

Carson City School District

Plan for Test Procedures and Security Policy

2015-2016

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Introduction

The *Plan for Test Procedures and Security Policy* is intended to articulate clear and consistent guidelines for the administration of state and district-mandated tests in the Carson City School District (CCSD) for all employees who administer tests or who assist with the testing program. It is intended for use with the state test security manual, *Test Security Procedures for the Nevada Proficiency Examination Program*.

The intent of this plan is to focus upon the standardization and professionalism of the testing policies and procedures within the Carson City School District. This plan was adopted by the Board of Trustees on September 8, 2015. For additional information, contact the Educational Services Department, Carson City School District, at 283-2110.

Note: With changes in state testing requirements, this plan is subject to change during the school year.

Statement of Responsibility

Responsibility for proper administration of the Nevada Proficiency Examination Program (NPEP) and Carson City School District testing program is shared by all District employees.

1. In accordance with Nevada Administrative Code (NAC) 389.054, on or before September 15, the principal of each school shall submit to the Educational Services Office (for submission to the Nevada Department of Education Office of Assessment and Data Accountability) a copy of the ASSURANCE FORM (Authorization to Administer the Nevada Proficiency Examination and Other State Assessments). Beginning in the 2015-2016 school year, Assistant Principal signatures will also be required. **However, ultimately, it is the school principal who bears the responsibility for test administration.**
2. Each teacher and other administrative or classified personnel involved with the testing program will annually receive training and acknowledge (in writing) that s/he has received a copy of this *Plan for Test Procedures and Security Policy* and/or the *Test Security Plan* brochure, has read the plan, and understands the plan.
3. Teachers and other administrative or classified personnel involved with the testing program will attend the school site meeting where this information will be discussed. Only individuals who have participated in the annual training can be allowed to administer or proctor an examination unless a special training has been provided for them prior to administration of the test. **Primary responsibility for test administration must never be given to unlicensed personnel, student teachers, paraprofessionals, emergency substitutes, or parent and community volunteers.** They may be utilized as proctors, but must receive current test security and administration training. EXCEPTION: Provided it is not a violation of district testing procedures, qualified paraprofessionals who have certified on the World-Class Instructional Design and Assessment (WIDA) website (www.wida.us) for the appropriate assessments may administer the Speaking (all grades) and Kindergarten portions of the English Language Proficiency Assessment (ELPA). Administration must occur under the direct supervision of assigned, licensed personnel who are trained in the 2013-14 test security and administration training procedures. A copy of the sign-in sheet for the school site meeting must be sent to the Educational Services office.

4. Each school will produce a school test security plan that will be kept on file at the school site (and a copy sent to the Educational Services Office). The school plan must be consistent with the procedures outlined in the district plan and must include, but is not limited to:
 - a. Site-specific provision for locked storage and access.
 - b. The manner in which materials will be distributed, collected, and returned.
 - c. The names of the individuals responsible for carrying out the procedures.
 - d. Procedures for handling students who require additional time for testing.
 - e. Permissible activities.

An **Acknowledgment** intended for use by teachers and all other appropriate district employees who participate in any aspect of the testing program is included on page 15 of this document. Copies of applicable sections of Nevada Revised Statutes (NRS) 389 are also attached at the end of this document.

Strict adherence to procedures protects the integrity of the State testing program, and ensures consistency in test administration, security of test materials, and the validity of scores.

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

District test directors must certify that all school test coordinators and appropriate district personnel have participated in the Department's program of training. The Department may request proof of training as part of the investigative process.

Purposes of the Assessment Program

The purpose of the Carson City School District assessment program is to identify individual student needs and appropriate curriculum or instructional modifications, based upon the skills and concepts tested. Longitudinal tracking of statistical data will demonstrate content areas of learning strengths and deficiencies. Statistical data can also be used to establish comparisons among students in the district, in the state, and in the nation. It is the intent of the District testing program to gather and report data that are accurate, meaningful and professionally sound. The professional integrity of every certified or classified employee of the district is, therefore, required for the effective implementation of this program.

Instructional Use of Examinations

The use of examination data is to encourage analysis of results and to assist in planning for instructional improvement at every level, i.e., student, classroom, grade level, school, or district. The statistical data and other information received from examinations are most effectively used for diagnostic and prescriptive purposes to improve the curriculum and instructional program.

Parent/Guardian Notification

Notifying parents/guardians of the Carson City School District testing program is considered to be an integral part of test orientation and preparation. School administrators and teachers are encouraged to communicate with the parents/guardians of affected students about one month before the actual testing. Written notice regarding tests and examinations mandated by the state or school district will be produced by the Educational Services office and distributed to staff, parents and/or legal guardians of all students, no later than September 30. *A copy of the Carson City School District 2015-2016 testing calendar can be found on page 14 of this document.*

To maximize the opportunity for appropriate use of assessment results and in accordance with NRS 389.015, not more than 10 working days after a school district receives the results of the examinations, the superintendent of each school district shall certify that the results of the examinations have been transmitted to each school within the school district. Except as otherwise provided, not more than 15 working days after each school receives the results of the examinations, the principal of each school shall certify that the results for each pupil have been provided to the parent or legal guardian of the pupil (a) during a conference or (b) by mailing the results to the last known address of the parent or legal guardian.

If a pupil fails the High School Proficiency Examination (HSPE), the school shall notify the pupil and the parents or legal guardian of that pupil as soon as practicable but not later than 15 working days after the school receives the results of the examination.

Appropriate Testing Environment

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

The following test administration procedures must be adhered to:

- Electronic devices are strictly **PROHIBITED** unless a student has an accommodation plan or designated support that allows a specific permissible device, or unless they are required for a specific assessment (see the Calculator Clarification document for guidance regarding the use of calculators.) Unauthorized possession of electronic devices may result in invalid scores.
- Place-value indicators, number lines, charts, or posters that provide specific factual information or guidance (e.g., test-taking strategies, multiplication charts, hundreds charts, fraction-decimal-percent equivalency charts, graphic organizers, Thinking Maps, annotated samples of essays or paragraphs, or sample introductory and concluding techniques) must be removed or covered with blank, opaque material.
- Student desk/table tops must be cleared of any material not specified in the test administration manual. Material that is affixed to desk tops must be covered with blank, opaque material.
- Students may use **only** materials and/or supplies that are specified in the test administration manuals or provided with the test booklet for a **specific** test and grade level.
- Students may not have access to personal materials, including electronic devices, during testing unless specified in the student's Individualized Education Plan (IEP).
- All testing materials must be distributed or accessed prior to the beginning of the testing session.
- 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 identification information.
- Prior to and during testing, a test administrator must follow the script provided in the test administration manual and cannot provide additional assistance or direct the students' attention to any materials in the room for the purpose of enhancing test performance.

