

NEVADA

HIGH SCHOOL PROFICIENCY EXAMINATION



Test Coordinator's Manual

HSPE Retest – November

2011-12 School Year

**Supplement to Procedures for the
Nevada Proficiency Examination Program**

**For use with reference ONLY to the
Nevada High School Proficiency Examination (HSPE) Retest
in Mathematics, Reading, and Science**

**Dr. Keith W. Rheault, *Superintendent of Public Instruction*
Office of Assessment, Program Accountability, and Curriculum
(775) 687-9188**

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Introduction and Overview

Purpose of the Nevada High School Proficiency Examination Retest

The purpose of the Nevada Proficiency Examination Program (NPEP) is to provide accountability to the public and to the legislature. Test scores from the CRT and the HSPE are used to determine Adequate Yearly Progress (AYP) for every public school, including charter schools. AYP analyses are conducted for the school as a whole and for each of the student populations required by federal and state law.

Student Eligibility and Who can Test

For a retest administration, only those students who participate in testing will require an answer document. If the HSPE will be administered to students who are homebound, be sure that classroom test administrators understand the procedures for maintaining security of all test materials. If you have questions about test administration for students who are homebound, contact your DTD.

Please NOTE carefully: There are two forms of the November retest, one for 11th Grade students who took the Grade 10 HSPE test for the first time in March 2011, and a second form for 12th Grade and Adults, who first took the Grade 10 HSPE in the Spring of 2010 or earlier. Please ensure that you provide the correct form to your students. Both the test booklets and the answer documents are **FORM SPECIFIC**. Contact your district test director if you have any question as to which form to provide.

Test Administration Window/Date

Students at the various grade levels will have the following opportunities to take the High School Proficiency Examinations during the 2011-12 school year.

High School Proficiency Examination Retest Schedule

Grade Level	Student Eligibility Requirement	HSPE Tests	When Administered
11	At least 11 completed units of credit or 4 semesters	Reading Mathematics Science	October 31–November 4 March 5-9
12 ¹	At least 17 completed units of credit or 6 semesters	Reading Mathematics Science	October 31–November 4 March 5-9 April 30 - May 2 July 9-13
Adult	Students who are enrolled in an adult high school diploma program	Reading Mathematics Science	October 31–November 4 March 5-9 April 30 - May 2 July 9-13

¹A student who has not yet earned the required number of credits during the junior year to qualify as a senior, and who begins the senior year credit-deficient but has an academic plan that projects that he/she will graduate from high school within two semesters and by his/her regularly scheduled graduation date, may submit a written request to the District Superintendent to take the exams under the grade 12 schedule. The District Test Director must submit student information to the Department in the event a student meets these criteria.

Requests for alternate test schedules should be received no later than June 30 prior to the school year affected. If an emergency occurs during the school year, the district test director must contact the Nevada Department of Education at least one month prior to the scheduled test administration to determine whether an alternate schedule is possible and/or necessary. Any other scheduling changes are not permitted unless prior authorization has been received from the Nevada Department of Education.

To reduce the opportunity for one student to assist another, schedules developed at the district and school levels for regular testing must mandate that all students who are taking the same tests take them at the same time.

Scheduling at the School Level: The school test coordinators provide the school's schedule for testing and assign school personnel who will administer the test. The examination should be administered by one person, the test administrator, in each testing room with the help of as many proctors as necessary. There should be at least one proctor in addition to the test administrator in each testing room. If the test is being administered in large groups, one proctor should be provided for every group of 30 students.

School District Personnel Responsible for Testing

The following school district personnel have direct responsibilities for the administration of the High School Proficiency Examination (HSPE) in Mathematics, Reading, and Science:

- District Test Director (DTD)
- School Test Coordinator (STC)
- Test Administrator
- Test Proctor

School Test Coordinator's Responsibilities

The school test coordinator has many responsibilities before, during, and after the scheduled test administrations to guarantee the integrity of the test administration and the security of testing materials. The test coordinator may be the principal or a person delegated by the principal to handle the testing responsibilities. In either case, the principal is ultimately responsible for testing at the school.

More information on the specific roles and responsibilities for each of these individuals is available in the *Procedures for the Nevada Proficiency Examination Program 2011–2012, Introduction and Overview*. **All test coordinators must be familiar with the information included in *Procedures for the Nevada Proficiency Examination Program 2011–2012*.**

The instructions contained in this manual are a supplement to the *Procedures for the Nevada Proficiency Examination Program 2011–2012*. This manual provides instructions that school test coordinators throughout the state must follow before, during, and after administration of the HSPE.

The *Procedures for the Nevada Proficiency Examination Program 2011–2012*, this *Test Coordinator's Manual*, and the *Test Administrator's Manual* for the HSPE Retest will provide the information necessary to train the classroom test administrators and test proctors at each school according to the policies and procedures mandated by Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC). Additional questions on test administration or test security procedures should be directed to your local district test director.

There are instructions/scripts in the *Test Administrator's Manual* provided by the Nevada Department of Education that must be read to students to insure fairness and accuracy during testing. Any change to the script to better suit local testing conditions requires approval by the Department 30 days in advance of the scheduled test administration.

