New Hampshire
Department of Education

NH Statewide Assessments
Test Security and Monitoring Guide
2018 - 2019

<table>
<thead>
<tr>
<th>Office of Assessment Staff Contacts</th>
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<tbody>
<tr>
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</table>
Statewide Assessment Monitoring and Security Assurance Program
For the 2018-2019 School Year

1.0 Purpose

The New Hampshire State Department of Education (NHDOE) shall establish this Statewide Assessment Monitoring and Security Assurance Program to evaluate school district implementation and compliance with both Federal and State law and regulations related to statewide assessments for the 2018-2019 school year.

Implementation of this program will bring the state into compliance with the following state and federal statutes and regulations:

States, in consultation with LEAs, are required to establish and maintain an assessment system that is valid, reliable, and consistent with relevant professional and technical standards. Within their assessment system, SEAs must have policies and procedures to maintain test security and ensure that LEAs implement those policies and procedures (Section 1111(b)(3)(C)(iii) of the ESEA (20 USC 6311(b)(3)(C)(iii))).

Additionally, 2 CFR 200.303 indicates that non-Federal entities receiving Federal awards must establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations and the terms and conditions of the Federal award.

Proper implementation of this program is intended to:

(A) Ensure the testing of all eligible students, proper training of school district staff is conducted, test security is maintained, and assessments are administered consistently and in a uniform manner.

(B) Assist the staff of the NHDOE to better advise and partner with districts regarding accountability and assessments. The following link contains the 2018-2019 assessment calendar.


2.0 Assessment Monitoring
District Monitoring Schedule

All public school districts will be monitored at least once during the five-year cycle as follows:

(1) School districts shall be scheduled for monitoring using a random selection process. Of the districts to be monitored within a particular year, twenty-five percent will be randomly selected for on-site monitoring. The remaining seventy-five percent will be monitored using a desk monitoring procedure.

(2) Additional school districts may receive a special on-site monitoring and compliance review based on any of the following criteria from prior year testing 2017-2018:
(A) Observed statistical irregularities or discrepancies with student assessment data (e.g., statistical improbable growth in the percentage of student scoring proficient, questionable data forensics and/or unusual change in student demographics);

(B) An established pattern of testing violations as reported to the NHDOE (improper test administration, failure to attend or conduct yearly training);

(C) Documented concerns (e.g., parent and community, noncompliance issues from prior years, other technical assistance requests), and/or;

(D) Testing irregularities discovered through previous annual random monitoring.

Notification of Monitoring Schedule

The monitoring schedule will be updated in October of each school year and posted to the NHDOE website by the Office of Student Assessment staff. Any new school site and/or district will be added to the cycle when the yearly update occurs. School sites and/or districts that cease operation within the state shall be removed from the list. Additionally, the Office of Student Assessment will notify the district superintendent of the schools that will be monitored in the upcoming test administration at least ten working days prior to the opening of the testing window. We will identify whether the school has been selected for on-site or desk monitoring. A copy of a standard notification letter is attached.

Monitoring Procedures

On-site monitoring: The NHDOE will send the district an On-site Monitoring Checklist (copy attached) ten working days before the opening of a testing window to the District Superintendent and principal of the school to be monitored. The principals receiving an on-site monitoring notification letter will submit the school testing schedule to the NHDOE, Office of Student Assessment five working days prior to the opening of the testing window. Please send this information to Kristine Braman at the NHDOE (kristine.braman@doe.nh.gov). If a change in the testing schedule occurs by the school, prior to on-site monitoring, the school must notify Kristine at the NHDOE as soon as possible. The NHDOE notification letter of monitoring will indicate which schools within the district have been selected for monitoring.

Desk monitoring: The Desk Monitoring notification letter will indicate which school within the district has been selected for monitoring. District Superintendents and the Principal of the school to be monitored will receive a Desk Monitoring Checklist (copy attached) ten working days prior to the opening of the testing window. The Desk Monitoring Checklist and all required documentation must be completed and submitted to the Office of Student Assessment on or before June 14, 2019.
Follow-up Procedure

The Office of Student Assessment will provide monitoring results to the district superintendent forty-five (45) working days from the June 14, 2019 submission date of the On-Site or Desk Monitoring documents from the school district being monitored. The monitoring results will inform a district that they have met or not met requirements of these rules related to student academic testing. The monitoring letter will inform districts of their status. Districts that were found deficient in meeting the test security requirements will continue to receive on-site monitoring by NH DOE until the district is in compliance status.

3.0 Test Security Assurance

The following actions will be taken by the NHDOE Office of Assessment staff to assure school districts implement required test security measures:

1. An email will be sent not later than March 1, to all principals of schools that will be administering statewide assessments requesting they sign and return the attached NH Statewide Assessments Test Security Assurances. This document can be found on the last page of the NH Statewide Assessments Test Security Guide (see appendix A). The assurance document is required to be signed by the principal of each school that will be administering statewide assessments and then returned to the NHDOE. Follow-up emails and telephone calls will be made to principals that do not return the assurances within 20 days of the original email.

