must be secured and monitored throughout the testing session.
13. **Follow the script and procedures for before, during and after testing provided** in the test administration manual. **Carefully adhere to all test administration and testing accommodations instructions.** Students may use **only** materials and/or supplies that are permissible as specified in the test administration manuals, documented in the student's education plan including IEP, 504 Plan, and EL plan, and when required or authorized for a test administration.
14. Before allowing a student to start a test, ensure that allowed **accessibility features and accommodations** have been enabled (online testing) and/or **local arrangements, accommodations and other permissible materials** provided. If authorized test features and/or accommodations are not enabled (online) or provided when a student begins a test, stop or pause the test and immediately notify the school test coordinator. **The student must remain supervised and all test materials kept secure** while waiting for direction from the test coordinator.
15. If a student is unable to respond to test items using the online testing platform or on the provided answer sheet for paper administrations, the authorized test administrator must transcribe student responses into the online system or onto the answer sheet for scoring.
16. All permissible materials for the testing session must be distributed or accessed **before testing begins.** Students may not access materials in their desks, backpacks, etc. once the testing session has started. Access to personal items is permissible **only after** secure test materials have been collected, students have exited out of computer-based tests, and **the testing session has concluded for ALL students in the testing room.**
17. Students should be provided with scratch paper to work out test items. Monitor use of scratch paper to avoid cheating. Used scratch paper must remain intact, should not be torn or folded, and must be destroyed (shredded) by the school test coordinator.
18. **ACTIVELY CIRCULATE.** Throughout the testing session, monitor students and their use of materials to ensure they are adhering to all procedures, on task, working and responding in the correct section of the test. It is **never appropriate** for supervising adults to engage in other activities (e.g., grading assignments, checking email, reading, or working on unrelated tasks) or doing anything that takes attention away from students testing. **Focus attention on the students.**
19. Monitor student access to different test sections to ensure students are only working in the section authorized for that session. Students **MUST NOT** be allowed to access other sections of a test without being directed by the test administrator. For non-adaptive computer tests given over multiple days, **students must complete the part or section of a test, exit the test and log-out of the application prior to being dismissed** (end of testing session).
20. **Ensure students respond** to test items and use navigation and embedded tools or operate technology for computer-based tests **WITHOUT assistance, from anyone** (e.g. *STC, TA, proctor, aide, ETS, other students*).
 - a. **The only assistance given during test administration** may be to repeat, in English only, the instructions for taking the test and/or examination. Test administrators/room proctors must not, inadvertently or purposefully, give hints or clues that indicate an answer, help eliminate answer choices, suggest a problem solving strategy or the need for a student to improve their work in any manner, or communicate with gestures, signals, rewards, etc.
 - b. **Students may not provide assistance of any kind to other students.** This includes **not providing assistance** with navigation or embedded tools and technology for computer-based

tests. Any form of interaction (verbal, gestures, written notes, etc.) between students during testing or while in possession of secure test materials is prohibited.

