

Technical Assistance: Documenting Testing Exceptions for the Statewide Assessments

NHED has released a reporting feature as part of the i4see system, New Hampshire’s student management system housed within the [myNHDOE Single Sign On System](#). This feature allows a more efficient and secure way for school administrators and test coordinators to report the following:

- Test Security Incidents
- Significant Medical Emergency Waiver
- EL Domain Exemption – ACCESS Test Only
- Parent Opt-out
- ACCESS for ELLs Scoring Appeal
- Special Use Accommodations – **NH SAS only**
 - Calculator – Math (grades 3-6)
 - Multiplication Table – Math (grades 3-8)
 - Human Read Aloud – all subjects
 - Text-to-Speech - ELA Reading only

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

Test Security Incidents		
<p>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 <i>Testing Exceptions</i> online reporting feature via the Assessment Roster in the i4see system described on page 4.</p>		
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. ▪ 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. ▪ Unauthorized use of a cell phone or other electronic device.
<p><i>For additional information on test security incidents, please reference:</i> NHED Assessment Policy & Procedures Manual</p>		

Assessment Exemptions

Significant Medical Emergency Waiver	EL Domain Exemption—ACCESS Test Only
<p>A Significant Medical Emergency Waiver is a request for a statewide assessment exemption on behalf of a student due to medical reasons that prevents the student from receiving instruction and participating in statewide assessments that extends across the entire or remaining testing window.</p> <p>The school district manages the completion of this form and submits to the New Hampshire Department of Education for approval. Significant Medical Emergency Waivers must be uploaded when submitting the online form through the Assessment Roster in the i4see system.</p> <p>For additional information on the qualifying factors of a significant medical emergency, refer to the Significant Medical Emergency Waiver.</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)</i>. 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.</p> <p>Examples:</p> <p>A non-verbal student who is unable to participate in Speaking domain.</p> <p>A student who is deaf or hard of hearing may not be able to participate in the Listening/Speaking domain.</p> <p>This special exemption must be documented on the student’s IEP/504 plan and the EL Domain exemption must be uploaded to <i>Testing Exceptions</i> in the i4see system.</p> <p>Resource: NHED Guidance on Non-Standard Reclassification / Exit Options</p>

Parent Opt-Out—NHSAS, DLM or SAT School Day with Essay Only

<p>Under RSA 193-C:6, New Hampshire permits parents to opt-out their public school student from participating in the annual statewide assessments. School districts ensure that a form is made available for parents or legal guardians to complete and sign if they wish to opt their student out of testing.</p> <p>A parent opt-out form template is available for schools to customize with their district/school letterhead.</p> <p>All schools are now required to submit and upload all parent opt-out forms through the Assessment Roster within the i4see system.</p> <p>Completed parent opt-out forms should be kept on file locally for three (3) years.</p>
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Scoring Appeal - ACCESS for ELLs

The scoring appeal process allows the NHED to review and address any concerns raised by a school district regarding potential discrepancies in specific areas of a student's ACCESS for ELLs individual score report, or a miscalculation of a student's overall composite score. School districts can request a scoring appeal through the Assessment Roster within the i4see system.

For additional information, visit the [NHED ACCESS, Alternate ACCESS and WIDA Screener for English Learners webpage](#).

Special Use Accommodations – NH SAS only

These accommodations outline below are appropriate for a very small number of students.

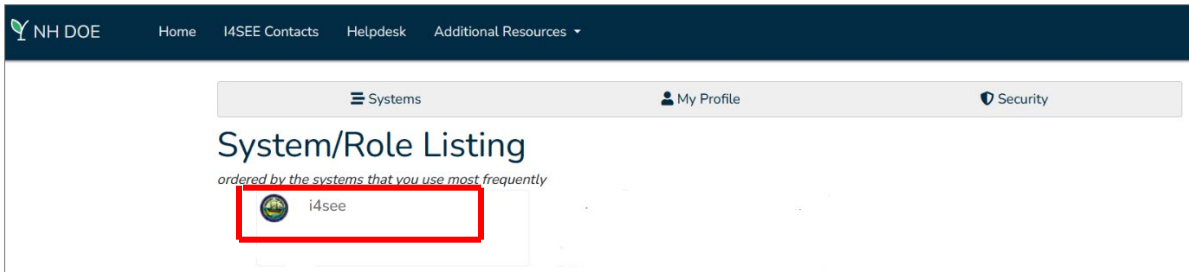
NHSAS Calculator - Math	NH SAS Multiplication Table - Math
<p>A hand-held calculator may be used by students in grades 3-6 who have a documented need in their IEP or 504 plan.</p> <p>The following steps must be taken:</p> <ul style="list-style-type: none"> ▪ Document the student’s Special Use Accommodation 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>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 student’s 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 – ALL Subjects	NH SAS Text-to-Speech for ELA Reading
<p>The read aloud accommodation may be used by students who have a documented need in their IEP or 504 plan. A trained and qualified human reader reads the text aloud to the student.</p> <p>The following steps must be taken:</p> <ul style="list-style-type: none"> ▪ Document the student’s 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>Please see separate Read Aloud for Human Reader Protocol for guidelines.</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 student’s 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 Document Testing Exceptions in the i4see System