2. The status of the NH Statewide Assessments Test Security Assurances will be tracked by the Office of Assessment staff on an Excel spreadsheet so that overall compliance of the request can be monitored and documented.

3. The New Hampshire Statewide Assessment System (NH SAS), the Dynamic Learning Maps (DLM) test system, and ACCESS 2.0 for our English Learner population have built-in explanations of procedures and policies that test administrators must follow relative to test administration. Test security information for the NH SAS can be found at: [http://nh.portal.airast.org/core/fileparse.php/2173/urlt/NH_Test-Administration-Manual-2017-2018_v2.pdf](http://nh.portal.airast.org/core/fileparse.php/2173/urlt/NH_Test-Administration-Manual-2017-2018_v2.pdf) pages 5-9, page 31, Appendix C, page 34, Appendix D, page 35. Test security information for the DLM can be found at: [https://dynamiclearningmaps.org/district-staff-training-resources-ye](https://dynamiclearningmaps.org/district-staff-training-resources-ye). Test security documents for the ACCESS 2.0 can be found at: [https://wida.wisc.edu/memberships/consortium/nh](https://wida.wisc.edu/memberships/consortium/nh). Test security is also a topic that is covered during the yearly regional trainings conducted by the SEA in conjunction with our testing vendors. These trainings take place each Fall before the test window opens in five different regions. NH SAS trainings took place the week of October 22, 2018. DLM took place in October and November of 2018. Additionally, all training PowerPoints can be found on the NH DOE website.

4. The DLM and ACCESS 2.0 systems require anyone who will be administering tests to complete online test administration certification. No person is able to have access to the test until he/she completes the appropriate training and is issued a printed certificate of completion. The NH SAS also provides an online training module that explains how to administer the tests within the system. The NHDOE requires the school principal to collect and maintain the certificates as evidence of each person’s understanding of the test administration. The presence of employee certificates will be confirmed during the on-site monitoring described in Section 2.0 above.
4.0 Records Retention

In accordance with the NHDOE records retention standards, all records related to the statewide assessment monitoring and security assurance will be retained for a period of not less than seven years from the date of the opening of the test window. This requirement exceeds the requirements of 2 CFR 200.333. The records will be managed by the NHDOE Office of Assessment in electronic format.

5.0 Annual Update of Statewide Assessment Monitoring and Security Assurance Program

This Statewide Assessment Monitoring and Security Assurance Program will be reviewed and updated in July of each year so that any changes in Federal or State rule or law can be incorporated into the process prior to the opening of the test window for the next school year. The update will be completed by the NHDOE Office of Assessment.
Appendix A

New Hampshire Statewide Assessments
Test Security Assurances
New Hampshire Statewide Assessments
Test Security Guide

August 2018
Test Security Policies and Procedures

The security of assessment instruments and the confidentiality of student information are vital to maintaining the validity, reliability, and fairness of the results. This document outlines the New Hampshire Department of Education’s policies and procedures designed to prevent, detect, investigate and resolve security breaches.

All summative test items and test materials are secure and must be appropriately handled. Secure handling protects the integrity, validity, and confidentiality of assessment items, prompts, and student information. Any deviation in test administration must be reported as a test security incident to ensure the validity of the assessment results.

The NH DOE believes that intentional educator misconduct in statewide testing is rare and that many threats to test data integrity can be prevented with training and point-of-testing reminders of security procedures for both educators and students. As such, those responsible for administering tests and reporting their results are required to take steps to ensure that test scores are accurate and meaningful. When scores are aggregated for federal and or state accountability there is always the potential for fraud.

Any unethical or illegal conduct, even by a single educator, has the potential to have a widespread negative impact on the integrity of test data, and could result in reporting false information about the performance of individual students and school systems.

To ensure the integrity, validity, and reliability of the New Hampshire Statewide Assessments:

1.) The New Hampshire Department of Education’s Statewide Assessment System incorporates appropriate policies and procedures to ensure test validity, reliability, and integrity.

2.) The local school districts will read, confirm understanding of, and abide by all NH DOE test security policies and procedures.
   a. Local school district principals will annually submit test security assurances to certify that they have read, understand, and will abide by all NH DOE test security policies and procedures.
   b. All local school district principals will sign and return Test Security Assurances to the NH Department of Education.

3.) The local school districts will have policies and procedures in place that align to and support NH DOE test security policies and procedures.

4.) The NH DOE will regularly monitor test administration in local school districts by conducting annual on-site visits and/or assessment desk audits at a sampling of local school districts in the state.

5.) The NH DOE will analyze test data to identify schools with possible test administration irregularities.
New Hampshire Department of Education Annual Activities:

Prior to Testing Window:

- Ensure that contracts with testing vendors include support for activities related to monitoring test administration, including forensic analyses.
- Ensure the integrity of computer-delivered tests.
- Strengthen test security by training test administrators, safeguarding test materials and access to online systems, and requiring timely test administration reports from contractors.
- Ensure that local school districts have put in place procedures that will prevent irregularities from occurring.
- Provide an annual review of test security, including ethical and unethical behavior, keeping materials secure, appropriate monitoring during testing, configuring physical spaces to prevent cheating, and reporting observed misconduct.
- Provide a process for school district reporting and investigating misadministration and misconduct, both intentional and unintentional.
  - Local districts must develop internal processes for reporting and investigating misadministration and misconduct, both intentional and unintentional.
- Provide the NH DOE processes for following up on reported misadministration and misconduct.