ELA, Math, and Science Assessments and High School Proficiency Exam (HSPE)

For the 3rd-12th grade reading, math, and science assessments, aids have will be developed by the Nevada Department of Education Office of Assessment and Data Accountability (NDE) for the

purpose of providing assistance to students. Additional resources can be found at: [http://www.doe.nv.gov/APAC Main Page/](http://www.doe.nv.gov/APAC_Main_Page/)

The HSPE formula sheet is provided in the test booklet to assist student and is permitted for use during the math test.

Limited English Proficient (LEP)

Bilingual dictionaries for LEP students testing with accommodations:

- Are permissible for math & science (all grades)
- Are **Prohibited** on any reading test (all grades)

Examinations are to be administered in English. See the Designated Supports for each specific assessment regarding glossaries and translated directions.

Materials provided by the NDE may not be paraphrased or modified (except for enlargement). For information regarding testing students with accommodations, see the Students with Special Needs section of the Assessment Manual produced by the NDE.

Career, Technical & Adult Education (CTE) Assessments

- Employability Skills for Career Readiness Assessment
- End of Program Technical Assessments

NOTE: Must follow all CCSD and NDE test security procedures.

Timing the Examination

Accurate timing of all tests is important to ensure the reliability of the results. The administrative test instructions, accompanying teacher directions or manuals, and other materials specify the time limits for each test or sub-test. Administrators and teachers are responsible for implementing and monitoring the specific time limits. Any deviation from the specific time limits is a violation of ethical testing practices and professional expectations.

Although the specific administration schedule for testing at each school is a site-based decision, designated days for subject matter such as Math, Reading, etc. will be assigned by the NDE.

Additional Time, Breaks, and Students Who Finish Early

For the ELA, Math, and Science Assessments for grades 3rd-8th, HSPE, and the ELPA, the NDE has established the following guidelines for additional time, breaks, and students who finish testing early.

Additional Time and Breaks

Food and beverages are only permitted during the supervised breaks (not during test administration). A restroom break should be provided prior to the test administration. Breaks during the scheduled testing period are discouraged unless absolutely necessary. Breaks should not be given during a scheduled HSPE testing period except in the event of an emergency.

Exceptions: Students participating in the NAA may take as many breaks as necessary and may resume testing on another day (within the prescribed testing window).

Some students will not complete all parts of the ELA, Math, and Science Assessments or the HSPE during the scheduled testing period and **must** be given additional time as long as they are working productively. Follow your school's test security plan for appropriate procedures. Students must not interact with their peers during this process, and must be accompanied by trained staff while in possession of test materials. At this time, students may require a break.

Breaks must be closely supervised and should be limited to 10 or 15 minutes. A ratio of one staff member to no more than a few students is recommended. It is not appropriate to excuse students to another class, P.E., lunch, recess, or other school activity prior to the completion of a Part or Session of the test. **Students may not return to a previously-administered part of the ELA, Math, And Science Assessments or HSPE on a subsequent day.**

The ELPA and CTE Assessment are timed tests for students who are not testing with accommodations.

Permissible Activities for Students Who Finish Early

Students who finish the HSPE before the end of the scheduled testing period may be excused according to school test security procedures. If students are not excused they may bring books or other reading materials (paper versions only- not electronic devices) to occupy their time quietly if they finish early. These materials must not be on student's desks or table tops while they are testing. Students may store these materials under their desks or on a table in the front or back of the room. Test administrators may also provide reading materials (paper versions only- not electronic devices) to students. Plan ahead for this activity, as it is not appropriate for students to reach into their desks or backpacks while testing is in progress. **Utilizing textbooks, binders, and assignment pages, such as for completing homework, is not appropriate. Writing and/or drawing is not permitted.**

Failure to adhere strictly to consistent and uniform test administration procedures may result in the invalidation of student scores. A student whose test has been invalidated may count as a participant on the assessment for purposes of Nevada School Performance Framework (NSPF); however the student will be placed in the lowest achievement level. For additional information on NSPF, go to <http://nspf.doe.nv.gov/>.

Examination Administration

Definitions

The following definitions will be used throughout this section:

- “District Test Director” refers to the individual who represents an individual school district on all matters of testing.
- “School Test Coordinator” refers to the individual who represents an individual school on all matters of testing.
(It is important to note that the Test Coordinator’s responsibilities do not, in any way, minimize the fact that the school principal assumes final responsibility for the proper training and administration of all tests.)
- “Classroom Test Administrator” refers to an individual who is responsible for administering tests to students.
- “Classroom Proctor” refers to a school employee who assists the Classroom Test Administrator by supervising students during testing.

Procedures

Examinations are not to be distributed until the prescribed date prior to examination administration. When not in the school's locked test storage cabinet or in a classroom used for test administration, examination materials must not be left in any area to which students or others have unsupervised access.

NRS 389.015 indicates that all test items contained in any Nevada Proficiency Examination and the approved answers are confidential. Disclosure of test items/booklets and testing materials and approved answers used for ALL state-mandated assessments is unlawful and constitutes grounds for revocation of licensure and/or other penalties, unless a person has written authorization in advance from the Nevada Superintendent of Public Instruction. Similarly, district-mandated assessments are confidential.

All writing test prompts, examination booklets, and teacher directions or manuals must be counted by the appropriate staff and batched well in advance of the examination date to assure ample materials for the date of examination administration. Examination booklets will be numbered in order to facilitate more efficient return of materials. **The School Test Coordinator must maintain a log identifying the serial numbers of the test booklets assigned to each Classroom Test Administrator.**

Numbered test booklets will be issued to school sites, requiring a signature of the principal or School Test Coordinator verifying receipt of materials. A signature will be required (on an "Accountability Worksheet" – see page 18 of this document) for each Classroom Test Administrator to whom numbered booklets are issued. Classroom Test Administrators shall assign test booklets to students using these numbers. **All test booklets must be accounted for prior to the dismissal of students at the end of the testing period.**

The School Test Coordinator must verify (in writing) that the same numbered test booklets are returned after testing is completed. An example "Accountability Worksheet" (page 18 of this document) indicating signatures for receipt of materials and numbered test booklets must be kept at the school site for future auditing purposes. **Test booklets must be placed in serial number order before returning to the District Test Director to reduce accounting errors.**

Sufficient Classroom Test Administrators and/or Classroom proctors should be provided to adequately supervise and monitor the assessment (a maximum ratio of 35:1 is suggested). Unlicensed personnel, student teachers, and parent or community volunteers may act as proctors and not as test administrators. All individuals present in the testing room (students, licensed and unlicensed personnel and any unauthorized individuals who may have entered the room) must be documented. At the secondary level, School Test Coordinators will provide each Classroom Test Administrator a list of eligible students. Changes to these lists can only be made by the School Test Coordinator.

