

Introduction

The Carson City School District administers Achievement and Proficiency examinations to pupils in grades 3 through 12 on an annual basis. Students are assessed in the areas of Reading/Language Usage, Writing, Mathematics, Science and Career Technical Subjects. For the 2013-14 school year these assessments include, but are not limited to:

- ◆ Measures of Academic Progress [MAP] (grades K-9)
- ◆ Criterion Referenced Tests [CRT] (grades 3-8)
- ◆ Writing (grades 5,8&11)
- ◆ High School Proficiency Exam [HSPE] (grades 10-12)
- ◆ National Assessment of Educational Progress [NAEP] (grades 4,8&12)
- ◆ Career, Technical & Adult Education [CTE] (grades 10-12)

This document has been prepared to describe the District's test security plan. A complete copy of the security plan, *Plan for Test Procedures and Security Policy*, can be obtained at any school office, the Carson City School District website, and in hard copy form in the Educational Services Office, 1402 W. King St., Carson City.

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 strength and deficiency. It is the intent of the district testing program to gather and report data that are accurate, meaningful and professionally sound. In addition, proficiency exams are required to earn a high school diploma.

Instructional Use of Examinations

The use of test and/or 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 assessments 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 important integral part of overall assessment orientation and preparation. All school administrators and teachers are encouraged to communicate with the parents/guardians of affected students about one month before the actual testing.

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

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

Examination Administration Procedures

Students should only bring required materials to the test examination session: soft #2 pencils and calculators, if authorized by the state, district or publisher. All other materials--including test booklets, writing test prompts, answer sheets and scratch paper--will be provided at the testing location.

Tests are not to be distributed to those who will administer them until the prescribed date for test administration. When not in the school's locked test storage cabinet or in classrooms used for test administration, test materials should not be left in any area to which students or others have unsupervised access.

NRS 389.015 indicates that all items contained in Nevada Proficiency Examination Program examinations and the approved answers are confidential. Disclosure of test items, testing materials or approved answers used for ANY state-mandated assessment is unlawful and constitutes grounds for revocation of licensure or other penalty, unless a person has written authorization in advance from the Nevada Superintendent of Public Instruction.

Sufficient teachers or proctors will be provided to supervise and monitor the assessment. Teachers and proctors are responsible for verifying the identification and eligibility of each student. At the secondary level, this may necessitate checking student I.D. cards or drivers' licenses. Test administrators must follow all instructions given in the administration manuals for each 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.

Only individuals who have participated in annual training are allowed to administer or proctor an examination Primary responsibility for test administration **must not** be given to unlicensed personnel, student teachers, paraprofessionals,

emergency substitutes, and parents or community volunteers. The teacher/proctor should continually walk through the classroom during the time allocated for the test. Sitting down throughout the assessment period is inappropriate. 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.

At no time during testing can students be left unattended with test and/or examination materials.

Upon completion of testing, all materials are to be returned to the appropriate school administrator in a timely manner. All test examination booklets or copies of examinations must be accounted for when they are returned to the school administrator. The school administrators will, in turn, verify by signature that all test booklets that were received at the school are returned to the Educational Services Office.

Examination Item Security and Confidentiality

The test and/or examination items, problems or questions contained in all Carson City School District examinations, and the approved answers for grading them, are confidential. Under no circumstances shall copies of writing test prompts or examination booklets, marked answer sheets, or answer keys be generally circulated among faculty, administrators or other persons, except for test administration.

School administrators, teachers, proctors (or any other school personnel) are NOT allowed to review the test contents for any reason, nor are any individuals allowed to copy, scan or make notes on test content.

Carson City School District Assessment Calendar for 2013-14

<u>Assessment</u>	<u>Grade level(s)</u>	<u>Date(s)</u>
MAP	K-9 th	Sept. 9-Nov. 30
MAP	K-9 th	Dec.1-Feb.28
MAP	K-9 th	March 3-May 23
Writing	5 th / 8 th	March 24-April 14
CRT	3 rd - 8 th	April 28-May 2
CTE	10 th -12 th	March 24-April 11
ELPA		Feb. 20-March 28

HSPE-High School Proficiency Exam

Math/Reading /Science	11 th , 12 th	Nov. 4 – 8
Writing	11 th , 12 th	Nov. 6
Math/Reading/ Science	10 th , 11 th , 12 th	March 3 – 7
Writing	11 th , 12 th	March 5
Math/Reading/Science	12 th	May 5 – 7
Writing	12 th	May 7
Math/Reading	12 th	July 7-11
Writing	12 th	July 9

If you have any questions about this brochure, please contact:

Carson City School District

Educational Services Department

P.O. Box 603
Carson City, NV 89702
(775) 283-2110

C.C.S.D. Test Security Plan

2013-14

Scoring and Reporting

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

Reporting the test 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 test and/or 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 scores without consideration of other factors, such as population tested, transiency rates, socioeconomic factors of the population, dropout rates, etc.

Reporting Suspected Breaches or Irregularities

In accordance with NRS 391.600 through 391.648, all pupils, school officials and others are strongly encouraged to report any suspected irregularities in testing administration or testing security. 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.

Procedures for Reporting Security Breach

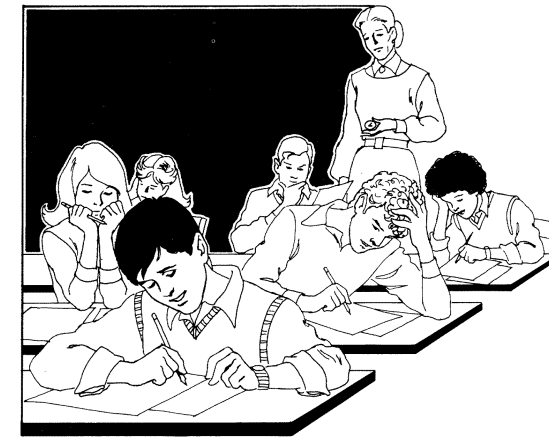
In the event of any suspected breach of test security or unauthorized disclosure of test content, this sequence should be followed:

1. **The situation must be immediately reported to the school principal and/or school test coordinator**
2. The principal must immediately report the breach of test security to the Associate Superintendent of Educational Services and initiate the investigation process.
3. The Associate Superintendent of Educational Services will communicate with members of the Board of Trustees (and appropriate District level administrators) about the suspected breach or unauthorized disclosure.
4. Within 24 hours, the Associate Superintendent of Educational Services (representing the Board of Trustees) will report any breach of test security to the proper Test Security personnel at the Department of Education.
5. The school principal, with assistance from the Associate Superintendent of Educational Services (representing the Board of Trustees), will conduct a thorough investigation of the irregularity in accordance with NRS 389.628.
6. The school principal must provide a completed Report of Test Irregularity in the Nevada Proficiency Examination Program form to the Associate Superintendent of Educational Services within 7 days after the incident occurred.
7. Test Security personnel from the Department of Education will conduct a review of the information and take appropriate action. Disciplinary action may be taken against individuals if it is determined that a breach in security or confidentiality of a test's questions or answers, or intentional failure to carry out this plan has occurred.



2013-2014

TEST SECURITY PROCEDURES



Used In The
Carson City School District

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