

Voiceover/CC script in notes below slides for all pages in this document:

Thank you for attending the Nevada Department of Education's Test Security Training. This fulfills the annual required training for all school test coordinators, test administrators, and proctors.

Video Description:
Test Security and Administration Training presentation from the Nevada Department of Education (NDE): Participation in the training presentation video from the Nevada Department of Education is required of all personnel who may be involved with security, monitoring, and administration of tests/ testing platforms in the Nevada assessment program (NRS 390.300). Staff must acknowledge in writing that they have viewed and understand the information presented in the training. Written acknowledgment of training must be kept on file at the school for three school years.

Contents

This training will cover:

- Importance of Test Security
- Secure Test Administration Practices
- NDE Test Security Policies & Processes

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In this session, we'll discuss the importance of test security to maintain a valid and reliable assessment, then we'll look at some assessment best practices to keep administrations secure, and finally we'll talk about policies and procedures specific to Nevada.

Importance of Test Security

Standardized assessments require standardized administrations.

- Required by NRS 390.270-390.430
- Strict adherence to standardized procedures
  - Minimizes errors.
  - Provides consistency and equity in test administration.
  - Protects the integrity of the State assessment program.
  - Generates accurate data to support many state programs and inform new legislation, policy development, and executive actions.

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Test security training is required by state law, which outlines the responsibilities of the people involved, in order to minimize errors and provide uniform procedures in administration.

The data your students generate will be used by agencies and offices throughout state government for decision-making and data-driven policy development.

Importance of Test Security

NDE's Vision:

All Nevada students are equipped and feel empowered to attain their vision of success, and our mission – to improve student achievement and educator effectiveness by ensuring opportunities, facilitating learning, and promoting excellence.*

- Valid test scores allow students to receive the continuing instruction needed to support students in achieving success.
- Every student in the Nevada public education system must be given an opportunity for a fair and valid testing experience.

**From the 2020 Strategic Improvement Plan*

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In addition to accumulating performance data to drive state policy and legislation, standardized testing procedures ensure that every student in Nevada can benefit from their instructors' use of accurate data about their own learning progress.

While it should not be used as a sole or primary decision-making tool, this student-level assessment data can inform instruction by providing a point-in-time snapshot of each student's proficiency relative to Nevada state standards and benchmarks, as well as a timeline of their personal educational growth over the years.

Secure Test Administration Practices

Standardizing Administration

- Follow all procedures in each test's manuals and publications.
- Read testing scripts verbatim for every test.
- Do not offer additional support beyond scripted directions.
- Collect or prohibit personal belongings and devices.
- Remove or cover instructional materials on walls, desks, or other locations.
- Students should be supervised by a licensed test administrator at all times when in contact with testing materials.
- Classroom test proctors should supplement staff supervision and support to provide a recommended student-to-staff ratio of no more than 30:1.
- Classroom test administrators and proctors should continually "roam the room" to maintain proximity with all students.

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By thoroughly familiarizing yourself with test procedures and publications in advance of testing, you will better uphold standardization of test administrations to provide the most secure testing experience and the most consistent data.

By verifying, ***before testing starts***, that each student ***ONLY*** has access to
- their assigned testing device,
- any approved materials such as pencils and scratch paper, and
- student-specific disability accommodations or supports,

staff circulating the room ***during testing*** should be able to ensure that students are completing their tests in accordance with standardized procedures.

Secure Test Administration Practices

Threat Awareness: Monitoring

- Threats vary by delivery mode, population, and environment.
- Testing environments should be standardized and continually monitored.
- School administrators should be regularly monitoring assessment while in progress.
- State and district staff may conduct announced or unannounced on-site monitoring visits.

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To ensure proper test administration, it is critical to be aware of potential threats to test security.

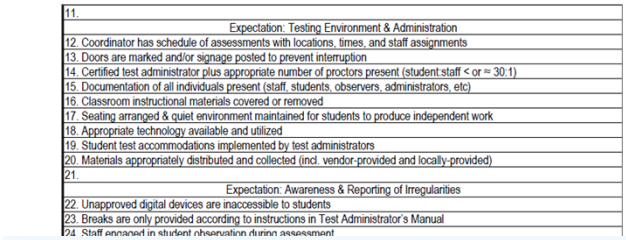
There are many variables that affect what types of threats you will encounter, so it is important to know your testing platforms, your students, and your school site.

In addition to the test administrators and proctors in the classroom, school test coordinators and other administrative staff should monitor ongoing testing each day, and monitoring visits from state and district officials may occur to verify your compliance with state and district policy.