School Test Coordinator Checklist

Before Testing

- _____ Read the following documents:
 - _____ *Test Coordinator's Manual*
 - _____ *Procedures for the Nevada Proficiency Examination Program 2011–2012*
 - _____ *Test Administrator's Manual*
 - _____ Any local district directions provided for administering the assessments.
 - _____ Contact your district test director if you need further direction
- _____ Develop written procedures and provide training sessions following the *Procedures for the Nevada Proficiency Examination Program 2011–2012*. Copies of the training materials and sign-in logs for attendance at training sessions must be kept. Distribute written procedures to all staff involved with testing. Training should include the following topics:
 - _____ Emergencies such as a student getting sick during testing
 - _____ Unannounced fire drills
 - _____ Moving students from one location to another if they need time beyond that scheduled to finish the test.
 - _____ Handling answer documents and other test materials during administration, provision must be made for maintaining the security of the test materials in all situations.
- _____ Determine the time schedule for administering the tests, including make-up testing.
 - _____ Follow any local district directions you have been provided. Make certain that no fire drills or other special events are planned during the times scheduled for test administration.
- _____ Provide test schedules to the school personnel who will be involved with testing.
- _____ Determine the best testing locations for students.
- _____ Select classroom test administrators, determine the size of each testing group, and determine whether the use of proctors will be necessary.
- _____ Check with your Special Education Coordinators and English as a Second Language (ESL) Coordinators for any students who require testing accommodations. Ensure that procedures for testing these students follow those specified by the Nevada Department of Education.

- _____ **Upon receipt of testing materials, immediately verify that there are enough test booklets and answer documents for all students who need to be tested.** Order additional test materials according to instructions on page 11 of this manual.
- _____ Provide locked storage for all secure testing materials before and after testing sessions. The locked storage site must have limited accessibility.
- _____ Prior to the day of testing: distribute **only** the *Test Administrator's Manuals* to the test administrators so they can become familiar with the testing procedures.
- _____ Make certain that procedures are in place to guarantee that hand-bubbled student identifying/demographic data will be completed accurately on the answer documents. For those answer documents with Student Pre-ID labels, the information for TESTING CONDITIONS, DID NOT PARTICIPATE, INVALIDATION, and for Braille under SPECIAL CONSIDERATION must be bubbled, as applicable.

During Testing

- _____ Distribute secure test materials on the day of the test using the documented process for transferring secure testing materials to test administrators.
- _____ Provide test administrators with your school code.
- _____ Monitor test administration.

After Testing

- _____ Collect the secure test materials no later than the end of each day of testing using the documented process for transfer of secure testing materials from test administrators. Ensure that ALL test materials, including scratch paper, have been received.
- _____ Review and check student identifying/demographic information on student answer documents to make certain that information is accurate. Information must be complete to guarantee the timely return of scores.
 - _____ Make sure that the correct test booklet version has been used and that no answer documents have been improperly invalidated.
- _____ Verify that the number of answer documents being submitted for scoring matches the number of students who were scheduled to test.
- _____ Make sure that all answer documents needing to be voided are clearly marked.

- _____ Prepare answer documents for shipping as instructed by Measured Progress and your district test director.
- _____ Immediately report any irregularities in test administration or test security to your district test director.

Test Administration Procedures and Security

Test Security Training: The test coordinator is responsible for planning and implementing the training session for all individuals involved in the administration of the CRT, including test administrators and proctors. Training must involve the review of instructions for test administration, test security, and individual responsibilities such as distributing and collecting materials, coding the student identifying/demographic information on the answer documents, and monitoring to make certain that each student is working independently.

Detailed information on the required training procedures is available in *Procedures for the Nevada Proficiency Examination Program 2011–2012, Test Security, "Training Requirements."*

Test Security

The following steps must be taken by school district and individual school personnel to safeguard the security of materials required for test administration:

1. Locked, secure storage **must** be provided for all secure test materials, including test booklets and completed answer documents.
2. The locked room or file cabinet used for the storage of materials must not be accessible to anyone other than the principal or test coordinator.
3. Test booklets must not be distributed to those administering the examination until the prescribed date for test administration.
4. **Do not** read, review, copy, reproduce, or take notes on test items. **Disclosure of test content is strictly prohibited by state law.**
5. Test booklets must not be copied or reproduced by any means without the prior written authorization of the test publisher and the Nevada Department of Education.
6. Administration of the HSPE to a person who is not eligible to test is an unauthorized disclosure of test content (NRS 389.015).

- 7. A log identifying the serial numbers of test booklets must be maintained for each transfer of test booklets from one individual to another (including distribution to students).**
8. At least one test administrator and one proctor should be present at the testing site to adequately supervise testing. A ratio of one test administrator to not more than 30 students is strongly recommended.
9. At no time should students be left unattended with test materials.
10. All required materials must be provided at the testing location.
11. Additional materials, beyond those specified in test administration instructions, or permissible materials approved by an IEP committee, must not be provided to students for use during a test administration.
12. The test administrator must account for all test materials, including test booklets, student answer documents, and other test materials (including scratch paper) before students are allowed to leave the testing area for any reason.
13. On completion of testing, test administrators must return testing materials to the test coordinator in a timely manner and no later than the end of the school day on which the test(s) is/are administered. If testing will take place over a period of more than one day, all testing materials must be returned to the test coordinator at the end of each school day and picked up again in the morning of the next testing day, unless otherwise specified in the administration manual.