21. Any **concern about the contents of a test, test item, problem, question or task**, must be communicated directly to the test coordinator or school principal **the same day of the test administration**. Test administrators and room proctors are not to review items or tasks and need only to document basic details (e.g. test subject, grade level, name of test/part, item number, test version, student name and state ID, including a general statement about the issue or concern). The test coordinator will follow procedures for reporting the item issue to the vendor or forwarding the concern to **WCSD Assessment Support**. Reported item issues are reviewed by the test provider (vendor or district) and/or the Nevada Department of Education (state assessments).
22. Follow procedures for breaks included in the **test administration manual**. **Collect all test materials and pause online/computer-based tests** before escorting a student out of the testing room.
 - a. Students and adults leaving the testing room must sign and record the time on the testing room log.
 - b. **Breaks must be supervised** by trained staff. Students must not interact with other students or non-permissible materials throughout a testing session including during breaks or transitions while a test is in progress (e.g. restroom, nurse).
 - c. For tests that do not allow students to resume testing after an unsupervised break, students must complete the test before leaving the testing room.
 - d. It is not appropriate to excuse students to another class, lunch, recess, or other school activity prior to completion of a test part or section. The student may not be allowed to return and complete a test section after a break or dismissal. Incomplete test sections will be scored as is.
23. Students who finish early and are not excused from the testing room may read a paperback or hardcover book only (no magazines or textbooks, no e-Readers); **EXCLUDES ALL ELECTRONIC DEVICES**. Supervise students during all transitions and throughout the testing session.
 - a. Test materials, including scratch paper, must be collected prior to a student accessing independent reading materials. Activities other than reading a book or resting at their desk/table, including pencil-and-paper activities (**no writing or drawing**) are **prohibited**.
 - b. Maintain a **test conducive environment** and continue to **monitor all student activity** of testing and non-testing students.
24. **For assessments without time limitations**, students who are working productively at the end of the prescribed testing period should be allowed additional time in a test-conducive setting.
25. **If students must be moved to another location** before completing their test, the student's test materials must be collected and kept secure through all transfers between trained licensed Nevada educational personnel and testing rooms.
26. At the conclusion of a testing session or prior to transitioning students to an extended time location, all electronic devices including computers, assistive technology, or calculators must be cleared of all test activities, unless the device will be transferred with the student.
27. Secure testing materials, including test tickets, test booklets, writing prompts, student responses, and scratch paper must be collected by the test administrator and accounted for before a student is allowed to leave the testing area for any reason. Return ALL test materials to the school test coordinator.

◊ Reference: WCSD EMERGENCY PLAN DURING TESTING

*The safety of students and staff is foremost. When possible, test materials should be secured prior leaving the testing room during an evacuation.

Emergency Situation Requiring EVACUATION

- ❑ **Students** are instructed to not engage in conversation nor discuss items on the test at any time during this process.
- ❑ The **TA**/test administrator instructs **students** to put their answer sheets in the test booklets, close booklets, and leave on desks. **Online tests must be paused and exited** or students should log out of the testing platform and/or browser prior to being dismissed from a computer-based testing session.
- ❑ The **TA**/test administrator **or room proctor** must log out of online tests requiring proctor login.
- ❑ The **TA**/test administrator quickly scans the room to see that test booklets are visible on student desks or students have left all secure materials at their workstation.
- ❑ The **TA/test administrator** is the last person to leave the room (and first person to enter upon returning).
- ❑ The **TA**/test administrator follows the **school's emergency plan and evacuation procedures for exiting the room**.
- ❑ **TA**/test administrator accounts for and closely monitors the students, restricting student interaction during the evacuation process.
- ❑ The **TA**/test administrator documents the time of the interruption so that students may be allowed the remaining amount of time that is left for the examination. (Especially important during timed administrations!)

Upon Return to the Classroom after an EVACUATION

- ❑ The **TA**/test administrator is the first to enter the room.
- ❑ **Students** must wait to be seated.
- ❑ **PAPER:** The **TA**/test administrator collects the test booklets, directs students to their seats, and does an accounting of the test booklets. Students taking online tests are seated the same as before and all secure materials are verified for each student. When it is determined that all of the test booklets and other materials have been accounted for, the **TA**/test administrator returns the test booklets and answer sheets to students and follows the test manual directions regarding the remaining time. Document the start time.
- ❑ **ONLINE:** The **TA, or room proctor assisting the TA**, instructs students how to resume tests following test administration manual procedures.
- ❑ At their earliest opportunity and on the same day, the **STC**/school test coordinator must notify appropriate WCSD personnel of the incident and complete the testing irregularity report.

LOCK-DOWN Procedures

- ❑ The **TA**/test administrator follows the same procedures as required for evacuation except students must remain in the room according to the **school's lock down procedures**. If appropriate and feasible, testing may continue.

