



Washoe County School District 2026-2027 Plan to Ensure the Security of State and District Mandated Assessments

Annually the Washoe County School District (WCSD) reviews the Plan to Ensure the Security of State and District Mandated Assessments (the Plan) to comply with relevant mandates of Nevada Revised Statutes (NRS) [Chapter 390 - Testing of Pupils and Graduation](#). See NRS 390.015, 390.105, 390.250-390.430 inclusive, 390.600, 390.610, 390.620 inclusive, and NRS 390.800-390.830 inclusive.

1. The Board of Trustees delegates the responsibility for implementation of the Plan and reporting testing irregularities to the Washoe County School District, Directors of Curriculum, Instruction and Assessment, elementary and secondary divisions. Irregularities in testing administration and testing security or alleged violations of state, district or school test security plans for state-mandated assessments are reported to the Nevada Department of Education (NDE). Summaries of reports are made available to the Superintendent and the Board of Trustees upon request.
2. Within the Office of Academics, Department of Curriculum, Instruction and Assessment, WCSD Assessment Support licensed educational personnel are charged with enforcing the Plan, serving as liaison between the district and schools and the NDE on assessment matters, ensuring school principals and test coordinators receive training and are informed of relevant test administration guidelines and procedures, and are responding to reports of testing irregularities.
3. The Nevada Department of Education and contracted vendors provide resources for training in test security, and the coordination and administration of each assessment in the Nevada testing program. The school principal and other responsible site administrators must certify participation in annual and test specific training prior to handling secure test materials, entering a secure testing environment, or administering any state assessment. Written verification is submitted to WCSD Assessment Support and retained for three years, documenting when annual training in test security was conducted with staff and including assurances from the school principal that testing staff will complete refresher training before each test administration.
4. The annually updated *Nevada Department of Education Test Security Procedures* (state test security plan) and related forms and documents addressing test security information and general information about each test administered in the state program and other information provided by the Nevada Department of Education are provided electronically and in direct communications to school administrators or available for download from the [WCSD Assessment](#) webpage.
5. Before September 15, each school principal, including principals of district-sponsored charter schools, will submit to WCSD Assessment Support the *Authorization to Administer Tests* form providing written assurance of their acceptance and understanding of responsibilities related to the confidentiality and security of testing materials, and the proper administration of Nevada State Assessments. Electronic copies of completed forms will be shared with the Nevada Department of Education as directed by the department (NDE).

6. Before September 30, each school principal, including principals of district-sponsored charter schools, will submit to WCSD Assessment Support a school test security plan consistent with the procedures outlined in the state and district test security plans. WCSD Assessment Support will provide a template and guidance for completing the school test security plan.
7. The Washoe County School District, [***A Primer for Testing: Policies and Professional Expectations***](#) (the *Primer*), is revised annually to reflect legislative and Nevada Department of Education mandates regarding test administration and test security. The *Primer* includes important definitions set forth in statute. The *Primer* also includes the protocol for reporting and investigating irregularities in test administration and test security.
8. The *Primer* provides information on the following topics:
 - ❖ Purposes of the Assessment Program
 - ❖ Statement of Responsibility and Data Security
 - ❖ Staff Training
 - ❖ Student Participation and Preparation
 - ❖ Notifications and Distribution of Results (to guardians)
 - ❖ Testing Program Overview
 - ❖ Assessments Required for Graduation
 - ❖ Students with Special Assessment Needs
 - ❖ Test Security, Testing Environment, Materials Management, and Test Administration
 - ❖ Reporting Suspected Irregularities, Security Breaches, and Investigation Protocol
 - ❖ Terms and Definitions
 - ❖ WCSD Emergency Plan during Testing
 - ❖ Testing Staff
 - ❖ Observation and Security Checklists
9. School administrators, counselors, teachers, and all personnel of the school district or district-sponsored charter school who have state or district testing responsibilities are expected to read the *Primer* online or download and print a copy for personal use. The electronic copy of the *Primer* is posted to the [WCSD Assessment](#) webpage.
10. The Nevada Department of Education *Test Security and Administration Training* presentation is made available for school principals to use in providing annual training to staff alongside the contents of the *Primer*. Training presentation materials are accessible from the [WCSD Assessment](#) webpage. Additional or updated materials are shared as new information is received from the Nevada Department of Education.
11. Each WCSD public and district-sponsored charter school certified or classified (ESP) employee who reads the *Primer* and views the annual training presentation as part of their professional responsibilities will sign the acknowledgment form attached to the *Primer*. By signing the form, the employee certifies they have received and read the *Primer*, gives assurance of their understanding and compliance with the information contained therein, and indicates they will read the administration manuals and participate in related training before the administration of state and district assessments.
12. Each WCSD public and district-sponsored school principal retains the signed *Primer* acknowledgment forms for personnel assisting with testing at their site. Signed forms are kept with secure testing documentation for three school years. These signed forms may be

referenced or submitted as documentation during the investigation of suspected testing irregularities. Acknowledgment of participation in annual training from central office personnel is retained by WCSD Assessment Support.

13. Before September 30, each WCSD public and district-sponsored school principal will sign the *Verification of Mandatory Staff Training* form and return the signed form to WCSD Assessment Support. Principals will submit the verification form indicating completion of annual training for staff and confirming that they will carry out training with new staff and subsequent reviews of the *Primer* throughout the school year and as part of refresher training. Principals will submit the verification form following staff training completed at the beginning of the school year only.
14. Before September 30, WCSD Assessment Support will post the *Assessment Plan for Staff* bulletin on the [WCSD website](#) for school and district staff regarding test administration and security, as well as protocols for reporting test administration irregularities and/or breaches of test security. WCSD school principals, including principals of district-sponsored charter schools, will communicate this information to their respective employees.
15. Before September 30, WCSD Assessment Support will post *Assessment Information for Families* on the [WCSD website](#), a letter to families and legal guardians about the provisions of the Plan including test administration and security as well as test administration irregularities and/or breaches of test security. WCSD school principals, including principals of district-sponsored charter schools, will communicate this information to their respective families and school communities.
16. As updates and notices are received from the Nevada Department of Education, information will be posted to the WCSD website and included in district communications to school administrators, including district-sponsored charter school administrators, and area superintendents and district leadership in academics and accountability offices.
17. In accordance with NRS 390.620, on or before September 1 of each year, the Nevada Department of Education will develop and post on the NDE website, information about the college and career readiness assessment required for graduation and other assessments for graduation. WCSD Assessment Support will maintain a link to the NDE website and direct district public and sponsored charter high schools to share the information with students and their families or guardians.

REPORTING IRREGULARITIES IN TESTING

The ***Summary of Whistleblower Protections for Testing Administration*** is issued annually from the Nevada Department of Education (*NRS 390.425*) and is publicly accessible from the [WCSD website](#).

Rights and Responsibilities

NRS 390.350-390.430

- School officials are encouraged to disclose testing irregularities, and it is the intent of the legislature to protect the rights of a school official who makes such a disclosure.
- A school official shall not directly or indirectly use or attempt to use their official authority or influence to intimidate, threaten, coerce, command, or influence another school official in

an effort to interfere with or prevent the disclosure of information concerning testing irregularities. “Official authority or influence” includes taking, directing others to take, recommending, processing, or approving any personnel action such as an appointment, promotion, transfer, assignment, reassignment, reinstatement, restoration, reemployment, evaluation, or other disciplinary action.

- If reprisal or retaliatory action is taken against a school official who discloses information concerning testing irregularities within two years after the information is disclosed, the school official may file a written appeal with the State Board of Education for a hearing on the matter and determination of whether the action taken was a reprisal or retaliatory action. The written appeal must be accompanied by a statement that specifies:
 - The facts and circumstances leading to the disclosure of information concerning testing irregularities; and
 - The reprisal or retaliatory action that is alleged to have been taken against the school official.
- The State Board may issue a subpoena to compel the attendance or testimony of any witness or the production of any materials needed as part of the appeal investigation.
- If the State Board determines that the action taken was a reprisal or retaliatory action, it may issue an order directing the proper person to desist and refrain from engaging in such action.
- The State Board may not rule against the school official based on the identity of the person or persons to whom the information concerning testing irregularities was disclosed.
- No school official may use the provisions outlined in this summary to harass another school official.
- A person who willfully discloses untruthful information concerning testing irregularities:
 - Is guilty of a misdemeanor; and
 - Is subject to appropriate disciplinary action.
- These provisions do not apply to offenses committed before July 1, 2001.

