

Technical Assistance: Documenting Testing Exceptions for the Statewide Assessments

NHED has released a new reporting feature as part of the online i4see student information system managed within the [myNHDOE](#) platform. This new feature allows a more efficient and secure way for test coordinators and/or school administrators to report the following:

- Test Security Incidents
- Assessment Exemptions
 - Parent Opt-out
 - EL Domain Exemption – ACCESS Test Only
- Special Considerations Waivers
- Special Use Accommodations
 - Calculator – Math (grades 3-6)
 - Multiplication Table – Math (grades 3-8)
 - Read Aloud
 - Text-to-Speech - ELA Reading

This guidance provides an overview of the scenarios listed above, all of which involve some level of reporting to NHED. Additional information and policy guidance is addressed in the [New Hampshire Department of Education Assessment Policy and Procedures Manual](#).

Test Security Incidents		
NHED acknowledges that in rare circumstances test security incidents occur. Most test incidents should be documented and reported to NHED as soon as possible through the Testing Exceptions online reporting feature via the i4see system described on page 5.		
Technology Incident	Irregularity	Test Security Violation
<p>An unexpected computer issue that may not affect student performance on the test, test security or test validity. A technology incident may not need to be reported unless a test reset is needed.</p> <p>A few examples:</p> <ul style="list-style-type: none"> • School loses internet access • Power outage during a test session • Technical issues with the school network, or related issues. 	<p>An unusual circumstance that affects an individual or group of students who are testing and may potentially affect student performance on the test, test security or test validity.</p> <p>A few examples:</p> <ul style="list-style-type: none"> • A student not receiving an accommodation on the assessment that is documented in IEP/504 plan. • Disruptions to a test session such as a fire alarm/drill. • Student(s) making distracting gestures/sounds or talking during the test session that creates a disruption. • Test administrators leaving related instructional support material on the walls in testing room. 	<p>An incident or breach of New Hampshire's test security policies and procedures that compromises test security, data security, and the integrity of a student's or students' assessment results. These circumstances have external implications and must be reported immediately.</p> <p>A few examples:</p> <ul style="list-style-type: none"> • Testing staff modifying a student's response on the assessment. • Individuals posting test items or materials on social media. • Improper removal of test materials from testing environment. • Adults or students copying, discussing, or retaining test items for any reason, before, during, or after testing is finished.
For more details on reporting procedures for a technology incident, irregularity and test security violation, reference: NHED Assessment Policy & Procedures Manual		

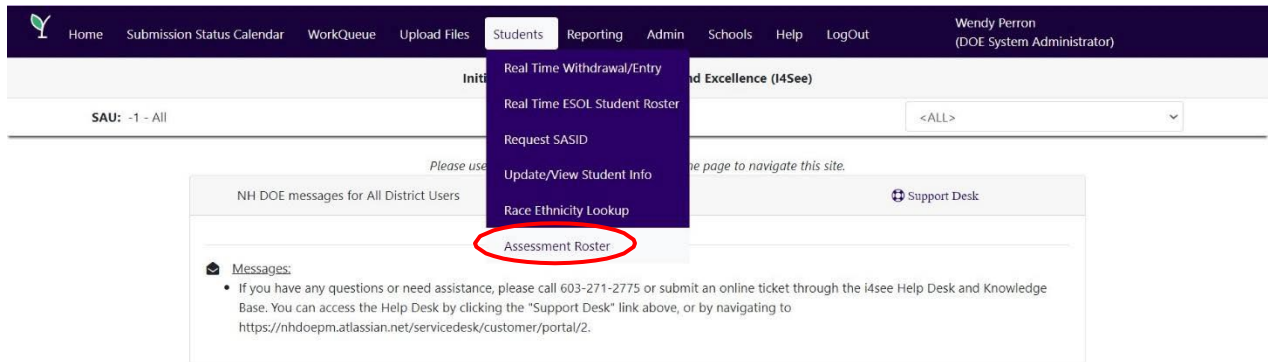
Assessment Exemptions	
Parent Opt-Out—NHSAS, DLM or SAT Only	EL Domain Exemption—ACCESS Test Only
<p>Under RSA 193-C:6, New Hampshire permits parents to opt-out their public school student from participating in the required statewide assessments. Parents must submit a completed Parent Opt-Out form to the school.</p> <p>Schools may document parent opt-outs through the Assessment Roster in the i4see system. Schools are not required to upload the completed forms but must keep a copy on file locally for 3 years and have available upon request of NHED during Assessment Monitoring.</p>	<p>In rare cases, an English learner may have a disability that <i>precludes assessment of the student in one or more of the required language domains (listening, speaking, reading, or writing) such that there are no appropriate accommodations for the affected domain(s). If this is the case, the student’s IEP/504 team may request a domain exemption via the online reporting process described on the next page.</i></p> <p>Examples:</p> <ul style="list-style-type: none"> • A non-verbal student who is unable to participate in Speaking domain. • A student who is deaf or hard of hearing may not be able to participate in the Listening/Speaking domain. <p>This special exemption must be documented on the student’s IEP/504 plan and the EL Domain exemption must be uploaded to Testing Exceptions in the i4see system.</p>
Additional Resources:	
<ul style="list-style-type: none"> • Template: Parent Opt-Out Form • NHED Office of Assessment webpage > scroll down to bottom of page to find more information on the type of exemptions. 	<ul style="list-style-type: none"> • Link to NHED Guidance on Non-Standard Assessment Methods for ELs with Disabilities

Special Considerations Waiver
<p>A special considerations waiver may be appropriate in rare and unique situations when a student is unable to participate in any part of the statewide assessments. A special considerations waiver may be submitted to NHED for consideration under the following circumstances:</p> <ul style="list-style-type: none"> • Medical emergency/serious illness • Severe emotional distress • Death in the family • Student participating in another state’s assessment system <p>Schools are expected to document special considerations waivers via the online reporting process described on the next page. Schools upload the completed waiver form but must keep a copy on file locally for three (3) years and have available upon request of NHED during Assessment Monitoring.</p>
<p>For more details on the qualifying factors of a Special Considerations Waiver, reference the Special Considerations Waiver Form</p>

Special Use Accommodations	
NH SAS Calculator - Math	NH SAS Multiplication Table - Math
<p><i>This accommodation is appropriate for a very small number of students.</i></p> <p>A hand-held calculator may be used by students in grades 3-6 who have a documented need in their IEP or 504 plan.</p> <p>The following steps must be taken:</p> <ul style="list-style-type: none"> ○ Document the Special Use Accommodation in the i4see system. ○ The Assessment Team does not need to approve this accommodation. It's for notification purposes only. ○ Remind parents that this accommodation alters part of what the test is designed to measure. 	<p><i>This accommodation is appropriate for a very small number of students.</i></p> <p>A paper-based multiplication table may be used by students in grades 3-8 who have a documented need in their IEP or 504 plan.</p> <p>The following steps must be taken:</p> <ul style="list-style-type: none"> ○ Document the Special Use Accommodation in the i4see system. ○ The Assessment Team does not need to approve this accommodation. It's for notification purposes only. ○ Multiplication Table is available in the NH SAS Portal under Resources. ○ Remind parents that this accommodation alters part of what the test is designed to measure.
NH SAS Read Aloud	NH SAS Text-to-Speech for ELA Reading
<p><i>This accommodation is appropriate for a very small number of students.</i></p> <p>This accommodation may be used by students who have a documented need in their IEP or 504 plan.</p> <p>The following steps must be taken:</p> <ul style="list-style-type: none"> ○ Document the Special Use Accommodation in the i4see system. ○ The Assessment Team does not need to approve this accommodation. It's for notification purposes only. ○ Remind parents that this accommodation alters part of what the test is designed to measure. 	<p><i>This accommodation is appropriate for a very small number of students.</i></p> <p>This accommodation may be used by students who have a documented need in their IEP or 504 plan.</p> <p>The following steps must be taken:</p> <ul style="list-style-type: none"> ○ Document the Special Use Accommodation in the i4see system. ○ The Assessment Team does not need to approve this accommodation. It's for notification purposes only. ○ Remind parents that this accommodation alters part of what the test is designed to measure.

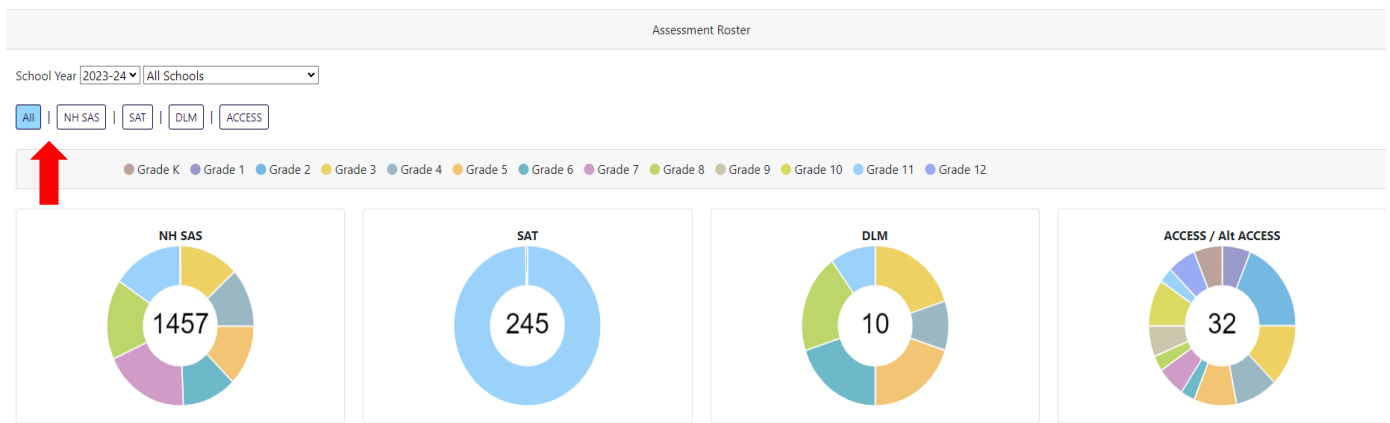
How to Access the Testing Exceptions Reporting Feature in the i4see System

1. Log into [myNHDOE](#) > i4see and choose the Assessment Roster.



**If you need help accessing the i4see system, [contact your i4see coordinator](#)*

2. Once logged in, make sure you have selected the “All” roster list from the top buttons.



3. To document a testing exception, go to the “Testing Exceptions” column, click the (+) symbol that corresponds with the student.

☒ Include OOD Schools ☐ Include Interim-Only Testers

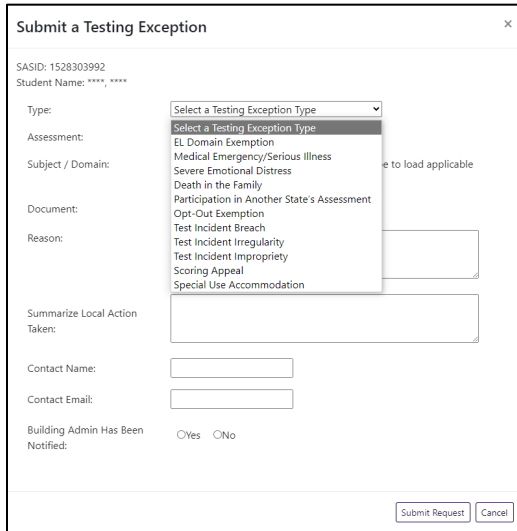
Search SASID

Previous Page Next Page Navigate to Page 1 of 61 Records per Page: 25

SASID	Last Name	First Name	Assessment ID	DOB	Grade	District	School	Out Of District	NH SAS				ACCESS	Testing Exceptions	Last Updated	Source
									ELA	Math	Science	SAT				
****	****	****			4	Goffstown	Bartlett Elementary School		✓	✓				+	1/8/2024 1:02 AM	AOY
****	****	****			4	Goffstown	Bartlett Elementary School		✓	✓				+	1/8/2024 1:02 AM	AOY

Clicking on the (+) will open the online form

4. The **Submit a Testing Exception** online form will appear. Select a *Testing Exception Type* from the dropdown menu, complete all fields in the form, and click ‘*Submit Request.*’





Instructions for each Testing Exception:

Test Security Incidents	Documentation does not need to be uploaded with the online form. Provide a short description. Documentation must be kept on file locally and be made available upon request of NHED during Assessment Monitoring.
Parent Opt-Out	The completed Parent Opt-Out form does not need to be uploaded with the online form. Completed forms must be kept on file locally and be made available upon request of NHED during Assessment Monitoring.
EL Domain Exemption	The domain exemption must be documented in the student’s IEP or 504 Plan. Documentation does not need to be uploaded with the online form. Documentation must be kept on file locally and be made available upon request of NHED during Assessment Monitoring.
Special Considerations Waiver	Completed Special Considerations Waiver forms must be uploaded when requesting a special considerations waiver. Completed forms also must be kept on file locally and be made available upon request of NHED during Assessment Monitoring.
Special Use Accommodation	Documentation does not need to be uploaded with the online form; however, please provide the specific special use accommodation being used for NH SAS testing. NHED does not need to approve Special Use Accommodations. It is for notification purposes only.

5. The Assessment Team will review and contact the school with any questions.
6. To check on status of the request, users can also return to the Assessment Roster and click the ‘i’ symbol under the ‘Testing Exceptions’ dropdown menu.

Note: Click the column title “Testing Exceptions” to sort so the ‘i’ symbol (submitted requests) appear at the top of the list. You may have to click twice to activate the sorting feature.

									NH SAS								
SASID	Last Name	First Name	Assessment ID	DOB	Grade	District	School	Out Of District	ELA	Math	Science	SAT	DLM / Alt ACCESS	ACCESS	Testing Exceptions ▲	Last Updated	Source
XXXX	XXXX				4				✓	✓			⊙		ⓘ +	1/8/2024 8:17 AM	BOY 
XXXX	XXXX				11						✓		⊙		ⓘ +	1/8/2024 8:17 AM	BOY 



For questions or to request additional support, please contact the Office of Assessment at:
Assessment@doe.nh.gov.