POWER OUTAGE

- ❑ **ONLINE:** Tests will automatically suspend. All secure testing materials should be collected from student workstations and **students** are instructed to not discuss the items on the test. Restrict student interaction.
- ❑ **PAPER:** If it is determined that there is sufficient light, the testing continues for paper administrations.
- ❑ **PAPER:** If it is determined that there is insufficient light and testing cannot continue, the follow these procedures:
 - The **TA**/test administrator instructs students to put their answer sheets inside test booklets and close booklets.
 - The **TA**/test administrator collects all testing materials and **students** are instructed not to discuss the items on the test
 - The **STC**/school test coordinator locates a viable testing room.
 - **TA**/test administrator closely monitors the students and restricts student interaction throughout the relocation process.
 - The **TA**/test administrator and **STC**/school test coordinator carry the test materials and escort students to the new testing room.
 - The **TA**/test administrator documents the time of the interruption so that students may be allowed the remaining amount of time that is left for the examination.
 - The **TA**/test administrator redistributes the test materials to students and resumes testing.
- ❑ At their earliest opportunity and on the same day, the **STC**/school test coordinator must notify appropriate WCSD personnel of the incident and complete the testing irregularity report.

STUDENT GETS SICK and Vomits on a Test or at their Workstation (*Be ready, this does happen!*)

- **PAPER:** If a student gets sick and vomits on the test, the test must be placed in a sealed plastic bag and returned to WCSD. Follow the **school's process for the cleaning up of biohazardous waste**. See the school's custodian for details.
- **ONLINE:** The online test should be suspended and the student moved to another workstation (if they are well enough to continue). Follow the **school's process for the cleaning up of biohazardous waste**. See the school's custodian for details.

✦ TESTING IRREGULARITIES ✦

All stakeholders should understand the importance of academic testing and how **irregularities can damage the district, school, community, students, and integrity of the assessment program.**

Definitions:

- **“Irregularity in testing administration”** means the failure to administer an examination in the manner intended by the person or entity that created the examination or assessment.
 - **“Irregularity in testing security”** means an act or omission that tends to corrupt or impair the security of an examination or assessment.
1. Irregularities in Test Administration include, but are not limited to:
 - a. Student tests without predetermined accommodations or supports;
 - b. An interruption occurs causing or requiring testing to stop (e.g. technological difficulty, power outage, medical emergency); or
 - c. A student unintentionally submits a computer-based/online test before completing it.
 2. If a student is not able to complete testing as the result of an irregularity in test administration, **do not release the student**. Report the issue to the school test coordinator who will contact WCSD Assessment Support. Provided the student has had no break in supervision and/or depending on circumstances, a student may be able to resume their test on the same day, or on a later date.
 3. School test coordinators must contact Assessment Support prior to invalidating a student’s test. A formal report of irregularity must be submitted for each incident requiring invalidation.

▶ **Assessment Support Team: 348-0248 or AssessmentSupport@washoeschools.net** ◀
 4. Regardless of the reason for the invalidation, completed and partial tests must be submitted or returned for scoring.
 5. A student whose test has been invalidated will count as having participated on the assessment for purposes of the Nevada School Performance Framework (NSPF). Invalidated scores will not be imported into the district student information system or other data and reporting systems.

✦ REPORT SUSPECTED BREACHES & IRREGULARITIES ✦

In accordance with Nevada Revised Statutes (NRS) 390.350 through 390.430, the Board of Trustees declares that all students, school officials*, and others are strongly encouraged to report any suspected irregularities in testing administration or testing security.

**School official: a licensed or unlicensed employee of the school district or governing body of a charter school.*

1. In the event of any alleged or suspected breach of test and/or examination security or unauthorized disclosure of test and/or examination content (for both state and district examinations), **the situation must be reported to the school test coordinator AND school principal within 24 hours.**
 - a. The test coordinator or principal must notify the Director of Assessment, *or designee*, orally or in writing **within 24 hours** of the time the alleged or suspected breach has been brought to their attention. Begin an investigation of the incident.

