

FREEDOM CLASSICAL ACADEMY

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**Plan for Test Administration
And
Test Security**

2020-2021

September 1, 2020

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Disclosure of Test Content and Approved Answers

Knowledge or review of actual test content is not necessary for valid test administration and is strictly prohibited.

The questions contained in state-mandated examinations and the approved answers are confidential, and disclosure is unlawful except under the following circumstances:

- To the extent necessary for administering and evaluating the examinations
- When it is necessary for the performance of the duties of a:
 - State officer who is a member of the executive or legislative branch
 - Superintendent of schools of a school district
 - Director of curriculum of a school district
 - Director of testing of a school district
- Specific questions and answers may be disclosed if the Superintendent of Public Instruction determines that the content of the questions and answers are 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.
- NDE staff and/or the Office of the Nevada Attorney General are charged with determining whether gaining access to state-mandated examinations is necessary and permitted by law.

Test administrators or proctors (individuals assisting test administrators) who are required to read or sign test content to students as provided in their testing accommodations or designated supports must complete a Confidentiality Agreement (template available at Bighorn > Files > Assessment Group). Other individuals required to be present in the testing environment (e.g., medical professionals) must also complete a Confidentiality Agreement.

Test administrators, proctors (individuals assisting test administrators), school administrators, teachers, substitute teachers, any other school personnel, or other individuals required to be present during test administration (e.g., medical professionals) are not permitted to review test content for any reason unless one of the exceptions previously listed applies.

Test material, whether online or paper/pencil, must not be copied or reproduced by any means without the prior written authorization of the test publisher and the NDE, nor is any individual permitted to make notes on test content.

Under no circumstances shall copies of test material displayed on computer screens, student responses, or test booklets be circulated among faculty, administrators, or other persons.

All materials containing student identifying information and/or responses are the confidential property of the Nevada Department of Education (NDE), and not public record. Disclosure is strictly prohibited without written permission from the NDE (i.e., in the event a district test director or other district or state official is conducting an investigation).

Storage and Distribution of Test Materials

Test tickets are secure documents and must be stored, distributed, and collected according to test security procedures. Under no circumstances may student-identifying information printed on the tickets be distributed via email or any other non-secure method.

Test tickets must be collected when students complete a part of a test and redistributed for administration of the second part.

All documents containing student-identifying information, responses, or test content must be stored securely and must not be accessible to anyone other than the principal or school test coordinator (or other designated individuals who require access).

The secure storage may not be used for other materials to which unauthorized individuals have access. A sign-in/sign-out sheet including dates and times must be kept in order to track the movement and custody of materials.

Secure testing materials, including test tickets, are not to be distributed to test administrators until the prescribed date for test administration. (Exception: Materials for the Nevada Alternate Assessment (NAA) may be distributed, then securely stored prior to the test date, provided it is not a violation of the district or school test security plan.)

For paper test booklets:

District test directors (or school test coordinators if testing materials are shipped directly to the schools) must:

- Follow the directions from the testing vendor regarding the receipt of materials and the reporting of discrepancies.
- Account for all test booklets and other testing materials immediately upon receipt from each school's test coordinator.
- School test coordinators must:
- Maintain a log identifying the serial numbers of the test booklets assigned to each test administrator and the times materials were picked up.
- Account for all test booklets and other testing materials immediately upon their return from each test administrator, including signatures and times materials were returned.

Test administrators must:

- Account for all test booklets and other testing materials, including scratch paper, before students are allowed to leave the testing room for any reason.
- Place test booklets in serial number order and return all materials to the school test coordinator before the end of the school day.
- On completion of testing, district test directors (or school test coordinators if testing materials are shipped directly to the schools) must return the materials in accordance with the procedures outlined in the test coordinator manual for the specific assessment.

Testing Locations and Prescribed Dates

Each test must be given in a public facility approved by the board of trustees or the governing body. Charter schools using on-line coursework as the primary mode of instruction must provide a centralized location for students to appear in person to take the scheduled state-mandated examinations. Any exception to this requirement must be submitted to the NDE in writing no later than 60 calendar days prior to the scheduled administration. The NDE will notify the district or charter school of the decision in writing no later than one week before the scheduled test date.

The NDE prescribes the specific date or range of dates on or during which an examination or examinations will be given. If a district has special circumstances that prohibit giving the scheduled examination during the designated dates, the district test director must submit a written request for a change of date to the Nevada Department of Education (NDE) Office of Assessment, Data and Accountability Management at least 60 calendar days prior to the prescribed date of the test. The ability to grant requests may be limited both by the legislative requirement for uniform statewide administration and by contractual agreements with testing companies for scoring. Test directors in districts with year-round elementary schools, year-round track schools, or other scheduling conflicts will continue to work with the appropriate NDE assessment staff to schedule appropriate times for administration of required assessments to those students who will be on break throughout the designated testing periods.

