Office of Assessment
State Assessment Monitoring

New Hampshire
Department of Education

The following guidance has been put together to assist schools with the state assessment monitoring process. The state assessment monitoring process ensures the security and fidelity of the assessment program and is a state and federal requirement.

NEW THIS YEAR. Monitoring documentation must be submitted electronically through the ESSP system in the myNHDOE Single Sign On System by June 7, 2024. **Failure to submit documentation by this date may result in non-compliance status,** with additional requirements imposed upon the school in following years**.**

Each of the following sections includes the necessary information relative to the corresponding section in the ESSP system.

Family Notification

1. Provide evidence for each of the following:
   - Parents/guardians have been provided with notification about the statewide assessment(s) required for their child. *Acceptable evidence: copy of letter or email.*
   - Testing schedule is posted on school website or and/or distributed to families. *Acceptable evidence: link to schedule posted, screenshot of schedule on the website, or copy of notification sent.*
   - Special Considerations Waiver Request forms have been completed and submitted in the i4see system for all students not participating in NH SAS, DLM, and/or SAT. *Acceptable evidence: Check box provided to confirm this was done.*
   - Parent opt-outs have been submitted in the i4see system as well. Note: Parent Opt-Out does not apply to ACCESS or Alternate ACCESS. *Acceptable evidence: Check box provided to confirm this was done.*

   *Documentation for how to submit special consideration waiver requests and parent opt-outs:
   nhed-ta-documenting-testing-exceptions.pdf.

Staff Training

2. Provide evidence of local and online training for Building Coordinators, Test Administrators, and Proctors, and any other staff that have access to secure testing items.
   - Provide evidence of district- or school-level training for all staff, with additional training for new teachers or those new to an assessment program. *Acceptable evidence: Sign-in sheet(s) at PD training or faculty meetings.*
   - Provide evidence that staff have completed online training for each assessment program they're involved in. *Acceptable evidence: copies of certificates of completion for test administrator training, extract(s) from the applicable assessment portal of training completion, or list of staff and trainings completed (template provided here.)*
   - School/district has written guidance to distribute to all staff that includes the following:
     o Guidelines for preparing for and administering the statewide assessments
     o Guidelines on accessibility features for each assessment
     o Guidelines on testing times and durations
   Acceptable evidence: copy or link to guidance documentation.

Test Administration Observation

3. School administrator observes each test location before and during testing, to ensure the following:
   - Prior to testing, all instructional materials are removed or covered, including but not limited to number lines, periodic tables, literary posters, and other information that might assist students in answering questions.

- Test administrators/proctors are actively monitoring students at all times during a test session, including during any breaks.
- Test administrator/proctor are devoting complete attention to the students being tested and are avoiding involvement in paperwork, personal cell phone use, or any other activity that distracts from actively proctoring the test.

Acceptable evidence: Log of observations with dates, times, and rooms visited. A template is provided here.

Test Security

4. Provide detailed, written district/school procedures outlining how security of test materials and test locations are maintained at the school and during test sessions to include:
   - All testing environments are reviewed prior to testing to ensure instructional materials are covered or removed and room is set up with appropriate spacing between students.
   - Test administrators/proctors and related staff are provided with the Use of Phones and Electronic Devices Policy.
     - Student cell phones and other electronic devices are turned off and collected prior to testing.
     - All electronic devices except for school-issued laptops or Chromebooks provided for testing should be stored away from students, unless documented in a student's IEP or 504 plan as medically necessary.
     - Test administrator/proctors are actively monitoring students for additional electronic devices.
   - All test materials, including student test tickets, are stored in a secure location prior to test administration and handed out to each student right before testing.
   - All test materials have been accounted for at the end of the test session. Test materials are collected immediately after students are finished testing. All test tickets and other test materials, such as scratch paper, must be shredded.

5. Provide a detailed written district/school procedure for handling test incidents (testing irregularity, technology incident or test security violation) including names of the following individuals:
   - Staff member responsible for supporting test administrators/proctor with a test incident
   - Staff member responsible for providing technical assistance during test administration, e.g. technology, error messages, etc.
   - Staff member responsible for requesting to re-open, reset, or invalidate a test
     - *Note—these requests are made to the NHED Office of Assessment in the i4see system:* **nhed-ta-documenting-testing-exceptions.pdf**
   - Staff member responsible for reporting any test incident in the i4see system

6. All test administrators/proctors, and any other staff that have access to secure test items for NH SAS, SAT School Day, DLM Alternate Assessment, and/or ACCESS/Alternate ACCESS have signed the *Affirmation of Test Security for Proctors* prior to testing. *Required evidence: check boxes to confirm that form(s) are signed and held on file.*
   - Confirm *Affirmation of Test Security for Building Principals* form was signed prior to the start of testing and submitted to NHED. *Required evidence: copy of signed form or check box to confirm it was emailed.*

Accessibility

7. Provide detailed, written district/school procedures for providing test accommodations and supports to students including:

   - Staff member responsible for tracking and ensuring accommodations and supports are provided to students.
   - Staff member responsible for entering accommodations and designated supports into the TIDE system or applicable assessment portal prior to testing.
   - Staff member responsible for confirming the accommodations provided are documented in the student's IEP or 504 plan. Student must have an IEP or 504 Plan for the current school year.
   - Assure students eligible for the alternate assessment (Dynamic Learning Maps or ACCESS) have an *Alternate Assessment Decision Making Worksheet* completed by the student's IEP or 504 team.