During Testing Window:

- Conduct unannounced onsite visits during test administration to review compliance with test security policies.
- Respond to and investigate possible test administration irregularities.
- Monitor schools identified as high risk for having test administration irregularities and share the results of monitoring with local school districts.
- Conduct unannounced site visits to monitor test administrations.
- Provide documentation of corrective action recommendations and resolution.

After Testing Window:

- Analyze data to detect and analyze test administration irregularities.
- Respond to and investigate possible test administration irregularities.
- Strengthen prevention and handling of test administration irregularities, including formal processes for:
  - timely reporting by local districts
  - timely resolution by NH DOE
- Provide documentation of corrective action recommendations and resolution.
**NH DOE Training**

The NH DOE will provide an annual test security and administration webinar.

- The webinar will be available on demand.
- All local school district principals and/or test site coordinators must participate in the webinar.
  - Attendance will be recorded by the NH DOE.
- The webinar will include targeted methods to prevent, detect, investigate and follow through on reports of cheating, breaches of security or other improper behavior; in turn, local school principals or test site coordinators will train test administrators and monitor at the local level.
- The webinar will provide specific examples of allowed and prohibited behavior by test monitors and students.
- It will describe and illustrate active monitoring.

**LEA Training**

Plans supporting adequate training on test security procedures for Test Administrators, Test Coordinators, Test Proctors, and any individuals supporting test administration should be on file with each educational facility. Such training should include, but not be limited to, training on item security, adherence to Online Test Administrator Manual policies.

With regard to overall test security, the New Hampshire Department of Education recommends that each LEA have in place a process and associated timeline for ensuring that:

- Test Administrators have read and understand the NH SAS Online TAM, the NH SAS Usability, Accessibility, and Accommodations Guidelines, and associated NH SAS training modules.
- There are clearly defined protocols that describe which individuals (staff or otherwise) may be designated as Test Administrators or in other roles related to administering a secure NH assessment.
- There is a process in place for monitoring social media for the posting of any secure assessment materials.

**Monitoring and Oversight**

The NH DOE will conduct unannounced visits to schools on their scheduled days for New Hampshire’s federally required Statewide Assessments (NH SAS, DLM, ACCESS for ELs) testing. Districts are required to submit their testing schedules to the Department when notified that they will be part of an on-site assessment visit. Schools that will be part of either an on-site visit or a desk audit are selected in three ways:

- Randomly
- Failure to return the previous school year’s test security document.
- Follow-up to a report of misconduct during the current or previous year’s test administration.
Violation of test security is a serious matter with far-reaching consequences. Breaches of test security include, but are not limited to copying and/or taking pictures of test questions/material, posting questions/materials on social media, coaching students, giving students answers, changing students’ answers, allowing inappropriate accommodations, use of cellphone during the testing session. Such acts may lead to the invalidation of an entire school district’s student test scores, disruption of the test system statewide, and legal action against the individual(s) committing the breach. A breach of test security may be dealt with as a violation of Professional Responsibility for Teachers, as well as a violation of other pertinent state and federal law and regulations. The New Hampshire State Department of Education will investigate all such matters and pursue appropriate follow-up action. Any person found to have intentionally breached the security of the test system may be subject to sanctions including, but not limited to, disciplinary action by a local board of education, the revocation of New Hampshire teaching certification by the State Board of Education, and civil liability pursuant to federal copyright law.

** Breaches must be reported to the NH Department of Education immediately and irregularities must be reported by the end of the day of the incident. **

** Reporting and Investigating Testing Irregularities **

The NH Statewide Assessment System Test Security Guide outlines the steps for local school districts to follow in the case of a testing irregularity. Individuals may report irregularities directly to NH DOE by phone or by email. Individuals may remain anonymous if they choose to do so. The NH DOE will immediately follow up on reports of irregularities and requires the school district superintendent to investigate and report their findings so that appropriate corrective action can be taken or recommended. The NH DOE will invalidate test scores in cases where the findings support a conclusion that the integrity of the scores cannot be assured. Disciplinary action against educators found to have violated test policy and procedures is generally enacted by the local school district.
RESPONDING TO TESTING IMPROPRIETIES, IRREGULARITIES, AND BREACHES

Test security incidents, such as improprieties, irregularities, and breaches, are behaviors prohibited either because they give a student an unfair advantage or because they compromise the secure administration of the assessments. Whether intentional or by accident, failure to comply with security rules, either by staff or students, constitutes a test security incident. Improprieties, irregularities, and breaches need to be reported in accordance with the following instructions.

The information in the following table is provided to assist you in determining the level of security incidents. It is not intended to include every possible circumstance where a security breach might occur.