Examinations must be administered by licensed employees of a district or charter school who are trained in 2020-2021 test security and administration procedures and administered in a public facility approved by the board of trustees or the governing body. Unlicensed personnel, student teachers, teacher's aides, emergency substitute teachers, and parent and community volunteers may act as proctors (individuals assisting test administrators) and not as test administrators. EXCEPTION: Provided it is not a violation of district testing procedures, qualified paraprofessionals who have certified on the WIDA website for the appropriate assessments may administer the Speaking (all grades) and Kindergarten portions of the English Language Proficiency Assessment, WIDA. Administration must occur under the direct supervision of assigned, licensed personnel who are trained in 2020-2021 test security and administration procedures.

Testing Environment

Place-value indicators, number lines, charts, posters, or any materials that provide specific factual information or guidance (e.g., definitions, test-taking strategies, multiplication charts, hundreds charts, fraction-decimal-percent equivalency charts, graphic organizers, 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. All testing materials must be distributed or accessed prior to the beginning of the testing session. See the specific test administration manuals for permissible materials.

Scratch paper may only be plain unlined, lined, or grid-only (unlabeled) graphing paper. No other pre-printed material is permitted on the front or back except for student- identifying information.

Students may not have access to personal materials, including electronic devices, during testing unless a student has a specific accommodation or designated support, or the device is required for test administration. Unauthorized possession of non-permissible materials may result in invalid scores.

Parents or guardians of students who are testing must not be allowed in the testing room. Students who are not participating in a specific test must not be allowed in the testing room while tests are being administered.

The following aids may be displayed, but individual copies may not be provided to students for use during the test:

- Scoring guides provided by the NDE
- Word walls or word lists without definitions, visual aids (including color coding), or labels
- Materials provided by the NDE may not be paraphrased or modified (except for enlargement).

Test Administration and Security Training

The identity and eligibility of all students who participate in testing must be verified in accordance with the district test security plan.

Test tickets contain student-identifying information and must be distributed to the appropriate students. If a student begins a test with another student's ticket, the district test director or designee must obtain permission from the NDE to regenerate the test ticket(s).

Administration of examinations to students NOT eligible to take them, including students who have previously passed, is strictly prohibited.

Students are only permitted to complete a test one time at a school during a test administration window. See the online test administration manuals for unlocking and resetting guidelines.

At least one test administrator and a sufficient number of proctors (individuals assisting test administrators) must be provided in each testing room to adequately supervise the testing. A ratio of one test administrator to not more than 30 students is strongly recommended.

Testing sign-in and sign-out sheets must include times.

All individuals present in the testing room—including students, licensed and unlicensed personnel, and any unauthorized individuals who may have entered the room—must be documented.

Additional materials beyond those specified in test administration instructions or documented on a student's testing accommodation form or as designated supports, cannot be provided to or made available to students for use during a test administration.

Students must be overseen by licensed personnel while having access to test materials, and during supervised breaks.

The test administrator's computer must be secured and monitored throughout the testing session.

Test administrators must read and follow the script provided in the administration manuals for administering each test.

Unlocking Performance Tasks—online tests lock down each night or when a student submits a test for scoring. Unlocking a test allows a student to access a test that has expired or has already been submitted.

If an expired test is unlocked, the test will reopen at the location at which the student stopped testing. The student will be able to review items within the current segment of the test but cannot return to previous segments.

If a submitted test is unlocked, the test will reopen at the last page of the test.

For interruptions in testing, the NDE grants permission to district test directors or their designees to unlock tests if:

- A student is unable to complete a test due to a technological difficulty that results in the expiration of the test (must be reported as a testing irregularity).
- A student is unable to complete a test before it expires due to a sudden illness or unanticipated school closure (must be reported as a testing irregularity).
- For instances of human error, when discovered on the day of testing, the NDE grants permission to district test directors or their designees to unlock tests if:
- A student begins a part of the test unintentionally (e.g., logging in to ELA Performance Task Part 2 instead of Part 1). The student should stop the test as soon as the error is noticed and should be directed to log in to the appropriate test part. The district test director or their designee must unlock the test part that was begun erroneously prior to administration of that part (must be reported as a testing irregularity).
- A student unintentionally submits a Performance Task before completing it if the incident is reported immediately and the test is unlocked and completed the same day (not reported as a testing irregularity).

