



Washoe County School District

Every Child, By Name And Face, To GraduationSM

A PRIMER FOR TESTING: POLICIES AND PROFESSIONAL EXPECTATIONS

School Year 2026-2027

Washoe County School District
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The form, *ACKNOWLEDGMENT OF PROFESSIONAL OR CLASSIFIED (ESP) WCSD PERSONNEL*, must be signed and kept on file for three consecutive school years for all personnel allowed to handle secure test materials or enter the testing environment.



A PRIMER FOR TESTING: POLICIES AND PROFESSIONAL EXPECTATIONS

2026-2027 School Year

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

INTRODUCTION

A Primer for Testing: Policies and Professional Expectations is intended to articulate clear and consistent guidelines for the security, confidentiality, and administration of state and district assessments in the Washoe County School District (WCSD) for all personnel who administer or who assist with the testing program. This *Primer* integrates information from the Nevada Department of Education (NDE) *Test Security Procedures* manual with local guidance to promote standardization and professionalism of the testing policies and procedures in the Washoe County School District (WCSD). **Annually, all employees** involved with state or district test administration must certify in writing that they have read this *Primer* and viewed accompanying training. Prior to each test administration, testing staff must read the manuals and guidelines published for the test they will administer and participate in test specific training.

PURPOSES OF THE ASSESSMENT PROGRAM

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

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

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

STATEMENT OF RESPONSIBILITY

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

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.

Members of the Board of Trustees, the Superintendent, district administrators, assisting central office staff, site administrators, school test coordinators, teachers, and other school personnel are together responsible for effectively implementing the districtwide assessment program.

In promoting the NDE State and WCSD assessment program requirements, school officials will do the following:

1. “School Officials” – School and District Personnel, Governing Members (district, charter)

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 statewide test administrations.

- a. **Personnel** involved with the testing program must **annually acknowledge in writing** that they have read *A Primer for Testing* and agree to comply with the principles and procedures outlined herein. By signing the form, “*Acknowledgment of Professional or Classified (ESP) WCSD Personnel*”, staff also certify that they have participated in the district and state annual training program, and that they will read test specific manuals and participate in training for all district, state, or national test administrations they will assist in throughout the school year.
- b. All licensed educational personnel, including classified (ESP) employees assisting test administrators and school test coordinators are required to **read this *Primer*** and **view related district and state training** presentations on test security and test administration.

2. School Principal

The school 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 training 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 training and refresher training. The principal must certify, on an annual basis, that these procedures will be followed at the school.

- a. **Provide written assurances** that test security and test administration protocols for Nevada and the Washoe County School District will be carried out at the school level.
 - i. Annually, each school principal must **sign and return**, the “*Authorization to Administer Tests*” form affirming that their school site will comply with the policies and expectations for administering Nevada state assessments in accordance with Nevada Revised Statutes (**NRS**) and the Nevada Administrative Code (**NAC**). Ref: [NAC 390.240](#)
 - ii. Early in the school year, each school principal will **sign and submit** the “*Verification of NRS 390 Mandatory Staff Training*” form certifying that they and their staff completed required **annual training** in the security and administration of district and state examinations (*Primer* training). Ref: [NRS 390.300](#)
- b. **Prepare and submit a school test security plan** consistent with the *Test Security Procedures* (NDE) and *A Primer for Testing: Policies and Professional Expectations* (WCSD). State, district, and school test security plans must be **revised annually**. Ref: [NRS 390.270](#)

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 communication between testing staff within the testing environment and administrators, support staff, or other personnel outside of the testing environment
- 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.

NDE assessment personnel may conduct unannounced on-site observations or audits to verify implementation of district and school test security plans. Ref: [NRS 390.105](#)

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

District Test Security Plan

The board of trustees of each school district shall adopt and enforce a plan setting forth procedures to ensure the security of all statewide and districtwide tests (NRS 390.275). This plan applies to all public schools in the district, including district-sponsored charter schools.

The district plan is developed to be consistent with the *Test Security Procedures* (NDE) and includes:

- Procedures by which students and other individuals may report irregularities in test security and administration and actions taken in response to a reported irregularity
- 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

The District Test Security plan is made available on the website for public access and a copy is submitted to the State Board of Education and the Legislative Committee on Education.

DATA ACCESS, USE, AND SHARING

1. Teachers, administrators, and counselors are strongly encouraged to communicate with students and their guardians about assessment data, including results reported formally and gathered during learning.
2. **It is inappropriate to use a single test score for academic placement decisions.**
3. **When comparing assessment scores, consider other factors** such as population tested, transiency rates, socio-economic factors of the population, dropout rates, etc.
4. **Reporting the test and/or examination scores** of individual students to anyone other than authorized school personnel, the student's guardian, or the student is a violation of the privacy rights (FERPA) of the individual.
5. User accounts for assessment and data management systems should be deactivated at the end of the school year or when a person leaves the school or their position changes. User accounts must be reauthorized at the start of each school year or when transferring to a different school. Access for school principals may remain active or will be updated to a principal's new school assignment

between school years. Classroom teacher and special programs/services educator user accounts are based on active course rosters in the student information system (Infinite Campus).

6. To safeguard the rights of students, guardians, and staff, plans to engage in any research within WCSD that may deal with student test and/or examination scores, *including research conducted by WCSD staff*, must be authorized by the Office of Accountability prior to project initiation.

_ TRAINING

The NDE provides a required annual program of education and training (NRS 390.300) in test security and test administration. **WCSD Assessment Support collects written certification of participation in the NDE's program of training from the principal at each school and district personnel.**

Qualified individuals who have read the *Primer* and participated in annual training, and subsequent test-specific and "refresher" training(s), may enter the testing environment and be assigned to administer an examination or serve as a room proctor.

1. **The principal of each school is responsible for providing complete training** in test security and test administration for all school personnel who will be involved with the testing process.
2. Annual training in the administration and security of assessments in the WCSD and NDE testing programs is required of staff entering the testing environment or involved with the administration, monitoring, and/or handling of secure materials for testing. The principal or school test coordinator shall ensure faculty and other appropriate school personnel have accessed and read the *Primer* and viewed or participated in related training presentations. Each person involved with the WCSD or NDE testing programs should understand the policies and professional expectations contained within this *Primer* and **must sign the included acknowledgment signature page.**
3. The principal **retains** signed acknowledgment forms, training logs containing training dates and signatures of participants, and a copy of training materials for a period of **three school years.**
4. Site administrator-led refresher training must be provided prior to each statewide test administration, focusing on requirements of the test being administered and review of the school test security plan. Detailed practices to cover include handling of test materials, proper test administration and test security procedures, testing irregularities, and information on professional responsibilities and protections for personnel (*Whistleblower Protections*).
5. **Testing staff:**
 - a. Only individuals who have completed test security and administration training for the current school year are permitted to enter the testing environment and may administer or proctor an examination. Primary responsibility for test administration and supervision may be assigned only to licensed Nevada educators.
 - b. The test coordinator is responsible for selecting testing staff. All testing staff are required to administer and supervise the test in a nondiscriminatory manner and in accordance with all applicable laws.
 - c. **Legal guardians, adult family members and household members of students testing are not allowed in the testing environment** or external spaces such as hallway monitoring. This rule applies to employees (teachers, administrators, principals including the school test coordinator, classified personnel/ESP, etc.) and non-employees.
 - d. Teachers, when practicable, should not supervise their own classrooms during administrations of statewide assessments for accountability.

- e. Classroom **Test Administrators (TA)** must be Nevada licensed educators employed by the district or WCSD sponsored charter school. Test administration and primary responsibility for secure test materials **must** occur under the **direct supervision of authorized licensed Nevada educational personnel** who have completed required annual training and participated in subsequent refresher training in test security and test administration.
- f. Substitute classroom teacher qualifications at the time of testing:
 - i. A Nevada licensed substitute teacher filling a classroom teacher vacancy and hired long-term at the school may be assigned the role of *Test Administrator (supervisory responsibility) or Proctor*.
 - ii. A substitute teacher not filling a vacancy (i.e., temporary hire, non-classroom assignment) should only be assigned to *non-supervisory* roles.

Classroom **Proctors** (individuals who assist the test administrator) may be licensed or unlicensed personnel, substitute or student teachers.