Classroom Test Administrators are responsible for verifying the identification and eligibility of each student. This will necessitate checking I.D. cards and/or requesting verification from the school office if the student is not known to the Classroom Test Administrator. School sites will establish the process for verifying student eligibility.

A parent or guardian of a student who is participating in a specific test may not be present in the testing room.

Test administrators must follow all instructions given in the administration manuals for each test. The Classroom Test Administrator must ascertain that all students understand the directions for taking the test. **Test administrators, proctors, or other adults may not provide assistance of any kind beyond making certain that students understand the instructions for taking the test. Students may not provide assistance of any kind on test material to other students.** All required materials, e.g., #2 pencils, test booklets, answer sheets, and scratch paper must be provided at the testing location.

Students may bring only required materials to the test and /or examination session: soft #2 pencils and calculators, if authorized by the state, district or publisher. All other materials including examination booklets, writing test prompts, HSPE formula sheets, answer sheets, and scratch paper shall be provided at the testing location. These materials must be accounted for and collected from each student before she/he leaves the testing room. All used scratch paper will be destroyed in an appropriate manner as determined by the administrator of that school.

Electronic communication and imaging devices, portable media players, and hand-held computers (e.g., cell phones, pagers, cameras, hand-held scanners, iPods, PDAs) are strictly Prohibited during testing sessions unless a student has an IEP that allows a specific device.

Additional instructional materials, beyond those specified in test administration instructions, or approved by an IEP committee, cannot be provided to students for use during a test administration. **Failure to strictly adhere to consistent and uniform test administration procedures may result in the invalidation of student scores.**

As NDE moves to electronic testing, specific direction related to each assessment will be provided to staff, students, and families.

Students are better prepared for the assessment situation if the Classroom Test Administrator explains that the purpose of taking a test is to find out which skills have been mastered so that instruction can focus upon skills needing further development. It should be pointed out that some items will be more difficult than others and some material may be new to students; they are not expected to know all the answers. Students should also be told that there may be more spaces on their answer sheets than the number of items in their test and/or examination book. Extra spaces on their answer sheets should be left blank.

Students should mark only one response for an item and should erase completely any responses they do not want. If a student is obviously marking answers randomly, that student's subtest(s) should be invalidated. The Classroom Test Administrator will need to follow specific test procedures to indicate subtests that have been invalidated.

Special circumstances, interruptions, or distractions that affect individual or group performance can also result in invalid subtests. Students who mark multiple responses to individual items, who experience sudden illness, or who become unduly disturbed by the assessment situation should have their subtests marked as invalid. Students who complete only one part of the longer Reading and Mathematics subtests should have the entire subtest invalidated, as described above.

Additional (text deleted) materials beyond those specified in test administration instructions, or approved by an IEP committee, cannot be provided to or made available to (text added) students for use during a test administration.

During test administration, the Classroom Test Administrators and/or other proctors should closely and frequently monitor to see that each student is marking answers in the correct manner. They should help those students who are not marking their answers appropriately. After such problems have been resolved (e.g., bubbles are not dark enough, two bubbles are marked on the same line, bubbles extend beyond the specified area, any changed answers are not completely erased, etc.), **the only educational assistance given should be to clarify the instructions for taking the test and/or examination.** Translation of testing content or directions is prohibited. ELPA test administrations must have English Native Fluency.

The Classroom Test Administrator should continually walk through the classroom during the time allocated for the test and/or examination. **Sitting down throughout the assessment period is inappropriate.** It is essential for Classroom Test Administrators to monitor student progress continuously during the assessment period. It is important to observe unusual behavior carefully.

At no time during testing should students be left unattended with test and/or examination materials. A restroom break should be provided prior to the test administration. Restroom breaks should be discouraged during the administration of tests in grades 3 through 8. **On any administration of the High School Proficiency Examination, having students leave the room for any reason (except in an emergency) should not be allowed.**

Additional time in a test-conducive setting **must be allowed** for any student who is working productively at the end of the district- or school-prescribed times. (Reference: Timing the Examination section on page 6)

Upon completion of testing, all test materials (including scratch paper) are to be returned to the appropriate school administrator or School Test Coordinator in a timely manner (not later than the end of the school day on which the assessment is administered). If more than one day is involved, all assessment materials must be returned to the school administrator/School Test Coordinator each day and stored securely in an area to which no students or others have unsupervised access. **Both topics of the HSPE in Writing must be completed on the same day. For students with IEP's, please see Special Accommodations document.**

At the conclusion of testing, it is expected that the booklets that were issued to a Classroom Test Administrator will be returned to the School Test Coordinator. **All examination booklets (including any booklets that were not distributed to students) must be accounted for when they are returned to the School Test Coordinator using the "Accountability Worksheet" (found on page 18 of this plan), or another form approved by the school principal.** The School Test Coordinator and school administrator will, in turn, verify by signature that all booklets sent to the school are returned to the Educational Services Office or directly to the vendor. Guidance will be given for each Assessment from the Educational Services Office. HSPE examination booklets will normally be returned directly to the vendor.

Calculator Usage

Calculators are permitted for use on the math assessment in grades 3rd-8th and the End of Course Examinations, but must be free-standing if not part of an online assessment. Only four-function or scientific calculators are allowed. Graphing and programmable features are PROHIBITED. Calculators that require an electrical outlet, use paper tape, have sound capability, or have type writer style keypads are PROHIBITED, unless documented on a student's testing accommodation form.

Documentation of Situations Affecting a Testing Environment

It is strongly recommended that extraordinary events during or around the testing window be documented. **Situations affecting the testing environment may serve as a basis for an appeal.** The following listed situations should be documented:

- Hospitalization/Broken bones
- Death in the family
- Parent arrest
- Incidents involving Juvenile Hall/Child Protective Services

- Chronic or recent medical issues
- Accidents on the way to school
- Any other incident(s) that may affect time in the classroom, or a student’s ability to function during the test window.
- Medically Fragile children must be designated by the site nurse prior to testing.
- A child is sent home ill during the testing window and does not return until after the make-up window has closed.
- Attendance issues during the test window should be brought to the attention of the Test Coordinator. CCSD Security assistance can be enlisted if a home visit is necessary. The phone number for the CCSD Security Officer is 690-1109.

