CCSD
CLARK COUNTY
SCHOOL DISTRICT

Plan for Test Administration and Test Security 2025–2026

September 1, 2025

Clark County School District (District)
Assessment Department
3950 Pecos-McLeod Interconnect
Las Vegas, Nevada 89121
Phone: (702) 799-1041
Fax: (702) 799-2855

Prepared by the Nevada Department of Education
Office of Assessment, Data and Accountability Management

Approved by the Clark County School District Board of Trustees

This plan is subject to change based upon the Nevada Department of Education and the State Board of Education's policies and procedures.

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Introduction

This manual, in accordance with Nevada Revised Statutes (NRS) 390.250 through 390.430, inclusive, is designed for the District test director, school principals, and school test coordinators. Test security procedures must be understood and adhered to by all District and school personnel involved in test administration or the handling of materials related to state assessments. Unless otherwise stated, test security procedures apply to all state-mandated test administrations, including actual (live), as well as field and pilot tests.

Strict adherence to procedures protects the integrity of the state assessment program, and ensures consistency in test administration, security of test materials, and the validity of scores. Failure to adhere to the procedures outlined herein may result in state-administered corrective action including, but not limited to, invalid scores and/or licensure sanctions.

All inquiries regarding test security must be directed to the Nevada Department of Education (NDE) test security coordinator through the District test director.

Rebecca Meyer, Director III
Assessment Department
3950 Pecos-McLeod Interconnect
Las Vegas, Nevada 89121
Phone: (702) 799-1041
Fax: (702) 799-2855
meyerra@nv.ccsd.net

Assurances from Principals

The principal must be familiar with the prescribed procedures for the physical security of all test materials and proper test administration. Although the principal may assign test scheduling and professional learning responsibilities to a school test coordinator, the principal is ultimately responsible for all testing activities and must agree in writing to comply with test security and administration procedures; investigations conducted by the state and/or District; and the requirement to provide annual test security professional learning and refresher professional learning. The principal must certify, on an annual basis, that these procedures will be followed at the school.

Before September 15 (Nevada Academic Code 389.054) of each year, the principal will submit to the District test director an Authorization to Test form, which ensures compliance with regulations and statutes related to confidentiality of testing materials, proper administration of the state-mandated tests, and provisions for annual and refresher test security professional learning prior to each specific test administration. The District test director is responsible for collecting these forms and submitting them to NDE. If a new principal joins the school after the original submission, the school must submit a replacement form with an updated signature.

Reporting Student Test Results

After student test results have been uploaded to the testing vendor's secure website and/or paper copies have been delivered to the school, the principal shall ensure that the results for each student have been provided to the parent/guardian of the student in a timely manner.

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2025–2026 District and State-Mandated Testing Calendar
Kindergarten–Grade 5

This calendar includes assessments required by the Nevada Department of Education (NDE), as well as specific Clark County School District (District)-sponsored assessments. School leaders are encouraged to consider the observance of religious holidays when developing a school assessment schedule. Testing is only permitted on days students are in session. Questions should be directed to the department that oversees the assessment, as provided below.

TESTING DATE	TEST	GRADE LEVEL	CONTACT
July 28–October 14	Teaching Strategies® GOLD®	Kindergarten (K)	Literacy Department
August 11–August 28	MAP Growth Interim — Fall Reading and Mathematics	Grades 1–5 (K: Optional, Schoolwide Decision)	Assessment Department
September 2–May 1	Smarter Balanced Interims (optional) — English Language Arts (ELA) and Mathematics	Grades 3–5	Assessment Department
November 17–December 11	MAP Growth Interim — Winter Reading and Mathematics	K–Grade 5	Assessment Department
January 5–February 27	WIDA	K	Assessment Department
January 12–February 27	WIDA	Grades 1–5	Assessment Department
January 26–March 20	NAEP — Reading and Mathematics	Grade 4 (Selected Schools)	Accountability Department
March 30–May 1	CRT — ELA and Mathematics CRT — Science	Grades 3–5 Grade 5	Assessment Department
March 30–May 1	NAA — ELA and Mathematics NAA — Science	Grades 3–5 Grade 5	Assessment Department
April 28–May 14	MAP Growth Interim — Spring Reading and Mathematics	K–Grade 5	Assessment Department

Testing Formats: Online (O), Paper/Pencil (PP)
CRT = Criterion-Referenced Test (O)
MAP = District Interim Assessment (O)
NAEP = National Assessment of Educational Progress (O)
NAA = Nevada Alternate Assessment (PP)
WIDA = English Language Proficiency Assessment (O/PP)

Contact Details
- Accountability Department
  (702) 799-1041, option 3
- Assessment Department
  (702) 799-1041, option 2
- Literacy Department
  (702) 855-9770

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2025–2026 District and State-Mandated Testing Calendar Grades 6–8

This calendar includes assessments required by the Nevada Department of Education (NDE), as well as specific Clark County School District (District)-sponsored assessments. School leaders are encouraged to consider the observance of religious holidays when developing a school assessment schedule. Testing is only permitted on days students are in session. Questions should be directed to the department that oversees the assessment, as provided below.