Secure Test Administration Practices

Threat Awareness: Monitoring

- Checklists or rubrics are recommended to guide standardization of observation.
- Schools or districts may develop their own, or may adapt the State checklist.
- The State on-site observation checklist can be found in the State Test Security Plan.



11.
Expectation: Testing Environment & Administration
12. Coordinator has schedule of assessments with locations, times, and staff assignments
13. Doors are marked and/or signage posted to prevent interruption
14. Certified test administrator plus appropriate number of proctors present (student:staff < or ≈ 30:1)
15. Documentation of all individuals present (staff, students, observers, administrators, etc)
16. Classroom instructional materials covered or removed
17. Seating arranged & quiet environment maintained for students to produce independent work
18. Appropriate technology available and utilized
19. Student test accommodations implemented by test administrators
20. Materials appropriately distributed and collected (incl. vendor-provided and locally-provided)
21.
Expectation: Awareness & Reporting of Irregularities
22. Unapproved digital devices are inaccessible to students
23. Breaks are only provided according to instructions in Test Administrator's Manual
24. Staff engaged in student observation during assessment

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To guide thorough and standardized monitoring practices, a checklist or rubric can be a beneficial tool for school administrators to use when checking in on in-progress testing.

Not only can a checklist or rubric guide observations, it also can serve to remind classroom test administrators and proctors of expectations each day as testing is commenced.

Secure Test Administration Practices

Threat Awareness: Cheating

- Traditional cheating methods persist:
  - Cheat-sheets or other copies of subject-area instructional materials hidden on person
  - Food wrappers or drink containers with opaque or written labels may hide support content
  - Copying from, or colluding with, other students
- Technological methods continue to develop:
  - Phones, smart watches, earpieces, and other personal devices
  - Disabling lockdown mode on testing devices
  - Generative/LLM answer generation apps and services
  - Social media and cheat-site item or content dissemination
  - Memorized or copy-pasted plagiarism
- Always check for prohibited materials before testing begins.

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As has happened since tests began, students continue to make efforts to access support materials during testing in attempts to boost their scores.

They may utilize traditional methods, or may use hidden digital devices or even access unapproved functions on testing devices.

These modes of cheating are not mutually exclusive and may be used in combination, as one student may, after their testing session, verbally describe the test to another student in person, who then researches and copies or memorizes, a plagiarized or AI-generated response before their own testing session.

To prevent cheating, you should ensure students have no unapproved personal possessions in the testing environment, checking pockets, sleeves, hair accessories, and other potential hiding places for support devices or materials.

NDE Policy & Procedures

Resources:

- NDE Test Security Procedures (“State Test Security Plan”)
- District and School Test Security Plans
- Test Administrator Manual
- Test Coordinator Manual
- Supplemental Test-Specific and Mode-Specific Manuals
- Usability, Accessibility, and Accommodations Guide (UAAG)

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In Nevada, there are a variety of resources available to inform and guide your implementation of large-scale assessments securely.

Test Security Plans have been developed by the state, by each district, and by each school, to guide educators in implementing secure and valid standardized tests.

Each vendor also publishes multiple manuals for each test that describe the expectations of classroom test administrators as well as school-site test coordinators.

Additionally, supplemental manuals are provided for large-print and paper-based testing from DRC-hosted tests, supplemental accommodations manuals are provided by ACT and WIDA, and the NDE collaborates with DRC to provide the UAAG which includes procedures for implementing accommodations and other supports on the Smarter and Science tests.

NDE Policy & Procedures

Personnel: Positions & Duties

- District Test Director (DTD)
  - District-level administrator and/or administrative district office designee(s)
  - Responsible for implementing district-wide testing procedures
- School Test Coordinator (STC)
  - School-level administrator and/or administrative school site designee(s)
  - Responsible* for implementing site-wide testing procedures
- Classroom Test Administrator
  - Licensed educator personally responsible for student-level test administration
- Classroom Test Proctor
  - Licensed or unlicensed school staff supporting student-level test administration

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Principal bears **legal responsibility for their site, regardless of duty or role delegations.*

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There are four types of testing staff described in state law and policy.

One district-level administrator or administrative office serves each county or charter governing body.

One school-level administrator or designee oversees school-wide implementation for each test.

It should be noted that each principal bears sole ***legal*** responsibility for assessment accountability at their school, but may delegate the ***logistical*** responsibilities to another staff member at their discretion.

At least one licensed educator administers each test, with or without the support of a classroom proctor.