Test Irregularity

The listed situations may be viewed as a test irregularity. In case of a test irregularity, notify the Site Test Coordinator and then follow procedures in the Reporting Suspected Breach

Irregularities section on page 13.

- Student/Teacher cell phones ringing during the test
- Leaving students unattended
- Leaving test materials in a room unsupervised
- Inappropriately marking answer sheets (i.e. marking modifications vs. accommodations)
- Cheating (appeals will **not** be an option)
- Utilizing unauthorized testing materials or utilizing materials at an undesignated time
- Student use of electronic devices during testing
- Translating of test directions and or content

Test Item Security and Confidentiality

Definitions

The following definitions will be used throughout this section:

- **“Irregularity in testing administration”** means the failure to administer an examination in the manner intended by the person or entity that created the examination.
- **“Irregularity in testing security”** means an act or omission that tends to corrupt or impair the security of an examination, including, without limitation:
 - The failure to comply with the NDE or district security procedures.
 - The disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law.
 - Other breaches in the security or confidentiality of the questions or answers to questions on an examination.

Procedures

The test items, problems or questions contained in all examinations and the approved answers for grading them are confidential. **Test administrators, proctors, school administrators, teachers, and any other school personnel are not allowed to review the test contents for any reason.** Copies of examinations currently in use are not to be stored in places to which faculty or other persons have unsupervised access.

During test administration, Classroom Test Administrators and/or proctors must **not** make written notes regarding specific writing test prompts, test items, or illustrations in booklets while administering examinations.

Copying test prompts, test items, or approved answers by any means, or disclosure of those prompts, items, or approved answers is a breach of state testing procedures. Such breaches of testing procedures may be cause for disciplinary action.

Any questions about the use of test materials or the breach of test security should be directed to the school principal or to the Associate Superintendent of Educational Services.

Any concern about the contents of a test prompt or test item should be communicated directly to the school principal within the first two school days after the examination has been administered. S/he will forward that concern to the Associate Superintendent of Educational Services.

Each school principal (or his/her designee) shall conduct an explanatory meeting for all faculty members and other appropriate personnel involved with testing well in advance of the first scheduled NPEP assessment. The purpose of the meeting will be to insure that all certified and classified personnel involved with assessment are familiar with the policies and professional expectations contained within this *Plan for Test Procedures and Security Policy*. Each faculty member (and other appropriate school personnel) shall be given a copy of this plan or a copy of the summary version, *Test Security Plan*, for personal reference.

Test Collection and Scoring

The Classroom Test Administrator is responsible for collecting and organizing the answer sheets or consumable test and/or examination booklets for his/her individual classroom. The Classroom Test Administrator should carefully check each answer sheet, making corrections if needed, for demographic accuracy (e.g., the student's name, ID number, grade level, school name, etc.) It is imperative that the subtest answer portion of the answer sheet not be altered in any way, with the exception of erasing stray marks and darkening responses as may be required for scoring. For answer documents that are not pre-coded, it is crucial that the student demographic portion “bubbles” be accurately darkened.

It is important for everyone associated with test administration to understand that the data for state accountability reporting are based upon demographic coding as well as for students receiving services from Special Education, English as a Second Language (ESL), or who receive free or reduced meals. In other words, school and district accountability data will be determined based upon coding verified by teachers and administrators at school sites.

The School Test Coordinator is responsible for collecting and organizing the answer sheets or consumable tests and/or examination booklets at the school level and returning them as directed for scoring. As an additional verification of accuracy, the school administrator or his/her designee is encouraged to validate the accuracy of demographic information.

When the school administrator or his/her designee returns materials to the Educational Services Department or to the vendor, it is essential that all materials be organized and ordered as has been requested. An accounting of all test booklets must also accompany answer documents when they are returned.

Scoring, whether completed by the NDE or a private vendor, will be handled in accordance with the publisher's directions using the norms for the appropriate examination level and time of year.

Reporting the examination scores of individual students to anyone other than authorized school personnel, the student's parent/guardian, or the student is a violation of the privacy rights of the individual. Any research conducted within Carson City School District that may deal with student examination scores must first be approved in writing by the Associate Superintendent of Educational Services, who will ascertain that individual confidentiality will be fully maintained.

In view of the many variables involved in assessment, it is considered inappropriate to compare only test and/or examination scores without consideration of other factors, such as population tested, transiency rates, socioeconomic factors of the population, dropout rates, etc.

Reporting Suspected Breaches or Irregularities

In accordance with NRS 391.600 through 391.648, all pupils, school officials and others are required to report any suspected irregularities in testing administration or testing security to Susan Keema; CCSD Test Coordinator. Susan Keema is the only school official to contact the Nevada Department of Education Office of Assessment and Data Accountability regarding test irregularities/test security issues.

NRS 391.628 specifically prohibits any school official from directly or indirectly using his/her official authority to influence another school official in an effort to interfere with or to prevent the disclosure of information concerning a testing irregularity.

If any reprisal or retaliatory action is taken within 2 years of the disclosure, a process of appeal for that school official will result in a hearing before the NDE.

A person who willfully discloses untruthful information concerning testing irregularities shall be guilty of a misdemeanor and is subject to disciplinary action.

A teacher or administrator may be demoted, suspended, dismissed or not re-employed or his/her license may be suspended for failure to observe and carry out state or school district plans for ensuring the secure administration of required examinations.

In certain instances of repeated test administration irregularities at the same school in consecutive years, the NDE may determine that an examination must be administered again at the expense of the school district.

Procedure in the Event of a Suspected Breach or Unauthorized Disclosure

In the event of any suspected breach of test and/or examination security or unauthorized disclosure of test and/or examination content, this sequence should be followed:

- 1) The situation shall be immediately reported to the school principal and/or School Test Coordinator.
- 2) The principal and/or test coordinator must immediately report the breach of test security to the District Test Director. (Note: It is the District Test Director who has been designated by the local Board of Trustees as their designee for handling alleged breaches in test security.) The principal will initiate the investigation process; interview students, teachers, and/or paraprofessionals who may have been involved in the alleged security breach; carefully document the accounts of all witnesses; and include this information in the report that the principal is required to submit to the District Test Director. **Test Irregularity Forms are available at Educational Services.**
- 3) The District Test Director will immediately communicate with appropriate CCSD district-level administrators and/or Board of Trustees about the suspected breach or unauthorized disclosure.
- 4) Within 24 hours of the alleged incident, the District Test Director must report any breach of test security to the Nevada Proficiency Examination Program personnel.
- 5) Within five days of the alleged incident, the school principal must provide a completed "Report of Test Irregularity in the Nevada Proficiency Examination Program" to the District Test Director. This report needs to be completed when any alleged breach of test security or irregularity involving either district and/or state-required assessments has occurred.
- 6) The district test director must submit all investigative findings to the Department test security coordinator, even if the district determines at the conclusion of the investigation that an irregularity did not occur.