- i. All evidence and documentation related to investigations of suspected irregularities are confidential and must be retained for three consecutive school years.
 - ii. If the school has video surveillance equipment capable of downloading and saving a digital clip of the alleged occurrence, that clip must be retained as evidence.
- b. For all state-mandated examinations, **within 24 hours**, the Director of Assessment, *or designee*, will report any breach of test security or suspected irregularity in test administration to the Nevada Department of Education test security coordinator.
 - c. **Within ten school days**, the school principal must submit the online Report of Testing Irregularity including all related evidence and documentation; WCSD Department of Assessment will receive notification when a report is submitted.

WCSD must ensure the completed Report of Testing Irregularity is received by the NDE **within 14 school days** after the incident.

- d. For alleged breaches of test security or irregularities in test administration on WCSD (local) examinations, the WCSD Report of Testing Irregularity must be completed and submitted to the Department of Assessment (WCSD Assessment Support).
 - e. A summary of reported violations will be made available to the WCSD Superintendent and Board of Trustees.
2. In certain instances of repeated test administration irregularities at the same school in consecutive years, the Nevada Department of Education may determine that an examination must be administered again at the expense of the school district or governing body of the charter school.
 3. **NRS 390.405 of the Nevada Revised Statutes specifically prohibits any school official from directly or indirectly using their official authority to influence another school official in an effort to interfere with or to prevent the disclosure of information concerning a testing irregularity.** The NRS provisions “do not abrogate or decrease the effect of any of the provisions of NRS that define crimes or prescribe punishments with respect to the conduct of school officials.” (NRS 390.430) This means that there shall be no retaliation for the disclosure of information but that there may be consequences for the breach of test security or irregularity in test administration.
 4. If any reprisal or retaliatory action is taken within two years of the disclosure, a process of appeal by that school official will result in a hearing before the State Board of Education.
 5. A person who willfully discloses untruthful information concerning testing irregularities shall be guilty of a misdemeanor and is subject to disciplinary action.
 6. A school official (licensed or unlicensed employee) may be demoted, suspended, dismissed or not re-employed or their license may be suspended for failure to observe and carry out state or school district plans for ensuring the secure administration of required examinations.

Quick Reference: Terms and Definitions

“Reprisal or retaliatory action” is action that is taken because the school official disclosed information concerning testing irregularities.

✦ INVESTIGATION PROTOCOL ✦

Reported instances of alleged breaches of test administration or test security shall be investigated by the school district and/or the Nevada Department of Education.

1. If investigated by the school district, the Director of Assessment, *or designee*, shall work collaboratively with the WCSD Legal Division, Human Resources, the school principal, and the area superintendent *or designee*, to investigate the alleged breach of test administration or test security.
2. All investigative findings will be submitted to the NDE test security coordinator, 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 designee*, shall obtain other testimony or conduct further investigation as directed by the NDE.
3. Both the school district 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.

For information, see *Test Security Procedures, 2021-2022* from the Nevada Department of Education.

✦ DATA ACCESS, USE, AND SHARING ✦

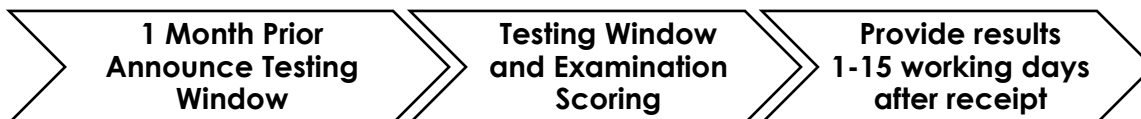
1. Teachers, administrators and counselors are strongly encouraged to communicate with students and their guardians about assessment data, including results reported formally and gathered during learning.
2. **It is inappropriate to use a single test score for academic placement decisions.**
3. **When comparing assessment scores, consider other factors** such as population tested, transiency rates, socio-economic factors of the population, dropout rates, etc.
4. **Reporting the test and/or examination scores** of individual students to anyone other than authorized school personnel, the student's guardian, or the student is a violation of the privacy rights (FERPA) of the individual.
5. School level access to systems managed by the Department of Assessment is for the purpose of supporting schoolwide instruction and performance goals. School level access to assessment and data management systems is not intended for classroom teachers or ESP (classified) staff. User accounts are deactivated at the end of the school year and must be reauthorized at the start of each school year or when transferring to a different school. Accounts for school principals may remain active for a period between school years. Classroom teacher user accounts are based on active course rosters in the student information system.
6. To safeguard the rights of students, guardians, and staff, plans to engage in any research within WCSD that may deal with student test and/or examination scores, *including research conducted by WCSD staff*, must be authorized by the Office of Accountability prior to project initiation.