Time Requirements

The HSPE is intended to be a measure of student proficiency rather than speed. Students who are working productively must be given time to complete the test.

Each content area test has two parts. Most students should complete an individual part of the test in approximately 1 hour; however, some students will need more time. To accommodate these students follow your school's plan for this situation.

Providing Additional Time

At the end of the scheduled testing session, test administrators and/or proctors must collect all materials, ask students requiring more time to remain seated, and excuse students who have completed the test. Return materials to the remaining students and provide whatever time is necessary for each student to complete the test as long as he/she is working productively. Those students who remain, including students who test with accommodations, are not to be given an unsupervised break.

If students who need more time must move to another location in the school, the school test coordinator must develop a procedure that maintains the security of the test materials, does not allow students to receive any assistance with the test, and does not provide an opportunity for student interaction.

An Appropriate Testing Environment

Test Administrators are to create an appropriate testing environment for each student taking the test.

All students should have the opportunity to test under the same conditions.

Students may use **only** materials and/or supplies that are specified in this manual or provided with the test booklet for a **specific** test.

Devices Not Allowed: Electronic devices of any kind are not allowed, unless specified in a student's IEP or Section 504 plan. Students are not to wear headphones, nor are they allowed to have electronic communication or imaging devices, portable media players, hand-held computers (e.g., cell phones, pagers, cameras, hand-held scanners, iPods, or PDAs), calculators (unless specified in a student's IEP), or any other electronic devices.

Permissible Materials for Use by Students During Testing

Materials that are *required* for any questions will be provided. Additional *permissible* materials are listed below for students who are accustomed to using them for instruction. **BECAUSE STUDENTS MAY NOT HAVE ACCESS TO PERSONAL MATERIALS DURING TESTING**, test administrators should arrange to have these materials available for those students who desire to use them.

Reading Materials: Students may use blank lined or unlined scratch paper. No material may be pre-printed on the front or back of the scratch paper other than student identification information.

Students must use No. 2 pencils on their answer documents. Highlighters and colored pens or pencils are permitted for purposes of text marking. Blank post-it notes—free of text, numerals, graphics, or characters—are allowed.

Mathematics and Science Materials: Scratch paper may **only** be plain unlined, lined, or grid-only (unlabeled) graphing paper. No other pre-printed material is permitted on the front or back except for student identification information.

HSPE Formula Sheet is provided in the test booklets for the purpose of providing appropriate assistance to students.

Students must use No. 2 pencils on their answer documents. Highlighters and colored pens or pencils are permitted for purposes of text marking.

Materials provided by the Department of Education may not be paraphrased or modified (except for enlargement).

Because testing environments can affect students' scores, the following procedures are provided for planning favorable testing environments:

Size of Testing Sessions: Smaller testing sessions (approximately 30 students) provide better test conditions.

The Room: A room that is free from distractions and has adequate light, ventilation, and heating or air conditioning.

Seating: Seating must be arranged to minimize the possibility of students communicating with each other either verbally or visually.

Materials on Walls: Place-value indicators, number lines, charts, or posters that provide specific factual information or guidance (e.g., test-taking strategies, multiplication charts, hundreds charts, fraction-decimal-percent equivalency charts, graphic organizers, annotated samples of essays or paragraphs, or sample introductory and concluding techniques) must be removed or covered with blank, opaque material.

Materials on Desks: Student desk/table tops must be cleared of any material not specified in this manual. Material that is affixed to desk tops must be covered with blank, opaque material.

Accommodations for Students with Special Needs

The test coordinator, together with the test administrator, must ensure that all students with special needs receive the appropriate accommodations.

Accommodations are available for students who have an Individualized Education Program (IEP), covered by a Section 504 Accommodations Plan (Section 504), or identified as Limited English Proficient (LEP). For information on testing students with special needs, please see the *Procedures for Nevada Proficiency Examination Program 2011-2012, Students with Special Needs*.

Instructions for the Receipt, Inventory, and Distribution of Test Materials

The Nevada Department of Education will provide, through Measured Progress, test materials for the HSPE. Materials will be shipped either directly to the schools or to the districts, as determined by district policy, in separate secure shipments for each program, by grade and school according to the enrollment information provided by each school/district.

The school test coordinator should immediately inventory all test materials received. Each school should receive at least one box of testing materials. Each box will be labeled "HSPE Retest Test Materials." If the total number of boxes indicated has not been received two days after receiving the initial shipment, contact the **Nevada Service Center** at Measured Progress at 866-651-0126 immediately.

Open the box labeled "Administration Materials Enclosed" first. Inventory the contents of each box using the packing slips provided. **Verify the secure test booklets received in your shipment against the School Security Checklist.**

****To increase security on the booklets, this year we will be implementing Alpha-Numeric variable barcodes.**

Compare the individual bar-coded numbers on the front of the test booklets you received to the School Security Checklist to verify the unique test booklets assigned to your school. Confirm or correct any test booklet numbers that appear on the checklist to accurately reflect the actual test booklet numbers you received. (Please refer to page 12 to see an example of a School Security Checklist.) If any discrepancies are discovered, please call the Nevada Service Center line at 1-866-651-0126 immediately to let us know.

