

WCSD PROMISE

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

Washoe County School District

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Training Presentation

A Primer for Testing: Policies and Professional Expectations

Department of Assessment
September 2023

Washoe County School District

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Professional Expectations

ANNUAL -- beginning of year

- > Read the *Primer* in its entirety and become familiar with the policies and professional expectations
- > Participate in "Primer Training" and View the *NDE Test Security and Administration* presentation (video)
- > Read and sign the **Acknowledgment form** included with the *Primer*; turn-in form to school principal

REFRESHER -- before testing window(s)

Participate in "refresher" training prior to each major test administration


Washoe County School District

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--: Refresher Training

Prior to each test administration—TOPICS

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



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--: Major Duties: STC

School Test Coordinator (STC)

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

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

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




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--: Major Duties: TA

Classroom Test Administrator (TA)

--Licensed Nevada educational personnel

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



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-:- Major Duties: Proctor

Room Proctor

--School personnel; may be licensed or unlicensed

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


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



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Notices for SY 2023-2024

- **Cessation of End of Course (EOC) final exams for ELA & Math;** NRS 390.700 that required administration of EOC assessments repealed during 2023 legislative session
- **WCSD Schools**
 - First year implementation of **i-Ready program**
 - **i-Ready Reading Diagnostic + LNF Literacy Task approved for KEA** during SY 2023-24
 - **District semester finals in Biology courses** (not OLE/OL) to be administered at high schools and GT magnet middle schools, selected response test only; honors courses should create and administer additional written/essay final on separate day




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Nevada & WCSD Testing Programs

- ★ **Smarter Balanced Summative** in ELA & Math; NV-CRT, Gr 3-8
- ★ **Science**; NV-CRT, Gr 5, 8, 9 or 10
- ★ **NAA/Nevada Alternate**; Gr3-8 & 11; NAA gr11 required for alternative diploma
- ★ **(ELPA)** WIDA ACCESS and WIDA Alternate ACCESS; K-12
- **MAP Growth Reading** (interim, NV Read by Grade 3); K-3
- **BRIGANCE EC Screens III** (KEA, developmental screening)
- Local
 - **i-Ready Diagnostic** (interim, WCSD implementation)
 - **Secondary Course Final Exams** (semester/term)


★ NSPF



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Nevada & WCSD Testing Programs

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


★ NSPF 

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Assessment Eligibility

- General Education – State Criterion Referenced Tests; College and Career Readiness Assessments
- Alternate Assessments; (IEP, ≤1%)
- English Language Proficiency; (EL)

IMPORTANT! Before November, each school year check program eligibility for alternate and ELP assessments is updated in the student information system; verify again before the start of the testing window(s).






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Communicate About Testing

mandatory and state or districtwide assessments

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

 ***Important!** Remember to arrange testing for students enrolled in home/hospital or Jan Evans facility.


 

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Student Test Data & FERPA

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


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



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Testing Students with Special Assessment Needs


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



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Accessibility Supports

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



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Three-Tiered Approach to Accessibility

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

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Selecting Accessibility Supports for Testing

ALL--Designated Supports & Accommodations

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

English Learner Supports

- EL or Former EL in monitor status

Accommodations

- Stated in the student's current IEP or 504 Plan

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Leading up to NOVEMBER

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


- Should documented supports or accommodations be continued, continued with changes, or discontinued?
- Is the support or accommodation
 - necessary and appropriate?
 - regularly used by the student for instruction and classroom assessments?
 - perceived as helpful by the student and by the committee?
 - allowed on state and district assessments?

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NOVEMBER & EARLY DECEMBER

Pre-ID for State Accountability Assessments

- ❑ Alternate ACCESS (ELPA), NAA (alternate to CRT)
 - By November 1: Students eligible for alternate assessments should be identified and their IEP locked (with this designation).
- ❑ ACCESS (ELPA), Summative Smarter Balanced (NV-CRT), Science (NV-CRT), ACT with Writing (CCR)
 - Confirm supports and accommodations students will use for testing.
 - Submit supports and accommodations requests for authorization.




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Accommodations vs. Modifications
What's the Difference?

Accommodations allow access to the assessment without compromising validity of results.	Modifications alter the scope of what is being assessed.
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! NSPF Alert – Students testing with “modifications” will be considered non-participants for accountability determinations and not proficient.




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Confidentiality Agreement

Read & Sign Prior to Testing

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


TIP: All staff involved in the administration and proctoring of examinations may sign a confidentiality agreement prior to testing.



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Follow Test Specific Manuals and Guidelines

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

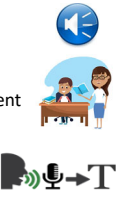



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Accessibility Supports “Highlights”

- **TTS/Text-to-Speech**; preferred mode for read aloud support on computer-based tests
- **Read Aloud/Human Reader**; requires 1:1 paper administration; reader signs Confidentiality Agreement
- **Speech-to-Text/STT and Word Prediction** accommodations (IEP/504); requires 1:1 administration; students independently use own assistive technology to produce and edit responses

TIP: Internet and other applications may need to be disabled on assistive technology devices.


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Accessibility Supports “Highlights”

Language Accommodations & Supports

- **Deaf/Hard of Hearing**; accommodations may include interpreter for directions, ASL videos, Closed Captioning/CC, ASL glossary (word-to-signed-symbol)
- **English Learner Supports** may include translated test directions and use of a bilingual dictionary (word-to-word style translation); unless specified, all examinations are to be administered in English only



TIP: Electronic translation devices are not allowed in the testing room.