❖ NOTIFICATIONS AND DISTRIBUTION OF RESULTS ❖

Specific test administration or test coordinator manuals and guidelines dictate the timing options for each assessment in the Washoe County School District assessment program, which includes all assessments prescribed by the Nevada Department of Education state testing program.

Nevada Administrative Code prescribes when the state examinations are to be given and the Nevada Department of Education prescribes the specific date or range of dates on or during which an examination or examinations will be given. Dates for all state assessment activities are subject to change per the Nevada Department of Education and State Board of Education. (NAC 390.220)

Communication with families plays an important role in ensuring students are prepared to participate in their scheduled assessments.



1. Notifying students and guardians of the WCSD testing program is an integral part of overall assessment orientation and preparation. All school administrators, test coordinators, and teachers must communicate with the guardians of affected students **at least one month before** the administration of a large-scale assessment. Make it clear that a student participating in a national, state or district assessment scheduled over several days will not necessarily participate in that assessment every day of the testing window.
2. Except as otherwise directed, **not more than 15 working days after** (excludes federal holidays) a school receives the results of a statewide examination, the principal of each school and the governing body of each charter school must certify that the results for each student have been provided to the legal guardian of the student. Documentation of the date of distribution for examination results must be maintained with the secure testing materials for the school year. Certification of mailing or distribution may be requested by the district.
3. For results from district-wide examinations and tests required for graduation, the school or classroom teacher must notify the student and the legal guardian of that student **as soon as practicable and within 15 working days, or as directed**, after the results of the examinations are available.

❖ ASSESSMENT SUPPORT & ONLINE RESOURCES ❖

WCSD Assessment Support is available during regular business hours by phone: 775-348-0248 or by email: AssessmentSupport@washoeschools.net. We directly support NWEA MAP, SchoolCity, District finals and common assessments in SchoolCity, and state* assessments. Follow the chain of command for reporting test security incidents, concerns and questions beginning with the site administrator or school test coordinator.

*WIDA ACCESS & CTE—direct test administration and reporting questions to the appropriate department: ELD (WIDA ACCESS) or Signature Academies & CTE (CTE).

➤ **Resources and Information...check the district website!**

Visit > Department of Assessment (home) > <https://www.washoeschools.net/Page/346>

- Looking for something specific? Contact Assessment Support by email: AssessmentSupport@washoeschools.net or phone: 775.348.0248

◊ Reference: IMPORTANT DEFINITIONS

Terms and definitions are taken/adapted from NRS and the Nevada Department of Education, *Test Security Procedures*. Use when referring to the NDE and WCSD assessment programs.

Testing Staff

Licensed Educational Personnel employed as a substitute in WCSD and hired as a “long-term” substitute to fill a classroom teaching vacancy, may be authorized to assume testing roles based on their hiring status. Principals, contact Assessment Support to verify the eligibility of an individual to serve as a test administrator for state or district assessments. *Note: This guidance refers to secure administrations. District assessments intended for formative use, specifically to inform instruction (e.g. district common assessments), may be administered by a licensed individual assigned to fill-in for a teacher on a long- or short-term basis.*

- **“Long-term substitute** (or guest teacher)” **hired on a Universal Hiring Requisition (UHR)** and filling a specific vacancy may serve as a Test Administrator (TA) or Proctor.
- **“Long-term substitute** (or guest teacher)” **hired through AESOP** may be assigned to assist as a testing Room Proctor only and may perform other duties that do not involve supervisory responsibilities for secure test materials or testing students.