TESTING DATE	TEST	GRADE LEVEL	CONTACT
August 11–August 28	MAP Growth Interim — Fall Reading and Mathematics	Grades 6–8	Assessment Department
September 2–May 1	Smarter Balanced Interims (optional) — English Language Arts (ELA) and Mathematics	Grades 6–8	Assessment Department
October 1–31	PSAT 8/9 (District-sponsored assessment)	Grade 8	College and Career Readiness Department
November 17–December 11	MAP Growth Interim — Winter Reading and Mathematics	Grades 6–8	Assessment Department
January 12–February 27	WIDA	Grades 6–8	Assessment Department
January 26–March 20	NAEP — Reading, Mathematics, Civics, and U.S. History	Grade 8 (Selected Schools)	Accountability Department
March 30–May 1	CRT — ELA and Mathematics CRT — Science	Grades 6–8 Grade 8	Assessment Department
March 30–May 1	NAA — ELA and Mathematics NAA — Science	Grades 6–8 Grade 8	Assessment Department
April 28–May 14	MAP Growth Interim — Spring Reading and Mathematics	Grades 6–8	Assessment Department

Testing Formats: Online (O), Paper/Pencil (PP)
CRT = Criterion-Referenced Test (O)
MAP = District Interim Assessment (O)
NAEP = National Assessment of Educational Progress (O)
NAA = Nevada Alternate Assessment (PP)
PSAT = Preliminary SAT (O)
WIDA = English Language Proficiency Assessment (O/PP)

Contact Details
- Accountability Department
  (702) 799-1041, option 3
- Assessment Department
  (702) 799-1041, option 2
- College and Career Readiness Department
  (702) 799-8462

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2025–2026 District and State-Mandated Testing Calendar Grades 9–12

This calendar includes assessments required by the Nevada Department of Education (NDE), as well as specific Clark County School District (District)-sponsored assessments. School leaders are encouraged to consider the observance of religious holidays when developing a school assessment schedule. Testing is only permitted on days students are in session. Questions should be directed to the department that oversees the assessment, as provided below.

TESTING DATE	TEST	GRADE LEVEL	CONTACT
August 11–August 28	MAP Growth Interim — Fall Reading and Mathematics	Grades 9–10	Assessment Department
September 1–September 5* January 26–January 30**	Civics Exam	Grade 12***	Social Studies and World Language Department
October 1–30	PSAT/NMSQT (District-sponsored assessment for Grade 10)	Grades 10–11	College and Career Readiness Department
November 17–December 11	MAP Growth Interim — Winter Reading and Mathematics	Grades 9–10	Assessment Department
January 5–March 15	STAMP 4S, WS, WPT-ACTFL-OFFCL, or OPI-ACTFL-OFFCL (District-sponsored Seal of Biliteracy****)	Grade 12	Social Studies and World Language Department
January 12–February 27	WIDA	Grades 9–12	Assessment Department
January 26–March 20	NAEP — Reading and Mathematics	Grade 12 (Selected Schools)	Accountability Department
February 9–March 20 April 13–24 (Retakes)	CTE Assessments	CTE Program Completers	Career and Technical Education Department
February 27–March 24	Seal of Financial Literacy, NDE Assessment (District-sponsored Seal of Financial Literacy****)	Grade 12	Social Studies and World Language Department
Standard Administration (Paper): February 24 Make-up: April 7	ACT with Writing	Grade 11	Assessment Department
Accommodated Administration (Paper/Online) and			

TESTING DATE	TEST	GRADE LEVEL	CONTACT
Standard Administration (Online): February 24–March 6 Make-up Window: April 7–17			
March 30–May 1	CRT — Science	Grade 9†	Assessment Department
March 30–May 1	NAA — English Language Arts (ELA), Mathematics, and Science	Grade 11	Assessment Department
April 28–May 14	MAP Growth Interim — Spring Reading and Mathematics	Grades 9–10	Assessment Department

*For students enrolled in a government credit-bearing course in semester 1.
**For students enrolled in a government credit-bearing course in semester 2.
***Any student enrolled in a government credit-bearing course, regardless of grade level, must test.
****Contingent upon funding for the assessment.
†Current Grade 10 students who were not tested in Grade 9 must also be tested.

Testing Formats: Online (O), Paper/Pencil (PP)
CRT = Criterion-Referenced Test (O)
CTE = Career and Technical Education (O)
MAP = District Interim Assessment (O)
NAA = Nevada Alternate Assessment (PP)
NAEP = National Assessment of Educational Progress (O)
PSAT/NMSQT = Preliminary SAT/National Merit Scholarship Qualifying Test (O)
STAMP 4S = Standards-based Measurement of Proficiency (O)
WIDA = English Language Proficiency Assessment (O)

Contact Details
- Accountability Department
  (702) 799-1041, option 3
- Assessment Department
  (702) 799-1041, option 2
- Career and Technical Education Department
  (702) 799-8462
- College and Career Readiness Department
  (702) 799-8462
- Social Studies and World Languages Department
  (702) 799-0931

Annual Requirements

Student Participation

Nevada's system for assessing students consists of different tests administered to students enrolled in public schools, including charter schools, in specific grades and programs. All students enrolled in public schools, including charter schools, at a grade level where a mandated test is administered statewide are expected to participate. For information regarding testing students with special needs, the *2025–2026 Usability, Accessibility, and Accommodations Guide* is available at nv.drcedirect.com > My Applications > General Information > Documents.