The School Security Checklist is provided for the test coordinator to log out and log in test materials to classroom test administrators in their school each day the test is administered. The test administrator must initial beside each test booklet number received, and the test coordinator must verify the return of all secure test materials each day by initialing beside each test booklet number that is returned. If additional materials are needed in a school due to a change of enrollment, document the use of these materials on the School Security Checklist by entering the corresponding code numbers of the booklets received.

Check the quantities received of non-secure test materials against the Packing Slip (Master) and against the quantity of materials actually necessary for testing. Make an item-by-item note of any shortages that may exist. If any shortages are noted, immediately contact Measured Progress to request additional materials. Remember

it is only necessary to be concerned with a shortage of materials. Each school box should contain a slight overage of materials in an attempt to ensure that a shortage does not occur.

The *Test Administrator's Manual* should be distributed to the individual classroom test administrators as soon as possible to allow sufficient time for review of test procedures. They have been packaged at a ratio of one manual per 20 students plus an additional three manuals. If you find that this is not enough to cover your needs, PDF copies that can be downloaded and printed are available on the Nevada Department of Education website (www.doe.nv.gov).

Boxes in which the materials are received should be saved and used to return test booklets to Measured Progress.

Ordering Additional Materials

For the HSPE Retest Administration: October 31 - November 4, 2011

If you are missing any materials listed on the packing slip(s) or if you need any additional testing materials, log on to <http://iServices.measuredprogress.org> to place an order. Select "Nevada" from the dropdown menu and select "Order Additional Materials" from the left column. To access your school's account, you will need your MP Ship Code—this number is located at the top of your Packing Slip (Master). Remember to order as soon as possible to ensure proper delivery. Measured Progress will work with you to get the materials to you in an appropriate timeframe. Orders must be placed by **11:00 a.m. Pacific Standard Time (2:00 p.m. Eastern Standard Time)** for action to begin on the order the same day. If you have any problems with the online system, contact the Nevada Service Center toll free at **866-651-0126**. (See page 30 for further information regarding the Nevada Service Center.)

Sample School Security Checklist



NEVADA Student Assessment Program

School Security CheckList

Ship To:

MP Ship Code:	00000000090639		Date Packed:	
Contract:	Contract Name: Nevada CRT Operational		Administration:	
County Code:	County Name:	SU Code:	Superintendent Unit Name:	
District Code:	District Name:			
School Code:	School Name:		Grade:	Enrollment:

Distribution from the School Test Director (STC) to the Test Administrator(s) (TA)

School Test Directors: Each day of testing, the TA must initial the "OUT" column when receiving secure test materials. Each day following testing, the STC must initial the "IN" column when the TA returns the Secure Materials. When the Secured Materials are packaged for return, the STC (or designated person) must initial the "PACKAGED FOR RETURN" column. Comments may be written along the margins.

Description		Qty Shipped										
Test Booklets		5										
Booklet Numbers	Test Administrator	DAY 1		DAY 1		DAY 1		DAY 1		DAY 1		PACKAGED FOR RETURN
		OUT TA	IN STC	OUT TA	IN STC	OUT TA	IN STC	OUT TA	IN STC	OUT TA	IN STC	
30298												
30297												
30301												
30300												
30299												

Sequentially ordered test books within class-packs

I verify that all materials have been returned and that test security procedures have been followed.

Principal's Signature

Date

Sample Test Booklet Cover



Student Name (Please Print)
School
District

GRADE
H
Mathematics

Nevada

HIGH SCHOOL PROFICIENCY EXAM



Form

All rights reserved. No part of the contents of this examination may be reproduced or disclosed without the written permission of the Nevada Department of Education under penalty of law (NRS 389.015 and NAC 389).



210505045J

5045J

Unique Variable Alpha-Numeric Barcode

Last 5 digits of the variable barcode that appear in sequential order on the School Security Checklist.

Security of Testing Materials

Test administrators must “sign out” and “sign in” each test booklet issued and returned on each day of test administration. A *School Security Checklist* has been provided to assist in this process. The test coordinator will provide test administrators with the following testing materials:

- The *Test Administrator’s Manual* (if they have not yet been provided one)
- Test booklets containing all appropriate content areas (mathematics, reading, and science).
- Answer documents (Note: each student should use only a single answer document to complete the mathematics, reading, and science tests)
- A supply of No. 2 pencils with erasers
- Blank scratch paper

All required materials should be provided at the testing location and collected from each student before they are allowed to leave the room.

School Testing Code

The schools testing codes should be provided to all test administrators to ensure proper answer document coding. Your school code is made up of your 5 digit state testing district and school code (ex for Dis 33, School 123, the school code is 33123) Please note your District and School Code here:

School Code =

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Administration Procedures

Test coordinators and test administrators should read and understand administration procedures thoroughly before testing begins. The adherence to procedures will ensure uniformly favorable testing conditions.

Helping Students: The test administrator must maintain an impartial and professional attitude. Students are to receive no help during the administration of the test beyond making certain that they understand test directions. School officials/personnel who offer/provide inappropriate assistance to students can face severe consequences including suspension or revocation of teaching licenses. (NRS 391.330)

Monitoring Students: Test administrators must circulate throughout the testing room to make certain students are bubbling responses in the correct subject section of the answer document. **Students must never be left alone with test materials.** Test Coordinators should check on the testing rooms periodically to verify proper monitoring by the test administrator and to assist in the event of an emergency.

