

NCSD Test Security

The what and the
why

Assessments

- Help us gather accurate, valid, reliable, and meaningful data
- Helps us identify individual student needs and improve instruction at every level—from the student to the entire district
- Without proper security and standardized administration, test scores lack validity and cannot be used to make informed decisions for our students and schools.

01 LEADERSHIP

The Superintendent, District Test Director, school administrators, teachers, and other school personnel are all responsible for implementing the testing program.

02 TRAINING

Each year, every staff member involved must acknowledge in writing that they have received, read, and understood this security manual.

03 PRINCIPALS

While duties may be delegated, the school principal is ultimately responsible for all test security and proper administration at their school site.

What the district provides:

- The district provides a required annual professional learning program on test administration and security
- Principals are responsible for providing this training to *all* school personnel involved in the testing process, including teachers, aides, and even volunteers who may be present

What is covered:

- Proper handling of secure materials, including online test tickets.
- Step-by-step instructions for proper test administration.
- The potential consequences for violations, which can include the suspension or revocation of a state license.



Secure Materials Management

- All secure materials, like test booklets and student answer documents, must be kept in a locked, secure location with limited access.
- A strict chain-of-custody log is required. This means we track the movement of all materials with sign-in/sign-out sheets that include names, dates, and times.
- Digital materials, like student test tickets, are also considered secure documents and cannot be distributed via insecure methods like email.



The Testing Environment

Creating a fair playing field

Before Testing

- All instructional materials must be removed or covered (posters with aides, number lines, definitions, test-taking strategies, etc.)

Supervision

- One proctor for 30 students
- Walking around, monitoring students

Electronic Devices

- Presence is prohibited for students and staff, unless as an approved accommodation

Never

- Students are never to be left alone with test materials
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Irregularities

Step 1: Any suspected irregularity must be reported to the school principal within 24 hours.

Step 2: The principal must report the suspected irregularity to the District Test Director within 24 hours.

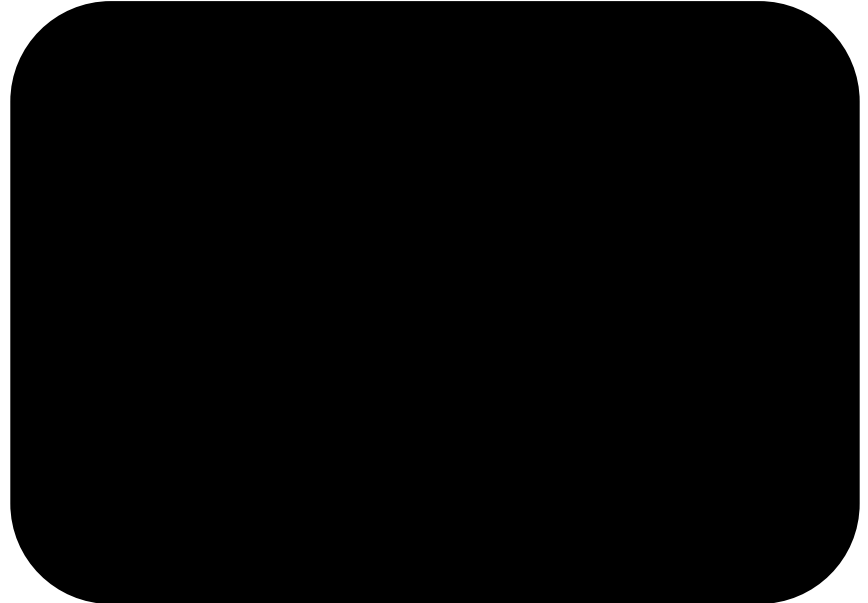
Step 3: For state assessments, The District Test Director immediately reports the incident to the Nevada Department of Education

A formal written report must be completed and submitted to the District Test Director within five days.



Common Irregularities

Tech issues (computer freezes)
Student gets ill
Student needs to leave



Investigations and Potential Consequences

It's a large spectrum

Investigate

All reported irregularities must be investigated, some deeper than others.

Nevada DOE

The DOE may do their own investigation if they do not agree with our findings.

Outcomes

- No further action
- Invalidation of student test scores
- A required Corrective Action Plan
- Licensure sanctions against an employee

Emergency

During an Evacuation: The test administrator instructs students to leave materials on their desks, secures and locks the room, and ensures students do not discuss the test while evacuated.

During a lockdown: The test administrator directs students to close their chromebooks and then students head to their predetermined placement in the classroom.

During a Power Outage: Online tests automatically suspend. For paper tests, staff will determine if there is enough light to continue or if students need to be moved to another location.

We try to be as best prepared as possible.

Whistleblower Rights

Email sent on 8/1 to all staff in the district

- **Encouragement of Disclosure:** State policy encourages school officials to disclose irregularities in testing administration and security.
- **Protection from Retaliation:** The law protects school officials who report testing irregularities from reprisal or retaliatory actions. These actions can include, but are not limited to, demotions, undesirable transfers, negative performance evaluations, suspension, or dismissal.
- **Appeals Process:** A school official who believes they have faced retaliation for disclosing information has the right to file a written appeal with the State Board of Education.

Conclusion

It is built on a foundation of **shared responsibility** and **mandatory annual training**.

It relies on strict, documented procedures for **materials management** and creating a **secure testing environment**.

It includes a clear and rapid response plan for **reporting irregularities** and handling **emergencies**.

Ultimately, these procedures ensure that the data we collect is accurate, which allows us to better serve the educational needs of every student in Nye County.

Questions?

THANK YOU