District Test Security Plan

The CCSD Board of Trustees shall adopt and enforce a plan setting forth procedures to ensure the security of all state and District-mandated tests (NRS 390.275). This plan must apply to all public schools in the District. By September 1 of each year, the District must submit plans to the State Board of Education and the Legislative Committee on Education.

The District plan is consistent with the procedures outlined in the NDE Test Security Procedures Manual and includes the following criteria:

- Procedures by which students and other individuals may report irregularities in test security and administration.
- The manner in which school officials will contact the Board of School Trustees regarding reports of testing irregularities and how the Board of School Trustees will, in turn, notify NDE (includes the Board of School Trustees identifying the District test director or designee for reporting purposes).
- Procedures necessary to ensure security of test materials and consistency of test administration.
- Procedures that each school will use to verify the identity and eligibility of students testing.
- Procedures for verifying student identity in secondary schools.
- Procedures that set forth actions that must be taken in response to a reported irregularity in test administration or test security, including:
    - Actions that must be taken during an investigation of the irregularity.
    - Identification of the individuals responsible for each action prescribed.

On or before September 30 of each year, the Board of School Trustees shall provide a written notice regarding the examinations to the following individuals (NRS 390.275):

- All teachers and education personnel employed by the District.
- All employed personnel who are involved in test administration.
- Students who are required to take the examinations.
- The parents/guardians of these students.

The written notice must be prepared in a format that is easily understood and must include a description of the following procedures:

- The District Plan for Test Administration and Test Security.
- Potential consequences for violations of the plan or for other testing irregularities.

School Test Security Plans

Each school participating in state assessments will produce a school test security plan that will be kept on file at the school site and the District office for three consecutive school years. The school plan must be consistent with the procedures outlined in the state and District plans and must include, but is not limited to, the following provisions:

- 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 regarding students who require additional time for testing, students who become ill during testing, or who are found to be cheating.

- Procedures regarding unforeseeable interruptions, such as service or utility outages, technology malfunctions, and lockdown and evacuation protocols.

Per NRS 390.105, the District and/or NDE assessment personnel may conduct unannounced, on-site observations or audits to verify implementation of District and school test security plans.

Testing Locations and Prescribed Dates

NDE prescribes the specific date, or range of dates, on or during which examinations will be administered. Each test must be given in a public facility approved by the Board of School Trustees. Schools, using online coursework as the primary mode of instruction, must provide a centralized location for students to appear in person to take the scheduled state-mandated examinations.

Professional Learning Requirements

NDE provides a required annual program of education and professional learning regarding the administration and security of state-mandated examinations (NRS 390.300). The District test director must certify that all test coordinators and appropriate District personnel have participated in NDE's program of professional learning. NDE may request proof of professional learning as part of the investigative process.

The principal of each school is responsible for providing complete professional learning annually in test security and test administration for **all** school personnel who will be involved with the testing process. Principals must be able to track school personnel participation, and any others who assist in any way with the administration of state-mandated tests, to ensure that all have been professionally developed on proper administration procedures and security issues. The principal of each school is also responsible for tracking participation in refresher professional learning 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, taking into account the following requirements:

- Primary responsibility for test administration must only be given to **licensed Nevada educators**. Administration must occur under the direct supervision of assigned, licensed personnel who are professionally developed in 2025–2026 test security and administration procedures.
- Only individuals who have received test security and administration professional learning for the current school year are permitted to administer or proctor an examination.

Professional learning must address the following practices:

- All information related to proper test security and potential consequences for failure to observe and carry out the requirements of the state and District test security plans.
- Instructions in proper handling of test materials, including test tickets.
- Instructions in proper test administration.
- Information regarding protection of District personnel regarding the disclosure of testing irregularities.
- Conditions related to testing under which a teacher/administrator may be suspended, dismissed, not reemployed, or have their license suspended or revoked.

The Board of School Trustees shall ensure that the state-established program of education and professional learning is provided annually to the following individuals:

- All teachers and other educational personnel who provide instruction to pupils enrolled in a grade level that is required to participate in state examinations.
- Other personnel who are involved with the administration of state examinations, including individuals who will be expected to administer or proctor an examination in the event the assigned test administrator and/or proctor should become unavailable during the day(s) of testing.
- All other school personnel, as necessary.
- Student teachers, teacher aides, emergency substitute teachers, parents/guardians, and community volunteers who may assist with proctoring an examination or who must be present in the testing environment for other reasons (i.e., medical caregivers).

Each individual participating in the administration of state examinations will acknowledge, in writing or electronically, that they have participated in the annual and/or refresher training and that they have been informed of and understand procedures and the potential consequences for non-adherence. Professional learning records/acknowledgments containing dates and signatures of all participants must be retained for three consecutive school years at each site.

A list of definitions and responsibilities for school personnel involved in test administration is included in the Terms and Definitions section.

