

## Waiver Request Form for Non-Credentialed Staff to Proctor the New Hampshire Statewide Assessment System (NH SAS)

This waiver form is to be used by any school that plans to use non-credentialed staff to proctor the NH SAS. Please note that non-credentialed staff may only proctor the assessment and cannot act as a School Test Coordinator.

### School Contact Information

School Name:	
School Address:	
School District:	
Principal Name:	
Principal Email Address:	

### Staff Information

Please list out the names and roles for each non-credentialed staff member that will be responsible for proctoring the NH SAS.

Staff Name	Staff Role

### Waiver Justification

In the following section, please provide an explanation for why credentialed staff are not available to proctor the assessment and why the waiver is necessary.

## Certification

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The NH SAS is a state and federally mandated standardized assessment that provides valid and reliable proficiency information used by teachers, schools, parents, administrators, and policy makers. The security and integrity of the assessment is a vitally important part of the overall New Hampshire assessment and accountability program.

By signing and submitting this waiver request, I assure that the information provided is correct and that all staff members under this waiver will be trained and supervised to assure that they comply with testing protocols, adhere to the security measures and confidentiality requirements of the state assessment, and comply with federal and state data privacy laws, especially those concerning student information.

Principal Name:	
Principal Signature:	Date:

Please submit completed waiver request forms to:

Email: [Assessment@doe.nh.gov](mailto:Assessment@doe.nh.gov)