Test administrators and proctors (individuals assisting test administrators) must monitor students to ensure they are working independently and adhering to procedures. **It is not appropriate to engage in other activity (e.g., grading assignments, checking emails) during test administration.** Particular attention must be paid to the following security threats to online test administration:

- Cheating threats:
 - Colluding with others
 - Using cheating aids
 - Using a proxy test taker
 - Copying answers from other test takers
 - Stealing threats
 - Capturing content by digital photography devices
 - Transcribing questions verbally (on paper or recording device)

Test administrators, proctors (individuals assisting test administrators), or other adults may not provide assistance of any kind (including gestures, signals, rewards, or any other form of communication) beyond making certain that students understand the instructions for taking the test.

Students may not provide assistance of any kind to other students.

All incidents involving student cheating must be responded to in accordance with district and/or school disciplinary procedures and require tests to be submitted as “invalid.”

Photographing, recording, or transmitting any part of a test or testing session is PROHIBITED unless the activity is required for test administration, or when the school test coordinator, principal, or district test director is collecting evidence for a test security investigation.

For all assessments, food and beverages are only permitted during a supervised break.

Procedures for breaks are included in the specific test administration manuals and must be followed explicitly.

Electronic devices are strictly PROHIBITED unless a student has an accommodation plan or designated support that allows a specific permissible device, or the device is required for test administration (see the specific administration manuals for more information). Unauthorized possession of electronic devices may result in invalid scores.

Examinations will be administered in English. See the Usability, Accessibility, and Accommodations User Guide at the NDE [Assessment](#) web page regarding the use of glossaries and translated directions.

The test administrator or proctor (individual assisting the test administrator) of the WIDA Speaking Test (all grades) and Kindergarten Test must have native English fluency.

All testing materials, including test tickets, scratch paper, test booklets, and formula sheets must be returned to the test administrator and accounted for before a student is allowed to leave the testing area for any reason. Extra care must be taken to monitor the students' use of scratch paper to avoid cheating.

Students who finish before the end of the scheduled testing period may be excused according to school test security procedures. If students are not to be excused, they may bring books or other reading materials (paper versions only—no electronic devices) to occupy their time quietly if they complete testing early. These materials must not be on student desk 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—no 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. Drawing and writing are 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 for purposes of the Nevada School Performance Framework (NSPF); however, the student will be placed in the lowest achievement level.

Reporting and Investigating Testing Irregularities

If the NDE has reason to believe that a violation in testing administration or testing security has occurred, the NDE has an obligation to investigate the incident as it deems appropriate.

Districts and schools are required to comply with the NDE's requests for documentation and information relevant to the investigation.

If the district test director has reason to believe that a violation of the state or district test security plan has occurred, they must do the following:

- Immediately notify the NDE test security coordinator either orally or in writing.
- Ensure that a Report of Testing Irregularity is uploaded to the district's Test Security folder on the NDE Bighorn Portal within 14 school days after the incident occurred.
- Begin an investigation of the incident.

If a potential breach in the security has occurred, and the school has video surveillance equipment capable of downloading and saving a digital clip of the alleged occurrence, that clip must be retained as evidence for three consecutive school years.

All other evidence related to test security investigations must be retained for three consecutive school years.

The district test director or designee must submit all investigative findings to the NDE test security coordinator during the course of the investigation.

A school official who has reason to believe that a violation of the state or district test security plan has occurred must immediately notify the district test director (if the school is affiliated with a district). However, the district test security plan may require all reports of test security violations to be first directed to the school principal or test coordinator for reporting to the district test director or designee.

If a school is not affiliated with a district, the school principal or test coordinator will notify the NDE test security coordinator immediately and upload a written report to the NDE Bighorn Portal within 14 days of the incident. All investigative findings must be submitted to the NDE test security coordinator.

All evidence and documentation related to test security investigations is confidential. The NDE may choose to conduct an investigation separately or in conjunction with the school district.

Upon receipt of a Report of Testing Irregularity, the NDE test security coordinator will review the report and determine how to proceed.

The majority of the communication regarding the Report of Testing Irregularity will occur between the district test director and the NDE test security coordinator.

If the NDE determines that an irregularity in test administration or security has occurred, the test security coordinator shall notify the district test director in writing indicating the status of the case and a unique case number. Depending on the severity of the incident and the potential impact to the state assessment program, results may include, but are not limited to:

- No further action required
- Invalidation of student scores
- A requirement for the district or school to complete a corrective action plan (NRS 390.295)
- The NDE's recommendations and/or requirements for inclusion in the district or school corrective action plan
- A requirement for the district or school to conduct an additional administration of the examination (NRS 390.290)
- Licensure sanctions administered by the State Board of Education (NRS 391.330)

A school principal will be required to submit a corrective action plan to the NDE test security coordinator (through the district test director) under conditions which include, but are not limited to, the following:

- Investigative findings indicate the testing irregularity resulted from inappropriate school-level test administration and/or inadequate security protocol.
- Investigative findings indicate the school principal did not provide for adequate or sufficient training of school personnel in test administration and/or security procedures.