Your school and district test security plans should specify names and contact information for the school- and district-level officials. These individuals should be your first point of contact if you have any questions about testing, or to report any test irregularities.

NDE Policy & Procedures

Personnel: Training & Documentation

- All individuals involved in testing must be current in training.
  - Test administration trainings must be completed each school year.
  - State test security training is required for all persons who enter testing environments.
  - Additional test-specific trainings may be required by the test vendor and/or state policy.
  - Additional district- or site-specific trainings may be required by district or school policy.
- Documentation of attendance at required trainings must be kept by school administration for 3 school years.

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After attending and completing this training, you will be allowed to enter a testing environment during the 2026-27 school year.

Additional trainings may be required for administration of certain tests, or for administering tests with certain accommodations.

Districts or schools may also require additional trainings to cover district or school test security plans, or other elements of local policy and implementation.

NDE Policy & Procedures

Irregularities: Types

- Irregularity in Test Administration
  - "[T]he failure to administer an examination in the manner intended by the person or entity that created the examination or assessment." –NRS 390.365
  - Any event causing a non-standardized assessment is an irregularity, regardless of fault or outcome.
- Irregularity in Test Security
  - "[A]n act or omission that tends to corrupt or impair the security of an examination or assessment" –NRS 390.370
  - Any risk to dissemination of test content or student data is an irregularity, regardless of fault or outcome.

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Chapter 390 of the Nevada Revised Statutes describes two types of Irregularities.

An irregularity in test administration is any action, situation, or circumstance that could render an administration non-standardized. These need not result from student misconduct or staff malpractice, and may be completely outside of school or district control, but may nonetheless affect student scores and should still be reported.

An irregularity in test security is any event or procedural failure that could result in dissemination of test content or student information outside of a secure testing environment, or that could impact student scores within the testing environment. Again, these irregularities are not in any way dependent on whether malpractice or misconduct occurred, and should always be reported.

NDE Policy & Procedures

Irregularities: Prevention

- Threat awareness is crucial.
  - Think ahead about what risks exist in your environment
  - Take active steps to prevent disruptions and other challenges
- Administer all tests in a standardized manner.
  - Read manuals and scripts in advance, then read scripts verbatim for each test
  - Remove or cover instructional materials on walls, desks, or other locations
  - Prepare accommodations and supports in advance, verify same-day
- Maintain chain-of-custody documentation for all test materials.
- Require date-and-time documentation for all persons entering and exiting testing environments.

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The threat awareness guidelines and standardization expectations discussed previously during this training will help prevent irregularities.

Think ahead about potential risks, and how to prevent or effectively mitigate them.

Ensure that the environment is free of distractions and inappropriate supports. The script should be read in its entirety for each test, but no additional support should be given aside from general encouragement or behavioral redirection.

When test tickets, manuals, and other secure materials are distributed from, and returned to secure storage, this handover ***must be documented***.

When any person, ***student or staff***, enters or exits a test environment, that event must also be documented.

NDE Policy & Procedures

Irregularities: Prevention

- Inform students of expectations in advance.
  - No phones or other personal devices
  - No food in opaque or labelled wrap
  - No drink in opaque or labelled bottle
  - No instructional materials
  - No talking or note-passing
  - Limited, supervised breaks
  - Testing tools, pause/exit/submit buttons
  - No non-testing content on testing device
- Prepare all applicable and practicable resources before starting the test
  - Observation checklists
  - Supplemental manuals
  - Seating charts
  - Photo rosters or student photo IDs
  - Device lockers/pouches
  - Floorplan rearrangement
  - Scheduled supervised breaks
  - Prearranged relocation/break staff

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Students should know about, and if possible practice, testing behaviors in advance. Children will struggle to demonstrate the full scope of their learning, if they have minimal experience with the self-discipline required to maintain silence and task-oriented focus, for even the recently shortened test durations. People of all ages can have difficulty surrendering their phones or remembering to handle personal needs prior to testing.

Consider engaging students with the Online Testing Tools practice platform provided by DRC, so they begin the test already knowing how to use onscreen highlighters, line guides, and other embedded universal tools. Coach them in advance, or prepare to clearly communicate during testing, about the difference between pausing, exiting, and submitting their test.

In addition to the previously discussed checklists and manuals, additional supports can be prepared in advance of testing, to ensure students are taking their own tests, producing independent work, and minimizing irregularity risks.

Can you think of more potential preventative measures that would work in your school, to support your students?

