School Test Security Plans are for the purpose of documenting site-specific information, and must be consistent with the procedures outlined in the district and state test security plans.

School Site-Specific Information

School: Nevada Rise Academy
Principal: Cesserly Rice

School Year: 2022-2023

Individuals responsible for carrying out the procedures of the School Test Security Plan

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<tr>
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<td>Cynthia Romero</td>
<td>Associate Administrator</td>
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TEST ADMINISTRATION AND SECURITY TRAINING

School personnel who administer tests to students, and non-licensed individuals required to be present in the testing environment are trained in the following manner:

Using the NDE provided annual program of education and training regarding the administration and security of state-mandated examinations, training will be designed to cover the following practices:

- Instructions in proper handling of test materials, including test tickets
- Instructions in proper test administration
- Security procedures as outlined in this document
- Additional security procedures as outlined in the district test security plan
- Information regarding protection of school district personnel regarding the disclosure of testing irregularities
- The potential consequences for failure to comply with the state and district test security plans

Each individual who is involved with the administration of state examinations will acknowledge in writing that he/she has participated in the annual training and that he/she has been informed of and understands procedures, and the potential consequences for nonadherence.

Training records/acknowledgements containing dates and signatures of all participants must be retained for three consecutive school years.

STORAGE AND DISTRIBUTION OF HARD COPY TESTING MATERIALS

Test materials are stored in the following secured and locked location:
Any materials containing student-identifying information, responses, or test content are stored securely and will not be accessible to anyone other than the principal (or other designated individuals who require access). Under no circumstances will student-identifying information printed on the tickets be distributed via email or any other non-secure method. The secure storage will not be used for other materials to which unauthorized individuals have access. There will be a dedicated place for only assessment materials.
School Test Security Plan

The following individuals have access to the secured test materials and/or computers:

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Online testing rooms and the test administrator’s computer are secured as follows:

The principal is the only staff member with a key to such rooms.

Further, testing environment will be quiet and free of distractions.
All academic-related materials will be removed or covered from any room where a test is administered.
Student desk/table tops will 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 will be distributed or accessed prior to the beginning of the testing session. See the Test Administrator’s Manual for permissible materials.

Scratch paper may only be plain unlined or lined paper, grid-only graph paper, or patty paper. No other pre-printed material is permitted on the front or back except for student-identifying information.
Students will not have access to instructional or 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.
Students who are not participating in a specific test will not be allowed in the testing room while tests are being administered. Materials provided by the NDE and approved to be displayed will not be paraphrased or modified (except for enlargement).

At least one test administrator and a sufficient number of proctors will be provided in each testing room to adequately supervise testing. A ratio of one test administrator to not more than 30 students will be enforced.

ELIGIBILITY

The following procedures are used to verify student eligibility:

Test tickets must be distributed to the appropriate students. The identity and eligibility of all students who are testing will be verified by students signing that they received a testing ticket for them. A verbal conformation will also be documented for the first day of the test.

DISTRIBUTION, COLLECTION, AND RETURN OF TESTING MATERIALS

The following procedures are used to distribute, collect and return paper/pencil test materials or online test tickets:
A sign-in/sign-out sheet including dates and times will be kept to track the movement and custody of materials. Secure testing materials, including test tickets, will not be distributed to test administrators until the prescribed date for test administration.

When we have assessments with an ELA Performance Task only, test tickets are collected when students complete a Part, and are redistributed for administration of the second Part.

For paper/pencil testing:
- School test coordinators will follow the directions in the Test Coordinator’s Manual regarding the receipt and return of materials and the reporting of discrepancies.

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, and return all materials to the school test coordinator before the end of the school day.
EMERGENCY SITUATIONS

The following plan is in place to address test security issues during an emergency situation:

Given the specific emergency, Nevada Rise will follow all guidelines outlined in the Nevada Test Security documents, and call the Nevada Department of Education to inform and receive clarity of any emergency.

ADDITIONAL TIME

The following procedures are used for students who require additional time for testing:

We will schedule tests to be conducted for an entire school day. If a student needs additional time, there will be days built into the testing schedule to allow for additional testing days in the event that one full school day is not adequate.

ACCOMMODATIONS

The following procedures are used to ensure compliance with student testing accommodation plans:

We will assure all students who require accommodations will receive them. Each testing accommodation will be outlined in each IEP or 504 plan, and coordinated by the Director of Scholar Supports.

When a test administrator, proctor, or ASL interpreter is authorized to view test content in order to provide specific accommodations or designated supports (i.e., read aloud, signing, scribing); or as needed for administration of the Nevada Alternate Assessment or WIDA, a Confidentiality Agreement will be signed prior to test administration and retained with the school’s test security documentation for three consecutive school years.

Students will have access to electronic devices if needed as a specific accommodation or designated support.

OTHER PROCEDURES

Listed below are additional procedures followed to ensure test security:

Failure to adhere to the plan will result in an invalidated result for students, and consequences, up to and including loss of position, for personnel. The executive director is responsible for reporting any irregularity in testing to the Nevada Department of Education. All personnel are responsible for reporting any testing irregularity to the executive director, or in cases of conflict of interest, to the Nevada Department of Education.