

# Carson City School District

## Plan for Test Procedures and Security Policy

### 2016-2017

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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 13, 2016. 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. Expect an updated plan January 2017.**

## 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<sup>th</sup>, 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*). 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](http://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 2016-17 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 must be 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) 390 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<sup>th</sup>. A copy of the *Carson City School District 2016-2017 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 390.820, 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 and/or legal guardian of the pupil (a) during a conference or (b) by mailing the results to the last known address of the parent and/or legal guardian.

If a pupil fails the High School Proficiency Examination (HSPE), the school shall notify the pupil and the parents and/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 and/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 and 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 and/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)

The HSPE is currently being phased out. **Directions pertain to 5<sup>th</sup> and 6<sup>th</sup> year seniors and Adult Education students in cohort graduation years 2016 and earlier.** English Language Arts, math, and science assessments, aids 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/)

### **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 and Technical 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 3<sup>rd</sup>-8<sup>th</sup>, 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, e.g. 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 390.820 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 TICKETS, 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 TICKETS will be numbered in order to facilitate more efficient return of materials. **The School Test Coordinator must maintain a log identifying the TICKETS assigned to each Classroom Test Administrator.**

Numbered test TICKETS 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 17) for each Classroom Test Administrator to whom TICKETS are issued. Classroom Test Administrators shall assign test TICKETS to students using these numbers. **All test TICKETS 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 TICKETS are returned after testing is completed. An example "Accountability Worksheet" (see page 17) indicating signatures for receipt of materials and numbered test booklets must be kept at the school site for future auditing purposes. **Test TICKETS must be placed in THE CORRECT SUBJECT ENVELOPE 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 and/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., soft #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 **TICKETS**, 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. **1:1 DEVICES WILL BE USED FOR TEST ADMINISTRATION FOR ALL 3-8 ASSESSMENTS, ELPA, 5&8 SCIENCE**

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 completely erase 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, and/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 materials beyond those specified in test administration instructions, or approved by an IEP committee, cannot be provided to or made available to 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 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. **EOC: 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 5)

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 (no later than the end of the school day on which the assessment is administered **OR AT CMS AT THE END OF THE TESTING WEEK**). If more than one day is involved, all assessment materials must be **LOCKED UP IN YOUR ROOM AND** stored securely in an area to which no students or others have unsupervised access. Both topics of the HSPE in the writing portion 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 **TICKETS** that were issued to a Classroom Test Administrator will be returned to the School Test Coordinator. **All examination TICKETS (including any TICKETS 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 17 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 **TICKETS** sent to the school are **DESTROYED** 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 NOT USED UNLESS AN ACCOMODATION FOR STUDENTS ON AN IEP WITH VISION ISSUES.**

**Information about calculator usage will be inserted upon the NDE guidance. Details will be discussed at monthly Test Coordinator meetings.**

## **Documentation of Situations Affecting a Testing Environment**

It is strongly recommended that events out of the ordinary that occur 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 site social workers can provide assistance if a home visit is necessary.

### **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 12.

- 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 **ON TEST COMPUTER SCREENS** 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

For remaining paper-pencil assessments, 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 TESTING TICKETS FOR EACH SUBJECT 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 TICKETS AND SCRATCH PAPERS must BE DESTROYED AFTER THE SCHOOL YEAR HAS COMPLETED.** This scratch paper and every test TICKET will be shredded AFTER every item is accounted for and the testing window has closed for the year.

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 390.350 through 390.405, 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 390.405 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 two (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