NDE Policy & Procedures

Irregularities: Detection

- Maintain proximity by continually moving throughout the space
- Observe device functionality:
  - App-switching, screen flickering, unexpected sounds, or abnormal keyboard/mouse usage
  - Illegible text, unclear or incomplete graphics, or long loading/buffering delays
- Observe student behavior:
  - Student body, face, or eye-gaze repeatedly directed toward other students
  - Fidgeting with a pocket, sleeve, hood, hair accessory, or other hiding space
  - Signs of illness, agitation, or other potential concerns
- Ensure students are supervised during restroom/health breaks or relocation.

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As you “roam the room” during the test, direct your attention to certain aspects of the testing environment that may be indicative of irregularities.

You should not read the test content on student screens, but signs of cheating through device misuse, and symptoms of device or server malfunction, can both be noticed in a glance.

Most students engaged in cheating or other misconduct show signs in their body language or facial expressions that can be noticed as you circulate, and students who are at risk of illness or other interruptions should be addressed and supported quietly if needed.

If students leave the testing environment during a test session, they ***must*** have security-trained staff supervising them until they return.

NDE Policy & Procedures

Irregularities: Response

- Identify and address the concern
  - Note affected students and witnesses, as well as expected outcomes
  - Quietly and calmly address the affected student(s)
  - Engage potential remedies in-room if available
- Inform School Test Coordinator
  - Follow your school's procedures to communicate from the testing environment
  - Seek additional supports if needed
- Prepare to report
  - Write down what happened as soon as you are able
  - Gather evidence if appropriate

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Even with the best preventative and active administration practices, irregularities will occur. Responding to them promptly and thoroughly will help prevent unnecessary impacts to student scores or other negative outcomes.

We will address some common irregularity examples on the coming slides, but first let's look at some general guidelines for addressing irregularities as they are happening.

When you first notice something out of the ordinary, make a quick mental note of who is affected and who may be a witness. Assess potential outcomes and proceed with as much calm as possible so that other students may continue testing.

You may need to reach out to your administration during the event, or you may be able to wait until after it is addressed, however your School Test Coordinator must be notified, and you should never leave an active testing environment unsupervised in order to seek additional support.

Your Site Test Coordinator will report the incident or support you in reporting it. We will cover reporting in later slides, however you should ensure that you write down your experience of the event as soon as possible so details are fresh in your memory and saved for later reporting. You should also gather any evidence that will support any potential investigation.

NDE Policy & Procedures

Irregularities: Response Example – Test Ticket Error

- Identify and address the concern
  - This may be discovered in a variety of ways by students or staff
  - An in-progress test should be paused until other variables can be confirmed
- Inform School Test Coordinator
  - STC will confirm demographic data for both the testing student and the ticketed student
  - STC will reach out to DTD and/or DRC
  - Test may be completed and transferred to correct ticket if all other variables match
  - If test is transferrable, student will resume testing
  - If test is not transferrable, regeneration will depend on additional factors
- Prepare to report
  - Student names, birthdates, and state student ID#s will be needed

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When a student logs into the test using another student's information, they may lose their opportunity to test at their own grade and ability level.

The test should be paused while certain details are verified to determine whether the active testing session can be continued, and then the School Test Coordinator or District Test Director will direct you to either instruct the student to resume the test OR have the student stop testing until more remedial steps can be completed.

The information needed to report an irregularity of this type is limited to a description of what circumstances or actions led to the student receiving the wrong ticket, and the identifying information for both students.

NDE Policy & Procedures

Irregularities: Response Example – Student Illness

- Identify and address the concern
  - Student may become ill during testing
  - Materials may become contaminated due to student illness
  - Student should be promptly removed from testing environment
- Inform School Test Coordinator
  - Non-CAT tests will lock overnight for test security and vendor data management
  - STC will reach out to DTD and/or DRC
  - DTD may unlock test upon student return
- Prepare to report
  - Student names, birthdates, and state student ID#s will be needed
  - If testing was interrupted for management or cleanup, all affected student info is needed

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Even after checking student wellness prior to testing, some students will become ill during testing.

Tests should be paused promptly and the illness should be addressed.

Any environmental impacts should be addressed immediately, and if other students are affected, they should be provided security-trained supervision while relocating or waiting to resume testing.

You will want to verify that your rosters accurately reflect students in the room at the time of the incident, especially if they were impacted by the event.