***Who May Not Act as Testing Staff ("high stakes" assessments)**

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

- ▶ Test administrators may not be a relative or ward of the student, nor may they reside in the same household as the student being tested.
- ▶ Staff members and other authorized adults assisting with testing are not permitted in the testing environment with any student who is a family member, under their guardianship or living in the same household.
- ▶ High school athletic coaches should not be assigned to a testing room with student athletes.
- ▶ College-readiness and certification exams (ACT, PSAT, AP, etc.): Family members, guardians and household members should be excused from test coordinator responsibilities for an exam if a relative or ward of the staff member is participating in the assessment that same school year or test date. Refer to test vendor guidelines.

- 6. Non-secure test administration manuals should be distributed to individual test administrators in advance. During testing, **pages containing the script to be read aloud to students must be provided in print form to test administrators**. As needed, school test coordinators may print the full manual or only those pages containing the test day script.
- 7. **Read scripts verbatim.** Test administrators, coordinators, and are responsible for complying with the contents of test administration manuals and guidelines. Uniformly administering tests ensures academic skills of students are accurately measured. Testing staff perform a vital role in carrying out standardized testing procedures.

STUDENT PARTICIPATION AND PREPARATION

Accounting for 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 test is administered statewide, are expected to participate.

Because participation rates for students are also used to determine Nevada School Performance Framework (NSPF) ratings, all WCSD and WCSD sponsored charter schools must account for every enrolled student eligible for each state test administration.

Home-Schooled Students

Home-schooled students who wish to participate in state assessments must test when WCSD students test and must arrange to take examinations by contacting the school test coordinator at their zoned school during the test registration window. Students requiring testing accommodations should start this process early. Secondary students must present a government issued photo ID to be admitted to the testing session.

Prepare Students for Success

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

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

1. Help students understand the purpose of the assessment and why it is important that the scores honestly reflect their knowledge, skills, and abilities measured by it.
2. Encourage students to take care of their physical needs with rest, nutrition and hydration.
3. Students must TEST INDEPENDENTLY. Provide multiple opportunities for students to practice using online navigation, test tools, and keyboard navigation for computer-based tests. For paper administrations, provide instruction on item types and recording responses on the answer sheet.
4. Inform students about what to expect on the test and during the test administration. Students should not be surprised by what is tested, allowed tools and materials during testing, how to use available tools, or by the format and general length of the test.
5. Students must not help other students, including not assisting with computer-based test navigation tools and technology.
6. Students should have experience with the accessibility supports or accommodations they will use during an assessment.
7. Share tips with students on working through and responding to test items when they are unsure of how to proceed during a test. Model strategies for turning negative thoughts into positives that will help them persevere if they become discouraged.
8. Do not associate rewards or punishments with testing outcomes. Day to day instruction and strategies that help students gain confidence in their knowledge and skills and be comfortable in the testing environment will contribute to individual success.
9. Provide opportunities for students to communicate their concerns to teachers or other school personnel.

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

10. Involve families in communicating and enforcing test day rules and procedures including what to bring and what not to bring, what to expect, and personal conduct in the testing environment.

11. Online/Digital Testing: All students must have access to a headset or earbuds for tests that include audio, and for tests with text-to-speech or immersive reader enabled. Decide whether students will be provided headsets or if they may bring their own allowed earbuds (not wireless, not Bluetooth).
12. Provide clear expectations for behavior and activities in the testing environment before, during and after a test. Advise students of logical consequences when procedures or instructions are not followed.
13. Inform students in advance, post reminder signs, and directly tell students before starting a test about materials permitted in the testing environment and at their workstation. Each testing room must plan for the collection and secure temporary storage of personal and non-permissible items. Share the school's policy regarding collection and return of personal items, and consequences for misconduct.
14. Review the **ELECTRONICS policy**. In the testing environment, students found with electronic devices that are not part of the test, whether powered on or off, may have their test invalidated. Violators will be subject to school disciplinary procedures. Adults in the testing environment are under the same obligation to power off and store electronic devices.
15. Define "cheating" for students. Students may be unaware of what constitutes cheating and fraudulent behavior in educational testing. Examples of "cheating" include, but are not limited to:
 - Assisting another student with test navigation
 - Looking at another student's test to compare progress
 - Viewing or copying another student's work
 - Passing notes or communicating through gestures or talking during a testing session
 - Copying items from the test to look at outside of the testing session
 - Discussing test items with others during or after the testing session
 - Using a multiplication chart or any pre-printed or hand-written materials (e.g., notes) not authorized for use during the assessment
 - Returning to an already viewed test item after time is called or following an unsupervised break
16. Use a seating chart. Assign seating strategically to prevent and deter wrongdoing and help monitor student activities.

NOTIFICATIONS AND DISTRIBUTION OF RESULTS

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

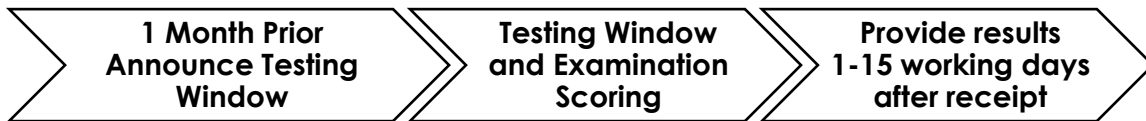
Before September 30 of each year, the board of trustees of each school district and the governing body of each charter school shall provide a written notice regarding the examinations to the following individuals (NRS 390.275):

- All teachers and education personnel employed by the school district or governing body
- All employed personnel who are involved in test administration
- Students who are required to take the examinations
- The parents or legal guardians of these students

Testing Locations, Prescribed Dates, Distribution of Results

Nevada Administrative Code prescribes when statewide examinations are to be given and the NDE prescribes the specific date or range of dates on or during which examinations will be administered. (NAC 390.220) Each test must be given in a public facility approved by the board of trustees or the governing body. Public and charter schools using on-line coursework as the primary mode of instruction

must provide a centralized location for students to appear in person to take scheduled statewide examinations.



1. School administrators, test coordinators, and teachers should communicate with the guardians of affected students **at least one month before** the administration of state-mandated and other high stakes assessments. Communications should make it clear that a student participating in a national, state or district assessment scheduled over several days will not necessarily participate in that assessment every day of the testing window. School leaders are encouraged to consider the observance of religious holidays and school events impacting attendance when developing a school assessment schedule. Testing is only permitted on days students are in session.
2. **Not more than 15 working days** (excludes federal holidays) **after** a school receives the results of a statewide examination, the principal shall ensure that the results for each student have been provided to the legal guardian of the student. Written certification of distribution of student assessment results may be requested by the district.

TESTING PROGRAM OVERVIEW

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

1. **Rules and procedures for national and districtwide or district-developed examinations may vary significantly from those prescribed for state accountability and other statewide tests.** Testing staff must carefully read manuals and guidelines provided for each test administered as part of the WCSD assessment program. If there is a question about test administration and security procedures for a particular assessment, contact the overseeing department for assistance.
2. **Secure Assessments, Secure Test Content (items, student responses)**
 - a. Knowledge or review of actual test content is not necessary for valid test administration and is strictly prohibited.
 - b. The material contained in state-mandated examinations is the property of the Nevada Department of Education and is confidential. Disclosure is unlawful except under circumstances described in the *NDE Test Security Procedures*. Test administration materials containing student identifying information and/or responses are the confidential property of the Nevada Department of Education (NDE), and not public record. Disclosure is strictly prohibited without written permission from the NDE.
 - c. Consult test manuals and program guidelines for information on test security and test administration procedures and safeguards. **IMPORTANT:** State accountability assessments, including student responses, shall not be reviewed or accessed for professional learning and development, and shall only be viewed and read as required for the specific test administration or to provide authorized accommodations.
 - o 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 the NDE, nor is any individual permitted to review, analyze, discuss, or notate test content.

- Test administrators, proctors, school administrators, teachers, substitute teachers, aides, any other school personnel, or other individuals required to be present during test administration (e.g., 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 or WIDA ACCESS. A Confidentiality Agreement must be signed prior to test administration and retained with the school's test security documentation for three consecutive school years.*
3. **Responsibility:** Teachers and school site administrators are responsible for administering district and state assessments within prescribed windows **to all eligible students**.
- a. If circumstances interfere with a teacher fulfilling their responsibilities (i.e., leave of absence, extended illness), the principal must implement a plan to **ensure the full administration of mandatory assessments within prescribed windows**.
 - b. Consult district and state program requirements regarding general assessment participation for students who qualify for alternate assessments including the Nevada Alternate Assessment (NAA) and WIDA Alternate ACCESS.
 - c. Required participation and guidance on mandatory test administration is subject to change based on direction from the state (NDE) and/or the district test director, or their designee. Changes will be communicated to school principals and updated on posted assessment calendars.
4. **Staffing and Staff Training:** Teachers and other educational personnel authorized to administer state and district assessments must: 1) hold an active educator license in Nevada and, 2) complete training in the administration and security procedures for the assessment.
- a. Substitute teachers may assist as a proctor. If hired long-term to fill a classroom teacher vacancy a substitute teacher with an active Nevada educator or substitute teaching license may serve as a test administrator and supervise testing.
 - b. Prior to the administration of district, state, or national assessments, test coordinators meet with staff to review test security, schedules and staffing, supports for students with special needs, room preparation, pretest activities, emergency procedures, the test day plan, and responsibilities after testing. Principals and assisting test coordinators must ensure testing staff adhere to all test security and test administration procedures before, during and after testing.
5. **Supports and Accommodations:** In advance of published deadlines for requesting accommodated testing, and test administration windows, review accessibility supports and accommodations described in individual plans for each student with special needs. Committees should only select accessibility supports and accommodations that do not invalidate test results, align with the documented needs of the student, and will facilitate equitable access to the assessment. Use of unauthorized accommodations and failure to provide a student with documented supports are testing irregularities and may result in the invalidation of test results. Accessibility supports should be used by a student during regular classroom instruction and assessment for a duration of no less than 30 days prior to use on a high stakes assessment.
6. **Interim and Screening Assessments:** Participation in state mandated screening and interim assessments is inclusive of all students in tested grade levels.
- a. All kindergarten students participate in a kindergarten entry assessment (KEA).

- b. Students with significant cognitive disabilities who qualify for alternate assessments, including the *Nevada Alternate (NAA)*, may be excluded from participation in assessments for which there is no alternate assessment. The decision to exclude a student from a general assessment must be made individually during an IEP meeting with all required committee members providing input.
- c. It is not appropriate to use scores from interim and screening assessments in grades reported on the academic report card.

7. **WCSD – Cumulative Final Assessments for Secondary Courses:**

- a. Cumulative semester final assessments are administered at the end of a course and required for semester, trimester and quarter term high school courses that award one-half credit or more and recommended for courses taught in middle schools.
- b. Plan well in advance how students will participate in their final assessment(s) and if any student will require IEP or 504 testing accommodations or multilingual learner supports.
- c. The grade weight for cumulative final assessments should be communicated at the start of the school year or course. Final assessments should count for a set percentage of the overall academic grade and should be consistent for all sections of a course within the same school. Departments should establish the grade percentage for the cumulative semester final assessment and communicate the grading guidelines through the course syllabus.

ASSESSMENTS REQUIRED FOR GRADUATION

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

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

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

STUDENTS WITH SPECIAL ASSESSMENT NEEDS

Allowed accessibility supports, including accommodations and permissible materials, vary for each test administered in the Nevada Department of Education and Washoe County School District assessment programs. Students with special needs, disabilities, or eligible for special programs who receive testing accommodations are required to take the same assessment and reach the same level of proficiency as students who do not use them. Access to appropriate supports, accommodations, and alternate assessments ensures students with special needs, including general education students, have the opportunity and ability to successfully and meaningfully participate in state and district assessment programs.

All students must be assessed in a valid and reliable manner to gain meaningful results from standardized tests. Consult test administration manuals, and state, district, or test provider policies regarding implementation and use of tools, supports, and accommodations during testing. Consistent protocols for the provision of accessibility supports, including accommodations, is essential for standardization, and necessary to produce comparable information about student learning

Testing accommodations and supports a student will use must be documented.

1. Accommodations are not interventions. Decisions regarding students with special assessment needs must be made **individually based** on identified **barriers to the student's access to the assessment** and the ability for the **student to benefit from** the supports and/or accommodations **while allowing the student to be as independent as possible**.
2. The validity of assessment results depends on each student having access to authorized and appropriate supports and/or accommodations when needed. However, providing accessibility supports to students without a documented need is also likely to impact the validity of their results.
3. **Principals ensure** students receive appropriate supports and accommodations to facilitate access to test taking. Students with special needs, including English learners (EL) must be provided authorized and appropriate accessibility supports and accommodations as outlined in their individual education plans. **Teachers and staff members at each school will assist the principal in meeting this requirement**. School test coordinators shall maintain a record of supports and accommodations used by individual students during testing for each administration and retain this record with the school's test security documents.
4. **Annually**, within the first instructional quarter of each school year, review student plans for accommodations and accessibility supports to determine if accommodations and supports for instruction and assessment need to be: 1) continued, 2) continued with changes, or 3) discontinued. Documented accommodations and designated supports must be used during regular classroom instruction and assessment for a duration of no less than 30 days prior to a high stakes assessment.
 - a. Review and update plans for all IEP, 504, and EL program eligible students participating in the Nevada assessments for accountability.
 - b. Identify students for alternate assessments and participation in the Alternate ACCESS and/or NAA. Ensure the Infinite Campus profile for each student is correctly flagged for "Alternate Assessment" and aligns with the student's current IEP and academic plan.
 - c. Attend to published deadlines for requesting authorization of accommodated testing and special requests for students needing non-standard accommodations.

5. Prior to each test administration:

- a. **Confirm IEP & 504 program eligibility** of students who will use accommodations for testing. **Check for students also identified as EL or former EL** and ensure both language and IEP or 504 Plan supports align and are provided during testing.
- b. Verify students who will be provided testing accommodations and supports are currently utilizing similar supports during daily instruction and on classroom assessments.

6. Testing Accommodations—IEP and 504 only

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

Testing **modifications** (non-standard accommodations) are changes made to the testing process or to the content of the assessment itself that may *change, lower, or reduce learning expectations* and alter the meaning of the test scores. Testing modifications may dramatically change the construct measured by the test thereby **affecting the validity of the test results**. If a student takes an assessment with modifications (non-standard accommodations) that invalidate the score, the assessment is no longer measuring the concepts it was intended to measure, and therefore, the score does not accurately reflect the student's academic achievement.

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

Allowed testing accommodations yield valid scores when judiciously selected and used in a manner consistent with test administration guidelines. The end goal is to make students' scores more accurately reflective of their abilities on the targeted skills and knowledge being assessed.

Plan to provide accommodations:

- a. Authorized testing accommodations are permitted only for students whose IEP prescribes the accommodations.
- b. Accessibility supports labeled as **accommodations** for a test may only be provided to students **receiving services** under special education (IEP) and Section 504 as documented in the student's plan.
- c. Students should have sufficient time (at least 6 weeks) to learn and use testing accommodations during instruction and classroom assessments before using them on state assessments for accountability and other high stakes assessments. The IEP or Section 504 Plan should be revised to reflect current testing conditions (accessibility supports to be used) PRIOR to the test administration window.
- d. Accommodations for testing must be documented for each student. For participation in state and districtwide assessments committees should identify and select only those accommodations for each assessment that do not invalidate the score.
- e. If required for a state assessment, published state testing accommodations forms must be included in the finalized IEP or 504 Plan for students participating in Nevada assessments.

7. Designated Supports (a.k.a. Designated Features/Tools, Local Arrangements)

Allowed designated supports yield valid scores when judiciously selected and used in a manner

consistent with test administration guidelines.

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

Plan to provide designated supports:

- a. Students receiving services under special education (IEP), those served under Section 504, students identified as English Learners (EL), and general education students may be recommended to receive designated supports allowed for a specific assessment.
- b. As with accommodations, **students should practice using their designated support(s) for at least 6 weeks** during instruction and classroom assessments **before using the same support(s) on state or district assessments**.
- c. Designated supports for testing must be documented for each student. For students with an IEP or 504 Plan, designated supports for testing are documented alongside other accessibility supports and accommodations within their individual education plans.

8. Language Supports and Accommodations

- a. **Assessments are administered in English.** Translation into another language during test administration by the test administrator or room proctor of any test material (directions, questions, answer choices, passages) is prohibited. Options for students to use dictionaries or glossaries or embedded translation tools will vary by test. Consult test specific manuals and guidelines for a list of allowed language supports.
- b. **English Learner (EL)**
 - i. Some tests may provide approved translation tools or printed translations. EL supports and designated supports for testing must be documented for a student and consistent with supports used by the student to access instruction and classroom assessments.
 - ii. **Bilingual/dual language dictionaries (EL only)** must be glossary style, word-to-word translations in paper format. Consistent with their documented education plan, students whose primary language is not English and who use dual language supports in the classroom, may use a bilingual dictionary as a designated support when allowed for math and science tests.
- c. **Deaf/Hard of Hearing (D/HH)**

ASL glossary, ASL interpreter, video sign language, and closed captioning accommodations are only for students whose IEP prescribes the accommodation(s).

 - i. Some computer-based tests may provide embedded video sign language (VSL) for math and science content and listening items, or closed captioning for listening items.
 - ii. For paper administrations, the test may allow for an interpreter to sign directions, math and science content, and listening items. An *American Sign Language* interpreter who has been trained in the test administration and completes the *Confidentiality Agreement* may also be approved to provide translation during some tests.
 - iii. **American Sign Language (ASL) glossaries** must be word-to-signed symbol style in paper format and are permitted when allowed for the assessment.

9. Confidentiality of Secure Test Content

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

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

- a. Technology requirements and guidelines are updated annually or more frequently and must be consulted prior to using assistive technologies to support access to secure assessments. Well in advance of an assessment, students should be practiced and familiar with assistive technologies that must be used during the assessment.
- b. Students should have sufficient **time to learn and use approved technology** during instruction and classroom assessments before use on state or district assessments. Students must be instructed on appropriate use of the technology and restricted tools, applications and activities during testing. Assistive technology (AT) must be documented in the IEP or 504 Plan for the student PRIOR to the test administration window and participation in assessments for accountability.
- c. Devices with wireless capabilities may require additional management to disable non-permissible features or adjust settings to be compatible with online testing applications. Complete and retain with testing documentation required forms certifying proper test administration.
- d. Alternate Response Options: Students whose 504 Plan or IEP calls for it may use a **keyboard or braille writer** for written responses, including constructed response on paper-based tests. The person administering a test under these conditions must certify in writing that the test was properly administered.
- e. **Speech-to-Text applications and supporting devices may require authorization for use** during assessments for accountability. Review specifications for allowed technology and consult with WCSD Assessment Support regarding applications or device features not already approved.

11. Special Order Print Materials

- a. **Printed/paper format** may be available for some online/digital tests to use with students who are incarcerated or in a home/hospital situation or students with documented conditions in which computer testing is not a viable option. Print format requests must be supported by appropriate rationales.

- b. **Braille and large print** versions available for online/digital tests and paper tests must be specially ordered or requested for students requiring these print accommodations. Accommodations for special print formats for testing, braille or large print, must be documented in the student's IEP or 504 Plan.
- c. If special order print materials (i.e., standard print, large print, braille) are produced locally, a copy of the student's IEP or 504 Plan may be requested for verification.

12. Testing Homebound Students

School test coordinators must obtain written permission from the district test director, or their designee, for homebound test administration, and must adhere to the following procedures:

- a. Tests must be administered in accordance with NDE test security procedures.
- b. A licensed Nevada educator who has received training in test security and administration for the current school year must administer the tests.
- c. Materials must be transported securely to and from the student's home; test materials must be returned to the school test coordinator and secured at the school site overnight.
- d. The test administrator is responsible for all assessment-related activities in the testing environment.
- e. If the student's IEP or 504 testing accommodations require the test administrator or ASL interpreter to read or sign test content, or transcribe responses, that individual must sign a Confidentiality Agreement prior to testing.
- f. All individuals present in the testing environment must be documented.
- g. Individuals who are not participating in test administration or providing medical care are NOT permitted in the testing environment.
- h. Medical caregivers required to be present must sign a Confidentiality Agreement prior to testing and are NOT permitted to assist with test administration.

13. Special Accommodations for Testing Must be Authorized

Students' use of unauthorized accommodations is a **testing irregularity**, and their test is subject to invalidation. IEP and 504 Plan committees should be familiar with the consequences for using testing modifications (non-standard accommodations) on statewide and other high stakes assessments. Use of testing modifications without authorization will result in a testing irregularity.

- a. **A school principal may authorize an "emergency" 504 Plan** to allow certain testing accommodations to be prescribed for a student who incurs a disability, temporary injury (e.g., broken hand, non-permanent eye injury), or is suddenly hospitalized or homebound shortly before the administration of a state or district examination and without sufficient time for the development of a formal IEP/504 Plan.
- b. **Special request testing accommodations** not already allowed for an assessment must be authorized by the test provider. Testing accommodations must not violate NRS or NAC, nor alter the scope, construct or content of what is being assessed. School test coordinators should submit special requests as soon as the need for a student is known or by published deadlines.

IEP: ALTERNATE ASSESSMENT PARTICIPATION

Alternate assessments measure different construct knowledge, skills, and abilities and offer a means of assessing the learning of students who cannot participate in the general assessment.

In Nevada, decisions about student participation in assessments affect both the type of diploma that a student will be eligible to receive, and the curriculum and instruction provided in the classroom. The Individuals with Disabilities Education Act (IDEA; 2004) mandates that students with disabilities

participate in statewide and districtwide assessment programs, including alternate assessments, with or without accommodations. IEP committees are responsible for determining eligibility for alternate assessments and indicating whether a student with disabilities will participate in the general assessment, or the alternate assessment when available.

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

1. The Nevada Department of Education provides guidance on participation in alternate assessments and implementation of the Nevada alternative diploma. Resources & Contact: [NDE Office of Comprehensive Student Services](#) (NDE website)
2. Eligibility status for participation in alternate assessments is set by the current IEP. The finalizing of an IEP for a student with alternate assessments indicated should auto populate the “Alternate Assessment” field for state reporting in Infinite Campus.
3. Annually, IEP committees review education plans for students to **determine whether a student will participate in general or alternate** assessments for the current school year. IEP committees are required to consider and respond to six guiding questions when making an assessment determination for a student.
4. Early October, IEP committees should **verify eligibility** for and identify new students who will participate in alternate assessments. This timeline helps ensure students receive instruction in tested standards, student response mechanisms are practiced, testing accommodations are updated in student plans, licensed educational staff are appropriately prepared, and materials for testing are requested and received in a timely manner. **Student transfers and changes to eligibility should be handled promptly** to ensure test materials will be received and required assessments administered within prescribed testing windows.
5. The **Nevada Alternate Assessment (NAA)** is aligned to the Nevada Academic Content Standards (NVACS) Connectors which are Nevada’s alternate academic achievement standards. Accommodations used during testing must be documented in the student’s Individualized Education Program (IEP) and appropriate for the assessment.
6. Participation in the NAA for grade 11 is a requirement for the alternative diploma.
7. **English learners** who qualify for alternate state assessments and are required to take the English Language Proficiency Assessment (ELPA) may participate in either the **Alternate ACCESS or general ACCESS**. IEP committees will consider and respond to questions provided in the *WIDA Alternate ACCESS Participation Decision Tree*. The **Alternate ACCESS for ELs** is an assessment of English language proficiency appropriate for some students who are identified as English learners (ELs) and have a significant cognitive disability. See: [WIDA Alternate ACCESS](#) (WIDA website)

_TEST SECURITY

This section addresses “**secure**” **assessments**. Secure tests are student-facing, which means only students eligible to participate in the examination may view the test content during the authorized administration of the assessment. **Unauthorized access to or disclosure of secure test content, including student responses, to teachers, school personnel, other students, or the public is a breach of test security and may damage the integrity of the assessment program.**

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

TESTING ENVIRONMENT

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

1. Personnel must complete annual training in test security and administration for the current school year before entering testing environment.
2. The testing environment must be quiet and free of distractions. “TESTING—DO NOT DISTURB” signs should be placed on testing room doors and in halls and entrances, rerouting hallway traffic to promote optimum testing conditions.
3. Students testing with accommodations may require a separate setting.
4. The exam proctor computer must be secured and monitored throughout the testing session. Monitoring software that would allow test content on student workstations to be viewed or recorded on another computer during testing must be turned off.
5. All individuals present in the testing environment—including students, licensed and unlicensed personnel, and any individuals who may have entered the room—**must** be documented.
6. Students **not** participating in a specific assessment are **not allowed** in the testing environment during administration of assessments for accountability and other state or national test administrations.
7. REMINDER: Adult relatives or wards (parents or guardians) of students who are testing **must not enter** the testing environment or monitor their student during breaks. This applies to guardians and any adult household member including teachers, site administrators, principals, school test coordinators, classified personnel (ESP), etc. (EXCEPTION: see Testing Homebound Students regarding medical caregivers).
8. Room and seating arrangements must provide for the effective observation of test takers and the test environment throughout the testing session, allow for test administrators and room proctors to move easily between test takers, and enable an unobstructed view of each test taker, desk surface, assistive technology and authorized tools, workstation/laptop and keyboard for computer-based tests.
 - a. Desk or table surfaces must provide sufficient space to comfortably accommodate testing equipment and materials, including the use of scratch paper.
 - b. A minimum distance of 3 feet between students on all sides should be maintained; privacy panels or carrels may be used. Follow seating and room arrangement guidelines for specific tests and circumstances.
 - c. Student work surfaces must be cleared of any material not specified in the test administration manual. Items and information affixed to desktops must be covered with blank, opaque material.
9. Instructional materials and other materials that provide specific factual information or guidance or might assist students in responding to test questions (e.g., definitions, test-taking strategies, multiplication charts, hundreds chart, fraction-decimal-percent equivalency chart, graphic organizers, annotated samples of essays or paragraphs, sample writing techniques), must be removed or covered with blank, opaque material.
10. All testing materials for students must be distributed or accessed prior to beginning the testing session. All test materials that students will use must remain atop the work area and visible to the test administrator throughout the testing session.
11. Scratch paper may **only** be plain unlined, lined, or grid-only (unlabeled) graphing paper. No other pre-printed material is permitted on the front or back except for student identifying information.

12. If a formula or reference sheet is provided in the test book or as a tool for a digital assessment, it is permitted for use during that test only. **Test books must remain intact** (students must not tear out formula sheets or other pages from test books). The discovery of missing or loose pages may result in a testing irregularity and possible invalidation of test results.
13. Students must not access personal materials during the testing session, including electronic devices. Plan for students requiring access to an authorized medical device or assistive technology to be situated appropriately to avoid interruptions or distractions to other students. **Possession of unauthorized materials and personal items may result in invalid scores.**
14. Cell phones, smart watches, AI devices and all other personal digital devices **must** be collected and stored prior to distributing test materials. Test administrators and proctors must not use cell phones or other personal digital devices unless required to contact administration regarding testing.
EXCEPTION: Students and personnel with medical and adaptive devices with internet connectivity should set their device to the minimal medically necessary connectivity and place the device in a location clearly visible to testing staff and monitored to prevent interaction with the device while having access to secure test materials.
15. 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.
16. Additional materials, beyond those specified in the Test Administrator's Manual or documented as designated supports and accommodations must not be provided or made available during test administrations.
17. Unless the activity is required for the administration of an assessment (i.e., Nevada Alternate Assessment/NAA, state approved special accommodation), photographing, recording, or transmitting any part of a test or testing session is **PROHIBITED**.

SECURE TEST MATERIALS

Each school site must designate a secure location for storing test materials, safeguarded materials with sensitive information, signed forms and related test administration documentation, and maintain limited access for authorized personnel only. Information about a school's secure test storage should be documented in the school's test security plan.

Materials provided for standardized test administrations may not be modified. Special print versions of secure test materials must be requested through WCSD Assessment Support or the test vendor.

1. All universally required materials (e.g., pencil, test book, answer sheet, test login ticket, scratch paper), must be provided to each student. **All secure materials used during testing** must be documented/logged, collected, and returned. Secure Test Materials include, but are not limited to:
 - Test books, used/unused answer sheets
 - Used scratch paper
 - Calculators that have not yet been cleared
 - Materials for accessibility supports, accommodations (e.g., 100s chart, bilingual glossary)
 - Test tickets, student barcode labels, pre-ID answer sheets
 - Testing room rosters, seating charts, testing room signature logs
 - Test Administration Manuals containing secure information or content for testing (e.g., listening item scripts, calculator clearing instructions)

2. **SECURE materials** (test books, writing prompts, test tickets, materials with student identifying information, etc.), **may not be distributed** to test administrators **until the prescribed date for those examinations**. DO NOT distribute secure materials for testing via email.
 - a. State *and* district tests: **Exchanges of test materials (distribution and return)** between test coordinator/test administrator and test administrator/student must be documented.
 - b. Paper Testing: Document and assign numbered test books to individual students; verify student identity and match pre-ID answer sheets to the correct student.
 - c. Paper Testing: The test administrator must return test books and answer sheets to the school test coordinator in the order in which they were received. In turn, the school test coordinator is responsible for collecting and organizing used answer sheets at the school level and returning them as directed for scoring.
3. Test tickets and other student information labeled materials must be distributed to the appropriate students—the identity and eligibility of all students who are testing must be verified accordingly
4. Test questions, approved answers, unreleased writing prompts, pre-ID answer sheets and test tickets containing student identifying information and/or responses are the confidential property of the test provider and not public record. Disclosure is prohibited. Permission to access these materials may be granted by the test provider for official investigation purposes.
5. **Do not leave materials and active computer-based testing sessions unsupervised.**
6. **Monitor student use of scratch paper to avoid cheating.** Collect scratch paper from early finishing students; drawing and writing after testing are not permitted.
7. **Before a student is allowed to leave the testing area**, collect and account for **all** testing materials including test tickets, test books, writing prompts, paper/pencil student responses and scratch paper, and other permissible aids. Require students to exit or log out of online/digital assessments prior to dismissal from the testing session.
8. **All testing materials must be accounted for and returned in person** to the test coordinator upon completion of testing **each day and no later than the end of the school day** and stored securely. Movement and custody of materials for testing must be tracked (sign out/in).. Test materials must be secured with limited access when not in use, whether by the test coordinator or temporarily* by the classroom test administrator. Locked storage for secure test materials may not be used for the storage of other materials to which unauthorized individuals have access. **Check with the school test coordinator for secure storage procedures related to assessments administered over multiple days.*

_TEST ADMINISTRATION

The PRINCIPAL BEARS ULTIMATE LEGAL RESPONSIBILITY for the proper administration and security of all assessments at the school.

1. WCSD and/or NDE assessment personnel may conduct unannounced on-site observations or audits to verify implementation of the school test security plan.
2. Refer to the school's emergency plan for site procedures. The principal or test coordinator is responsible for communicating the emergency plan during testing to all campus staff, including those not assisting with the test administration.

3. **Electronic devices are strictly PROHIBITED** unless one is required for a specific assessment, or a student has a documented accommodation for a specific device. Electronic/assistive technology devices must be authorized for use during the test administration.
 - a. Unauthorized possession of electronic devices may result in invalid scores.
 - b. Test administrators, room proctors and others assisting with test administration must turn off and store (away from their person, not in wearable pockets) all personal and classroom electronics, including cell phones, iPads, Smart and Bluetooth devices, AI devices, etc.
 - c. During testing, computers should only be used by testing staff for accessing the test administration portal as required, and to provide video monitoring of students during authorized remote test administrations.
 - d. Follow the school's procedures for collection and temporary storage of personal and prohibited electronic devices *before* starting the testing session.
 - e. Allowed Devices: Before testing, device features may need to be enabled or disabled. Clear data from the device before and after testing. Clear test information from AT devices used to support accommodations for speech-to-text ("voice-to-text") and word completion, or typed responses.
4. Staff use of a personal digital device (phone) is allowed in the testing environment if it is the only means of communicating with the school test coordinator or office while in the testing environment and complies with the school communication plan during testing. The digital device (phone) may be used only to call out or receive calls pertaining to the scheduled testing session (e.g., test administration, requests for assistance, emergencies). Text messaging, email, or access to other applications is prohibited.
5. **Failure to strictly adhere to consistent and uniform test administration procedures, including student cheating, may result in the invalidation of student scores and damage the integrity of the assessment program.**
 - a. **Students found guilty of cheating or plagiarizing** on any state or other high stakes assessments **or found in possession of a prohibited electronic device during a test administration period are** subject to disciplinary action **and will have their answer sheet or online/digital test form invalidated.**
 - b. **Prohibit the reading of test items and passages by anyone other than the students being tested**, except as indicated in the test instructions or to deliver authorized accommodations.
 - c. Paper Testing: Pre-ID answer sheets and online/digital tests for **absent or otherwise non-participating students must not be invalidated**. Do not submit unused answer sheets for scoring. It is imperative that the answer portion of used answer sheets not be altered in any way, except for erasing stray marks.
6. **Safeguard against security threats** to paper and online/digital test administrations:
 - a. **Cheating threats**: accessing unauthorized personal devices, colluding with others, using cheating aids, using a proxy test taker, discussing items, copying answers, etc.
 - b. **Stealing threats**: capturing content by digital photography methods, taking notes on items or transcribing questions verbally (on paper or recording device), etc.
7. **Follow the school planned schedule.** Test administrators must ensure that the appropriate examination is administered on the correct day (and parts given in the correct order) as directed by the school test coordinator.

8. Procedures for supervised breaks are included in the test administration manual for each test and must be followed explicitly. Test administrators should understand and follow procedures for students needing additional time and the school's emergency plan during testing.
9. At least one test administrator and sufficient room proctors must be provided in each testing room to adequately supervise and monitor. A ratio of one test administrator to 30 students is recommended for standard testing conditions. Test administrators and room proctors must remain with students and **be observant and non-disruptive** throughout the testing session.
10. Students must be supervised by **Nevada licensed educational personnel** while having access to testing materials and online/digital testing applications. Examination materials must remain in the custody of licensed personnel or securely stored. School test coordinators should check testing rooms periodically to verify proper monitoring by the test administrator and assist as needed.
11. For all tests in the statewide assessment program, all individuals present in the testing environment must be documented including persons assigned to the room (testing students, testing staff) and other authorized and unauthorized individuals entering the room at any time during a testing session. **Testing room logs must be dated and capture individual signatures and times** (enter/exit room, start/finish testing). Attach testing room logs to the attendance roster/seating chart for each session. Test session documentation (e.g., rosters, seating charts, time & signature logs, incident reports) is retained at the school site for three years.
12. Prior to starting a test, the **identity and eligibility** of students in the testing room **must be verified and attendance documented**. Administration of examinations to students NOT eligible to take them or re-administration of a high stakes test without express authorization is strictly prohibited. For all statewide tests, verify each student against the roster provided for the testing session. The school test coordinator should verify eligibility and may add or remove students from a testing group.
13. **Require verifiable identification for secondary students and students taking college and career readiness assessments** (e.g., ACT, SAT, AP, certification and qualifying assessments).
 - a. Each student must present a government issued **photo ID** (e.g., school ID, driver license) for verification of identity. Consult test administration manuals for other approved methods of identity verification. Identification issued or verified by a family member is not accepted.
 - b. **Students must provide a signature next to their name** on the testing session roster. The time must be noted at the start and end of the testing session.
14. If a test administrator or proctor must log in to an application for administration of a test, the test administrator's computer should be monitored throughout the testing session.
15. **Follow the script and procedures for before, during and after testing provided** in the test administration manual. **Carefully adhere to all test administration and testing accommodations instructions**. Students may use **only** materials and/or supplies that are permissible as specified in the test administration manuals, documented in the student's education plan including IEP, 504 Plan, and EL plan, and when required or authorized for a test administration.
16. Before allowing a student to start a test, ensure that allowed **accessibility features and accommodations** have been enabled (online/digital testing) and/or **local arrangements, accommodations and other permissible materials** provided. If authorized test features and/or accommodations are not enabled (online/digital) or provided when a student begins a test, stop or pause the test and immediately notify the school test coordinator. **The student must remain supervised, and all test materials kept secure** while waiting for direction from the test coordinator.

17. If a student is unable to respond to test items using the online/digital testing platform or on the provided answer sheet for paper administrations, the authorized test administrator may be authorized to transcribe student responses into the online system or onto the answer sheet for scoring. The test administrator must sign the *Confidentiality Agreement Form* before transcribing student responses.
Reminder: Transcribing is the act of transferring a student's independently recorded response from the student's paper or assistive technology into the testing platform or onto the answer sheet. Scribing involves a student dictating to a person and is not allowed when responding to writing items.
18. All permissible materials for the testing session must be distributed or accessed **before testing begins**. Students may not access materials in their desks, backpacks, etc. once the testing session has started. Access to personal items is permissible **only after** secure test materials have been collected, students have exited out of online/digital tests, and **the testing session has concluded for ALL students in the testing room**.
19. Students should be provided with scratch paper to work out test items. Monitor use of scratch paper to avoid cheating. Used scratch paper must remain intact, should not be torn or folded, and must be destroyed (shredded) by the school test coordinator.
20. **ACTIVELY CIRCULATE and focus attention on students.** Throughout the testing session, monitor students and their use of materials to ensure they are on task, adhering to procedures, and working and responding in the correct section of the test. It is **never appropriate** for supervising adults to engage in other activities (e.g., grading assignments, checking email, reading, handicrafts) or doing anything that takes attention away from students testing.
21. Monitor student access to different test sections to ensure students are only working in the section authorized for that session. Students **MUST NOT** be allowed to access other sections of a test without being directed by the test administrator. **Prior to being dismissed**, students must complete the scheduled part or section of a test, exit the test, and log out of the application.
22. **Ensure students respond** to test items and use navigation and embedded tools or operate technology for computer-based tests **WITHOUT assistance from others**.
 - a. **During test administration** assistance is limited to repeating, in English only, the test instructions from the administration manual. Test administrators/room proctors must not, inadvertently or intentionally, give hints or clues that indicate an answer, help eliminate answer choices, suggest a problem-solving strategy or the need for a student to improve their work, or communicate with gestures, signals, rewards, etc.
 - b. **Students may not provide assistance to other students.** This includes **not assisting** with navigation or embedded tools and technology for computer-based tests. Interaction (verbal, gestures, written notes, etc.) between students during testing or while in possession of secure test materials is prohibited.
23. **Concerns about the contents of a test, test item, problem, question, or task**, should be communicated directly to the test coordinator or school principal **the same day**. Test administrators and room proctors do not need to review items or tasks and should only take note of basic details required to inform the test provider about a potential issue. The test coordinator will follow procedures for reporting the item issue to the test provider. Reported item issues are reviewed by the test provider (vendor or district) and/or the Nevada Department of Education (state assessments).
24. Follow procedures for breaks included in the **test administration manual**. **Collect all test materials and pause online/digital tests** before escorting a student out of the testing room.
 - a. Students and adults leaving or returning to the testing room must sign and record the time on the testing room log.

- b. **Breaks must be supervised** by trained staff who are not relatives. Students must not interact with other students or access non-permissible materials and personal items throughout a testing session including during breaks or transitions while a test is in progress.
 - c. For tests that do not allow students to resume testing after an unsupervised break, students must complete the test or test part before leaving the testing environment.
 - d. It is not appropriate to excuse students to another class, lunch, recess, or other school activities prior to completion of a test part or section. The student may not be allowed to return and complete a test section after a break or dismissal. Incomplete test sections may be scored as is. Consult guidelines for accommodated testing over multiple sessions or days.
25. Students who finish early and are not excused from the testing environment must be supervised and remain quiet.
- a. Test materials, including scratch paper, must be collected prior to a student accessing independent reading materials. **After testing** activities include reading a book or resting in the assigned seat; writing and drawing are not permitted.
 - b. Students must not access personal items.
 - c. Maintain a **test conducive environment** and continue to **monitor all student activity** of testing and non-testing students.
26. **For assessments without time limitations**, students who are working productively at the end of the scheduled testing period should be allowed additional time in a test conducive setting.
27. **If students will move to another location** before completing their test, the student's test materials must be collected and kept secure through all transfers between trained licensed educational personnel and testing rooms.
28. At the conclusion of a testing session or prior to transitioning students to an extended time location, all electronic devices including computers, assistive technology, or calculators must be cleared of all test activities, unless the device will be transferred with the student.
29. Secure testing materials, including test tickets, test books, writing prompts, student responses, and scratch paper must be collected by the test administrator and accounted for before a student is allowed to leave the testing area for any reason. Return ALL test materials to the school test coordinator the same day.

_ TESTING IRREGULARITIES

Contact > WCSD Assessment Support: 775-348-0248 or AssessmentSupport@washoeschools.net

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

1. Irregularities in test administration include, but are not limited to:
 - a. Student tested without documented accommodations or supports;
 - b. An interruption occurs causing or requiring testing to stop (e.g., technology issues, power outage, medical emergency); or
 - c. A student logs in to the wrong test or unintentionally submits an online/digital test before completing it.
2. All incidents resulting in unlocked online tests must be reported as testing irregularities. Because students are only permitted to complete a test once during the testing window, district test directors or their designees must obtain permission from the NDE to have the testing vendor regenerate a test ticket.
3. If a student is not able to complete testing as the result of an irregularity in test administration, **do not release the student**. Report the issue to the school test coordinator who will contact WCSD Assessment Support. Provided the student has had no break in supervision and/or depending on circumstances, a student may be able to continue their test on the same day, or on a later date.
4. A formal report of irregularity must be submitted to the district test coordinator and should include collected evidence and statements detailing what happened.
5. Irregularities resulting in the invalidation, voiding, or exclusion of a started or completed test must be reported.
 - a. Regardless of the reason for invalidation (or voiding) of a test, completed and partial tests must be appropriately coded/marked and submitted or returned.
 - b. Excluding tests administered with unauthorized accommodations or modifications, a student whose test has been invalidated will count as having participated on the assessment for state and federal accountability. Scores from invalidated tests will not be imported into the district student information system or other data and reporting systems.

_ REPORT SUSPECTED IRREGULARITIES & SECURITY BREACHES

In accordance with Nevada Revised Statutes (NRS) 390.350 through 390.430, the Board of Trustees declares that all students, school officials*, and others are strongly encouraged to report any suspected irregularities in testing administration or testing security. A *Summary of Whistleblower Protections for Testing Administration* is distributed annually from the Nevada Department of Education and will be linked on the Washoe County School District website for Assessment.

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

1. NRS 390.255 and NRS 390.260 define two types of irregularities, both of which must be reported to the NDE.

- Irregularity in testing administration is any act, incident, or circumstance that creates a non-standardized administration of a test.
 - Irregularity in testing security is any act, incident, or circumstance that risks disclosure of test content outside of prescribed testing procedures.
2. As outlined in the district security plan, 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, or WCSD Assessment Support.
3. Reporting Protocol
- a. Incidents of alleged or suspected breach of test security or unauthorized disclosure of test content **must be immediately reported**. Early notification may help minimize or prevent damage to the testing program.
 - b. The test coordinator or principal must alert WCSD Assessment Support by phone or email **as soon as possible and no later than 36 hours after** the time the alleged or suspected breach is brought to their attention, and an investigation should be started.
 - c. The district test director or WCSD Assessment Support will immediately report test security breaches for statewide assessments to the NDE test security coordinator.
 - d. Undertake investigation of the incident, gather evidence, and prepare documentation.
 - 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 evidence and documentation related to test security investigations and other irregularities are confidential and must be retained for three consecutive school years.
 - e. The school principal or test coordinator will **submit the online Report of Testing Irregularity within 14 calendar days** after the incident occurred (or was discovered). The report should include all related evidence and documentation. WCSD Assessment Support will receive notification when a report is submitted.
 - f. Within 14 calendar days of receiving the online Report of Testing Irregularity at the district, WCSD Assessment Support will review the completed report and attachments, implement appropriate consequences and ensure the online report is submitted to the NDE (state).
 - g. Consequences applied following a testing irregularity may include invalidating student scores and developing and implementing a preventative plan in collaboration with school administrators.
 - WCSD Assessment Support is responsible for **invalidating or directing the invalidation of** tests for students who were cheating, communicating with other students, receiving inappropriate assistance, accessing unauthorized materials or devices, and other prohibited behaviors.
 - All incidents involving student cheating or misconduct must be responded to in accordance with district and/or school disciplinary procedures.
4. **NRS 390.405 of the Nevada Revised Statutes specifically prohibits any school official from directly or indirectly using their official authority to influence another school official in an effort to interfere with or to prevent the disclosure of information concerning a testing irregularity.** The NRS provisions “do not abrogate or decrease the effect of any of the provisions of

NRS that define crimes or prescribe punishments with respect to the conduct of school officials.” (NRS 390.430) This means there shall be no retaliation for the disclosure of information but there may be consequences for the breach of test security or irregularity in test administration.

- a. If any reprisal or retaliatory action is taken within two years of the disclosure, a process of appeal by that school official will result in a hearing before the State Board of Education.

Quick Reference: Terms and Definitions: “**Reprisal or retaliatory action**” is action that is taken because the school official disclosed information concerning testing irregularities.

- b. A person who willfully discloses untruthful information concerning testing irregularities shall be guilty of a misdemeanor and is subject to disciplinary action.
 - c. A school official (licensed or unlicensed employee) may be demoted, suspended, dismissed or not re-employed or their license may be suspended for failure to observe and carry out state or school district plans for ensuring the secure administration of required examinations.
5. A summary of reported irregularities may be reviewed by the WCSD Superintendent and Board of Trustees.

INVESTIGATION PROTOCOL

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

1. The NDE may choose to conduct an investigation separately or in conjunction with the school district.
2. If the NDE has reason to believe a violation in test security or administration has occurred, the NDE has an obligation to investigate the incident as it deems appropriate. Districts and schools are required to comply with the NDE’s requests for documentation and information relevant to the investigation.
3. The majority of the communication regarding the incident will occur between the district test director or WCSD Assessment Support, and the NDE test security coordinator.
4. 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.
5. Depending on the severity of the incident and the potential impact to the state assessment program, the NDE’s determination may include, but is not limited to:
 - No further action is required
 - Invalidation of student scores
 - A requirement, including the NDE’s recommendations, for the district or 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 school to conduct an additional administration of the examination (NRS 390.290)
 - Licensure sanctions administered by the State Board of Education (NRS 391.330)
6. If investigated by the school district, the district test director, or their designee, shall work collaboratively with the WCSD Legal Division, Human Resources, the school principal, and appropriate district administrator(s), to investigate the alleged breach of test administration or test security.

7. All investigative findings will be submitted to the NDE test security coordinator, even if it is later determined that an irregularity did not occur. If investigated by the Nevada Department of Education, the district test director, or their designee, shall obtain other testimony or conduct further investigation as directed by the NDE.
8. Both the school district and the Nevada Department of Education may issue a subpoena, as needed, to compel the attendance or testimony of a witness or the production of relevant materials. If the witness refuses to attend, testify, or produce relevant materials, the school district or the Nevada Department of Education may report that refusal to the district court.

For information, see *Test Security Procedures* from the [Nevada Department of Education](#).

>< Reference: IMPORTANT DEFINITIONS

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

“Examination” means achievement and proficiency examinations that are administered to pupils statewide pursuant to Nevada Revised Statutes (NRS) or on a districtwide basis.

“District Test Director” is appointed by the school district superintendent and refers to the individual who represents an individual school district on all matters of testing, including:

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

“School official” means the following:

- A member of a board of trustees of a school district
- A member of a governing body of a charter school
- A licensed or unlicensed person employed by the board of trustees of a school district or the governing body of a charter school

“School (or Site) Test Coordinator” is the school principal or a licensed individual appointed by the school principal and refers to the person who represents the school on all matters of testing that may include:

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

Test Administration Staffing Reminders

Although school principals may delegate logistical testing responsibilities to a school test coordinator, the school principal bears sole legal responsibility for assessment accountability at their school.

Primary responsibility for test administration and supervision of secure test materials must only be assigned to licensed Nevada educators. Only individuals who have received training in test security and administration *for the current school year* are allowed to enter the testing environment, handle secure test materials, or monitor students on a rest break outside of the testing room.

Nevada licensed educators hired “long-term” to fill a teacher, counselor, or school administrator vacancy, may be authorized to assume supervisory testing roles for state and district assessment programs after completing test security and administration training for the current school year and assessment.

“Classroom Test Administrator” or “Test Administrator” is assigned by the school principal or school test coordinator and refers to a Nevada licensed school official, **trained in current school year test security and administration procedures**. A “long-term” substitute licensed educator filling a teacher, counselor, or school administrator vacancy and trained in test security and administration may be assigned the role of supervising test administrator. Responsibilities may include:

- Administering the assessment to an assigned group of students in accordance with all test security and test administration procedures
- **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)
- **Primary responsibility** for the dissemination and collection of each student’s test materials
- **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
- **Primary responsibility** for ensuring adherence to applicable time limits

“Classroom Proctor” or “Proctor” is a licensed or unlicensed employee, including long- and short-term substitute educators, assigned by the school principal or test coordinator and refers to a school official, **trained in test security and administration procedures**, whose responsibilities may include:

- **Assisting the classroom test administrator** in supervising students during their participation in the assessment
- Ensuring that students are taking the assessment in the manner in which they were **instructed by the test administrator**
- Immediately **notifying the test administrator** of any unusual behavior or activity on the part of students
- **Assisting the test administrator** in the dissemination and/or collection of test materials
- **Assisting the test administrator** in ensuring the adherence to applicable time limits
- Proctors may *not* be given supervisory responsibilities over testing students or secure test materials

“Long-term substitute” refers to a Nevada licensed educator assigned long-term to a school site, filling a teacher vacancy, documented as the teacher of record in the student information system. A “long-term substitute” may be assigned the role of Test Administrator (TA) or Proctor.

- A substitute teacher hired for short-term, day-to-day, or roving assignments may assist as a testing room proctor but should not be assigned supervisory responsibilities for secure test materials or testing students for statewide or districtwide examinations.

Testing Irregularities

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

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

- The failure to comply with state or district security procedures
- The disclosure of questions or answers to questions on an examination or assessment 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 or assessment

“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.

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

>< Reference: WCSD EMERGENCY PLAN DURING TESTING

*The safety of students and staff is foremost. When possible during an evacuation, test materials should be secured before exiting the testing location.

Emergency Situation Requiring EVACUATION

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

Upon Return to the Classroom after an EVACUATION

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

LOCK-DOWN Procedures

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

POWER OUTAGE

- ☐ **ONLINE/DIGITAL:** Tests should automatically pause and suspend. All secure testing materials should be collected from student workstations and **students** should be instructed to not discuss items from the test. Restrict student interaction.
- ☐ **PAPER:** If it is determined that there is sufficient light, testing continues for paper administrations.
- ☐ **PAPER:** If it is determined that there is insufficient light and testing cannot continue, follow these procedures:
 - The **TA/test administrator** instructs students to put their answer sheet inside their test book and close the test book.
 - The **TA/test administrator** collects all testing materials and **students** are instructed not to discuss items from the test.
 - The **STC/school test coordinator** locates a viable testing room.
 - **TA/test administrator** closely monitors the students and restricts student interaction throughout the relocation process.
 - The **TA/test administrator** and **STC/school test coordinator** carry the test materials and escort students to the new testing room.
 - The **TA/test administrator** documents the time of the interruption so that students may be allowed the remaining amount of time that is left for the examination.
 - The **TA/test administrator** redistributes the test materials to students and resumes testing.

- ❑ At their earliest opportunity and on the same day, the **STC**/school test coordinator must notify appropriate WCSD personnel of the incident and complete the report of testing irregularity. Follow procedures for notifying and consulting with the test vendor if required.

STUDENT GETS SICK and Vomits on a Test, Testing Device, at their Workstation

- ❑ All testing: Document the start time of the test and time the interruption (illness) occurred; maintain supervision and monitoring of student and test materials. Follow procedures for notifying and consulting with the test vendor if required.
- **PAPER:** If a student gets sick and vomits on the test, the test must be placed in a plastic bag, sealed, and returned to WCSD. Refer to test administration procedures or contact the district test director, or their designee, for guidance on continuing a test with new unused materials. Working with the building custodian, follow the **school's process for cleaning biohazardous waste**.
- **ONLINE/DIGITAL:** The online/digital test should be paused and suspended. If well enough to continue move the student to another workstation and follow procedures for resuming the in-progress test. Working with the building custodian, follow the **school's process for cleaning biohazardous waste**.

>< Reference: TESTING STAFF

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

Role	Who*	Responsibilities
Classroom Test Administrator (TA) * Licensed Educator in Certified or Administrator Position	<i>Nevada Licensed Educational Personnel only</i> •Certified Teacher •School Counselor •Coach, Facilitator, Special Programs Educator •School Administrator	➤ Supervise students and materials, testing activities, and test security at the classroom level ➤ Prepare the testing environment ➤ Verify identity, eligibility, and allowed tools for testing; document attendance; assign seating, workstations, and testing devices ➤ Ensure students have access to testing accommodations and accessibility supports specified by the test coordinator ➤ Maintain testing room log; sign-in/out all individuals, students/staff entering & leaving the testing environment for any reason ➤ Distribute, monitor use of, and collect testing materials (e.g., test tickets, scratch paper, permissible materials, testing devices) ➤ Follow test script and ensure students are taking the assessment in accordance with test security and test administration procedures ➤ Supervise students, circulate the testing room and monitor all activity ➤ Supervise secure test materials; return testing materials to school TC ➤ Report unusual events/suspected testing irregularities to the school TC
Additional Room Proctors * Licensed or Unlicensed Staff	•Classified Positions (ESP), Administrative Support	➤ Assist TA with verifying student identity, distributing and collecting materials, monitoring individuals entering/leaving the testing environment ➤ Assist TA in supervising student activity throughout testing period ➤ Ensure students are taking the assessment as instructed by the TA ➤ Notify the TA of unusual student behaviors and activity during testing
School Test Coordinator (TC)	•Principal •School Administrator (AP, Dean) •School Counselor	➤ Select testing staff; schedule and verify TAs & Proctors complete training in test security & test administration ➤ Develop and communicate test schedules; organize and manage secure test materials (e.g., room rosters, test tickets, scratch paper) ➤ Ensure accommodations and supports are provided to individual students in accordance with IEP, 504 and EL testing plans; manage student rosters and test participation ➤ Report unusual events, suspected irregularities and test security issues to District (WCSD Assessment Support); monitor testing ➤ Liaison between school and district/test vendor help desks

>< Reference: OBSERVATION AND SECURITY CHECKLIST

Nevada Department of Education and Washoe 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 including student responses
		5. Identification of School Site Test Coordinator(s)
		6. Locked storage for test materials
		7. Secure procedures for management of test tickets, test documents and other test materials
		8. Sign-out/Sign-in, Chain-of-Custody documentation
		9. Student test accommodations and supports documented
		10. Materials distributed to personnel ONLY for assessment date (scheduled) and in accordance with test administration manual
		11. other
		Expectation: Testing Environment and Administration
		12. Coordinator has schedule of assessments with locations, times, staff assignments, and relief coverage
		13. Doors are marked and/or signage posted to prevent interruption
		14. Certified test administrator plus appropriate number of proctors present (ratio of students: personnel < or ≈ 30:1)
		15. Documentation of all individuals present (log of personnel, students, observers, administrators, etc.)
		16. Classroom instructional materials covered or removed (walls, desks, table tops)
		17. Seating arranged and quiet environment maintained for students to produce independent work and support supervision by testing personnel
		18. Appropriate (required, allowed) technology available and utilized
		19. Student testing accommodations and designated supports implemented by test administrators
		20. Materials appropriately distributed, supervised, and collected (vendor-provided and locally-provided)
		21. other
		Expectation: Awareness and Reporting of Irregularities
		22. Unauthorized digital devices and personal items are inaccessible to students
		23. Breaks are only provided according to instructions in the Test Administrator's Manual
		24. Test administrator/proctor engaged in student observation and monitoring during assessment
		25. System of communication available from testing environment to school coordinator/administrators
		26. Extra time procedures and placements meet the same expectations as initial administration
		27. Coordinator/contact can describe procedures for errant test administration (wrong student, ticket, test/form)
		28. Coordinator/contact can describe procedures for student-level interruptions, emergencies, and security breaches
		29. Coordinator/contact can describe procedures for site-scale interruptions, emergencies, and security breaches
		30. other

Notes: _____

Observed by: _____ Date: _____

Department Signature _____ School Signature _____



2026-2027 School Year

**ACKNOWLEDGMENT OF PROFESSIONAL OR
CLASSIFIED (ESP) WCSD PERSONNEL**

***A PRIMER FOR TESTING:
POLICIES AND PROFESSIONAL EXPECTATIONS***

My signature on this form indicates that **I have read *A Primer for Testing: Policies and Professional Expectations*** for the **2026-2027 school year** and that **I understand** the information it contains related to proper test security and test administration.

My signature also indicates that

- **I have participated in the annual program of training** about test security and test administration, and professional expectations presented by the Nevada Department of Education (NDE) and Washoe County School District (WCSD).
- I understand and will carry out my **duties and responsibilities for test security and confidentiality**, and the **proper administration of assessments** in the WCSD (district) and NDE (state) testing programs.
- I will not enter the testing environment or proctor high stakes and accountability assessments for **any student who is a relative or ward, or residing in my household**, and I will **adhere to policies** intended to protect myself and participating relatives or wards from possible conflicts of interest and the appearance of impropriety.
- I understand and acknowledge the potential **consequences that may result from my failure to observe and carry out the requirements** of the state, district and school test security plans.
- **I will not** PHOTOGRAPH, RECORD, or in any way TRANSMIT part or all of a test or testing session, unless specifically authorized for the administration of the assessment.
- **I will not** READ, REVIEW or DISCUSS SECURE TEST ITEMS unless expressly authorized for the assessment and carried out in the intended manner, observing all security and copyright restrictions.
- **I will not** COPY, DISTRIBUTE, TEACH, or in any way publicize SECURE TEST AND/OR EXAMINATION ITEMS, STUDENT RESPONSES, or any part of a secure test and/or examination.
- I accept responsibility for **reading, understanding, and carrying out procedures in accordance with manuals and training** for each assessment I will administer or support in the WCSD and NDE testing programs.

This signed page must be returned to the school principal at the school where you will administer or assist with testing. District personnel not assigned to a school should submit their form to WCSD Assessment Support.

Digital form submission: By typing your name and email below, you are electronically certifying this document just as if you would physically sign it if it was on paper.

Signature _____ Date _____

Print Name _____

Email _____

Title or Position _____

School or Department _____

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