Security of Test Materials and Student Information

- Any materials containing student-identifying information, responses, or test content must be stored securely and must not be accessible to anyone other than the principal or school test coordinator (or other designated individuals who require access). Under no circumstances may student-identifying information printed on the test tickets be distributed via email or any other non-secure method.
    - All breaches involving student data will be managed in accordance with the protocols established by the Technology and Information Systems Services Division (TISS).
- The secure storage may not be used for other materials to which unauthorized individuals have access. A sign-in/sign-out sheet, including dates and times, must be kept to track the movement and custody of materials.
- Secure testing materials, including test tickets, must remain in secure storage until the prescribed date for test administration and must be handled securely during and after testing (i.e., under the supervision of or in the custody of a licensed Nevada educator).
- Security cameras or other classroom monitoring devices must be directed away from student testing devices and materials.
- School test coordinators must follow the directions in the *Test Coordinator's Manual* regarding the receipt and return of paper/pencil test materials and the reporting of discrepancies.

Before Testing

- The school principal must ensure that all personnel who will be participating in assessment-related activities receive refresher professional learning prior to the beginning of the school's testing window.
- School test coordinators are responsible for scheduling test sessions, assigning test administrators and proctors, and creating student seating charts. At least one test administrator and a sufficient number of proctors must be provided for each testing room to supervise testing adequately. A ratio of one test administrator to not more than 30 students is strongly recommended.
- Embedded testing accommodations and designated supports must be selected for the appropriate students in the online testing system prior to test administration. Non-embedded accommodation and designated support information must also be provided to test administrators.
- Instructional materials, or any other materials that provide specific, factual information or that might assist students in responding to test questions, must be removed or covered with blank, opaque material.
- "TESTING—DO NOT DISTURB" signs should be placed on testing room doors and in halls and entrances, rerouting hallway traffic in order to promote optimum testing conditions.

During and After Testing

Testing Environment

- The testing environment must be quiet and free of distractions.
- The test administrator's computer must be secured and monitored throughout the testing session.
- All individuals present in the testing room—including students, licensed and unlicensed personnel, and any unauthorized individuals who may have entered the room—must be documented.
- Students who are not participating in a specific test must not be allowed in the testing room while tests are being administered.
- Parents/Guardians of students who are testing must not be allowed in the testing room (EXCEPTION: See Testing Homebound Students regarding medical caregivers).

- Student work surfaces must be cleared of any material not specified in the *Test Administrator's Manual*.
- Students may not access additional materials unless documented as testing accommodations or designated supports. Unauthorized possession of non-permissible materials may result in invalid scores.
- Material that is affixed to student work surfaces must be covered with blank, opaque material.
- Cell phones, smart watches, and all other personal digital devices must be collected and stored prior to distributing test materials (EXCEPTION: students with a continuous glucose monitor app). Test administrators and proctors should avoid use of phones or other personal digital devices unless required to contact administration regarding testing.
- Photographing, recording, or transmitting any part of a test or testing session is **PROHIBITED** unless the activity is required for test administration as indicated in the *Test Administrator's Manual* or when the school test coordinator, principal, or the District test director is collecting evidence related to a test security investigation.
- Food and beverages are prohibited within the testing environment unless bottles, wrappers, or containers are completely transparent, free of writing and opaque labels, and provided in alignment with state, District, and school test security plans.
- Procedures for supervised breaks are included in the Test Administrator's Manual for each test and must be followed explicitly.

Testing Materials

- All testing materials, including test tickets, must be distributed or accessed prior to the beginning of the testing session, and must remain secure at all times. See the *Test Administrator's Manual* for permissible materials.
- Test tickets must be distributed to the appropriate students—the identity and eligibility of all students who are testing must be verified accordingly. See the *Test Administrator's Manual* for instructions regarding the distribution and collection of test tickets.
- Scratch paper may only be plain unlined or lined paper, grid-only graph paper, or patty paper. No other pre-printed material is permitted on the front or back except for student-identifying information. See the *Test Administrator's Manual* for specific instructions regarding scratch paper.
- Test administrators must read and follow the script provided in the *Test Administrator's Manual*.

Monitoring Students

- Students must be supervised by **licensed personnel** while having access to test materials.
- Test administrators and proctors must monitor students to ensure they are working independently and adhering to procedures. It is **not** appropriate to engage in other activity (e.g., grading assignments, checking emails) during test administration. Particular attention must be paid to the following security threats to online test administration:
    - Cheating threats:
        - Colluding with others.
        - Using cheating aids.
        - Using cheating aids such as unapproved instructional materials or unapproved digital devices.
        - Using pre-memorized responses from the internet or other test-takers.
        - Copying responses from other students.
    - Stealing threats:
        - Capturing content by digital photography devices.
        - Transcribing questions verbally (on paper or recording device).
- Students may not communicate with, interact with, or provide assistance of any kind to other students.
- Test administrators, proctors, or other adults may not provide assistance of any kind (including gestures, signals, rewards, or any other form of communication) beyond what is described in the *Test Administrator's Manual*.
- Electronic devices are strictly **PROHIBITED** unless a student has an accommodation plan or designated support that allows a specific permissible device, or the device is required for test administration as indicated in the *Test Administrator's Manual*. Unauthorized possession of electronic devices may result in invalid scores.