NDE Policy & Procedures

Irregularities: Response Example – Student Devices

- Identify and address the concern
  - Student may be discovered to be in possession of a phone, smartwatch, or other device
  - Evaluate whether student accessed or utilized device during testing
  - Identify witnesses who can verify whether student used phone during testing
  - Device must be removed from student possession, student may continue to test after surrender
- Inform School Test Coordinator
  - STC/DTD will investigate whether phone possession could have affected student score
  - STC/DTD will determine whether the test needs to be invalidated based on expected impact
- Prepare to report
  - Student names, birthdates, and state student ID#s will be needed
  - If test is not invalidated, witness statements may be required to verify lack of impact

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Even the closest checks will miss some concealed student devices, and many people are so used to having their phone everywhere that they could intentionally or unintentionally fail to notice when it should be surrendered or stored.

When a phone or other device is discovered in a student's possession, it should first be observed whether the device was actively used or left concealed. Then it should be confiscated, following local school and district policy.

When confiscating the device, additional behavior incidents may occur which should also be addressed, however if no other incidents occur, and it can be sufficiently demonstrated that the student's score results from their own independent work, the test can continue and its data can be considered valid.

NDE Policy & Procedures

Irregularities: Reporting

- Classroom Test Administrator
  - Collect any pertinent evidence, identify what type of irregularity occurred and why
  - Contact your School Test Coordinator to report the incident
- School Test Coordinator and/or District Test Director
  - Generate report in Caveon Core or provide district-specific link to reporting party
  - Investigate all reports to determine remedy and plan prevention of future incidents
- NDE
  - Review all reports for accurate data and sufficient remediation plan
  - Pursue additional investigation where appropriate and implement additional accountability as needed, up to and including license sanctions per NRS 391.330
  - Prepare summary analysis report for Legislature and State Board annually per NRS 390.305

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The reporting process has three stages.

The school and district collect information and materials to generate a report in the Caveon Core reporting system. ***Each district has a separate reporting link*** to a secure, FERPA-compliant database, ensuring that your student's information is only shared with your district's administrators. These reports should be made as soon as possible, but no later than 14 days after the event.

Local administrative investigation may consist of anything from simply reviewing and approving the report, to interviewing witnesses and gathering additional evidence, or even engaging in corrective measures such as staff retraining or test invalidation. Upon completion, and within 14 days of receipt, the district will submit the report to the State.

The Nevada Department of Education collects these reports, reviews each one for content and completion, then compiles them into an annual report to the State Board of Education and the Legislative Joint Interim Standing Committee on Education, containing statistical analysis and policy recommendations.

The State may also engage in additional investigation if it is deemed necessary, and may implement additional corrective measures as appropriate.

NDE Policy & Procedures

Irregularities: Accommodations & Designated Supports

- Tests with missing or incorrectly-assigned accommodations are irregularities.
  - IEPs and 504 Plans must be followed during testing.
  - Use the IEP/504 Testing Accommodations Form to review prior to testing.
  - Check student profiles & test tickets match student records.
- Review all appropriate documentation during IEP/504 and prior to testing.
  - The UAAG (CRT), TAA (ACT), and AAM (WIDA) describe available supports and requirements.
  - Test Administrators and Test Coordinators Manuals describe implementation requirements.
  - Some accommodations are supported with supplemental manuals or testing scripts.
- Accommodations errors may affect student scores and school metrics.
  - Tests completed with missing or incorrect supports may not be readministered and must be invalidated.

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A few specific irregularity types merit special attention, and the first of these is missing or mismatched supports.

Accommodations and designated supports described in legal documentation such as IEP and 504 Plans ***must be provided***, although they may be refused by the student or waived by their guardians. Refusal to use accommodations is not an irregularity, but failure to provide them is, and assigning incorrect or inadequately documented accommodations is also an irregularity.

During IEP and 504 meetings, review the Usability, Accessibility, and Accommodations Guide for students taking Smarter and Science tests, the Test Accessibility and Accommodations user guide for students taking the ACT, and the Accessibility and Accommodations Manual for students taking WIDA tests, to ensure the accommodations are being assigned appropriately. Accommodations may be used for State testing only if they are in regular use during both classroom instruction and classroom assessment, as newly-introduced supports have been shown to decrease student scores.

Some supports, especially those pertinent to paper-based administrations, require additional testing scripts or supplemental administration manuals. Find and read these in advance of testing, to ensure familiarity with them during administration. These steps will ensure that your students have the capacity to demonstrate their full and accurate capabilities with the State standards, and that their scores contribute to accurate and actionable statewide data.