“School official” means the following:

1. A member of a board of trustees of a school district;
2. A member of a governing body of a charter school; or
3. A licensed or unlicensed person employed by the board of trustees of a school district or the governing body of a charter school.

“District Test Director” is appointed by the school district superintendent and refers to the individual who represents an individual school district on all matters of testing, including, but not limited to, the following:

- Serving as a liaison between the local school district and the Nevada Department of Education
- Assisting the local board of trustees in the development of a district test security plan
- Organizing the district testing calendar
- Ensuring that school principals and school test coordinators are adequately trained and informed of all relevant test administration guidelines and procedures
- Disseminating and collecting testing materials

“School (or Site) Test Coordinator” is the school principal or a licensed individual appointed by the school principal and refers to the person who represents* the school on all matters of testing that may include, but are not limited to:

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

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

“Classroom Test Administrator” or “Test Administrator” is assigned by the school principal or school test coordinator and refers to a Nevada licensed* school official, **trained in 2021-2022 test security and administration procedures**, whose responsibilities may include, but are not limited to:

- Administering the assessment to an assigned group of students in accordance with all test security and test administration procedures;
- Assuming **primary responsibility** for the verification of the identity and eligibility of each student participating in the assessment (in accordance with procedures outlined in the district test security plan);
- Assuming **primary responsibility** for the dissemination and collection of each student’s test materials;
- Assuming **primary responsibility** for the direct supervision of students during their participation in the assessment;
- Ensuring that students are taking the assessment in accordance with test security and test administration procedures;
- Following up on unusual behavior or activity on the part of the students; and
- Assuming **primary responsibility** for ensuring that applicable time limits are being adhered to.

**Licensed educational personnel who hold a current standard or professional educator license in Nevada.*

“Classroom Proctor” or “Proctor” may be a licensed or unlicensed district employee assigned by the school principal or test coordinator and refers to a school official, **trained in 2021-2022 test security and administration procedures**, 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 test administrator**;
- Immediately **notifying the test administrator** of any unusual behavior or activity on the part of students;
- **Assisting the test administrator** in the dissemination and/or collection of test materials; and
- **Assisting the test administrator** in ensuring that applicable time limits are being adhered to.
- Proctors may *not* be given supervisory responsibilities (students, secure test materials).

State and Local (District) Assessments

“Examination” means achievement and proficiency examinations that are administered on a state and districtwide basis to pupils pursuant to NRS 390.105 and 390.820, and 390.600-390.610. Examinations in the Nevada Department of Education and Washoe County School District assessment programs include but are not limited to the following:

1. English Language Arts (ELA) and mathematics in grades 3-8;
2. Science in grades 5, 8, and High School;
3. College and Career Readiness (CCR) assessment (*ACT with Writing*);
4. NWEA MAP Growth: Reading in grades K-3;
5. Any other examinations that measure achievement and proficiency of pupils in the Nevada Academic Content Standards (NVACS) and are administered to pupils statewide or districtwide.

Testing Irregularities

“Irregularity in testing administration” means the failure to administer an examination in the manner intended by the person or entity that created the examination or assessment.

“Irregularity in testing security” means an act or omission that tends to corrupt or impair the security of an examination or assessment, including, without limitation:

1. Failure to comply with state or district security procedures;
2. Disclosure of questions or answers to questions on an examination or assessment in a manner not otherwise approved by law; and
3. Other breaches in the security or confidentiality of the questions or answers to questions on an examination or assessment.