**Nevada Department of Education**  
**Student Assessment Calendar for the 2016-17 School Year**

Student Assessments	Grades	Projected Dates/Windows for Planning			
Criterion Referenced English Language Arts and Math Assessments (Smarter Balanced)	3–8	120th day of instruction through the last day of instruction, or by May 31 <sup>st</sup> , (whichever is earlier)			
Science Test	5 and 8	120th day of instruction through the last day of instruction, or by May 31 <sup>st</sup> , (whichever is earlier)			
English Language Arts I and II (and ELA Combined-2020 cohort), Math I and II and Science (2020 cohort) End-of-Course Examinations (EOCs)	*Course Eligible Students	April 24 <sup>th</sup> –May 31 <sup>st</sup>			
Science Test (2019 Cohort must participate in grade 10 Science)	10	145 <sup>th</sup> day of instruction through the last day of instruction, or by May 31 <sup>st</sup> , (whichever is earlier)			
College and Career Readiness Assessment (ACT)	11	February 28 <sup>th</sup> (Paper) February 28 <sup>th</sup> – March 14 <sup>th</sup> (Online)		Make-up: Mar. 21 <sup>st</sup>	
Reading, Math and Science Retests (HSPE for 5 <sup>th</sup> and 6 <sup>th</sup> year seniors and adults)	5 <sup>th</sup> and 6 <sup>th</sup> Year Seniors and Adult	Oct. 17–21	Feb. 13–17	Apr. 3 –14	June 19–23
Writing Test (HSPE for 5 <sup>th</sup> and 6 <sup>th</sup> year seniors and adults)	5 <sup>th</sup> and 6 <sup>th</sup> Year Seniors and Adult	Oct. 19	Feb. 15	Apr. 5 or 12	June 21
Reading and Math Alternate Assessments (NAA)	3–8 and 11 Students with Identified Disabilities	February 28 <sup>th</sup> -May 31 <sup>st</sup>			
Science and Writing Alternate Assessments (NAA)	5, 8 and 11 Students with Identified Disabilities				
Speaking, Listening, Reading and Writing English Language Proficiency Assessments (WIDA)	Kindergarten Limited English Proficient Students	January 9 <sup>th</sup> – March 3 <sup>rd</sup>			
	1–12 Limited English Proficient Students	January 23 <sup>rd</sup> –March 3 <sup>rd</sup>			
Workplace Readiness Skills Assessment (CTE)	10–12 Career and Technical Education Completers	March 6 <sup>th</sup> –31 <sup>st</sup>		Retake: May 15 <sup>th</sup> –28 <sup>th</sup>	
End-of-Program Technical Assessment (CTE)	10–12 Career and Technical Education Completers	April 3 <sup>rd</sup> –28 <sup>th</sup>		Retake: May 15 <sup>th</sup> –28 <sup>th</sup>	
National Assessment of Educational Progress (NAEP)	4, 8 and 12	January 30 <sup>th</sup> –Mar. 10 <sup>th</sup>			
NAEP Laptop Writing Study	8	April 24 <sup>th</sup> – May 19 <sup>th</sup>			

**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 three (3) years in the event that questions or circumstances require reference to this signed form.

## 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.



# Accountability Worksheet

## Check in/out of Testing Materials

(Keep original at school site for auditing purposes; send one (1) COPY to Educational Services with answer sheets. Document must be retained by School Site and Educational Services for three (3) years.)

School: \_\_\_\_\_

Name of Test: \_\_\_\_\_  
(HSPE; Writing, Reading, Math, Science, ACT)

Test Administration Date(s): \_\_\_\_\_

<u>Distribution</u>			<u>Collection</u>		
Date of Test Distribution	Test #s	Signed for by	Date of Test Collection	Test #s	Signed for by

\_\_\_\_\_  
Signature Date  
School personnel distributing the test

\_\_\_\_\_  
Signature Date  
School personnel collecting the test

\_\_\_\_\_  
Principal's Signature Date

## Related Nevada Revised Statutes

### **NRS 390.820 Administration of examinations to pupils with disabilities; modifications and accommodations required for certain pupils; State Board required to prescribe alternate examination.**

1. If a pupil with a disability is unable to take an examination administered pursuant to [NRS 390.105](#) or [390.600](#) under regular testing conditions, the pupil may take the examination with modifications and accommodations that the pupil's individualized education program team determines, in consultation with the Department and in accordance with the Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 et seq., and the No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 et seq., are necessary to measure the progress of the pupil. If modifications or accommodations are made in the administration of an examination for a pupil with a disability, the modifications or accommodations must be set forth in the pupil's individualized education program. The results of each pupil with a disability who takes an examination with modifications or accommodations must be reported and must be included in the determination of whether the school has met the annual measurable objectives and performance targets established pursuant to the statewide system of accountability for public schools.
2. The State Board shall prescribe an alternate examination for administration to a pupil with a disability if the pupil's individualized education program team determines, in consultation with the Department, that the pupil cannot participate in all or a portion of an examination administered pursuant to [NRS 390.105](#) or [390.600](#) even with modifications and accommodations.
3. The State Board shall prescribe, in accordance with the Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 et seq., and the No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 et seq., the modifications and accommodations that must 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.
4. As used in this section:
  - (a) "Individualized education program" has the meaning ascribed to it in 20 U.S.C. § 1414(d)(1)(A).
  - (b) "Individualized education program team" has the meaning ascribed to it in 20 U.S.C. § 1414(d)(1)(B).(Added to NRS by [2003, 19th Special Session, 54](#); A [2013, 1931, 3269](#)) — (Substituted in revision for NRS 389.0115)