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Accessibility Supports “Highlights”


- **Specialized Calculator** (i.e., Braille, talking) is generally an approved accommodation for students who cannot access the universal calculator tool provided for a given test
- **Medical Supports**; students may have a separate device in the testing room if required to monitor medical status; students may need to test 1:1, device settings may need to be modified, and students may not access the device while having access to their test; may require authorization

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Accessibility Supports “Highlights”


- **Special Print (Paper Testing)**
 - **Visually Impaired**; accommodations may include Braille or Large Print paper administration
 - **Standard print** paper versions of some online assessments available by special request; may be appropriate for students requiring accommodated testing and students judicially adjudicated
 - **NAA/Alternate Assessment**; single-sided student response booklets, braille independent ELA passages




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**Test Security and Administration
“Primer Highlights”**

careful adherence to test administration procedures contributes to the validity and reliability of each student’s results



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IRREGULARITY ALERT


Adhere to procedures for test administration (manual) and read test day script(s) verbatim.

validity & reliability of test results

standardized test administration procedures




strict observance of test security protocols




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MANUALS, GUIDES


- Procedures for test administration will vary
- Strict adherence to policies and procedures ensures test reliability and validity of results






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NO ASSISTANCE ON TESTS ENGLISH ONLY ADMINISTRATION



- Administer tests in ENGLISH ONLY
- Translation of any test material into another language during test administration is prohibited
- NO ASSISTANCE except to make certain that students understand instructions for taking the test and access the correct test
- Students must NOT assist or interact with other students during testing



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TESTING ENVIRONMENT

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

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IRREGULARITY ALERT

- Access to unauthorized devices or materials is prohibited.
- Account for all testing materials, secure and non-secure.

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PERMISSIBLE MATERIALS


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

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TRACK ALL MATERIALS

- DO NOT distribute test booklets and secure materials until the date of the examination.
- Log each exchange; materials must not be left unsupervised.
- ACCOUNT FOR ALL TEST MATERIALS AT ALL TIMES!



BEFORE a student is allowed to leave the testing area for any reason--collect ALL testing materials (including scratch paper, test tickets, test books, student response/answer sheets, etc.).



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IRREGULARITY ALERT

- No unauthorized individuals in the testing room, including adults and students.
 - Guardians or adult relatives and members of the same household of testing students **may not be in the testing room.**
 - Medical caregivers required to be present are **NOT permitted to assist with test administration.**
- Test administrators supervise and continuously observe students.

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IN THE TESTING ROOM

- Document authorized and unauthorized visitors.
- Verify the identity of ALL students and adults.
- Do not admit students not on the testing room roster.
- High School – Photo ID verification is required for every student.

Test Session Log Sheet

Test Administration(s) _____ Grade Level(s) _____

Proctor(s) _____ Location _____

Date _____ Start Time _____ End Time _____

Test Name(s) _____



Designation of Activity: _____


Staff/Student	Entry Time	Exit Time	Entry Purpose	Exit Purpose

STUDENT

NAME LASTNAME

Card # 123456789
Expires: 01/01/2025
0000 0000 0000 0000








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ACTIVELY CIRCULATE



- ATTEND TO STUDENTS
- Do not engage in distracting activities or distract students.
- Watch for students working on their own test, responding in the correct test section, etc.
- Give **NO ASSISTANCE** of any kind beyond ensuring students understand the instructions, in **ENGLISH**, for taking the test and accessing the correct test (e.g., launch browser, login, select test).
- Students must **NOT** assist or interact with other students.

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BREAKS DURING TESTING



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

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IRREGULARITY ALERT


- Supervise students and keep test materials secure at all times.
- Disclosure of test content is strictly prohibited by state law.

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TRANSITIONS

- Untimed Tests: Provide additional time for students working productively.
- Unsupervised Break/Subsequent Day: For most exams, students may not return to a previously-administered section or part of a test after any break in supervision.
- Changing Location or TA: Students must be accompanied by trained staff and secure materials transported by licensed educational personnel only.




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Irregularities Recap

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

Professional Responsibility:
Report incidents even if you are unsure about the severity or whether it qualifies as an irregularity.

prevent, deter, detect, respond




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Irregularities: Reporting Procedure

Report incidents.

- Test Administrators & Proctors: Notify your school Principal or School Test Coordinator ASAP.
- School Test Coordinator or principal notifies district office; begin documenting incident and compiling evidence
- District office notifies Nevada Department of Education
- STC/Principal submits report and evidence for review to Department of Assessment (online reporting through Caveon).


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



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Irregularities: Follow-up and Consequences

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




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Irregularities: Reporter Protections

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

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




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Professional Integrity

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

- Breaches of test security shall be cause for **disciplinary action.**




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Next Steps

- STC: Submit school test security plan to department.
- Primer Training (site-based); **complete by November 1.**
- Read the Primer in its entirety and reference throughout school year (keep for all 2023-2024).
- Read and sign tear-away Acknowledgment form included with the Primer; form collected by school principal.
- Review the Primer, applicable manuals, and attend refresher training before each major assessment.

TIP: Information presented in this training is subject to revision based on direction from the Nevada Department of Education.




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School Test Security Plan

Plan specifics

- Storage and handling of test materials
- Testing staff and training
- Compliance with testing accommodation plans
- Online test administration, technology support
- Irregularities in test security and test administration
- Emergencies and evacuation protocol
- Make-up procedures/verification of absences
- Procedures for providing additional time

Plans are submitted to the district and retained for 3 school years. Test security plans are subject to audits.





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For Information

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