Talking: Students are not allowed to discuss the test(s) with anyone.

Cheating: Any instances of cheating must be handled in a manner consistent with school district and school policies. Answer documents for students who cheat must be submitted as invalidated tests. All instances of cheating require submission of a *Report of Testing Irregularity* form by the test coordinator.

Students Who Finish Early: Students may bring **books or other reading materials** to occupy their time if they finish early. These materials must be stored away from desks.

Handling of Testing Materials: Test administrators are responsible for collecting all test materials at the end of the testing period and returning the materials as instructed to the test coordinator.

Test Scripts: Prior to and during testing, the test administrator must follow the script provided in the test administration manual and cannot provide additional assistance or direct the students' attention to any materials in the room for the purpose of enhancing test performance.

Instructions for a Final Check of Answer Document Coding

The school test coordinator, together with the classroom test administrator, must ensure that each student's answer document is complete and accurate. Please refer to page 20 to see an example of an Answer Document.

Errors in coding the student identifying/demographic information on the answer documents may result in inaccurate reports or delays in reporting test results.

All student identifying/demographic information must be coded left-hand justified with any unused boxes/spaces left empty or blank.

Contact your district test director for your five-digit, state-assigned School Code and for questions regarding coding of student identifying/demographic information.

Students with a Pre-ID Label: For those students who have a Student Pre-ID Label affixed to their answer document, and as applicable to the student, only code the TEST CONDITIONS, DID NOT PARTICIPATE, and SPECIAL CONSIDERATION.

Note: For some students with a Student Pre-ID Label, it is necessary to fill in the Nevada Alternate Assessment (NAA) bubble in the DID NOT PARTICIPATE box and/or the Braille bubble in the SPECIAL CONSIDERATION box.

For a student who has a Student Pre-ID Label affixed to their answer document, and has a change in their identifying/demographic information, his/her original Student Pre-ID Label will still be used unless the state-assigned SCHOOL CODE on the label is incorrect. When the SCHOOL CODE is inaccurate, a new answer document must be created and all appropriate student identifying/demographic information must be filled in accurately and completely. If any other information is incorrect, it is not necessary to complete a new answer document.

Students without a Pre-ID Label: For those students who DO NOT have a Student Pre-ID Label affixed to their answer document, code the following student identifying/demographic information:

STUDENT NAME
BIRTH DATE
SCHOOL CODE
STUDENT NUMBER

As applicable to each student, you must also code the following information:

TEST CONDITIONS
DID NOT PARTICIPATE
INVALIDATION
SPECIAL CONSIDERATION

Terms and Definitions

Refer to the following Coding Terms and Definitions to check and code, if necessary, a student's identifying/demographic information.

STUDENT NAME

The student's legal first and last names with the middle initial must be used on the answer document. No nicknames or shortened versions of the legal name may be used. There should be no punctuation such as hyphens or apostrophes used in the name fields. For example, if a student's last name is "O'Connor," bubble "OCONNOR" on the answer document. If a student's last name is "Smith-Jones," then "SMITHJONES" will be bubbled on the answer document.

STUDENT NUMBER

The Student Number is the number assigned to each student by the district.

TEST CONDITIONS – *Mark all that apply*

This section applies only to a student with an Individualized Education Program (IEP), a student with a Section 504 Accommodations Plan (Section 504), or a student identified as Limited English Proficient (LEP), and only if the student tested with accommodations or modifications. See *Procedures for the Nevada Proficiency Examination Program 2011–2012, Students with Special Needs*, for further information.

Code:
Math Accommodations (IEP, Section 504, or LEP students)
Read Aloud
Calculator Use
Alternate Response Mode
Other
Special Request
Math Modification (IEP students ONLY)
Reading Accommodations (IEP, Section 504, or LEP students)
Alternate Response Mode
Other
Special Request
Reading Modification (IEP students ONLY)
Science Accommodations (IEP, Section 504, or LEP students)
Read Aloud
Alternate Response Mode
Other
Special Request
Science Modification (IEP students ONLY)

Note: TEST CONDITIONS, if left blank, defaults to Regular Conditions (no accommodations or modifications).

For a student who is Absent, Not Enrolled, or does not test for any other reason, the answer document must be coded appropriately using the DID NOT PARTICIPATE bubble. Do not code DID NOT PARTICIPATE if the student completes a portion of the test but does not finish.

DID NOT PARTICIPATE – *Select no more than one per subject area (if applicable)*

Code:	Reason for Non-Participation
Math	
Absent	Student currently enrolled, but was absent and did not participate during test administration
Not Enrolled	Student not enrolled
NAA	Student participates in the Nevada Alternate Assessment
Other	Student currently enrolled, but did not participate for some other reason
Reading	
Absent	Student currently enrolled, but was absent and did not participate during test administration
Not Enrolled	Student not enrolled
NAA	Student participates in the Nevada Alternate Assessment
Other	Student currently enrolled, but did not participate for some other reason
Science	
Absent	Student currently enrolled, but was absent and did not participate during test administration
Not Enrolled	Student not enrolled
NAA	Student participates in the Nevada Alternate Assessment
Other	Student currently enrolled, but did not participate for some other reason

If you bubble any of the Did Not Participate bubbles **DO NOT VOID** the answer document. If you void the answer document, it will **NOT** be scanned and the information bubbles will **NOT** be captured. If you bubbled a Did Not Participate bubble, simply return the answer document as a **USED** answer document.

