

TEST SECURITY ASSURANCES

The New Hampshire Department of Education (NH DOE) uses the NH Statewide Assessment System SAS as the general assessment to measure and report the educational performance of students in grades 3-8, English Language Arts and mathematics, and grades 5, 8, and 11, Science; The Dynamic Learning Maps assessment as the alternative assessment for students who cannot access the NH SAS, and the ACCESS 2.0 for identified English Language Learners, and to provide summaries at the school-, district-, and state-levels. To do this with validity, accuracy and fairness, all educational and support staff that handle—or otherwise have access to—NH Statewide Assessments test materials are expected to comply with the following **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 then to sign an *Affirmation of Test Security* acknowledging having read and understood these expectations. A copy of this form must be submitted to—and filed by—the district testing coordinator.
- Prior to testing, **all** personnel who are assigned a role within the NH SAS, DLM or ACCESS 2.0, in whole or in part are expected to read and follow the test administration and security instructions and procedures provided by NH DOE.

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**. Assessment 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 at times and for purposes other than those approved by the New Hampshire Department of Education 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 NH 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 States 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 Test Administrators

I affirm that I have read and understand these Test Security Expectations. I affirm that I will abide by this test security document and understand the requirements for secure test administration.

Test Administrator: _____

Signature: _____

Date: _____

School and District: _____

AFFIRMATION OF TEST SECURITY FOR BUILDING PRINCIPALS

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.

PRINCIPAL: _____

SIGNATURE: _____

DATE: _____

SCHOOL AND DISTRICT:

A COPY OF THIS FORM MUST BE SUBMITTED TO:

THE NH DEPARTMENT OF EDUCATION

KRISTINE.BRAMAN@DOE.NH.GOV