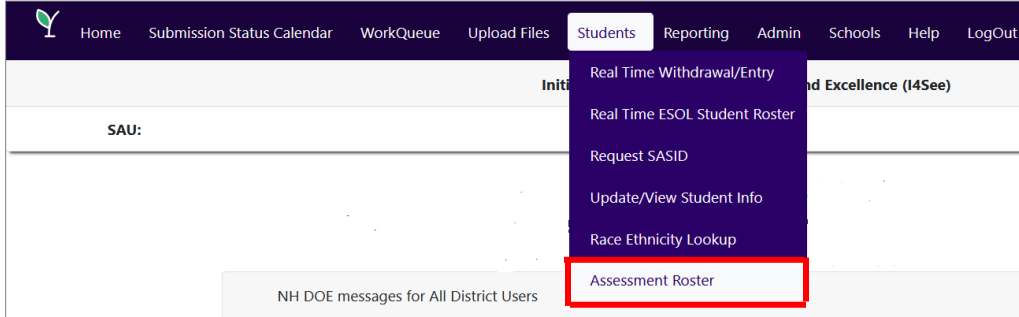
To document testing exceptions for your district/school, follow the instructions outlined below. If assistance is needed to access the i4see system, please first contact your: [i4see coordinator \(a.k.a. Local Security Administrator\)](#) and if needed

1. Log into [myNHDOE Single Sign On System](#)

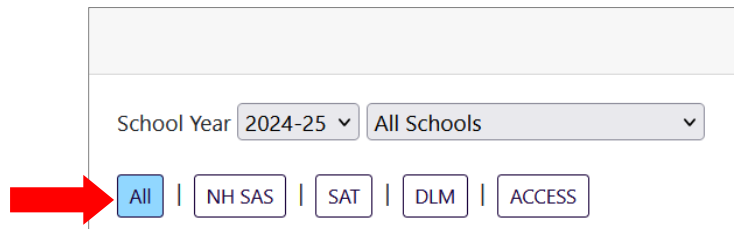
2. Select the i4see icon



3. From the i4see Dashboard, select *Assessment Roster* from the **Students** dropdown menu.



4. Next, select **All** in Assessment Roster. Testing Exceptions can only be accessed through **All**.



Note: **All** includes every student listed in your Assessment Roster for all statewide assessments.

- To document a testing exception, navigate to the applicable column and select the (+) sign that corresponds with the student for whom the testing exception is being submitted.

Assessment Roster

School Year: 2024-25 | All Schools

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Grade 3 |
 Grade 4 |
 Grade 5 |
 Grade 6 |
 Grade 7 |
 Grade 8 |
 Grade 9 |
 Grade 11 |
 Grade 12

NH SAS

493

SAT

78

DLM

8

ACCESS / Alt ACCESS

6

Include OOD Schools |
 Include Interim-Only Testers

|

1 of 21
 Records per Page: 25

SASID	Last Name	First Name	DOB	Grade	District	School	Out Of District	NH SAS					DLM / Alt ACCESS	ACCESS	Testing Exceptions	Last Updated	Source
								ELA	Math	Science	SAT						
****	****			6	Inter-Lakes Cooperative	Inter-Lakes Elementary School		✓	✓			+		+	10/30/2024 1:02 AM	BOY	

Click the (+) to open the online form



- The **Submit a Testing Exception** online form will appear after clicking on the (+) sign.

~Continued next page~

7. Select a *Testing Exception Type* from the dropdown menu.

Submit a Testing Exception [X]

SASID: []
 Student Name: ****, ****

Type: **Select a Testing Exception Type** [v]
 Select a Testing Exception Type
 EL Domain Exemption
 Significant Medical Emergency
 Parent Opt-Out
 Test Incident Security Violation
 Test Incident Irregularity
 Test Incident Technology Incident
 Scoring Appeal
 Special Use Accommodation

Assessment: []
 Subject / Domain: []
 Document: []
 Reason: []
 Summarize Local Action Taken: []
 Contact Name: []
 Contact Email: []
 Building Admin Has Been Notified: Yes No

Submit Request **Cancel**

8. Double check the *Student Name* to make sure you're submitting a Testing Exception for the correct student. If needed, select *Cancel* to exit out of the online form.

9. Complete all applicable fields:

- Assessment
- Subject / Domain
- Document: upload requested documentation, if applicable
- Reason: provide any information that may be pertinent
- Summarize Local Action Taken: enter action taken at the local level if a test incident occurred
- Contact Name
- Contact Email
- Building Admin (Administrator) has been Notified: select **Yes** or **No**

10. Select *Submit Request* when finished completing the online form.

The Assessment Team reviews and approves applicable Testing Exceptions submitted and will reach out with any questions to the contact’s name and email provided. A notification will be sent to the contact email with additional required actions, denial, or approval of the testing exception.

Note: Submitted special use accommodations will not receive a notification email.

11. To review the status of a submitted testing exception:

- Search by the student’s SASID in the Assessment Roster

Include OOD Schools Include Interim-Only Testers

Search SASID
Refresh Display

- Next, select the **i** symbol under the **Testing Exceptions** column

SASID	Last Name	First Name	DOB	Grade	District	School	Out Of District	NH SAS				ACCESS	Testing Exceptions	Last Updated	Source
								ELA	Math	Science	SAT				
****	****				Bedford			✓	✓			+	<div style="border: 2px solid red; padding: 2px;"> <div style="border: 1px solid yellow; padding: 2px; display: inline-block;"> </div> </div>	7/25/2024 1:02 AM	AOY



Tip: Click on the Testing Exceptions* column title to sort submitted testing exceptions so they appear at the top for easy reference.

* Click column title twice to activate the sorting feature.

12. If a submitted testing exception needs to be deleted or information needs to be updated, please contact the [Bureau of Assessment and Accountability Help Desk](#) for assistance. When referring to a student, please provide their SASID only.

We encourage school districts to use our dedicated Help Desk for all assessment and accountability questions. Please utilize this Help Desk for general questions, technical support, troubleshooting, roster support, reporting questions, etc. This is the fastest way to receive support from our office and ensures that your question is routed to the right person to answer it. [You can access the Help Desk here.](#)

Additional resources are available on the [Office of Assessment page.](#)

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Additional Information for each Testing Exception Type

<p>EL Domain Exemption</p>	<p>An English Learner (EL) domain exemption must be documented in the student’s IEP or 504 plan. Documentation <u>does not</u> need to be uploaded with the online form; it must be kept on file locally for three (3) years and made available upon request of NHED during State Assessment Monitoring.</p>
<p>Parent Opt-Out</p>	<p>All schools are required to submit and upload all parent opt-out forms through the Assessment Roster within the i4see system. Please ensure a completed parent opt-out form is uploaded when submitting the online form. These forms should be kept on file locally for three (3) years.</p> <p>As a reminder, this applies to DLM, SAT, and SAS summative assessments.</p>
<p>Scoring Appeal</p>	<p>Rationale must be provided for the ACCESS for ELLs scoring appeal request in the <i>Reason</i> field. The NHED Assessment Team will review and ask for additional information, deny, or grant request. If the request is granted, the NHED will complete and submit the Scoring Appeal Request form to Data Recognition Corporation (DRC) to initiate.</p> <p>Documentation does not need to be uploaded with the online form.</p>
<p>Significant Medical Emergency Waiver</p>	<p>Please ensure a completed Significant Medical Emergency Waiver is uploaded when submitting the online form. The NHED Assessment Team will review the request and respond to the contact, indicating whether the waiver has been granted. Completed forms must be kept on file locally for three (3) years.</p>
<p>Special Use Accommodation (NH SAS)</p>	<p>A Special Use Accommodation must be documented in the student’s IEP or 504 plan.</p> <p>Please provide the specific special use accommodation that the student will use for testing in the <i>Reason</i> field.</p> <p>Documentation <u>does not</u> need to be uploaded with the online form; it must be kept on file locally for three (3) years and made available upon request of NHED during State Assessment Monitoring.</p> <p>NHED does not need to approve Special Use Accommodations. It’s for notification purposes only.</p>
<p>Test Security Incidents</p>	<p>Provide a short description of the test security incident in the <i>Reason</i> field. Documentation of the incident must be kept on file locally for three (3) years and be made available upon request of NHED during State Assessment Monitoring.</p> <p>The NHED Assessment Team will review and respond to the contact with further instructions.</p>