INVALIDATION

Code:
Math
Reading
Science

Do not fill in the INVALIDATION content-specific bubbles for NAA students.

SPECIAL CONSIDERATION

This section will be coded only for those students described by one of these categories.

Code:	Explanation
Braille	Student uses a Braille form of the assessment

Significant errors in coding student identifying/demographic information may be treated as a Testing Irregularity and must be reported to the District Test Director who will contact the Test Security Coordinator at the Nevada Department of Education.

Invalidation of Test Scores

Failure to adhere strictly to consistent and uniform test administration procedures may result in the invalidation of student scores.

Students with invalidated scores resulting from a test administration or test security irregularity **will** be counted as participating in the assessment; however, they will be counted as non-proficient for AYP purposes.

To indicate that a student's test score is invalidated, fill in the content-specific **INVALIDATION** bubble on the answer document.

ANSWER DOCUMENTS FOR ABSENT STUDENTS MUST NEVER BE INVALIDATED.

Test coordinators are responsible for verifying that the number of students who participated in the HSPE matches the number of answer documents being submitted for scoring.

Procedures must be in place to guarantee that a student does not take the test twice during a specific testing window and that the school does not submit two answer documents for the same student for any reason.

How to Void a Student Answer Document

The testing coordinator is responsible for ensuring that only one 'used' answer document is submitted for each student testing. Because of this it may be necessary to void a duplicate answer document(s) that will be returned with your other materials. Reasons for voiding an answer document may include but are not limited to the following: putting a label on one answer document and the student using a different answer document to complete the test, a student filling out each content area on a different answer document that then need to be combined onto a single answer document, or beginning a new answer document due to incorrectly bubbling the first one. Whatever the reason, it is crucial that the answer document(s) that needs to be voided is marked clearly and correctly to ensure that a duplicate answer document is not scored and reported for the same student. If there are multiple answer documents that need to be voided, **each** answer document must be clearly marked **"VOID" or with a large "X"**. All voided answer documents need to be placed in the 'Unused' Answer Document envelope. This *must* be done for each answer document that is not to be scanned.

Samples of the correct ways to clearly **void** a student answer document are provided on the following pages of this manual.

Sample of a Correctly Voided Answer Document

RETEST

Nevada
DEPARTMENT
OF
EDUCATION

PLACE LABEL HERE

NEVADA HIGH SCHOOL PROFICIENCY EXAMINATION ANSWER DOCUMENT
STUDENTS without a STUDENT-ID LABEL must complete IDENTIFYING INFORMATION.

1234567890

1

Variable Barcode

2009 November Retest

Grade: 11 12 Adult

SCHOOL CODE: [Grid]

BIRTH DATE: [Grid]

STUDENT NAME: LAST NAME [Grid], FIRST NAME [Grid]

STUDENT NUMBER: [Grid]

TEST CONDITIONS: [Grid]

INVALIDATION: [Grid]

SPECIAL CONSIDERATION: [Grid]

DID NOT PARTICIPATE: [Grid]

Math Accommodations: [Grid]

Reading Accommodations: [Grid]

Science Accommodations: [Grid]

Instructions for the Return of Test Materials

Packing Procedures

Collection of Secure Materials

Upon completion of testing, the school test coordinator will collect and log in the secure test booklets from each classroom test administrator. **The test coordinator will initial in the small blank below the column titled "Packaged for Return" next to each item on the School Security Checklist to indicate that each test booklet has been returned by the classroom test administrator.** The test booklets should then be placed in the shipping boxes.

Packing Materials

Use the Instructions for the Return of Test Materials checklist on page 28 to ensure proper packaging of materials. Materials should be returned as soon as your school has completed the testing of all eligible students. It is important that every school adhere to the schedule for testing. If any schools are late in administering the tests and returning their materials, **the reports for all schools could be delayed.**

Organizing and Packaging of Used Answer Documents*

It is the test coordinator's responsibility to separate used student answer documents from the test booklets and to verify that one and only one used answer document has been submitted for each student testing. Upon completion of reviewing the answer documents to ensure that the student identifying/demographic information was coded properly, the test coordinator will collect the used answer documents and place them in the envelope labeled "**For Return of Used Answer Documents Only**".

Note: Follow district guidelines for the return of materials. If your district requires you to bring the Used Answer Documents to the district office, package all materials as indicated above but **do not** seal the envelope containing the used answer documents. Contact your district test director to arrange the return of unsealed boxes to the district office for final processing.

Districts Returning Used Answer Documents: Used answer documents must be sorted and packed by the school and must be returned to Measured Progress in the Used Answer Document Box assigned to that school.

*The term "**used answer document**" refers to all answer documents for students who were enrolled during the testing window that have information which needs to

be collected (this includes answer documents where only the Did Not Participate or Invalidation bubbles were used).

Special Handling Envelope

The **Special Handling Envelope** is provided for your use whenever a used answer document needs special attention. This includes answer documents that need to be scored but cannot be scanned. Such items include student answer documents that are torn, crumpled, frayed, or otherwise rendered un-scannable; and any other material that is believed to require special attention. The Special Handling Envelope must be returned in the same box as the used answer documents. Student answer documents placed in the Special Handling Envelope also include students who used large print or Braille test materials.