### **NRS 390.105 Administration of criterion-referenced examinations.**

1. The State Board shall, in consultation with the Council to Establish Academic Standards for Public Schools, prescribe examinations that comply with 20 U.S.C. § 6311(b)(3) and that measure the achievement and proficiency of pupils:
  - (a) For grades 3, 4, 5, 6, 7 and 8 in the standards of content established by the Council for the subjects of English language arts and mathematics.
  - (b) For grades 5 and 8, in the standards of content established by the Council for the subject of science.
  - (c) For grades 9, 10, 11 and 12, in the standards of content established by the Council for the subjects required to comply with 20 U.S.C. § 6311(b) (3).➤ The examinations prescribed pursuant to this subsection must be written, developed, printed and scored by a nationally recognized testing company.
2. In addition to the examinations prescribed pursuant to subsection 1, the State Board shall, in consultation with the Council to Establish Academic Standards for Public Schools, prescribe a writing examination for grades 5 and 8.
3. The State Board shall prescribe:
  - (a) The minimum number of school days that must take place before the examinations prescribed by the State Board pursuant to subsection 1 may be administered to pupils; and
  - (b) The period during which the examinations prescribed by the State Board pursuant to subsection 1 must be administered.
4. 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 at such times as prescribed by the State Board pursuant to subsection 3. The examinations must be:
  - (a) 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.
  - (b) Administered in each school in accordance with the plan adopted pursuant to [NRS 390.270](#) by the Department and with the plan adopted pursuant to [NRS 390.275](#) 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.(Added to NRS by [1999, 3386](#); A [2001, 1208](#); [2003, 19th Special Session, 63, 64](#); [2005, 1178](#); [2013, 3272](#); [2015, 1083, 2098](#)) — (Substituted in revision for NRS 389.550)

**NRS 390.275 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 and assessments.

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 or assessment.

(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 390.270](#).

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 218E.605](#).

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 and assessments 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 and assessments, all pupils who are required to take the examinations or assessments 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) “Assessment” means the college and career readiness assessment administered to pupils enrolled in grade 11 pursuant to [NRS 390.610](#).

(b) “Examination” means:

(1) The examinations that are administered to pupils pursuant to [NRS 390.105](#) or [390.600](#); and

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

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

(d) “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:

(1) The failure to comply with security procedures adopted pursuant to this section or [NRS 390.270](#);

(2) The disclosure of questions or answers to questions on an examination or assessment 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 or assessment.

(Added to NRS by [2001, 1199](#); A [2013, 3274](#)) — (Substituted in revision for NRS 389.620)

**NRS 390.285 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 390.275](#) 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 390.275](#) may have occurred, the board of trustees shall:

- (a) If the violation is with respect to an examination administered pursuant to [NRS 390.105](#) or [390.600](#) or the college and career readiness assessment administered pursuant to [NRS 390.610](#), 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 390.105](#) or [390.600](#) or the college and career readiness assessment administered pursuant to [NRS 390.610](#), requesting that the Department investigate the incident pursuant to [NRS 390.280](#).
    - 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 390.275](#).
  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 or her,
      - 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 the witness 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.
- (Added to NRS by [2001, 1200](#); A [2013, 3276](#)) — (Substituted in revision for NRS 389.628)

**NRS 391.750 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) Intentional failure to observe and carry out the requirements of a plan to ensure the security of examinations and assessments adopted pursuant to [NRS 390.270](#) or [390.275](#);
  - (r) An intentional violation of [NRS 388.497](#) or [388.499](#);
  - (s) Knowingly and willfully failing to comply with the provisions of [NRS 388.1351](#);
  - (t) Gross misconduct; or
  - (u) An intentional failure to report a violation of [NRS 388.135](#) if the teacher or administrator witnessed the violation.
2. If a teacher or administrator is found, through an investigation of a testing irregularity, to have willfully breached the security or confidentiality of the questions and answers of the examinations that are administered pursuant to [NRS 390.105](#) or [390.600](#) or the college and career readiness assessment administered pursuant to [NRS 390.610](#), the board of trustees of a school district, governing body of a charter school or governing body of a university school for profoundly gifted pupils, as applicable, shall:
- (a) Suspend, dismiss or fail to reemploy the teacher; or
  - (b) Demote, suspend, dismiss or fail to reemploy the administrator.
3. In determining whether the professional performance of a licensed employee is inadequate, consideration must be given to the regular and special evaluation reports prepared in accordance with the policy of the employing school district and to any written standards of performance which may have been adopted by the board.
4. As used in this section, “gross misconduct” includes any act or omission that is in wanton, willful, reckless or deliberate disregard of the interests of a school or school district or a pupil thereof.
- (Added to NRS by [1967, 968](#); [A 1973, 791](#); [1987, 1004](#); [1999, 1434, 3241](#); [2001, 1211](#); [2011, 2246, 2285](#); [2013, 3281](#); [2015, 417, 1854](#)) — (Substituted in revision in 2013 for NRS 391.312 and in 2015 for NRS 391.31297)