Impact and Definitions:

<table>
<thead>
<tr>
<th>Definitions for Test Security Incidents Type</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Impropriety</td>
<td>An unusual circumstance that has a low impact on the individual or group of students who are testing and has a low risk of potentially affecting student performance on the test, test security, or test validity. These circumstances can be corrected and contained at the local level. An impropriety must be reported to the District Test Coordinator (DC) and School Test Coordinator (SC) immediately and entered in the TIDE system should an appeal be required.</td>
</tr>
<tr>
<td>Irregularity</td>
<td>An unusual circumstance that impacts an individual or group of students who are testing and may potentially affect student performance on the test, test security, or test validity. These circumstances can be corrected and contained at the local level and submitted in the online appeals system for resolution. An irregularity must be reported to the NH DOE by the end of the day.</td>
</tr>
<tr>
<td>Breach</td>
<td>An event that poses a threat to the validity of the test. Examples may include such situations as a release of secure materials or a security/system risk. A breach incident must be reported to the NH DOE immediately.</td>
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</table>
Reporting Timelines and Activities

- **Improprieties** are escalated in accordance with state policies and procedures, protocols, and/or guidelines within 24 hours of the incident by individual districts via the Test Security Log or other mechanism as designed by the State and via the TIDE Appeals system where appropriate.

- **Irregularities** must be escalated by the end of the day of the incident to the state level via the Test Security Incident Log or other mechanism as designed by the State and via the TIDE Appeals system where appropriate.

- **A Breach** requires immediate notification/escalation by telephone to the state level by the DC, followed by documentation in the Test Security Incident Log.

Test Security Required Action Steps

The Test Security Required Action Steps depict the required actions for each test security incident in a process flow diagram format.

**Impropriety**

An unusual circumstance that has a low impact on the individual or group of students who are testing, has a low risk of potentially affecting student performance on the test, on test security, or in test validity. (Example: Student(s) leaving the testing room without authorization.)

- Local administrators take corrective action and document impropriety in Test Security Incident Log.
- Incident is mitigated as necessary by school staff, and DC is notified for assistance with mitigation as necessary.
- Designated district employee (such as SC/DC) records impropriety via log within 24 hours.
- State authorizes TIDE appeal (if appropriate).

**Irregularity**

An unusual circumstance that impacts an individual or group of students who are testing and may potentially affect student performance on the test, test security, or test validity. These circumstances can be contained at the local level. (Example: Disruption during the test session such as a school safety drill.)

- Local administrators take corrective action and document impropriety in Test Security Incident Log.
- Incident is mitigated as necessary by school staff, and DC is notified for assistance with mitigation.
- Designated district employee (such as SC/DC) escalates irregularity via log by the end of the day of the incident.
- State employee authorizes.
Breach
Any test administration event that poses a threat to the validity of the test. Breaches require immediate attention and escalation to the state agency. Examples may include such situations as exposure of secure materials or a repeatable security/system risk. These circumstances have external implications. (Example: Administrators modifying student answers, or test items shared in social media.) All breaches in test administration are handled at multiple levels.

Local Level
- Local administrators report breach to School District Coordinator by phone immediately.
- Local administrators contain the incident as necessary.
- Local administrators document incident in local Test Security Incident log.
- Local administrators stand ready to receive further State guidance on dispensation of event.

District Level
- District staff investigate security risk and alert State Leads via phone.
- District staff verifies completion and accuracy of Test Security Incident Log.
- District staff maintains communication with school and provide guidance as appropriate.

State Level
- State employee reviews incident and containment strategies employed by the district and authorizes next steps to be taken as necessary.

School and District Test Coordinators must ensure that all test security incidents are documented in a Test Security Incident Log. The Test Security Incident Log is the document of record for all test security incidents and must be maintained at the district level. More serious incidents will be reported either immediately (breach) or at the end of the day (irregularity).

The Test Security Incident Log is located on the NH DOE Assessment Page. Test Administrators must download the template and log incidents immediately upon identification and submit them, via email or alternate agreed-upon process, to their School Test Coordinators and District Test Coordinators. District staff should establish a process that includes how the logs are submitted for the district. The description of each column header is included in the template. In addition to logging all test security incidents in the Test Security Incident Log, incidents requiring specific actions to be taken regarding the test itself are to be escalated—following the procedures noted in the previous section.
Test Security Chart shows the test security incident levels and examples of types of issues.

The information in the following table is provided to assist you in determining the level of security incidents. It is not intended to include every possible circumstance where a security breach might occur.

