CERTIFICATION AND ACKNOWLEDGEMENT OF CONFIDENTIALITY OF SECURE ASSESSMENT MATERIALS

I have been permitted to review secure New Hampshire State assessment materials that have been administered to my student enrolled in the SAU ____ school system. I certify the following:

Pursuant to RSA 193-C:10 Accessibility of Assessment Materials, I have made a formal request to the school district asking to inspect and review my child’s assessment.

I attest that I am the parent/legal guardian of the child whose state assessment materials I have asked to review.

I have been advised that New Hampshire state assessment materials are secure and confidential.

I understand that I am being allowed to review the assessment, but will not retain printed copies of the test or ancillary materials.

I understand that I am not permitted to, in anyway, record, photograph or retain any images relative to the assessment.

I will not disclose any portion of any test questions I have reviewed unless and until such questions are released to the public and are posted on the Department of Education’s website.

Within 24 hours of a pencil/paper assessment review, all copies shall be destroyed by the district.

Parent/Legal Guardian Name: ___________________________ Date: ____________

Street Address (Apt Number) PO Box: ____________________________

City, State, Zip: ___________________________ Phone: ____________

Parent Signature: ____________________________

School Administrator Signature and Title: ____________________________

Assessment, Grade Level, Content, and Section: (ex: SBAC, Gr. 5, ELA, CAT) ____________________________

Received by DOE: ____________ Approved: ____________ Viewing Period: ____________

TDD Access: Relay NH 711
EQUAL OPPORTUNITY EMPLOYER- EQUAL EDUCATIONAL OPPORTUNITIES
CERTIFICATION AND ACKNOWLEDGEMENT OF CONFIDENTIALITY OF SECURE ASSESSMENT MATERIALS

I have been permitted to review secure New Hampshire State assessment materials that have been administered to a student enrolled in the SAU _____ school system.

I have been advised that New Hampshire state assessment materials are secure and confidential.

I understand that I am being allowed to review the assessment, but will not retain printed copies of the test or ancillary materials.

I understand that I am not permitted to, in anyway, record, photograph or retain any images relative to the assessment.

I will not disclose any portion of any test questions I have reviewed unless and until such questions are released to the public and are posted on the Department of Education’s website.

Within 24 hours of a pencil/paper assessment review, all copies shall be destroyed by the district.

School Building Administrator Name: ___________________________ Date: __________

School Building Administrator Signature: _________________________ Date: __________

School and District: ____________________________________________

Unique Student Assessment Identifier: _____________________________

Assessment, Grade Level, Content, and Section: (ex: SBAC, Gr. 5, ELA, CAT) ______________________

Please explain the reason for the request:

Received by DOE: ___________ Approved: _______________ Viewing Period: ________

TDD Access: Relay NH 711  
EQUAL OPPORTUNITY EMPLOYER- EQUAL EDUCATIONAL OPPORTUNITIES
Procedure for Accessibility of Assessment Materials (RSA 193-C: 10) for Parents/Legal Guardians:

1. A pupil’s parent/legal guardian makes an official request to school asking to inspect and review a pupil’s assessment. (NHRSA 193-C: 10) The official request can be done through letter or email so that a record of the request can be registered.

2. The school or district will notify, in writing, the Administrator overseeing student assessment at the NH DOE. Written request may be sent via secured fax at (603) 272-8709.

3. The NH DOE Administrator will log the request with the NHDOE and will then notify AIR.

4. The AIR Program Team will review the request(s) and then will create an account in the SIRVE system.

5. AIR will provide the District with login/password information and instructions to the SIRVE system. Secured materials will be viewed through the SIRVE system.

6. Ancillary materials, including paper/pencil test packets*, will be packaged and ready for shipment to District. If ancillary materials are all electronic, AIR will work with NHDOE to determine best way to provide materials to the district. The district will work with the parents/legal guardians to review the assessment.

*Paper/pencil packets will be sent by secure mail carrier to the superintendent, with a signature required for delivery.
Procedure for Accessibility of Assessment Materials for School District Administrators:

- A superintendent may make an official request to the New Hampshire Department of Education (NH DOE) asking to inspect and review pupil’s assessment. A superintendent may also make an official request asking permission for a school district building administrator to inspect and review the pupil’s assessment. The official request can be done through letter, fax, or email so that a record of the request can be registered. Personnel must be named in the request.

- Certification and Acknowledgement of Confidentiality of Secure Assessment Materials agreement must be signed by persons reviewing the assessment materials.

- Requests should be made to the Bureau Administrator overseeing student assessment.

- The Bureau Administrator will log the request with the NH DOE and will notify the assessment contractor.

- If available, the assessment contractor will provide the school district with a secure login, password information and instructions to access the assessment materials requested and approved.

- Ancillary materials, including paper/pencil test packets*, will be packaged and ready for shipment to school district.

*Paper/pencil packets will be sent by secure mail carrier to the superintendent, with a signature required for delivery.

** Request to view confidential test materials will be considered in circumstances with substantial score discrepancies not explained by changes due to grade level increases to test rigor.