**PROTECTION FOR DISCLOSURE OF IRREGULARITIES IN TESTING ADMINISTRATION AND SECURITY**  
**NRS 390.350 Definitions.** As used in [NRS 390.350](#) to [390.430](#), inclusive, unless the context otherwise requires, the words and terms defined in [NRS 390.355](#) to [390.380](#), inclusive, have the meanings ascribed to them in those sections.  
 (Added to NRS by [2001, 1209](#); [A 2013, 3283](#)) — (Substituted in revision for NRS 391.600)

**NRS 390.360 “Examination” defined.** “Examination” means:

- 1. The examinations that are administered to pupils pursuant to [NRS 390.105](#) or [390.600](#); and
- 2. Any other examinations which measure the achievement and proficiency of pupils and which are administered to pupils on a district-wide basis.

(Added to NRS by [2001, 1209](#), [A 2013, 3283](#)) — (Substituted in revision for NRS 391.604)

**NRS 390.365 “Irregularity in testing administration” defined.** “Irregularity in testing administration” means the failure to administer an examination or assessment in the manner intended by the person or entity that created the examination or assessment.  
 (Added to NRS by [2001, 1209](#); [A 2013, 3283](#)) — (Substituted in revision for NRS 391.608)

**NRS 390.370 “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 or assessment, including, without limitation:

- 1. The failure to comply with security procedures adopted pursuant to [NRS 390.270](#) or [390.275](#);
- 2. The disclosure of questions or answers to questions on an examination or assessment 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 or assessment.

(Added to NRS by [2001, 1209](#); [A 2013, 3283](#)) — (Substituted in revision for NRS 391.612)

**NRS 390.375 “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.  
(Added to NRS by [2001, 1209](#)) — (Substituted in revision for NRS 391.616)

**NRS 390.380 “School official” defined. [Effective through June 30, 2016.]** “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.  
(Added to NRS by [2001, 1209](#)) — (Substituted in revision for NRS 391.620)

**NRS 390.395 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.

(Added to NRS by [2001, 1209](#)) — (Substituted in revision for NRS 391.624)

**NRS 390.405 School official 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 or her 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.

(Added to NRS by [2001, 1210](#)) — (Substituted in revision for NRS 391.628)

# Report of Testing Irregularity

## Nevada Proficiency Examination Program

### 2016-2017 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](mailto: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):

<p>HSPE READING</p> <p><input type="checkbox"/> GRADE(S): _____</p> <p>HSPE SCIENCE</p> <p><input type="checkbox"/> GRADE(S): _____</p> <p>END OF COURSE</p> <p><input type="checkbox"/> ELA I    <input type="checkbox"/> ELA II</p> <p>GRADES 3-8:</p> <p><input type="checkbox"/> TEST(S)/GRADE(S): _____</p> <p>NAA: _____</p> <p><input type="checkbox"/> GRADE(S): _____</p> <p>CTE: _____</p> <p><input type="checkbox"/> TEST/SUBJECT: _____</p>	<p>HSPE MATH</p> <p><input type="checkbox"/> GRADE(S): _____</p> <p>HSPE WRITING</p> <p><input type="checkbox"/> GRADE(S): _____</p> <p><input type="checkbox"/> MATH I    <input type="checkbox"/> MATH II</p> <p>ELPA: _____</p> <p><input type="checkbox"/> GRADE(S): _____</p>
--	--

**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.**

7. What action was taken regarding students? Were answer documents coded as “invalid” (check one)? Yes \_\_\_\_\_ No \_\_\_\_\_

8. If question 7 is applicable, provide student information in the table below.

Last Name	First Name	MI	ID #	DOB	Subject(s)