- The District test director or designee is responsible for **invalidating** tests for students who were cheating, communicating with other students, receiving inappropriate assistance, or accessing unauthorized materials or devices. All incidents involving student cheating or misconduct must be addressed in accordance with District and/or school disciplinary procedures.

English Learners

- Assessments are administered in English. See the *2025–2026 Usability, Accessibility, and Accommodations Guide* available at nv.drcedirect.com > My Applications > General Information > Documents for information regarding designated supports for English learners.
- The test administrator or proctor of the WIDA ACCESS *Speaking* test (all grades) and *Kindergarten* test must have native English fluency.

Unlocking Tests

Online Science Assessments and Summative Performance Tasks (PTs) lock each night or once a student submits a test for scoring. Unlocking a test allows a student to access a test that has locked or has already been submitted. Tests lock for security reasons and should not be unlocked except in rare cases of unforeseen and unavoidable errors during testing, as described below.

If a test in progress (i.e., not submitted) is unlocked, the test will reopen at the location at which the student stopped testing. The student will be able to review items within the current segment of the test, but must be monitored closely to prevent a return to previous segments or items.

All incidents resulting in unlocked tests must be reported as testing irregularities.

- If a submitted test is unlocked, the test will reopen at the last page of the test.
- For interruptions in testing occurring for more than 20 minutes, NDE grants permission to District test directors or their designees to unlock tests for the following:
  - A student has completed five or fewer responses and is unable to complete a test due to a technological difficulty that results in the locking of the test.
  - A student has completed five or fewer responses and is unable to complete a test before it locks due to a sudden illness or unanticipated school closure/evacuation.
- For instances of human error, when discovered on the day of testing, NDE grants permission to District test directors or their designees to unlock tests if:
  - A student begins a part of the test unintentionally. The student should be directed to continue the test or test part they have begun, and return to the intended test or test part at another time. If this is not a practicable course of action, the District test director or their designee may unlock the test part that was begun erroneously prior to administration of that part if the student had completed five or fewer responses AND viewed less than 50 percent of the test or test part.
  - A student has completed five or fewer responses and unintentionally submits a test—if the incident is reported immediately and the test is unlocked and completed the same day (not reported as a testing irregularity).
- In certain circumstances, unlocking a test will not correct a situation or is not an available option (Computer Adaptive Tests, or CATs, do not lock). Because students are only permitted to complete a test once during the testing window, District test directors or their designees must obtain permission from NDE to have the testing vendor regenerate the test ticket for the following:
  - A student begins a part of a PT or CAT using another student's test ticket or log in information and has completed five or fewer responses.
  - A student begins a part of a PT or CAT without having an accommodation or designated support activated and has completed five or fewer responses.
- Tests that are left in "in progress" status will be automatically submitted at the end of the testing window and do not need to be unlocked to submit.

Testing Homebound Students

School test coordinators must obtain protocols from the District test director for homebound test

administration and must adhere to the following procedures (NOTE: Does not apply to the remote administration of the MAP Growth Reading assessment):

- Tests must be administered in accordance with NDE test security procedures.
- A licensed Nevada educator who has received professional learning in test security and administration for the current school year must administer the tests.
- Materials must be transported securely to and from the student's home.
- The test administrator is responsible for all assessment-related activities in the testing environment.
- If the student's Individualized Education Program (IEP) or Section 504 Plan testing accommodations require the test administrator or American Sign Language (ASL) interpreter to read or sign test content, or transcribe responses, that individual must sign a confidentiality agreement prior to testing.
- All individuals present in the testing environment must be documented.
- Individuals who are not participating in test administration or providing medical care are **NOT** permitted in the testing environment.
- Medical caregivers required to be present must sign a confidentiality agreement prior to testing and are **NOT** permitted to assist with test administration. The signed confidentiality agreement must be retained with the school's test security documentation for three consecutive school years.

Disclosure of Test Content

Knowledge or review of actual test content is not necessary for valid test administration and is strictly prohibited.

- The material contained in state-mandated examinations is the property of NDE and is confidential. Disclosure is unlawful except under the following circumstances:
  - To the extent necessary for administering and evaluating the examinations.
  - When it is necessary for the performance of the duties of a:
    - State officer who is a member of the executive or legislative branch.
    - Superintendent of a school district.
    - Director of curriculum of a school district.
    - Director of testing of a school district.
  - Specific content may be disclosed if the Superintendent of Public Instruction determines that the content is not being used in a current examination and making the content available to the public poses no threat to the security of the current examination process.
  - NDE staff and/or the Office of the Nevada Attorney General are charged with determining whether gaining access to state-mandated examinations is necessary and permitted by law.
- Test administrators, proctors, school administrators, teachers, substitute teachers, aides, any other school personnel, or other individuals required to be present during test administration (i.e., medical caregivers) are not permitted to review test content. EXCEPTION: When a test administrator, proctor, or ASL interpreter is authorized to view test content in order to provide specific accommodations or designated supports (i.e., read aloud, signing, scribing) or as needed for administration of the Nevada Alternate Assessment (NAA) or WIDA. A confidentiality agreement must be signed prior to test administration and retained with the school's test security documentation for three consecutive school years.
- Test material, whether online or paper/pencil, must not be copied or reproduced by any means, without the prior written authorization of the test publisher and NDE, nor is any individual permitted to review, analyze, discuss, or notate test content.
- All materials containing student identifying information and/or responses are the confidential property of NDE, and not public record. Disclosure is strictly prohibited without written permission from NDE.