NDE Policy & Procedures

Irregularities: Locked Tests

- Any student encountering a locked test is an irregularity.
  - Students may have exited completed tests without submitting (no unlock needed)
  - Students may have submitted tests prior to completion (unlock if same day or <5 items)
  - Unforeseen interruptions may prevent students from completing their tests in one sitting
- DTDs can unlock tests in certain circumstances:
  - If a student has seen five or fewer items before submission or preventable interruption
  - If a test can be reengaged the same day and the student has been continually supervised
  - If a testing interruption resulted from unforeseeable and uncontrollable events
- When resuming unlocked tests:
  - Students must be more carefully supervised to ensure they do not return to prior content
  - An irregularity report must be submitted in Caveon Core

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All fixed-form tests lock overnight for test security and vendor data management. Tests also lock when the “submit” button is clicked. Any time a student encounters a locked test it is an irregularity and must be reported.

In some circumstances, these locked tests can be unlocked by the District Test Director.

When resuming an unlocked test, students must be more intently proctored to ensure they do not return to prior content, that they may have had time to research in between their prior, and subsequent, encounters with the test.

It is best to avoid unlocks, to the extent possible, through the preventative measures discussed earlier in this training.

NDE Policy & Procedures

Irregularities: Test Content & Item Security

- Disclosure of test content is strictly prohibited.
  - Tests are copyright protected by their vendors.
  - Secure materials include all test content, test tickets and other student data, used student scratch paper, and content dictated or typed into any adaptive devices.
- Protect all secure materials before, during, and after testing.
  - Maintain chain-of-custody documentation for all secure materials.
  - Maintain documentation of all students and staff entering or exiting testing environments.
  - Only staff who have completed security training may enter testing environments or interact with actively testing students.
  - Disable or redirect security cameras so that testing students and devices are not in frame.
  - Erase all storage (saved content, copy/paste, undo/redo) from adaptive devices.
  - Recordings of NAA testing must be saved in a FERPA-compliant file location.

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Test security breaches constitute a significant quantity of Nevada's non-device-related irregularities.

To prevent release of copyrighted material, preclude dissemination of content for cheating, and avoid FERPA violations, it is important to treat ***all*** test materials as secure from the time they arrive or are generated at your site, until they are shipped back to the vendor or securely destroyed.

Nevada policy specifies that student scratch paper may be securely retained and returned between two parts of the same test, and Test Coordinator Manuals contain specific details of how to return or destroy these and all other materials after testing.

Ensure that all persons who encounter testing materials have completed this training and their access to materials is documented.

Prevent any unnecessary recording of testing, and secure any required recordings according to your local guidelines for FERPA implementation.

NDE Policy & Procedures

Irregularities: Test Content & Item Security

- Do not read, review, copy, or take notes on test content.
  - If administering an accommodated test that requires exposure to test content, a confidentiality form must be completed.
  - If medical caregivers or other non-staff persons must be present during assessment, a confidentiality agreement and security training must be completed.
- If a student directs your attention to their test:
  - If seeking support for an item, redirect the student to complete the item independently.
  - If indicating that an instruction, passage, or item is incomplete or experiencing a display error, only observe the screen long enough to verify the error, engage security-trained onsite technicians and/or vendor helpdesk, and prepare for reporting.
  - If indicating an item is inaccurate or lacks a correct response option, note the item number and student concern, then redirect the student to complete the item independently, and prepare for reporting.

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Staff should only engage with testing manuals and scripts, and not with actual test content on student screens or paper tests.

The exception to this rule is when staff and support persons have signed a confidentiality agreement, in order to administer a test with an accommodation that cannot be delivered without content engagement. In these cases, ***every adult present*** for test administration ***must*** sign a confidentiality agreement.

Students may request that you look at their materials during testing, and you should limit your exposure to the content as much as possible, addressing the request as appropriate to the situation.

Questions?

Please reach out if you have questions!

- Acquire and review all pertinent materials or resources.
- Questions or concerns not covered in these materials should be directed to your School Test Coordinator.
- STCs should direct questions to their District Test Director.
- DTDs should contact NDE when appropriate for policy guidance
  - Office of Assessment, Data, and Accountability Management: ADAMinfo@doe.nv.gov
  - EPP for Test Security, J. Everett Irwin: Jes.Irwin@doe.nv.gov

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If you have questions after this training, your first step should be to consult the manuals and other publications for the test you are seeking information on.

If the available materials don't answer your questions, please ask your School Test Coordinator who will seek additional assistance if needed to access the answers you are seeking.

Thank you for your cooperation. This concludes the 2026-2027 Nevada Department of Education Test Security Training.