

## Requirements for Administering the New Hampshire Statewide Assessment System (NH SAS)

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In order to be a Test Administrator/Test Proctor, assist in test administration, or handle test materials, an individual must meet all of the following requirements:

1. Be under the employment of the school district or chartered school. Individuals that serve in a volunteer or un-paid capacity may not administer the NH SAS.
2. Hold a valid, current New Hampshire credential as defined by Ed 501.02(g) – (h), which includes Beginner Educators, Experienced Educators, Paraprofessional I and II license holders, Educators on an Emergency Authorization, and Educators under a Statement of Eligibility<sup>1</sup>.
3. Complete the NH SAS Test Administration Certification training prior to test administration. Review these [instructions](#) to access the online training available in the NH SAS portal.
4. Sign the [Test Security Assurances for Proctors](#), a copy of which is kept on file at the school district.

Volunteers may not administer or assist in test administration and are not permitted to assist with the handling of test materials. Volunteers may assist in the supervision of students who need to take a break or who have finished testing and have left the test session.

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<sup>1</sup> For chartered public schools that do not have a requirement for certification, the NH SAS may be proctored by a teacher with 3 or more years of classroom experience, as long as that individual meets all other requirements listed above.