Reporting and Investigating Testing Irregularities

- NRS 390.255 and NRS 390.260 define two types of irregularities, both of which must be reported to NDE.
  - Irregularity in testing administration is any act, incident, or circumstance that creates a non-standardized administration of any state-mandated test.
  - Irregularity in testing security is any act, incident, or circumstance that risks disclosure of test content outside of prescribed testing procedures.

- Any school official (including all licensed and unlicensed employees) who has reason to believe that an irregularity or violation of the state, District, or school site test security plan has occurred must immediately notify the school test coordinator, principal, District test director, or their designee, as outlined in the District security plan.
- If the District test director has reason to believe an irregularity has occurred, they must do the following:
  - Immediately notify the NDE test security coordinator via submission to the secure testing irregularity database.
  - Ensure that a *Report of Testing Irregularity* is submitted to the District within 14 calendar days after the incident occurred.
  - Undertake an investigation of the incident.
    - If a potential breach in test security has occurred and 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 for three consecutive school years.
    - All other evidence related to test security investigations must be retained for three consecutive school years.
    - The District test director or designee must submit all investigative findings to the NDE test security coordinator during the course of the investigation.
  - Implement appropriate consequences including but not limited to:
    - Invalidating student scores if it cannot be reasonably demonstrated that they were not affected by the irregularity.
    - Developing and implementing a preventative plan in collaboration with school administrators to avoid or better prepare for future similar events.
  - Ensure that a Report of Testing Irregularity is submitted to the state within 14 calendar days after it is submitted to the District.
- All evidence and documentation related to test security investigations is confidential.
- NDE may choose to conduct an investigation separately or in conjunction with the District.
- The majority of the communication regarding the incident will occur between the District test director and the NDE test security coordinator.
- Upon receipt of a *Report of Testing Irregularity*, the NDE test security coordinator will review the report and determine how to proceed, including whether further evidence or investigation is required.
- Depending on the severity of the incident, and the potential impact to the state assessment program, NDE's determination may include, but is not limited to:
  - No further action.
  - Invalidation of student scores.
  - A requirement, including NDE's recommendations, for the District or the school to complete a corrective action plan (NRS 390.295) if investigative findings indicate the irregularity resulted from inadequate test security or administration procedures.
  - A requirement for the District or the school to conduct an additional administration of the examination (NRS 390.290).
  - Licensure sanctions administered by the State Board of Education (NRS 391.330).

After Testing

- Students who finish before the end of the scheduled testing period may be excused according to school test security procedures. If students are not to be excused, they may read quietly (paper materials only—no electronic devices). Materials must not be on student desks or table tops while they are testing but may be stored under desks or in a designated area in the room. Drawing and writing are **not** permitted.
- All testing materials, including test tickets, scratch paper, and test booklets, must be returned to the test administrator and accounted for before a student is allowed to leave the testing area for any reason. See the *Test Coordinator's Manual* for instructions regarding the return of materials to the testing vendor.
- Printed test items/passages, including embossed Braille printouts and scratch paper, must be collected and inventoried, then immediately destroyed upon a student's completion of the test.

- Test items, stimuli, reading passages, or writing prompts must not be used for instruction.

Assessment Investigation Plan

Purpose

The District Investigation Plan details the overall strategy for managing investigations when test irregularities are reported to the District test director or designee. This plan outlines the testing irregularities required for an investigation, responsibilities of personnel, procedures for reviewing available information, conducting interviews, and developing a report with the evidence.

Investigation

Schools complete a testing irregularity report in the NDE online system, Caveon Core.

Testing Irregularities

Testing irregularities that are considered to be a failure of process do not merit a District investigation. These process irregularities generally include mistakes in administration. Testing irregularities that arise due to cheating, accusations of purposeful misconduct by personnel, large increases in scores from one year to the next, or high levels of incorrect to correct answer changes will trigger a District investigation.

Role Responsibilities

In cases in which District-level or department-level investigation(s) of testing irregularities are necessary, an investigation will be conducted. The investigative team may include, but is not limited to, the District test director or designee, a representative of Employee-Management Relations (EMR), or the Office of the General Counsel, in conjunction with the appropriate Region leadership or principal supervisor.

Reviewing Available Information

The investigation will include a checklist of available information during the site visit. This will include observations, such as proper test handling, storage, and check in/out logs.

Planning and Conducting Interviews

Part of the investigation may include interviewing personnel at the site in question. The following questions will be used, when applicable, during an investigation:

- Were you asked to read the manual for administering the test?
- Were you provided with test security professional learning? When and by whom?
- When did testing materials arrive at the school?
- In the case of computer-based tests (CBTs), when did you first have access to the examination questions?
- Where were physical test materials stored?
- Who had access to the test materials in both paper/pencil and CBT-delivered exams?
- Describe the process on test day for the school as a whole and for each testing room.
- How were test materials collected and mailed from the school when testing was complete?
- Did you observe any testing irregularities in your school on any of the testing days?
- Are there ways you would like to see test security practices enhanced?

