



## Washoe County School District 2021-2022 Plan to Ensure the Security of State and District Mandated Assessments

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

1. The Board of Trustees delegates the responsibility for implementation of the Plan and reporting testing irregularities to the Director of Assessment, Washoe County School District. In the event that test administration irregularities or alleged breaches are reported to the Nevada Department of Education, summaries of reports will be provided to the Superintendent and the Board of Trustees.
2. The Nevada Department of Education provides annually updated training and resources for training in test security, test coordination and administration for each assessment in the Nevada testing program. The school principal and all other responsible site administrators must verify in writing that they have participated in mandatory department training prior to handling secure test materials or administering any state assessment. Verification of participation in department mandated test security and test specific training will be submitted to the WCSD Department of Assessment and kept for three years.
3. The annually updated *Nevada Department of Education Test Security Procedures* (state test security plan) and related forms addressing test security information and general information about each test administered in the state program and other information provided by the Nevada Department of Education are provided electronically and available for download from the [WCSD Assessment](#) webpage.
4. Prior to October 1, 2021 each school principal, including principals of district-sponsored charter schools, will submit to the Department of Assessment a school test security plan that is consistent with the procedures outlined in the state and district test security plans. The Department of Assessment will provide guidance for completing the school test security plans.
5. Through Washoe County School District, ***A Primer for Testing: Policies and Professional Expectations*** (the *Primer*) is revised annually to reflect current legislative and Nevada Department of Education mandates regarding test administration and test security. The *Primer* includes important definitions set forth in statute. The *Primer* also includes the protocol for reporting and investigating irregularities in test administration and test security.
6. The *Primer* includes information regarding the following topics:
  - ❖ Purposes of the Assessment Program
  - ❖ Statement of Responsibility
  - ❖ Testing Staff
  - ❖ Training
  - ❖ Student and School-Wide Preparation
  - ❖ Program Overview and Local Assessments
  - ❖ Students with Special Assessment Needs

- ❖ Test Security, Testing Environment, Materials, and Test Administration
  - ❖ WCSD Emergency Plan during Testing
  - ❖ Reporting Suspected Breaches or Irregularities
  - ❖ Investigation Protocol (Testing Irregularities)
  - ❖ Data Access, Use, and Sharing
  - ❖ Notifications and Distribution of Results (to guardians)
  - ❖ Assessment Support and Online Resources
  - ❖ Important Definitions
7. School administrators, counselors, teachers, and all other personnel of the school district who have assessment responsibilities during the school year are expected to read the *Primer* online or download and print a copy for personal use. The electronic copy of the *Primer* is posted to the **Department of Assessment webpage**: <https://www.washoeschools.net/Page/346>.
  8. A PowerPoint and video training presentation is provided to each public and charter school principal, for use in reviewing the contents of the *Primer* with staff, before October 1, 2021. The training presentation is accessible from the [Department of Assessment webpage](#). Presentation materials are distributed to WCSD school administrators immediately following district training for site administrators in August-September of the current school year and additional or updated materials shared as new information is received from the Nevada Department of Education.
  9. Each public and charter school certified or classified (ESP) employee who reads the *Primer* and views the state and district training presentations as part of their professional responsibilities will then sign the acknowledgment form attached to the *Primer*. This signature indicates that the staff member has received and read the *Primer*, will participate in related training presentations, and provides assurance of understanding and compliance with the information contained therein.
  10. Each public or charter school principal retains the *Primer* signed acknowledgment forms with the secure testing materials for the school for three school years in the event of questions or circumstances which require reference to these signed forms. These signed statements may be referenced during the investigation of testing irregularities.
  11. After review of the *Primer* which includes assessment security notification procedures, each public and charter school principal signs the “Verification of Mandatory Staff Training” form and returns that form to the Department of Assessment by October 1, 2021. Principals verify that they will carry out subsequent reviews of the *Primer* with new staff throughout the school year and as part of refresher training. Principals will submit the verification form following the initial staff training only.
  12. Before September 30, 2021, the Department of Assessment will post an article on the WCSD website regarding test administration and security, as well as test administration irregularities and/or breaches of test security. Each charter school will be required to communicate this information to their respective employees.
  13. Before September 30, 2021, the Department of Assessment will post an article on the WCSD website for families and legal guardians about the provisions of the Plan including test administration and security as well as test administration irregularities and/or breaches of test security. Each charter school will be required to communicate this information to their respective families and school communities.

14. As updates and notices are received from the Nevada Department of Education, information will be posted to the WCSD website and included in the weekly communication to school administrators from the Office of the Deputy Superintendent.
15. In accordance with NRS 390.620, on or before September 1, 2021, the Nevada Department of Education will develop and post on the NDE website, information about the college and career readiness assessment required for graduation and other assessments for graduation. The Department of Assessment will maintain a link to the NDE website location and direct public and charter high schools to share the information with each family/guardian.

## **REPORTING SUSPECTED SECURITY BREACHES OR TESTING IRREGULARITIES**

### **Rights and Responsibilities**

NRS 390.350-390.430

- School officials are encouraged to disclose testing irregularities, and it is the intent of the Nevada Legislature to protect the rights of a school official who makes such a disclosure.
- A school official shall not directly or indirectly use or attempt to use their official authority or influence to intimidate, threaten, coerce, command, or influence another school official in an effort to interfere with or prevent the disclosure of information concerning testing irregularities. “Official authority or influence” includes taking, directing others to take, recommending, processing or approving any personnel action such as an appointment, promotion, transfer, assignment, reassignment, reinstatement, restoration, reemployment, evaluation or other disciplinary action.
- If reprisal or retaliatory action is taken against a school official who discloses information concerning testing irregularities within 2 years after the information is disclosed, the school official may file a written appeal with the state board for a hearing on the matter and determination of whether the action taken was a reprisal or retaliatory action. The written appeal must be accompanied by a statement that specifies:
  - The facts and circumstances leading to the disclosure of information concerning testing irregularities; and
  - The reprisal or retaliatory action that is alleged to have been taken against the school official.
- The state board may issue a subpoena to compel the attendance or testimony of any witness or the production of any materials needed as part of the appeal investigation.
- If the state board determines that the action taken was a reprisal or retaliatory action, it may issue an order directing the proper person to desist and refrain from engaging in such action.
- The state board may not rule against the school official based on the identity of the person or persons to whom the information concerning testing irregularities was disclosed.
- No school official may use the provisions outlined in this summary to harass another school official.

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

**In the event of any alleged or suspected high breach incidents, including breach of test and/or examination security or unauthorized disclosure of test and/or examination content (for both state- and district-mandated examinations), the situation must be reported within 24 hours.**

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

## INVESTIGATION PROTOCOL

Reported instances of alleged breaches of test administration or test security shall be investigated by the school district or by the Nevada Department of Education. 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 appropriate Area Superintendent, or designee, to investigate the alleged breach of test administration or test security after submission of the completed Report of Testing Irregularity. 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 after submission of the completed Report of Testing Irregularity.

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

## CONTACT INFORMATION

Any questions about appropriate test administration, contents of the *Primer* or accompanying training materials, or alleged breaches of test security should be directed to the school principal and/or to the WCSD Director of Assessment at (775) 348-0248.

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