

NHED Technical Assistance (TA) Guidance: Documenting Special Situations During Statewide Assessments

NHED has released a new reporting feature as part of the online i4see student information system managed within the [myNHDOE](#) platform. The 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

This TA guide provides a brief overview of the scenarios listed above, all of which require some level of reporting to NHED. Additional information and policy guidance is addressed in the [NH Department of Education Assessment Policy and Procedures Manual](#).

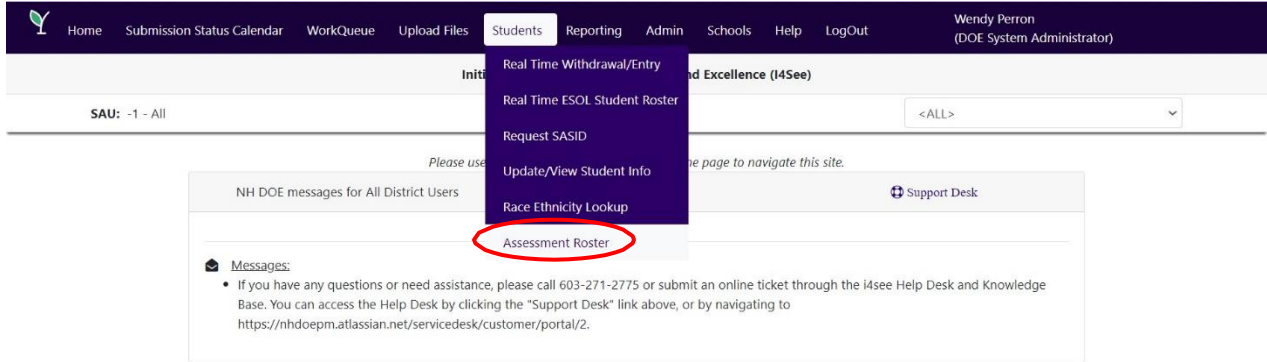
Test Security Incidents		
<p>NHED acknowledges that in rare circumstances test security incidents occur. Any test incidents, such as improprieties, irregularities and testing breaches should be documented and reported to NHED as soon as possible through submission of the online “Report Test Incident” form shown below.</p>		
Impropriety	Irregularity	Breach
<p>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.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Student(s) making distracting gestures/sounds or talking during the test session that creates a disruption. • Test administrators leave related instructional support material on the walls in testing room. 	<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>Examples:</p> <ul style="list-style-type: none"> • Student(s) cheating or providing answers to each other. • Student(s) accessing the internet or any unauthorized software or application during testing. • Disruptions to a test session such as a fire drill or power outage. • Testing staff coaching students with prompts that may affect responses. 	<p>An event that poses a threat to the validity of the test and exposure of secure materials or security/system risk. These circumstances have external implications and must be reported immediately.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Testing staff modify student responses. • Individuals posting test items or materials on social media. • Test staff allowing students to take home testing materials. • Adults or students copying, discussing or retaining test items for any reason. • Improper removal of test materials from testing environment.
<p>For more details on what constitutes an impropriety, breach, or irregularity, please reference: NHED Assessment Policy & Procedures Manual (pg. 20-22)</p>		

Assessment Exemptions	
Parent Opt-Out—NHSAS, DLM or SAT Only	EL Domain Exemption—ACCESS Test Only
<p>Under RSA 193-C:6, NH permits parents to exempt their public school student from participating in the required statewide academic assessments. Parents must submit a completed “Parent Op-Out” form to the school.</p> <p>Schools are expected to document all completed exemptions via the online process described below through the Assessment Roster in the i4see student information system. Schools are not required to upload the completed forms but must keep a copy of completed opt-out forms on file locally for 5 years. These forms must be made available upon request of NHED during Assessment Monitoring.</p>	<p>In rare cases, an English learner may have a disability that 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), the student’s IEP team may request a domain exemption using the online process shown below.</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. A copy of the EL Domain exemption will be maintained in the i4see Assessment Roster.</p>
Additional Resources:	
<ul style="list-style-type: none"> • Link to Template Parent Opt-Out Form • Link to NHED Office of Academics & Assessment webpage > scroll down to find more information on approved 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 is participating in another state’s assessment system <p>Schools are expected to document all completed exemptions via the online process described below through the Assessment Roster in the i4see student information system. Schools upload the completed forms and keep a copy on file locally for five (5) years.</p> <p style="text-align: center;">For more details on the qualifying factors of the Special Considerations Waiver, please reference: Special Considerations Waiver Form</p>