Compiling a Report

The final report of the investigation will be a culmination of the site visit checklist and personnel interviews. It will highlight key findings with an analysis of the observations, interviews, and the original irregularity report. Recommendations for prevention or corrective action may also be included in this report.

- Conduct a thorough review of the information contained in the *Report of Test Irregularity*.
- If necessary, request additional information to assist in the review process from the principal, the District test director, and any other school personnel or students involved in the reported test irregularity.
- Determine whether evidence exists to indicate that actions which resulted in the testing irregularity were intentional.

- Determine whether evidence exists to indicate that consequences associated with the testing irregularity have resulted in, or will result in, significant damage to the state-mandated assessment.
- Determine whether sufficient evidence exists to warrant an invalidation of student scores.
- Notify the Board of School Trustees and the District test director, in writing, indicating the results of the findings.
    - If the findings indicate that an irregularity in test administration or security has occurred, but there is no evidence that the irregularity was intentional, and there is no evidence that the consequences associated with the irregularity will result in significant damages to the state-mandated assessment, the investigative team may determine:
        - Whether an additional administration of the test is necessary.
        - Whether the school or the District is required to file a corrective action plan.
        - Recommendations and/or other remedial courses of action to be taken by the school and/or District.
    - If it is determined that there is sufficient evidence that an **intentional** irregularity in testing administration or security has occurred, or there is evidence that the consequences associated with the irregularity resulted in, or may result in, significant damages to the state-mandated assessment, the investigation may:
        - Require the school or the District to conduct an additional administration of the test.
        - Require the school or the District to file a corrective action plan.
        - Specify NDE's recommendations and/or requirements for corrective action.
        - Begin an investigation, or require the District test director to begin an investigation to obtain further information regarding the testing irregularity.
        - Invalidate student test scores, as indicated.
    - If, after longitudinal review of District and NDE records of testing irregularities, it was determined that at least one testing irregularity occurred at a school during one school year, and in the immediately preceding school year, at least one additional irregularity had occurred, a determination will be made as to whether the irregularities warrant an additional administration of the examination.
    - If it is determined that an additional administration of the examination is required, the school principal shall be notified of this determination. The additional administration may include an entire grade, or merely specific pupils, as determined by the investigative team.
        - When determining the need for an additional administration of an examination, the investigative team must consider the effect of each testing irregularity on the scores of pupils and whether sufficient time remains in the school year.
        - The additional administration must occur in the same school year in which the additional irregularity occurred, if feasible. The District is responsible for paying all costs related to the additional administration.
        - Unless determined otherwise, the District test director will coordinate the additional test administration, with the assistance of school administrators, as deemed necessary.
    - If it is found that the test irregularity resulted from inadequate or insufficient school and/or District test administration and security protocol, the principal or the District test director will be required to file a corrective action plan with NDE.
    - If it is found that school personnel were not adequately or sufficiently professionally developed in school and/or District test administration and security protocol, the principal or the District test director will be required to file a corrective action plan with NDE.
    - If it is determined that the evidence is insufficient to issue a charging document of violation of test security against an individual, and the evidence does not indicate a significant consequence as related to the breach, NDE will write a letter indicating this to the Superintendent of Schools and the District test director. No disciplinary action will be taken by NDE, but **this does not preclude the District from taking disciplinary action.**
    - If the evidence is sufficient to support charging a violation of test security against an individual, and the Superintendent of Schools decides to take action for the suspension or revocation of the license, a notice of complaint will be issued to the licensee.
        - When there is sufficient evidence to take action against an individual's license, the significance of

the consequence of the violation of test security is a factor considered in evaluating the appropriateness of suspension or revocation of license.
    - If a notice of complaint is issued, the individual against whom it is issued has the right to request a hearing from an impartial hearing officer chosen from the American Arbitration Association.
        - If the individual does not request an impartial hearing, a hearing before the State Board of Education will be conducted.
        - If the individual requests an impartial hearing, the hearing officer will hear the matter, make findings, and issue a recommendation. The ultimate determination of discipline against the licensee is made by the State Board of Education.

In addition to disciplinary action that may be taken against a licensed counselor, teacher, or school administrator, breaches in security that impact the reliability and validity of student scores may result in the invalidation of student scores.

Protection of District Personnel Regarding the Disclosure of Testing Irregularities

2025–2026 School Year

NRS 390.350 through 390.430 provides for specific rights and responsibilities of District personnel with regard to the disclosure of irregularities in testing administration and testing security relative to all state and District-mandated examinations. NRS 390.425 also requires NDE to annually submit a written summary of these rights and responsibilities to the Board of School Trustees.

Rights and Responsibilities

- School officials are encouraged to disclose testing irregularities, and it is the intent of the legislature to protect the rights of a school official who makes such a disclosure.
- A school official shall not directly or indirectly use, or attempt to use, his/her 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 two years after the information is disclosed, the school official may file a written appeal with the State Board of Education 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.
- Upon receipt of this summary, the Board of School Trustees or governing body shall provide a copy of the written summary to all school officials within the District.

