

## New Hampshire Statewide Assessment System Test Security Assurances for School Districts

The New Hampshire Department of Education (NH DOE) uses the following statewide assessments to measure and report the performance of students:

NH Statewide Assessment System (NH SAS)	Digital SAT School Day with Essay	Dynamic Learning Maps(DLM) Alternate Assessment	ACCESS for ELLs
Grades 3-8: English Language Arts & Math	Grade 11: English Language Arts & Math	Alternate assessment for students who cannot access the NH SAS	Identified English Language Learners
Grades 5, 8, and 11: Science		Grades 3-8: English Language Arts & Math	
		Grades 5, 8, and 11: Science	K-12

These assessments provide summaries at the school-, district-, and state-levels. To do this with validity, accuracy and fairness, all educational and support staff who handle—or otherwise have access to—New Hampshire statewide assessment test materials are expected to comply with the following test security expectations:

### Test Security Expectations

- **PRIOR TO TESTING**, **all** personnel who handle—or otherwise have access to—secure test materials must read and understand the **Test Security Expectations** and the consequences if any expectations are violated, and to sign the **Affirmation of Test Security** (see page 2) acknowledging having read and understood these expectations. The Affirmation of Test Security form is maintained by the district test coordinator.
- Prior to testing, **all** personnel who are assigned a role for the NH SAS, DLM or ACCESS 2.0 assessments, in whole or in part, are expected to read and follow the test administration and security procedures provided by the NHDOE.  
Prior to testing, between testing sessions and following testing, students must not be exposed in any way to any of the secure test questions. Staff must avoid reviewing/sharing/talking about secure test items in any way with any person(s). **NOTE: This does not prohibit the use of benchmark, interim, or practice items.**
- Photocopying, hand copying or otherwise reproducing (e.g., taking a picture or screenshot) of **ALL OR ANY PART** of the test or student answers is **strictly prohibited**. Test materials must remain secure throughout **all** phases of the testing process.
- Knowingly engaging in activities that will adversely affect the validity, reliability, or fairness of the tests used in any of the statewide assessments is **strictly prohibited**.
- Use of secure test materials for purposes other than those approved by the NHDOE is **strictly prohibited**.
- During test administration, teachers/test administrators must monitor students by frequently moving unobtrusively about the room. Teachers/test administrators are to devote **total attention** to students and to avoid involvement in paperwork or any other activity that distracts from actively proctoring.
- Responses to test items must represent each student’s own independent and unaided thinking and must remain unchanged after test administration is complete. **All persons are strictly prohibited from changing or editing students’ answers to test items, either by providing hints or clues to wrong or incomplete answers during test administration or by deleting or correcting wrong or incomplete answers, or by providing answers in other ways.**
- All persons are **strictly prohibited** from providing students with the answers to test items at any time before, during, or after test administration has been completed. This includes provision of cues, clues, hints and/or actual answers in any written, printed, electronic, verbal and/or non-verbal form.
- All persons are **strictly prohibited** from attempting to score—formally or informally—test items from the New Hampshire statewide summative assessments. Scoring is the responsibility of the test vendor.

**ASSESSMENT SECURITY NOTICE**

Each assessment instrument in the New Hampshire Statewide Assessment Program is procured and disseminated to local school districts by the State of New Hampshire under the authority of the Commissioner of Education. Assessment materials (physical and intellectual) are the property of the State of New Hampshire and may not be retained by school personnel. These assessments may not be copied or reproduced in any way. Independent contractors are strictly prohibited from reviewing or in any way reproducing NH SAS, DLM, ACCESS 2.0 or School Day SAT test items and materials. Reproducing or copying any part of any of the New Hampshire Statewide summative assessments, in whole or in part, is a violation of the assessment security procedures established by the State of New Hampshire.

Pursuant to Ed. 306.24:C (2) "Procedures for test security and the accurate inclusion of student data;" All New Hampshire schools must have a process and procedure in place as well as an associated timeline for ensuring that Test Administrators, Coordinators, Proctors (and any other individuals who will be administering any secure assessment) have read and understand all test administration materials, information and forms associated with the New Hampshire Statewide Assessment System. Schools and districts should also have a process in place for monitoring social media for the posting or discussion of any secure assessment items and/or materials. All improprieties, irregularities, and breaches must be recorded and reported to the New Hampshire Department of Education.

**Affirmation of Test Security for Building Principals**

Please submit completed form to the NH Department of Education

Building Principal:

I affirm that I have read and understand these Test Security Expectations.

I affirm that all LEA testing staff have been apprised of this test security document and understand the requirements for secure test administration.

I affirm that all testing proctors, administrators and any staff that have access to secure testing items have participated in all of the required trainings for test administration.

Please complete the following information and provide your signature acknowledging the above:

Principal Name:	
School Name:	
School District:	

Signature:	
Date:	

**Please submit completed and signed building principal's Affirmation of Test Security to:**

Michelle Gauthier, Program Specialist  
 NH Department of Education  
 Office of Academics & Assessment  
 Email: [Michelle.E.Gauthier@doe.nh.gov](mailto:Michelle.E.Gauthier@doe.nh.gov)  
 Tel. 603-271-3582