“Reprisal or retaliatory action” is action that is taken because the school official disclosed information concerning testing irregularities and includes, without limitation:

1. Frequent or undesirable changes in the location of an office;
2. Frequent or undesirable transfers or reassignments;
3. The issuance of letters of reprimand, letters of admonition or evaluations of poor performance;
4. A demotion;
5. A reduction in pay;
6. The denial of a promotion;
7. A suspension;
8. A dismissal;
9. A transfer; or
10. Frequent changes in working hours or workdays.

The NRS provisions “do not abrogate or decrease the effect of any of the provisions of NRS that define crimes or prescribe punishments with respect to the conduct of school officials.” (NRS 390.430) This means that there shall be no retaliation for the disclosure of information but that there may be consequences for the breach of test security or irregularity in test administration.



2021-2022 School Year

ACKNOWLEDGMENT OF PROFESSIONAL OR CLASSIFIED (ESP) WCSD PERSONNEL

A PRIMER FOR TESTING: POLICIES AND PROFESSIONAL EXPECTATIONS

Washoe County School District

My initials next to each statement and signature on this form certify that I have read A Primer for Testing: Policies and Professional Expectations for the 2021-2022 school year and that I understand and will comply with the information it contains related to proper test security and test administration.

(PRINCIPAL)

I am the principal/site administrator and accept personal responsibility for all materials required for the administration of all state and district prescribed assessments and the supervision of the administration and security of those examinations.

(ALL employees: Read and acknowledge each statement with your initials.)

1) I accept responsibility for reading, understanding, and carrying out the procedures for specific tests in accordance with manuals and guidelines for each test that I administer or support.
2) I understand and will abide by and promote strict observance of all rules pertaining to electronic devices for students and staff who have access to secure test materials and online testing systems.
3) I will not READ, REVIEW or DISCUSS SECURE TEST ITEMS unless expressly authorized for the assessment and carried out in the intended manner, observing all security and copyright restrictions.
4) I will not COPY, DISTRIBUTE, TEACH, or in any way publicize SECURE TEST AND/OR EXAMINATION ITEMS, STUDENT RESPONSES, or any part of a secure test and/or examination.
5) I will not PHOTOGRAPH, RECORD, or in any way TRANSMIT part or all of a test or testing session, unless specifically authorized for the administration of the assessment.
6) I will not be in the testing room with nor will I administer or proctor state or district assessments for any student who is a family member, under my guardianship, or residing at the same address.
7) I will ensure all students enrolled in my class(es) and/or students under my supervision fully participate in all mandatory district and state assessments for which they are eligible and within the prescribed windows.
8) I understand that it is inappropriate to use scores from interim assessments or state accountability assessments for grades reported on the academic report card.
9) I understand my professional and ethical responsibilities and the potential consequences that may result from my failure to observe and carry out the requirements of the state, district and school test security plans.
10) I understand and agree to carry out my duties and responsibilities for test security and confidentiality, and the proper administration of assessments in the WCSD (district) and NDE (state) testing programs.
TRAINING I have received and read the Primer document and viewed the annual Primer training on policies, professional expectations and test security provided by the district and the principal of this school.
TRAINING I agree to read or view and comply with procedures presented in test security and test administration training materials prepared by the Nevada Department of Education.
TRAINING I will participate in refresher training presented by the principal of this school or their designee prior to administering, proctoring, observing or in any way assisting with each test administration in the WCSD (district) or NDE (state) testing programs.

This page must be signed and submitted to the principal at each school where you will assist with testing. Submit as a printed copy or PDF. Do not submit as a photo image. *To use digital signature, first download the fillable form from the district website.

Signature _____ Date _____

Print Name _____ Position/Title _____

School _____ NV Educator License? [] NO [] YES

Note: The school principal will retain signed copies of this acknowledgement form, signature logs and copies of training materials for a period of three years in the school's locked test storage cabinet. Signed acknowledgment and confidentiality forms and associated training documentation may be requested in response to questions or in connection with a testing irregularity.