Investigation Protocol

Reported instances of alleged breaches of test administration or test security may be investigated by the school district or by the NDE. Both the school district and the NDE may issue a subpoena, as needed, to compel 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 NDE may report that refusal to the district court.

Record Retention

The Carson City School District, and each school site, is required to retain the following records for three (3) years:

- Test Security Plans
- Training Logs
- Irregularity Reports
- Evidence from Investigations
- Any video surveillance footage

Assessment Calendar for the 2015-2016 School Year

Student Assessments	Grades	Projected Dates/Windows for Planning			
English Language Arts and Math Assessments	3-8	Mar. 21 through the last day of instruction, or by June 10 (whichever is earlier)			
Science Test	5 and 8	Apr. 18-May 13			
English Language Arts I and II and Math I and II End-of-Course Examinations	Course Eligible Students	May 2-June 3			
Science Test	10	Apr. 11-15			
College and Career Readiness Assessment	11	Mar. 1	Make-up: Mar. 15		
Reading, Math and Science Retests	12 and Adult	Oct. 19-23	Feb. 8-12	Apr. 11-15	June 20-24
Writing Test	12 and Adult	Oct. 21	Feb. 10	Apr. 13	June 22
Science and Writing Alternative Assessments	12 Eligible Students	Participation notification by Jan. 29 and submission of student work by Mar. 18			
Reading and Math Alternate Assessments	3-8 and 11 Students with Identified Disabilities	Feb. 8-Apr. 29			
Science and Writing Alternate Assessments	5, 8 and 11 Students with Identified Disabilities				
Speaking, Listening, Reading and Writing English Language Proficiency Assessments	K-12 Limited English Proficient Students	Jan. 25-Mar. 4			
Workplace Readiness Skills Assessment	10-12 Career and Technical Education Concentrators	Mar. 14-Apr. 22		Retake: May 31-Jun. 10	
End-of-Program Technical Assessment	10-12 Career and Technical Education Concentrators	Apr. 11-May 20		Retake: May 31-Jun. 10	
National Assessment of Educational Progress	4, 8 and 12	Feb 1-Mar. 11			

Acknowledgement of Receipt and Understanding of the Carson City School District Plan for *Test Procedures and Security Policy and/or Test Security Plan*

School Name: _____

My signature below indicates that I have received test security training and a copy of Carson City School District's *Plan for Test Procedures and Security Policy and/or Test Security Plan* document(s). I have reviewed and I understand the information contained. (This page must be signed and returned to your school's principal.)

Staff Member Signature

Date

Printed Name

Signature of Person Providing Training

Date

NOTE: It is the principal's responsibility to retain this signed page for 3 years in the event that questions or circumstances require reference to this signed form.

Confidentiality Agreement Form

Nevada Proficiency Examination Program 2015-2016 School Year Only

This form is to be completed prior to test administration by a test administrator or proctor who is required to read test content to students as provided in their IEP/504 Testing Accommodations Form, as a designated support, or as needed for the NAA and ELPA. Test security procedures must be strictly adhered to in test administration for all students.

Test security and student confidentiality are of utmost importance to the NDE. As a test administrator or proctor for students receiving accommodations and/or designated supports on state assessments, you have access to materials that must be regarded as secure, specifically, any content that you read in any of the testing booklets or writing prompts, and student responses. All materials must be treated as confidential. You are not to reproduce any materials, directly or indirectly, not to disclose the contents of these materials to anyone, not to discuss the test with anyone, not to take notes about what you read, and not to by any other means reveal the contents of the test.

We are certain that you share our concern that all assessment materials and student responses be handled in a professional, secure, and confidential manner. By signing this form, you agree to abide by these procedures.

Please retain the original signed form with the school's test security documentation. (Do not forward copies to the NDE.)

Teacher Name (please print)

Date

Signature

School/Work

Important Security Reminders for Test Administrators

- Verify the eligibility and identity of **EACH** student who is testing—determine credit sufficiency prior to testing. HSPE sections of the Procedures manual have emphasis on graduation-ready eligibility requirements for participation in May and July.
- Use a sign-in sheet with a column to log the test booklet numbers assigned to each student.
- Provide an answer document for every eligible student enrolled during testing.
- Use **ONLY ONE ANSWER DOCUMENT PER STUDENT**—students testing in different subjects on different days are to use the same answer sheet.
- No personal belongings are permitted on the desk surface. Whenever practicable, have students store back packs and other personal belongings in the front or rear of the testing room.
- Follow the script in the Test Administration Manual **VERBATIM**.
- Provide accommodations as outlined in the students' IEP, 504, or LEP testing accommodation plans. Students must not be provided accommodations to which they are not entitled.
- Students who do not have IEP, 504, or LEP accommodation plans must test under regular conditions and are not entitled to accommodations. See the specific test administration manuals regarding required and permissible materials.
- Students must not be left unattended with test materials.
- Walk the room—actively monitor students during testing; observe that students are bubbling responses in the correct subject section of the answer document. *Sitting down throughout the examination period is inappropriate.*
- Electronic devices are strictly **PROHIBITED** unless a student has an accommodation plan or designated support that allows a specific permissible device, or unless they are required for a specific assessment (see the Calculator Clarification document for guidance regarding the use of calculators.) Unauthorized possession of electronic devices may result in invalid scores. ***Students who violate this mandate will have their test invalidated.***
- Provide additional time in a test-conducive environment—follow the school's plan for orderly transition from one testing situation to another. Students must **NOT** be left unsupervised during the transition and may not interact with peers prior to completing a Part or Session.
- DISCLOSURE OF TEST CONTENT IS STRICTLY PROHIBITED BY STATE LAW**—do not read, review, copy, reproduce, or take notes on test items.
- Students may **NOT** receive assistance with test items.
- Examinations are to be administered in English.** See the Designated Supports for each specific assessment regarding glossaries and translated directions.
- Collect and log in all materials—test booklets, writing prompts, scratch paper, pencils, etc. Students are to leave the room with only their personal belongings.
- Check test booklets for answer documents tucked inside.
- Ensure that the number of test booklets (or prompts) and answer documents returned is identical to the quantities that were distributed prior to testing. (30 students = 30 tests + 30 answer documents)
- Report irregularities **IMMEDIATELY** to your school test coordinator or principal.
- Store the following testing information onsite for 3 years: Test Security Plan, training logs, irregularity reports, evidence from investigations, and video surveillance footage. Provide an electronic copy to Educational Services.