<table>
<thead>
<tr>
<th>Level of Severity</th>
<th>Types of Issues</th>
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<tbody>
<tr>
<td><strong>LOW Impropriety</strong></td>
<td>Student(s) making distracting gestures/sounds or talking during the test session that creates a disruption in the test session for other students.</td>
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<td></td>
<td>Student(s) leave the test room without authorization.</td>
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<td></td>
<td>Testing staff leaving related instructional materials on the walls in the testing room.</td>
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<tr>
<td><strong>MEDIUM Irregularity</strong></td>
<td>Student(s) cheating or providing answers to each other, including passing notes, giving help to other students during testing, or using hand-held electronic devices to exchange information.</td>
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<td>Student(s) accessing the Internet or any unauthorized software or applications during a testing event.</td>
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<td></td>
<td>Student(s) accessing or using unauthorized electronic equipment (e.g., cell phones, iPods, or electronic translators) during testing.</td>
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<td></td>
<td>Disruptions to a test session such as a fire drill, school-wide power outage, or other acts.</td>
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<td></td>
<td>Testing staff failing to ensure administration and supervision of the NH SAS Assessments by qualified, trained personnel.</td>
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<td></td>
<td>Testing staff giving incorrect instructions that are not corrected prior to testing.</td>
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<td></td>
<td>Testing staff giving out his or her username/password (via email or otherwise), including to other authorized users.</td>
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<td></td>
<td>Testing staff coaching or providing any other type of assistance to students that may affect their responses. This includes both verbal cues (e.g., interpreting, explaining, or paraphrasing the test items or prompts) and nonverbal cues (e.g., voice inflection, pointing, or nodding head) to the correct answer. This also includes leading students through instructional strategies such as think-aloud, asking students to point to the correct answer or otherwise identify the source of their answer, or requiring students to show their work.</td>
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<td></td>
<td>Testing staff providing students with non-allowable materials or devices during test administration or allowing inappropriate designated supports and/or accommodations during test administration.</td>
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<td>Testing staff allowing anyone other than a student to log in to the test unless prescribed as an allowable accommodation in the student’s Individualized Education Program (IEP). This includes Test Administrators (TAs) or other staff using student information to log in or allowing a student to log in using another student’s information.</td>
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<td></td>
<td>Testing staff providing a student access to another student’s work/responses.</td>
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<tr>
<td>HIGH Breach</td>
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<tr>
<td>Testing staff modifying student responses</td>
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<tr>
<td>The live Student Interface or TA Interface being used for practice instead of a live test administration. Live interfaces should only be accessed via the secure browser for live NH SASS (Interim or Summative).</td>
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<tr>
<td>Adult or student posting items or test materials on social media (Twitter, Facebook, etc.).</td>
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<tr>
<td>Testing staff allowing students to take home printed test items, reading passages, writing prompts, or scratch paper that was used during the test or failing to otherwise securely store test materials.</td>
<td></td>
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<tr>
<td>Adult or student copying, discussing or otherwise retaining test items, reading passages, writing prompts, or answers for any reason. This includes the use of photocopiers or digital, electronic, or manual devices to record or communicate a test item. This also includes using secure test items, modified secure test items, reading passages, writing prompts, or answer keys for instructional purposes.</td>
<td></td>
</tr>
<tr>
<td>Secure test materials (e.g., writing prompts, test items, or reading passages) being shared with the media, or allowing media to observe a secure test administration.</td>
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<tr>
<td>Adult or student improperly removing secure testing materials, such as test items, stimuli, reading passages, writing prompts or scratch paper from the testing environment.</td>
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Assessment security measures must be adhered to before, during, and after testing in order to ensure the validity, reliability and fairness of the assessment results. Tests must be administered strictly in accordance with the instructions and procedures set forth in the test administration manuals and assessment security instructions and procedures provided by the New Hampshire Department of Education.

Pursuant to Ed. 306.24:C (2) “Procedures for test security and the accurate inclusion of student data;” All New Hampshire schools must have a process and procedure in place and an associated timeline for ensuring that Test Administrators, Coordinators, Proctors (and any other individuals who will be administering any secure assessment) have read and understand all test administration materials, information and forms associated with the NH Statewide Assessments. Schools and districts must also have a process in place for monitoring social media for the posting or discussion of any secure assessment items and/or materials. All improprieties, irregularities and breaches must be recorded on the appropriate Test Security Log sheet and reported to the New Hampshire Department of Education.
All persons are prohibited from providing students with the answers to test items at any time (before, during, and after test administration has been completed). This includes provision of cues, clues, hints and/or actual answers in any written, printed, electronic, verbal and/or non-verbal form. Use of secure test materials at times, and for purposes other than those approved by the New Hampshire Department of Education is strictly prohibited.

### BEFORE TESTING

<table>
<thead>
<tr>
<th>Instructional materials removed or covered</th>
<th>Instructional materials must be removed or covered, including but not limited to information that might assist students in answering questions that is displayed on bulletin boards, chalkboards or dry-erase boards, or on charts (e.g., wall charts that contain literary definitions, maps, mathematics formulas).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student seating</td>
<td>Students must be seated so there is enough space between them to minimize opportunities to look at each other’s work.</td>
</tr>
<tr>
<td>Signage</td>
<td>If helpful, place a “TESTING—DO NOT DISTURB” sign on the door or post signs in halls and entrances rerouting hallway traffic in order to promote optimum testing conditions.</td>
</tr>
</tbody>
</table>