Used Answer Document Box: Put all envelope(s) of used student answer documents and the Special Handling Envelope(s) in the **Used Answer Document Box** that was received in the original shipment. This box has a 2nd Day Air UPS label pre-applied to it. **Do not cover or remove this label.**

Unused Answer Document Envelope

All unused answer documents must be returned. Unused answer documents still sealed in the original shrink wrap may be returned as is. Loose unused answer documents should be placed in the plastic envelope labeled "For Return of Unused Answer Documents" and include them in the box(es) containing the secure test booklets. Reseal the box(es) using heavy-duty packing tape. Cross out or tape over the existing UPS label on each test booklet box. **Be careful NOT to replace the 2nd Day Air label on the used answer document box.** Place new UPS Return Service (RS) ground service labels on all test booklet boxes being returned to Measured Progress. Also, include any extra UPS RS labels. Please refer page 29 to see an example of a UPS Return Service Label.

Biohazardous Material

Measured Progress is not able to accept or process any testing material that has been contaminated by biohazardous substances. Please contact your district test director for district instructions on how to properly handle a contamination. All information identifying the materials that can be retrieved should be documented for Measured Progress (especially the barcode and student identifying information), and a copy of this documentation should be placed in the **Special Handling Envelope** and returned to Measured Progress. Answers may be transcribed from a soiled answer document to a new one, which should then be returned in the **Used**

Answer Document Envelope to be scored. All contaminated material should be destroyed, per district instructions, in the state.

Online Principal Certification Form

The principal or test coordinator **must** complete the Online Principal Certification Form (PCF) indicating the quantities of secure materials being returned and return a signed copy with the Used Answer Documents. A copy of the completed Principal Certification Form must be retained for school files.

Completing the Online Principal Certification Form: When testing is completed, inspect the used answer documents and inventory the test booklets. When the inventory is complete, the principal or test coordinator must complete the Online Principal Certification Form. As part of the security procedures, Measured Progress must receive an Online Principal Certification Form for each school to verify the quantity of used answer documents and test booklets returned. It is important that all the necessary information is entered on the appropriate screen. All accurate counts must be entered in the boxes indicated.

Instructions:

- Type <http://iServices.MeasuredProgress.org> into your web browser
- Select "Nevada" from the list of contracts and click "Enter"
- Select Principal's Certification from the list of options
- At the login screen, select your district and school from the dropdown menus
- Enter your school's secure password
- You will be asked to submit one form per grade for your school
- Please complete the following fields of the Online Principal Certification Form:
 - the number of Test Booklets and Answer Documents received from Measured Progress
 - the number of Test Booklets you are returning to Measured Progress
 - the number of **used** Answer Documents you are returning in the box labeled "For the Return of Used Answer Documents." This includes Answer Documents placed in the Special Handling envelope
 - the window during which the test was administered
- Print two (or more) copies of this completed form

The form must be signed by the principal and returned with the Used Answer Documents. **Please make additional copies to keep for your records and to send to your district test director if required.**

Please contact the Nevada Service Center at 866-651-0126 if you need assistance in completing the online Principal Certification Form.

Other Test Materials

All other materials, such as manuals or packing lists, do not need to be returned and can be kept for school/district records. The only exception is if information on the Packing List (Master) appears incorrect. For example, if when you inventoried test materials you found that some quantities in the original shipment were incorrect on the Packing List (Master), make note of this in the comments field of the Online Principal Certification Form and return the packing slip with your test booklets.

ALL TEST BOOKLETS AND STUDENT ANSWER DOCUMENTS (USED AND UNUSED) MUST BE RETURNED UNLESS THEY WERE CONTAMINATED AND DESTROYED IN STATE.

Instructions for the Return of Test Materials

Checklist

_____ Used answer documents—*placed in labeled Measured Progress envelope(s) and placed in Used Answer Document 2nd Day Air (pre-labeled) return shipment box(es).*

_____ Copy of COMPLETED Online Principal Certification Form—*placed in Used Answer Document 2nd Day Air (pre-labeled) return shipment box(es).*

_____ Braille and/or large-print answer documents, invalidated student answer documents, and/or other materials requiring special attention—*placed in labeled Special Handling Envelope and placed in Used Answer Document 2nd Day Air (pre-labeled) return shipment box(es).*

_____ **Letter describing the Biohazard damaged/contaminated test materials and the on site disposal of materials—*placed in labeled Special Handling Envelope and placed in Used Answer Document 2nd Day Air (pre-labeled) return shipment box(es).***

NOTE: No Biohazardous materials should be returned. The responses on a Biohazard damaged/contaminated answer document will need to be bubbled onto a clean answer document, if possible. (Please see section on Biohazards on page 25.)

_____ Test booklets (used and unused)—*placed orderly in original box(es), with new ground labels attached.*

_____ Unused Answer Documents—*placed in labeled Unused Answer Documents envelope and returned with test booklets.*

_____ **Voided** Answer Documents—*placed in labeled Unused Answer Document envelope and returned with test booklets.*

_____ Packing lists (only if corrections to quantities or bar code numbers are made)—*placed in original test booklet box(es).*

All remaining testing materials do not have to be returned and can be kept for school and/or district records.