Related Nevada Revised Statutes

NRS 389.015 Administration and scoring of achievement and proficiency examinations; reporting of results; accommodations for pupils with disabilities; effect of failure to demonstrate adequate achievement or to pass; confidentiality of examinations.

1. The board of trustees of each school district shall administer examinations in all public schools of the school district. The governing body of a charter school shall administer the same examinations in the charter school. The examinations administered by the board of trustees and governing body must determine the achievement and proficiency of pupils in:

- (a) Reading;
- (b) Writing;
- (c) Mathematics; and
- (d) Science.

2. The examinations required by subsection 1 must be:

- (a) Administered before the completion of grades 4, 8, 10 and 11.
- (b) Administered in each school district and each charter school at the same time. The time for the administration of the examinations must be prescribed by the state board.
- (c) Administered in each school in accordance with uniform procedures adopted by the state board. The department shall monitor the compliance of school districts and individual schools with the uniform procedures.
- (d) Administered in each school in accordance with the plan adopted pursuant to NRS 389.616 by the department and with the plan adopted pursuant to [NRS 389.620](#) by the board of trustees of the school district in which the examinations are administered. The department shall monitor the compliance of school districts and individual schools with:

- (1) The plan adopted by the department; and
 - (2) The plan adopted by the board of trustees of the applicable school district, to the extent that the plan adopted by the board of trustees of the school district is consistent with the plan adopted by the department.
- (e) Scored by the department or a single private entity that has contracted with the state board to score the examinations. If a private entity scores the examinations, it shall report the results of the examinations in the form and by the date required by the department.

3. Not more than 14 working days after the results of the examinations are reported to the department by a private entity that scored the examinations or the department completes the scoring of the examinations, the superintendent of public instruction shall certify that the results of the examinations have been transmitted to each school district and each charter school. Not more than 10 working days after a school district receives the results of the examinations, the superintendent of schools of each school district shall certify that the results of the examinations have been transmitted to each school within the school district. Except as otherwise provided in this subsection, not more than 15 working days after each school receives the results of the examinations, the principal of each school and the governing body of each charter school shall certify that the results for each pupil have been provided to the parent or legal guardian of the pupil:

- (a) During a conference between the teacher of the pupil or administrator of the school and the parent or legal guardian of the pupil; or
- (b) By mailing the results of the examinations to the last known address of the parent or legal guardian of the pupil.

If a pupil fails the high school proficiency examination, the school shall notify the pupil and the parents or legal guardian of the pupil as soon as practicable but not later than 15 working days after the school receives the results of the examination.

4. Different standards of proficiency may be adopted for pupils with diagnosed learning disabilities. If a pupil with a disability is unable to take an examination created by a private entity under regular testing conditions or with modifications and accommodations that are approved by the private entity, the pupil may take the examination with modifications and accommodations that are approved by the state board pursuant to subsection 8. If a pupil with a disability is unable to take an examination created by the department under regular testing conditions or with modifications and accommodations that are approved by the department, the pupil may take the examination with modifications and accommodations that are approved by the state board pursuant to subsection 8. The results of an examination that is taken under conditions that are not approved by a private entity or the department, as applicable, must not be reported pursuant to subsection 2 of [NRS 389.017](#). If different standards of proficiency are adopted or other modifications or accommodations are made in the administration of the examinations for a pupil who is enrolled in a program of special education pursuant to [NRS 388.440](#) to [388.520](#), inclusive, other than a gifted and talented pupil, the different standards adopted or other modifications or accommodations must be set forth in the pupil's program of special education developed in accordance with the Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 et seq., and the standards prescribed by the state board. During the administration of the high school proficiency examination, a pupil with a disability may be given additional time to complete the examination

if the additional time is a modification or accommodation that is approved in the pupil's program of special education developed in accordance with the Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 et seq. 5. If a pupil fails to demonstrate at least adequate achievement on the examination administered before the completion of grade 4, 8 or 10, he may be promoted to the next higher grade, but the results of his examination must be evaluated to determine what remedial study is appropriate. If such a pupil is enrolled at a school that has been designated as demonstrating need for improvement pursuant to subsection 1 of [NRS 385.367](#), the pupil must, in accordance with the requirements set forth in this subsection, complete remedial study that is determined to be appropriate for the pupil.

6. If a pupil fails to pass the proficiency examination administered before the completion of grade 11, he must not be graduated until he is able, through remedial study, to pass the proficiency examination, but he may be given a certificate of attendance, in place of a diploma, if he has reached the age of 17 years.

7. The state board shall prescribe standard examinations of achievement and proficiency to be administered pursuant to subsection 1. The high school proficiency examination must be developed, printed and scored by a nationally recognized testing company in accordance with the process established by the testing company. The examinations on reading, mathematics and science prescribed for grades 4, 8 and 10 must be selected from examinations created by private entities and administered to a national reference group, and must allow for a comparison of the achievement and proficiency of pupils in grades 4, 8 and 10 in this state to that of a national reference group of pupils in grades 4, 8 and 10. The questions contained in the examinations and the approved answers used for grading them are confidential, and disclosure is unlawful except:

(a) To the extent necessary for administering and evaluating the examinations.

(b) That a disclosure may be made to a:

(1) State officer who is a member of the executive or legislative branch to the extent that it is necessary for the performance of his duties;

(2) Superintendent of schools of a school district to the extent that it is necessary for the performance of his duties;

(3) Director of curriculum of a school district to the extent that it is necessary for the performance of his duties; and

(4) Director of testing of a school district to the extent that it is necessary for the performance of his duties.

(c) That specific questions and answers may be disclosed if the superintendent of public instruction determines that the content of the questions and answers is not being used in a current examination and making the content available to the public poses no threat to the security of the current examination process.

8. The state board shall prescribe, in accordance with the Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 et seq., the modifications and accommodations that may be used in the administration of an examination to a pupil with a disability who is unable to take the examination under regular testing conditions or with modifications and accommodations that are approved by the private entity that created the examination or, if the department created the examination, by the department. These regulations may include, without limitation, authorizing a pupil to complete an examination with additional time.

NRS 389.550 Administration of examinations that measure achievement in standards.

1. The state board shall, in consultation with the council, prescribe examinations that measure the achievement and proficiency of pupils in selected grades in the standards of content established by the council that are in addition to the examinations administered pursuant to [NRS 389.015](#). The state board shall, based upon the recommendations of the council, select the grade levels of pupils that are required to take the examinations and the standards that the examinations must measure.

2. The board of trustees of each school district and the governing body of each charter school shall administer the examinations prescribed by the state board. The examinations must be:

(a) Administered to pupils in each school district and each charter school at the same time, as prescribed by the state board.

(b) Administered in each school in accordance with uniform procedures adopted by the state board. The department shall monitor the school districts and individual schools to ensure compliance with the uniform procedures.

(c) Administered in each school in accordance with the plan adopted pursuant to [NRS 389.616](#) by the department and with the plan adopted pursuant to [NRS 389.620](#) by the board of trustees of the school district in which the examinations are administered. The department shall monitor the compliance of school districts and individual schools with:

(1) The plan adopted by the department; and

(2) The plan adopted by the board of trustees of the applicable school district, to the extent that the plan adopted by the board of trustees of the school district is consistent with the plan adopted by the department.

NRS 389.620 Adoption and enforcement of plan for test security by board of trustees; contents of plan; annual submission of plan to state board and legislative committee on education; written notice concerning plan to educational personnel, pupils and parents; definitions.

1. The board of trustees of each school district shall, for each public school in the district, including, without limitation, charter schools, adopt and enforce a plan setting forth procedures to ensure the security of examinations.

2. A plan adopted pursuant to subsection 1 must include, without limitation:

(a) Procedures pursuant to which pupils, school officials and other persons may, and are encouraged to, report irregularities in testing administration and testing security.

(b) Procedures necessary to ensure the security of test materials and the consistency of testing administration.

(c) With respect to secondary schools, procedures pursuant to which the school district or charter school, as appropriate, will verify the identity of pupils taking an examination.

(d) Procedures that specifically set forth the action that must be taken in response to a report of an irregularity in testing administration or testing security and the action that must be taken during an investigation of such an irregularity. For each action that is required, the procedures must identify, by category, the employees of the school district or charter school who are responsible for taking the action and for ensuring that the action is carried out successfully.

The procedures adopted pursuant to this subsection must be consistent, to the extent applicable, with the procedures adopted by the department pursuant to [NRS 389.616](#).

3. A copy of each plan adopted pursuant to this section and the procedures set forth therein must be submitted on or before September 1 of each year to:

(a) The state board; and

(b) The legislative committee on education, created pursuant to [NRS 218.5352](#).

4. On or before September 30 of each school 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 all teachers and educational personnel employed by the school district or governing body, all personnel employed by the school district or governing body who are involved in the administration of the examinations, all pupils who are required to take the examinations and all parents and legal guardians of such pupils. The written notice must be prepared in a format that is easily understood and must include, without limitation, a description of the:

(a) Plan adopted pursuant to this section; and

(b) Action that may be taken against personnel and pupils for violations of the plan or for other irregularities in testing administration or testing security.

5. As used in this section:

(a) "Examination" means:

(1) Achievement and proficiency examinations that are administered to pupils pursuant to [NRS 389.015](#) or [389.550](#); and

(2) Any other examinations which measure the achievement and proficiency of pupils and which are administered to pupils on a district-wide basis.

(b) "Irregularity in testing administration" means the failure to administer an examination in the manner intended by the person or entity that created the examination.

(c) "Irregularity in testing security" means an act or omission that tends to corrupt or impair the security of an examination, including, without limitation:

(1) The failure to comply with security procedures adopted pursuant to this section or [NRS 389.616](#);

(2) The disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law; and

(3) Other breaches in the security or confidentiality of the questions or answers to questions on an examination.

NRS 389.628 Violation of district plan: Duty of board of trustees to investigate or refer to department; authority of board of trustees to issue subpoenas; enforcement of subpoena by court.

1. If a school official has reason to believe that a violation of the plan adopted pursuant to [NRS 389.620](#) may have occurred, the school official shall immediately report the incident to the board of trustees of the school district. If the board of trustees of a school district has reason to believe that a violation of the plan adopted pursuant to [NRS 389.620](#) may have occurred, the board of trustees shall:

(a) If the violation is with respect to an examination administered pursuant to [NRS 389.015](#) or [389.550](#), immediately report the incident to the department orally or in writing followed by a comprehensive written report within 14 school days after the incident occurred; and

(b) Cause to be commenced an investigation of the incident. The board of trustees may carry out the requirements of this paragraph by:

(1) Investigating the incident as it deems appropriate, including, without limitation, using the powers of subpoena set forth in this section.

(2) With respect to an examination that is administered pursuant to [NRS 389.015](#) or [389.550](#), requesting that the department investigate the incident pursuant to [NRS 389.624](#).

The fact that a board of trustees elects initially to carry out its own investigation pursuant to subparagraph (1) of paragraph (b) does not affect the ability of the board of trustees to request, at any time, that the department investigate the incident as authorized pursuant to subparagraph (2) of paragraph (b).

2. Except as otherwise provided in this subsection, if the board of trustees of a school district proceeds in accordance with subparagraph (1) of paragraph (b) of subsection 1, the board of trustees may issue a subpoena to compel the attendance or testimony of a witness or the production of any relevant materials, including, without limitation, books, papers, documents, records, photographs, recordings, reports and tangible objects. A board of trustees shall not issue a subpoena to compel the attendance or testimony of a witness or the production of materials unless the attendance, testimony or production sought to be compelled is related directly to a violation or an alleged violation of the plan adopted pursuant to [NRS 389.620](#).

3. If a witness refuses to attend, testify or produce materials as required by the subpoena, the board of trustees may report to the district court by petition, setting forth that:

(a) Due notice has been given of the time and place of attendance or testimony of the witness or the production of materials;

(b) The witness has been subpoenaed by the board of trustees pursuant to this section; and

(c) The witness has failed or refused to attend, testify or produce materials before the board of trustees as required by the subpoena, or has refused to answer questions propounded to him,

and asking for an order of the court compelling the witness to attend, testify or produce materials before the board of trustees.

4. Upon receipt of such a petition, the court shall enter an order directing the witness to appear before the court at a time and place to be fixed by the court in its order, the time to be not more than 10 days after the date of the order, and then and there show cause why he has not attended, testified or produced materials before the board of trustees. A certified copy of the order must be served upon the witness.

5. If it appears to the court that the subpoena was regularly issued by the board of trustees, the court shall enter an order that the witness appear before the board of trustees at a time and place fixed in the order and testify or produce materials, and that upon failure to obey the order the witness must be dealt with as for contempt of court.

NRS 391.312 Grounds for suspension, demotion, dismissal and refusal to reemploy teachers and administrators; consideration of evaluations and standards of performance.

1. A teacher may be suspended, dismissed or not reemployed and an administrator may be demoted, suspended, dismissed or not reemployed for the following reasons:

(a) Inefficiency;

(b) Immorality;

(c) Unprofessional conduct;

(d) Insubordination;

(e) Neglect of duty;

(f) Physical or mental incapacity;

(g) A justifiable decrease in the number of positions due to decreased enrollment or district reorganization;

(h) Conviction of a felony or of a crime involving moral turpitude;

(i) Inadequate performance;

(j) Evident unfitness for service;

(k) Failure to comply with such reasonable requirements as a board may prescribe;

(l) Failure to show normal improvement and evidence of professional training and growth;

(m) Advocating overthrow of the Government of the United States or of the State of Nevada by force, violence or other unlawful means, or the advocating or teaching of communism with the intent to indoctrinate pupils to subscribe to communistic philosophy;

(n) Any cause which constitutes grounds for the revocation of a teacher's license;

(o) Willful neglect or failure to observe and carry out the requirements of this Title;

(p) Dishonesty;

(q) Breaches in the security or confidentiality of the questions and answers of the achievement and proficiency examinations that are administered pursuant to [NRS 389.015](#);

(r) Intentional failure to observe and carry out the requirements of a plan to ensure the security of examinations adopted pursuant to [NRS 389.616](#) or [389.620](#).

PROTECTION FOR DISCLOSURE OF IRREGULARITIES IN TESTING ADMINISTRATION AND SECURITY
NRS 391.600 Definitions. As used in [NRS 391.600](#) to [391.648](#), inclusive, unless the context otherwise requires, the words and terms defined in [NRS 391.604](#) to [391.620](#), inclusive, have the meanings ascribed to them in those sections.

NRS 391.604 "Examination" defined. "Examination" means:

1. Achievement and proficiency examinations that are administered to pupils pursuant to NRS 389.015 or 389.550; and
2. Any other examinations which measure the achievement and proficiency of pupils and which are administered to pupils on a district-wide basis.

NRS 391.608 “Irregularity in testing administration” defined. “Irregularity in testing administration” means the failure to administer an examination in the manner intended by the person or entity that created the examination.

NRS 391.612 “Irregularity in testing security” defined. “Irregularity in testing security” means an act or omission that tends to corrupt or impair the security of an examination, including, without limitation:

1. The failure to comply with security procedures adopted pursuant to NRS 389.616 or 389.620;
2. The disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law; and
3. Other breaches in the security or confidentiality of the questions or answers to questions on an examination.

NRS 391.616 “Reprisal or retaliatory action” defined. “Reprisal or retaliatory action” includes, without limitation:

1. Frequent or undesirable changes in the location of an office;
 2. Frequent or undesirable transfers or reassignments;
 3. The issuance of letters of reprimand, letters of admonition or evaluations of poor performance;
 4. A demotion;
 5. A reduction in pay;
 6. The denial of a promotion;
 7. A suspension;
 8. A dismissal;
 9. A transfer; or
 10. Frequent changes in working hours or workdays,
- if such action is taken, in whole or in part, because the school official disclosed information concerning irregularities in testing administration or testing security.

NRS 391.620 “School official” defined. “School official” means:

1. A member of a board of trustees of a school district;
2. A member of a governing body of a charter school; or
3. A licensed or unlicensed person employed by the board of trustees of a school district or the governing body of a charter school.

NRS 391.624 Declaration of policy concerning disclosure of irregularities in testing administration and security. It is hereby declared to be the policy of this state that a school official is encouraged to disclose, to the extent, not expressly Prohibited by law, irregularities in testing administration and testing security, and it is the intent of the legislature to protect the rights of a school official who makes such a disclosure.

NRS 391.628 School officials Prohibited from using authority or influence to prevent disclosure of information.

1. A school official shall not directly or indirectly use or attempt to use his official authority or influence to intimidate, threaten, coerce, command, influence or attempt to intimidate, threaten, coerce, command or influence another school official in an effort to interfere with or prevent the disclosure of information concerning irregularities in testing administration or testing security.
2. As used in this section, “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.

Report of Testing Irregularity
Nevada Proficiency Examination Program
2015-2016 School Year

This report must be completed within 14 days of the incident in which an irregularity in test security and/or test administration has occurred. A copy of this report is to be **filed with the test director in your school district**, who must immediately forward a copy of the report to the test security coordinator at the Nevada Department of Education. State public schools (not part of SPCSA) and private schools must forward the report directly to the Department.

Address: 700 East Fifth Street, Room 107, Carson City, NV 89701
E-mail: cmason@doe.nv.gov Fax: 775-687-9240

Test Directors may contact Carol Mason (775-687-9260) at the Nevada Department of Education Office of Assessment and Data Accountability for more information.

School: _____ District: _____ Date: _____

Name of School Principal: _____ Phone #: _____

Name of Person Completing Form: _____ Phone #: _____

Title: _____ Date of Incident: _____

Test(s) for which the irregularity occurred (check all boxes that apply):

HSPE READING

GRADE(S): _____

HSPE SCIENCE

GRADE(S): _____

END OF COURSE

ELA I

ELA II

GRADES 3-8:

TEST(S)/GRADE(S): _____

NAA:

HSPE MATH

GRADE(S): _____

HSPE WRITING

GRADE(S): _____

MATH I

MATH II

ELPA:

GRADE(S): _____

CTE:

GRADE(S): _____

TEST/SUBJECT: _____

1. Provide a narrative description of the testing irregularity and how it occurred. (*Attach additional pages as necessary.*)

2. Indicate the names and positions of the individual(s) who were primarily responsible for the testing irregularity. (*Attach training logs and/or statements as necessary.*)

3. What is your best estimate of the damage to the Nevada Proficiency Examination Program that will or could result from this testing irregularity?

4. Procedures and publications distributed by the Nevada Department of Education Office of Assessment and Data Accountability contain provisions that should have prevented this testing irregularity.

Which procedure(s) was/were not followed?

5. What action has been taken to help ensure against future testing irregularities in your school?

6. Please provide your recommendation with regard to any further appropriate action that might be taken with regard to this incident.