### DURING TESTING

<table>
<thead>
<tr>
<th>Quiet environment</th>
<th>Provide a quiet environment void of talking or other distractions that might interfere with a student’s ability to concentrate or might compromise the testing situation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student supervision</td>
<td>Students must be actively monitored and are prohibited from access to unauthorized electronic devices that allow availability to outside information, communication among students, or photographing or copying test content. This includes any device with cellular, messaging, or wireless capabilities, but is not limited to cell phones, iPods, cameras, and electronic translation devices.</td>
</tr>
<tr>
<td>Access to allowable resources only</td>
<td>Students must only have access to and use of those allowable resources that are permitted for each specific test (or portion of a test).</td>
</tr>
<tr>
<td>Allowable Accommodations</td>
<td>Allowable testing accommodations remove barriers to participation so that these students may provide their own responses without giving them an advantage over other students.</td>
</tr>
<tr>
<td>Access to assessments</td>
<td>Only students who are testing can view items. Students who are not being tested or unauthorized staff or other adults must not be in the room where a test is being administered. Trained Teachers and Test Administrators may have limited exposure to items in the course of properly administering the assessments; however, DCs, SCs, TEs and TAs, and other trained staff may not actively review or analyze any items.</td>
</tr>
<tr>
<td>No answer key development</td>
<td>No form or type of answer key may be developed for test items.</td>
</tr>
<tr>
<td>Using Test Items</td>
<td>Using test items in any form (including rewording actual test items) during the testing process is strictly prohibited.</td>
</tr>
</tbody>
</table>
### Monitor Testing

During the test administration, Test Administrators must monitor the testing process by moving unobtrusively about the room. It is difficult to observe testing in progress if one merely sits or stands in the front of the room. The Test Administrator is to devote complete attention to the students being tested and to avoid involvement in paperwork or any other activity that distracts from actively proctoring the test.

## DURING AND AFTER TESTING

<table>
<thead>
<tr>
<th>No access to responses</th>
<th>DCs, SCs, TAs, TEs, and other staff are not permitted to review student responses or students’ notes on scratch paper.</th>
</tr>
</thead>
<tbody>
<tr>
<td>No copies of test materials</td>
<td>No copies of the test items or materials may be made or otherwise retained.</td>
</tr>
<tr>
<td>No access to digital, electronic, or manual devices</td>
<td>No digital, electronic, or manual device may be used to record or retain test items or materials. Similarly, these materials must not be discussed with or released to anyone via any media, including fax, e-mail, social media websites, etc.</td>
</tr>
<tr>
<td>No retaining, discussing, or releasing test materials</td>
<td>Descriptions of test items or materials must not be retained, discussed, or released to anyone.</td>
</tr>
<tr>
<td>No reviewing, discussing, or analyzing test materials</td>
<td>DCs, SCs, TAs, TEs, and other staff may not review, discuss, or analyze test items or materials at any time, including before, during, or after testing.</td>
</tr>
<tr>
<td>Prohibited from changing or editing student work</td>
<td>Responses to test items must represent the student’s own independent and unaided thinking and must remain unchanged after test administration is complete. All persons are prohibited from changing or editing students’ answers to test items, either by providing hints or clues to wrong answers during test administration or by correcting wrong answers recorded, or provided in other ways, by the student.</td>
</tr>
</tbody>
</table>

*The information in the following table is provided to assist you in determining what activity might constitute a breach of security. This list is not intended to include every possible circumstance where a security breach might occur.*

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18
**TEST SECURITY ASSURANCES**

The New Hampshire Department of Education (NH DOE) uses the NH Statewide Assessment System SAS as the general assessment to measure and report the educational performance of students in grades 3-8, English Language Arts and mathematics, and grades 5, 8, and 11, Science; The Dynamic Learning Maps assessment as the alternative assessment for students who cannot access the NH SAS, and the ACCESS 2.0 for identified English Language Learners, and to provide summaries at the school-, district-, and state-levels. To do this with validity, accuracy and fairness, all educational and support staff that handle—or otherwise have access to—NH Statewide Assessments test materials are expected to comply with the following TEST SECURITY EXPECTATIONS:

- **Prior to testing,** all personnel who handle—or otherwise have access to—secure test materials must read and understand the Test Security Expectations and the consequences if any expectations are violated and then to sign an Affirmation of Test Security acknowledging having read and understood these expectations. A copy of this form must be submitted to—and filed by—the district testing coordinator.

- Prior to testing, all personnel who are assigned a role within the NH SAS, DLM or ACCESS 2.0, in whole or in part are expected to read and follow the test administration and security instructions and procedures provided by NH DOE.

Prior to testing, between testing sessions, and following testing, students must not be exposed in any way to any of the secure test questions. Staff must avoid reviewing/sharing/talking about secure test items in any way with any person(s). **NOTE:** This does not prohibit the use of benchmark, interim, or practice items.

- Photocopying, hand copying or otherwise reproducing (e.g. taking a picture or screenshot) of ALL OR ANY PART of the test or student answers is strictly prohibited. Assessment materials must remain secure throughout all phases of the testing process.

- Knowingly engaging in activities that will adversely affect the validity, reliability, or fairness of the tests used in any of the statewide assessments is strictly prohibited.