Returning Materials to Measured Progress

When your test materials are ready to be returned to Measured Progress, you will have to select one of the following options:

- If you have a regularly-scheduled UPS delivery or pickup at your school, you may hand your box(es) to the UPS driver; or
- Log on to <http://iServices.measuredprogress.org> to schedule a UPS pickup through Measured Progress' online request system. Select "Nevada" from the dropdown menu and select "UPS Pickup Request" from the left column. Follow the onscreen instructions.
 - Be prepared to provide the following information online:
 1. Tracking number on UPS RS label(s)
 2. Contact name and phone number
 3. Pickup date
 4. Pickup location (school or building address)
 5. Total number of boxes you are returning

Requests for pickup made **after 11:00 a.m. Pacific Standard Time** will require the pickup to be made the **second business day** after the request is received; or

- Call UPS at 1-866-745-6447. Requests for pickup made **after 11:00 a.m. Pacific Standard Time** will require the pickup to be made the **second business day** after the request is received.

If you have questions about online UPS pickup requests or the return of materials, contact the Nevada Service Center at 866-651-0126. UPS can pick up both shipments at the same time; to expedite return to Measured Progress, the used answer documents will be shipped 2nd Day Air and all other materials will ship by Ground service.

NOTE: Materials must be picked up by UPS for return shipment no later than Tuesday, November 8, 2011 to insure that your students are included

in the first round of electronic reporting. All materials must be ready for pickup before requesting a pickup. If you have arranged for the pickup online, UPS will collect the test materials the following business day, in most cases, if the request was received before 11:00 a.m. Pacific Standard Time. If your pickup is in a very rural area of the state, please allow an extra day or two for your materials to be picked up.

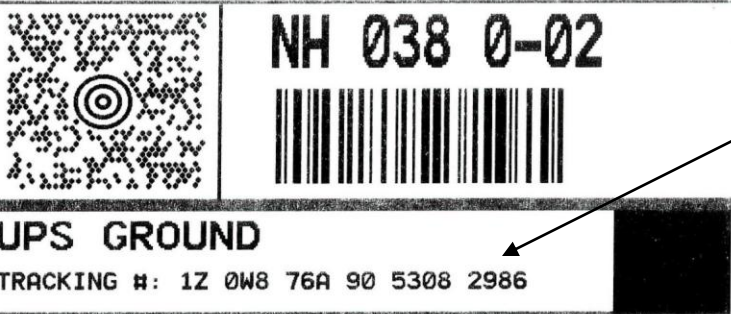
ALL TEST MATERIALS MUST BE KEPT SECURE UNTIL UPS ARRIVES.

Sample Return Service Label

25 LBS
RS

1 OF 2

SHIP TO:
SHIPPING
(603) 516-1121
MEASURED PROGRESS
50 EDUCATION WAY
DOVER NH 03820-5814



The label features a QR code on the left and the alphanumeric code "NH 038 0-02" above a standard barcode. Below the barcode, it reads "UPS GROUND" and "TRACKING #: 1Z 0W8 76A 90 5308 2986". A black rectangular area is present to the right of the tracking number. An arrow from a box labeled "UPS TRACKING NUMBER" points to the tracking number.

UPS TRACKING NUMBER



BILLING: P/P
DESC: Test Materials
RETURN SERVICE

REF 1: 112900.261
REF 2: 000000134824001

UOH 8.0.16 UPS Thermal 2 57.0A 07/2006



International Shipping Notice - Carriage hereunder may be subject to the rules relating to liability and other terms and/or conditions established by the Convention for the Unification of Certain Rules Relating to International Carriage by Air (the "Warsaw Convention") and/or the Convention on the Contract for the International Carriage of Goods by Road (the "CMR Convention"). These commodities, technology or software were exported from the U.S. in accordance with the Export Administration Regulations. Diversion contrary to U.S. law prohibited. For stopping places, call 1-800-782-7892. United Parcel Service, Louisville, KY

Testing Irregularities

Test administrators should immediately report any testing irregularities to their test coordinator. A testing irregularity is any occurrence that may influence a student's performance. Examples of testing irregularities include, but are not limited to, the following:

- A student is observed cheating during the testing session
- A teacher or another adult provides improper assistance to student
- Testing accommodations specified in a student's IEP, Section 504 Accommodations Plan, or LEP, are not provided
- A student is provided an accommodation that is not specified in the student's IEP, Section 504, or LEP
- An interruption occurs during the testing session
- A student's test booklet or used answer document is missing
- Unused/unassigned test booklet is missing

Test Coordinators must then report these to the district Test Coordinator and assist in reporting them to the Nevada Department of Education.

Nevada Service Center

Measured Progress operates a live Call-in Service Center during the November Retest administration window. This service will be available to all schools and districts to answer questions or concerns regarding the CRT, administration procedures, or testing materials. The Service Center can be reached toll free at 866-651-0126. Extended hours of operation are from 7:00 a.m. to 3:00 p.m. Pacific Standard Time, Monday through Friday. **This extended service will be available from October 17, 2011, until November 18, 2011.** If you call during non-operational hours, please leave a message with the following information:

- Your name and title
- The name of the school you are calling from, including your five-digit state-assigned School Code
- A phone number where you can be reached
- Your specific question or concern

A representative from the Service Center will contact you within 24 hours.

**Thank you for your cooperation in this administration
of the HSPE Retest**

Notes:

