

New Hampshire Statewide Assessment Program Test Security Assurances for School Districts

The New Hampshire Department of Education (NHED) 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	The alternate assessment is available for students with significant disabilities who, due to the nature and severity of their disabilities, are unable to participate in the general assessment—NH SAS and/or SAT School Day, even with accommodations.	Identified English Language Learners
Grades 5, 8, and 11: Science		Grades 3-8 and 11: 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.