- Use of secure test materials at times and for purposes other than those approved by the New Hampshire Department of Education is strictly prohibited.

- During test administration, teachers/test administrators must monitor students by frequently moving unobtrusively about the room. Teachers/test administrators are to devote total attention to students and to avoid involvement in paperwork or any other activity that distracts from actively proctoring.

- Responses to test items must represent each student’s own independent and unaided thinking and must remain unchanged after test administration is complete. All persons are strictly prohibited from changing or editing students’ answers to test items, either by providing hints or clues to wrong or incomplete answers during test administration or by deleting or correcting wrong or incomplete answers, or by providing answers in other ways.

- All persons are strictly prohibited from providing students with the answers to test items at any time before, during, or after test administration has been completed. This includes provision of cues, clues, hints and/or actual answers in any written, printed, electronic, verbal and/or non-verbal form.

- All persons are strictly prohibited from attempting to score—formally or informally—test items from the NH Statewide summative assessments. Scoring is the responsibility of the test vendor.
**Assessment Security Notice**

Each assessment instrument in the New Hampshire Statewide Assessment Program is procured and disseminated to local school districts by the State of New Hampshire under the authority of the Commissioner of Education. Assessment materials (physical and intellectual) are the property of the State of New Hampshire and may not be retained by school personnel. These assessments may not be copied or reproduced in any way. Independent contractors are strictly prohibited from reviewing or in any way reproducing NH SAS, DLM, ACCESS 2.0 or School Day SAT test items and materials. Reproducing or copying any part of any of the New Hampshire Statewide summative assessments, in whole or in part, is a violation of the assessment security procedures established by the States of New Hampshire.

Pursuant to Ed. 306.24:C (2) “Procedures for test security and the accurate inclusion of student data;” All New Hampshire schools must have a process and procedure in place as well as an associated timeline for ensuring that Test Administrators, Coordinators, Proctors (and any other individuals who will be administering any secure assessment) have read and understand all test administration materials, information and forms associated with the New Hampshire Statewide Assessment System. Schools and districts should also have a process in place for monitoring social media for the posting or discussion of any secure assessment items and/or materials. All improprieties, irregularities, and breaches must be recorded and reported to the New Hampshire Department of Education.

**Affirmation of Test Security for Test Administrators**

I affirm that I have read and understand these Test Security Expectations. I affirm that I will abide by this test security document and understand the requirements for secure test administration.

Test Administrator: _____________________________________________

Signature: __________________________________________________________

Date: _______________________________________________________________

School and District: __________________________________________________
AFFIRMATION OF TEST SECURITY FOR BUILDING PRINCIPALS

I AFFIRM THAT I HAVE READ AND UNDERSTAND THESE TEST SECURITY EXPECTATIONS. I AFFIRM THAT ALL LEA TESTING STAFF HAVE BEEN APPRISED OF THIS TEST SECURITY DOCUMENT AND UNDERSTAND THE REQUIREMENTS FOR SECURE TEST ADMINISTRATION.

PRINCIPAL: ____________________________________________________________

SIGNATURE: ___________________________________________________________

DATE: __________________________________________________________________

SCHOOL AND DISTRICT:

A COPY OF THIS FORM MUST BE SUBMITTED TO:

THE NH DEPARTMENT OF EDUCATION

KIRSTINE.BRAMAN@DOE.NH.GOV
Appendix B

Desktop and Onsite Monitoring Letters to Superintendents
Dear (Name of Superintendent),

To meet federal compliance requirements, the New Hampshire Department of Education, Office of Student Assessment, will be conducting desk test monitoring during the annual state assessment window. Monitoring is required to ensure fidelity in the administration of the New Hampshire Statewide Assessment System and to review test security documents. Your school district has been selected for review during the spring 2019 test administration window.

All desk monitoring will include document review, and the completion of a monitoring checklist. The checklist is enclosed to assist you in the desk monitoring process. Additional information about NH test security procedures can be found in the NH Statewide Assessment System Test Security document at the following link: https://www.education.nh.gov/instruction/assessment/index.htm.

The Department is looking forward to working with you throughout the monitoring process. The desk monitoring checklist is listed below. Please use this checklist when gathering documentation. This will support your school in the process. Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Cathleen White
Administrator, Office of Student Assessment
Cathleen.White@doe.nh.gov
(603) 271-3455
### Desk Monitoring Checklist

**District:** ___________________  
**School:** ___________________  
**Superintendent:**_____________________  
**NHDOE Monitor:** _______________  
**Principal:** ___________________  
**Due Date:** June 14, 2019

#### Test Administration Procedures

Each monitored site provides documentation for steps 1 – 9 for the 2019 testing window. Documentation must be submitted electronically as a school packet. Documentation is due in the Office of Assessments by the date indicated above.

<table>
<thead>
<tr>
<th>Date(s) Completed</th>
<th>Meets Criteria</th>
<th>Does not meet criteria</th>
</tr>
</thead>
</table>

#### Before Testing

1. School testing schedules were posted on school website and distributed to school personnel.

2. Evidence of Test Administrator training for test administrators. Training is found on the NHSAS portal. A test administrator certificate is provided upon completion of the training for each test administrator. DLM training is found on the DLM website. Or evidence of on-site training by school administration.