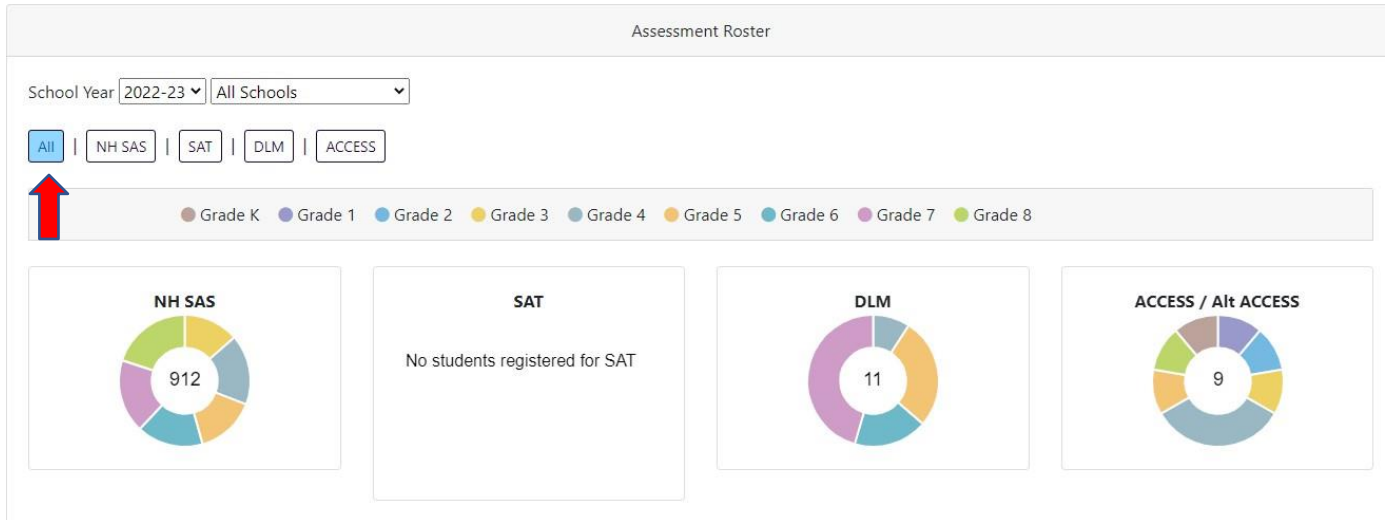
Accessing the New Reporting Feature:

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



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

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



3. A new column labeled, “Exemptions/Incidents” now appears. Click the (+) symbol to add a new request or incident. Click the (i) symbol to view an existing request.

Request Exemption / Report Test Incident

SASID: *****
Student Name: *****

Type:

Assessment:

Subject / Domain:

Document: No file chosen

Reason:

Summarize Local Action Taken:

Contact Name:

Contact Email:

Building Admin Has Been Notified: Yes No

Submit Request Cancel

Clicking on the (+) will open this form

SASID	Last Name	First Name	Assessment ID	DOB	Grade	District	School	Out Of District	NH SAS							Exemptions / Incidents	Last Updated	Source
									ELA	Math	Science	SAT	DLM / Alt ACCESS	ACCESS				
*****	*****	*****			5				✓	✓	✓		○		+		2/22/2023 2:17 PM	BOY
*****	*****	*****			5				✓	✓	✓		○		+		2/22/2023 2:17 PM	BOY

4. You should then choose an exemption or incident type and complete all the fields in the form.

- Select an Exemption/Incident Type
- EL Domain Exemption
- Medical Emergency/Serious Illness
- Severe Emotional Distress
- Death in the Family
- Participation in Another State's Assessment
- Opt-Out Exemption
- Test Incident Breach
- Test Incident Irregularity
- Test Incident Impropriety

Please upload the following documentation:

Test Security Incidents	Additional documentation is not required; however, any relevant documentation you want NHED to review can be uploaded.
Parent Opt-Out	The completed Parent Opt-Out form does not need to be uploaded with this online form. A copy 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, but this documentation does not need to be uploaded with this online form. A copy must be kept on file locally and be made available upon request of NHED during Assessment Monitoring.
Special Considerations Waiver	A copy of the completed Special Considerations Waiver must be uploaded with submission of this request.

- NHED staff will automatically be notified when a new form is submitted and will contact you. Users can also return to the Roster and click the ‘i’ symbol to check on the status of the request.

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

SASID	Last Name	First Name	Assessment ID	DOB	Grade	District	School	Out Of District	ELA	Math	Science	SAT	DLM / Alt ACCESS	ACCESS	Exemptions / Incidents ▲	Last Updated	Source
	****	****							✓	✓	✓		⊖		ⓘ +	1/25/2023 5:34 PM	BOY
	****	****							✓	✓	✓		+		ⓘ +	1/25/2023 5:34 PM	BOY

For questions or to request additional support, please contact the Office of Assessment at:
Assessment@doe.nh.gov or 603-271-3582.