In the event of any violation of the state or district test security plan has occurred, alleged or suspected, the incident must be reported within 36 hours of discovery.

1. **The incident must be reported to the school principal or school test coordinator.**
2. The school test coordinator or principal must, in turn, immediately report the incident to WCSD Assessment Support, within 36 hours of the time the alleged or suspected violation in testing security or administration is brought to their attention.
3. The district test director or WCSD Assessment Support will communicate with WCSD district level administrators about the reported incident, as appropriate.
4. For all state-mandated examinations, the district test director, or their designee, will immediately report security breaches to the NDE test security coordinator.

5. Within 14 calendar days, the school principal will complete and submit the online *Report of Testing Irregularity* for review by WCSD Assessment Support.
6. Within 14 calendar days of receiving the *Report of Testing Irregularity* from the school principal, WCSD Assessment Support will review the report and submit the report to the NDE. Consequences may be applied at this time.
7. For irregularities resulting from staff error, district personnel will follow the *WCSD Protocol for Responding to Testing Irregularities Due to Staff Error*.
8. A summary of reported violations will be made available to the Superintendent and Board of Trustees upon request.

INVESTIGATION AND RESPONSE PROTOCOLS

Reported instances of alleged irregularities in testing administration or testing security shall be investigated by the school district and/or by the Nevada Department of Education. If investigated by the school district, the Elementary or Secondary Director of Curriculum, Instruction and Assessment, or their designee, shall work collaboratively with the WCSD Legal Division, Human Resources, the school principal, and other appropriate district administrators, to investigate the alleged irregularity in testing administration or testing security. All investigative findings will be submitted with the *Report of Testing Irregularity* for review by 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 Elementary or Secondary Director of Curriculum, Instruction and Assessment, or their designee, shall obtain other testimony or conduct further investigation as directed by the NDE after submission of the completed *Report of Testing Irregularity*.

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

Responding to Test Security Threats

- Security of Assessment Materials and/or Content: Immediately following a report of potential or confirmed breach in the security of materials and/or content from an assessment, personnel from the Department of Curriculum, Instruction and Assessment will:
 - (1) Evaluate the situation to determine “Who?” is involved, “What?” material or content was captured and/or shared, “When?” the content was disclosed, and “Where?” or “How?” the security threat occurred, considering both location and platform for dissemination.
 - (2) If the security threat can be isolated, allow unaffected students, testing groups, and test locations to continue and halt testing for affected sessions. Immediately report the concern and sources of evidence to the testing vendor and the NDE in the case of materials/content leaked to a media source.

- (3) Pursue targeted investigation into available data and through interviews with witnesses to identify and respond to additional potential risks. Follow guidance from the testing vendor or consult with the NDE test security officer on steps to complete the investigation and determine immediate and long-term corrective action.
- Security of FERPA-Protected Student Data:
 - (1) Validate the data breach; identify the type of information disclosed and method and extent of the disclosure. Identify whether data were disclosed internally or externally and if the event was a malicious attack or accidental.
 - (2) After confirming a breach occurred, submit to the Chief Information Officer and Deputy Superintendent for guidance on response activities, evidence gathering and notifying affected individuals. Consult law enforcement when a crime is believed to have been committed and legal counsel regarding reporting requirements.
 - (3) Continue with documenting the breach. Identify affected data and devices and the extent of the breach, conduct interviews, and locate, obtain, and preserve evidence including all available written and electronic logs and records applicable to the breach. Where possible, keep test content separate from student identifying information to protect the integrity of the test administration and validity of test scores.
 - (4) Complete the formal testing irregularity reporting process.

WCSD ASSESSMENT CONTACTS

Inquiries regarding test security and the state assessment program should be directed to the Nevada Department of Education through the listed WCSD assessment contacts.

Jenni Anderson, Director
Elementary, K-5
Curriculum, Instruction & Assessment

Laney Porter, Assessment Specialist
Curriculum, Instruction & Assessment

Nicholl Johnson, Director
Secondary, 6-12/Adult
Curriculum, Instruction & Assessment

Rebecca Curtright, Assessment Specialist
Curriculum, Instruction & Assessment

SUPPORT

Questions about test administration procedures, scheduling, contents of the *Primer* or accompanying training materials, or alleged irregularities in testing administration or testing security should be directed to the school principal or WCSD Assessment Support.

WCSD Assessment Support
Washoe County School District
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