

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

This document outlines the necessary qualifications for individuals administering, assisting with, or handling test materials for the NH SAS. To serve as a test administrator or proctor, an individual must meet the following requirements:

1. Be employed by the school district or chartered public 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 Eligibility¹.
3. Complete the NH SAS Test Administration Certification Training Course before test administration. Please review these [instructions](#) to access the online training available in the NH SAS portal.
4. Sign the Affirmation of [Test Security for Proctors/Test Administrators form](#) which must be kept on file at the school district.

Volunteers are not permitted to administer or assist in test administration nor handle test materials. However, volunteers may assist in supervising students who need a break or have finished testing and left the test session.

¹ For chartered public schools that do not have a certification requirement, the NH SAS may be proctored by a teacher with at least three (3) years of classroom experience, provided the individual meets all other requirements listed above.