#### During Testing

3. Provide the written procedure for secure log-in practices. Students log into their own test using their State Assigned Student Assessment Identification. Students must only take the test that is assigned to them.

4. Provide the written procedure for how students are actively monitored and are prohibited from access to unauthorized electronic devices that allow availability to outside information, communication with other students, or photographing or copying test content. This includes any device with cellular, messaging, or wireless capabilities, but is not limited to cell phones, iPods, cameras, and electronic translation devices.

5. Provide the written procedure that will insure instructional materials are removed or covered, including but not limited to information that might assist students in answering questions that is displayed on bulletin boards, chalkboards or dry-erase boards, or on charts (e.g., wall charts that contain literary definitions, maps, mathematics formulas). Please note dates of observation.

6. Provide the written procedure for test administration. Test Administrator is to devote complete attention to the students being tested and to avoid involvement in paperwork or any other activity that distracts from actively proctoring the test. Please note dates of observation.
7. Provide a spread sheet that breaks down the accommodations and designated supports used by the number of students per grade. Approved accommodations and designated supports for state wide testing are found at the following link:  

<table>
<thead>
<tr>
<th>After Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Monitoring documentation received at NH DOE by June 14, 2019. <strong>Failure to submit documentation by this date will result in an automatic non-compliance status.</strong></td>
</tr>
</tbody>
</table>

Please return documentation in electronic form to:  
Kristine Braman  
Kristine.Braman@doe.nh.gov

<table>
<thead>
<tr>
<th>Department of Education Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Received: _________________________</td>
</tr>
</tbody>
</table>
Dear (Name of Superintendent),

To meet federal compliance requirements, the New Hampshire Department of Education, Office of Student Assessment, will be conducting onsite test monitoring visits during the annual state assessment window. Monitoring is required to ensure fidelity in the administration of the New Hampshire Statewide Assessment System and to review test security documents. Your school district has been selected for review during the spring 2019 test administration window.

All site visits will include direct observation, a document review, and the completion of a monitoring checklist. The checklist is enclosed to assist you in preparing for the monitoring visit. Additional information about NH test security procedures can be found in the NH Statewide Assessment System Test Security document at the following link: https://www.education.nh.gov/instruction/assessment/index.htm.

The Department is looking forward to working with you throughout the monitoring process. The on-site monitoring checklist below will be used by the Office of Student Assessment during the visit. Please use it as a support to prepare your school for the visit. Do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Cathleen White
Administrator, Office of Student Assessment
Cathleen.White@doe.nh.gov
(603) 271-3455
## Test Administration Procedures

The New Hampshire Department of Education will complete this section during the on-site visit.

<table>
<thead>
<tr>
<th>For use by the NH DOE only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meets Criteria</td>
</tr>
</tbody>
</table>

### Before Testing

1. Submitted district and school testing schedules to the Office of Assessment 5 working days prior to the opening of the testing window. Notified the Office of Assessment of any changes in the testing schedule prior to on-site visit.

2. Evidence of Test Administrator training for test administrators. Training is found on the NHSAS portal. A test administrator certificate is provided upon completion of the training for each test administrator. DLM training is found on the DLM website. Or evidence of on-site training by school administration.

### During Testing

3. Secure log-in practices. Students log into their own test using their State Assigned Student Assessment Identification. Students must only take the test that is assigned to them.

4. Test Administrator confirms the log-in of each student.

5. Students are actively monitored and are prohibited from access to unauthorized electronic devices that allow availability to outside information, communication with other students, or photographing or copying test content. This includes any device with cellular, messaging, or wireless capabilities, but is not limited to cell phones, iPods, cameras, and electronic translation devices.

6. Instructional materials are removed or covered, including but not limited to information that might assist students in answering questions that is displayed on bulletin boards, chalkboards or dry-erase boards, or on charts (e.g., wall charts that contain literary definitions, maps, mathematics formulas).

7. Only scratch paper or unmarked grid paper present.

8. During the test administration, Test Administrators monitor the testing process by moving unobtrusively about the room. It is difficult to observe testing in progress if one merely sits or stands in the front of the room. The Test Administrator is to devote complete attention to the students being tested.
and to avoid involvement in paperwork or any other activity that distracts from actively proctoring the test.

9. Students are working independently or under approved accommodation requirements.

10. Any accommodations or designated supports utilized that require a small group has a maximum size 8-10 students.

**After Testing**

11. All scratch paper is collected by the test administrator.

12. Upon completion of the test, students log-off of the computer; verified by the test administrator.

13. Once the student has logged off and checked by a test administrator; the computer is shut down.

14. Students work or read silently until the testing session is over, while others complete the assessment.

15. DCs, SCs, TAs, TEs, and other staff are not permitted to review student responses or students’ notes on scratch paper.

16. DCs, SCs, TAs, TEs, and other staff may not review, discuss, or analyze test items or materials at any time, including before, during, or after testing.

17. No copies of the test items or materials are made or otherwise retained.