Terms and Definitions

The following terms and definitions will be used when referring to the NDE assessment program:

- **"Examination"** means achievement and proficiency examinations that are administered to pupils pursuant to NRS 390.105, 390.600, and 390.610, and includes the following:
  - English language arts (ELA) and mathematics in Grades 3–8
  - Science assessments in Grades 5, 8, and High School
  - College and Career Readiness Assessment
  - NWEA Reading Assessment in Kindergarten–Grade 3
  - Any other examinations that measure achievement and proficiency of pupils, and are administered to pupils on a districtwide basis.
- **"Irregularity in testing administration"** means the failure to administer an examination in the manner intended by the school district, person, or entity that created the examination.
- **"Irregularity in testing security"** means an act or omission that tends to corrupt or impair the security of an examination including, but not limited to, the following:
  - Failure to comply with state or District security procedures.
  - Disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law.
  - Other breaches in the security or confidentiality of the questions or answers to questions on an examination.
- **"Reprisal or retaliatory action"** is action that is taken because the school official disclosed information concerning testing irregularities and includes, without limitation:
  - Frequent or undesirable changes in the location of an office;
  - Frequent or undesirable transfers or reassignments;
  - The issuance of letters of reprimand, letters of admonition, or evaluations of poor performance;
  - A demotion;
  - A reduction in pay;
  - The denial of a promotion;
  - A suspension;
  - A dismissal;
  - A transfer; or
  - Frequent changes in working hours or workdays.
- **"School official"** means the following:
  - A member of a Board of School Trustees.
  - A member of a governing body of a charter school.
  - A licensed or unlicensed person employed by the Board of School Trustees or the governing body of a charter school.
- **"District test director"** is appointed by the Superintendent of Schools and refers to the individual who represents the District on all matters of testing including, but not limited to, the following:
  - Serving as a liaison between the District and NDE.
  - Assisting the Board of School 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 professionally developed and informed of all relevant test administration guidelines and procedures.
  - Disseminating and collecting testing materials.
- **"School test coordinator"** or **"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, the following:
  - 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 professional learning 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.
- 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 professional learning and administration of all state-mandated testing.

- **"Classroom test administrator"** or "**test administrator"** is assigned by the school principal or school test coordinator and refers to a school official whose responsibilities may include, but are not limited to, the following:
  - 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 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.
  - Assuming primary responsibility for ensuring that applicable time limits are being adhered to during the testing session.
- **"Classroom proctor"** or **"proctor"** is assigned by the school principal or school test coordinator and refers to a school official whose responsibilities may include, but are not limited to, the following:
  - Assisting the classroom test administrator in supervising students during their participation in the assessment.
  - Ensuring students are taking the assessment in the manner in which they were instructed by the classroom test administrator.
  - Immediately notifying the classroom test administrator of any unusual behavior or activity on the part of students.
  - Assisting the classroom test administrator in the dissemination and/or collection of test materials.
  - Assisting the classroom test administrator in ensuring that applicable time limits are being adhered to during the testing session.

CCSD
CLARK COUNTY
SCHOOL DISTRICT

Clark County School District

Assessment Observation and Security Checklist

District:	**Location:**
Contact:	**Position:**

Yes	No	Expectation: Preparation, Materials Management, and Recordkeeping
		1. School Test Security Plans on file.
		2. Training Logs on file.
		3. Acknowledgement of Training Forms on file.
		4. Confidentiality agreements on file for all personnel who will engage with test content.
		5. Identification of School Site Test Coordinator(s).
		6. Locked storage for test materials.
		7. Secure procedures for management of test tickets.
		8. Sign-in/Sign-out and/or Chain-of-Custody Documentation.
		9. Student test accommodations and supports documented.
		10. Materials distributed to personnel ONLY for assessment date.
		Expectation: Testing Environment and Administration
		11. Coordinator has a schedule of assessments with locations, times, and staff assignments.
		12. Doors are marked and/or signage posted to prevent interruption.
		13. Certified test administrator plus appropriate number of proctors present (personnel: student < or = 1:30).
		14. Documentation of all individuals present (personnel, students, observers, administrators, etc).
		15. Classroom instructional materials covered or removed.
		16. Seating arranged and a quiet environment maintained for students to produce independent work.
		17. Appropriate technology available and utilized.
		18. Student test accommodations implemented by test administrators.
		19. Materials appropriately distributed and collected (scratch paper, test booklet, etc).
		Expectation: Awareness and Reporting of Irregularities
		20. Unapproved digital devices are inaccessible to students.
		21. Breaks are only provided according to instructions in the Test Administrator's Manual.
		22. Test administrator/proctor engaged in student observation during assessment.
		23. Communication available from the testing environment to administrators.
		24. Communication regularly checked by administrators or designated relief personnel.
		25. Extra-time procedures and placements meet the same expectations as initial administration.
		26. Coordinator/Contact can describe procedures for errant administration (wrong student, ticket, or test).
		27. Coordinator/Contact can describe procedures for interruptions, cheating, and other security breaches.

Notes: _____

_____

Observed by: _____

Assessment Department Signature: _____ Date: _____

School Signature: _____ Date: _____