A district test director will be required to submit a corrective action plan to the NDE under conditions which include, but are not limited to, the following:

- Investigative findings indicate the testing irregularity resulted from inappropriate district test administration and/or inadequate security protocol.
- Investigative findings indicate the district test director did not provide for adequate or sufficient training of school district personnel in test administration and/or security procedures.

Assurances from Principals

The principal of each site where state tests are administered is required to accept responsibility for both the proper administration of the tests at that site and the physical security of the test materials including test booklets, prompts, and completed answer documents. Although the principal may choose to assign test scheduling and training responsibilities to a school test coordinator, delegating these duties does not absolve the principal of the ultimate responsibility for test security and proper test administration. The principal must be familiar with the prescribed procedures for administering the tests and certify, on an annual basis, that these procedures will be followed at the school. On or before September 15 of each year, the principal of each public school, including charter schools, shall submit to the Department of Education a statement that the principal will ensure that the school will comply with the regulations and statutes related to the confidentiality of testing materials, proper administration of the state-mandated tests, and provision for annual test security training as well as refresher trainings prior to each specific test administration.

To maintain uniformity for this requirement, NDE has prepared a three-part form entitled "Authorization to Administer the Nevada Proficiency Examinations in Accordance with Nevada Revised Statutes and the Nevada Administrative Code." Schools will receive this form from their district test directors, who are responsible for collecting these forms from the schools and submitting them to the Department. In the event that a new principal joins the school after the submission of the original authorization form, the school must submit a replacement form with the new principal's signature. Only schools that have submitted a completed form are authorized to receive test materials.

School Test Coordinator¹

Is appointed by the school principal and refers to the individual who represents an individual school on all matters of testing that may include, but are not limited to:

- Assisting the school principal by serving as a liaison between the school and the district test security coordinator.
- Assisting the school principal in the development of school test administration procedures.
- Assisting the school principal in tracking annual training for school officials involved in test administration.
- Assisting the school principal in organizing the testing schedule.
- Assisting the school principal in the dissemination and collection of test materials.
- Assisting the school principal in assigning school officials to administer or proctor the assessments.

Classroom Test Administrator

Is assigned by the school principal or school test coordinator and refers to a licensed, school official whose responsibilities may include, but are not limited to:

- Administering the assessment to an assigned group of students in accordance with all specified test security and test administration procedures.
- Assuming primary responsibility for the verification of the identity and eligibility of each student participating in the assessment (in accordance with procedures outlined in the district test security plan).
- Assuming primary responsibility for the dissemination and collection of each student's test materials.
- Assumes primary responsibility for the supervision of students during their participation in the assessment.
- Ensuring that students are taking the assessment in accordance with specified test security and test administration procedures.
- Following up on unusual behavior or activity on the part of the students during testing.
- Assuming primary responsibility for ensuring that applicable time limits are being adhered to for test administration.

Classroom Proctor

Is assigned by the school principal or test coordinator and refers to a school official whose responsibilities may include, but are not limited to:

- Assisting the classroom test administrator in supervising students during their participation in the assessment.
- Ensuring that students are taking the assessment in the manner in which they were instructed by the classroom test administrator.
- Immediately notifying the classroom test administrator of any unusual behavior or activity on the part of students taking the assessment.
- Assisting the classroom test administrator in the dissemination and/or collection of test materials.
- Assisting the classroom test administrator in ensuring that applicable time limits/provisions are being adhered to.
- Establishing the Eligibility of Students to Participate in Testing

General Information

All students at the appropriate grade levels must take the NPEP examinations. Students should be tested using regular testing conditions or approved accommodations. The administration manuals for each of the NPEP exams provide instructions for using modifications. The use of modifications (non-permissible accommodations) is prohibited. Most IEP students are allowed to use accommodations on NPEP exams. If so, school personnel must bubble the “A” under Testing Condition on the appropriate answer sheets.

In Nevada, changes to test administration are defined either as accommodations or modifications. Accommodations consist of minor changes to the standard administration or to the method that students may use to respond, and they do not affect the reliability or validity of the tests. Use of modifications (non-permissible accommodations) invalidates the resulting score in certain reporting instances.

Students with disabilities and students with limited English language proficiency **MUST** be included in state and districtwide assessment programs, with appropriate accommodations and modifications for test administration and response. Examinations are to be administered in English. See the Designated Supports guide for each specific assessment regarding glossaries and translated directions.

School Test Security People at Freedom Classical Academy for 2020-2021

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