



TEST SECURITY PLAN

2026-2027

Introduction

Oasis Academy Test Security Plan outlines testing security and confidentiality guidelines important to the consistency of the administration of state and district assessments. The purpose of the Oasis Test Security Plan is to focus on the security and standardization of the testing policies and procedures at Oasis Academy. Principals and campus Test Coordinators are responsible for ensuring compliance with state, district, and test-specific procedures, and will use this document jointly with the Nevada Department of Education (NDE) Test Security Procedures, campus Test Security Plans, and the manuals specific to each test. The contents of this document are subject to revision based on direction from the Nevada Department of Education and the State Public Charter School Authority (SPCSA).

Purpose of the Assessment Program

The Oasis Academy assessment program, which includes state and district administrations, is part of a balanced assessment system used to monitor school, district, and state progress toward meeting student achievement and growth goals. Test results and trends over time are used to evaluate curriculum, instruction, and pacing decisions as they pertain to student achievement and growth at both the system and campus levels. Assessment results can also be used to make decisions about students, teachers, and schools.

Under the *Every Student Succeeds Act (ESSA) of 2015*, states and districts are required to assess students to measure academic growth. The following laws, policies, and regulations apply to the administration of criterion-referenced tests:

- ESSA Section 1111(b)(2)(A) and Section 1111(b)(2)(B)(v)
- NAC 390.320 Specific Criterion-Referenced Examinations Required
- NRS 390.105 Administration of Criterion-Referenced Examinations
- Nevada Department of Education Test Security Procedures

Statement of Responsibility

Individuals responsible for carrying out the procedures of the Oasis Academy Test Security plan include:

Name	Title	Responsibilities
District Test Director(s)	SPCSA Educational Programs Professional	• Creates user accounts in DRC • Contacts NDE with testing issues • Makes determinations on whether tests would be unlocked • Provides guidance on whether an incident is a test irregularity
Tori Sleight Jami Rowlett	K12 School Leader Vice Principal	• Establishes and submits the system-wide testing schedule • Ensure school test security plans are complete and submitted to the state • Contacts SPCSA with testing issues • Monitor system-wide assessment completion • Complete reason not tested at the conclusion of the testing window • Complete any testing irregularities using the online system
Tori Sleight Jami Rowlett Shannon Garcia Andy Lenon	K12 School Leader Vice Principal Vice Principal Director of Student Success	• Ensures compliance with all federal and state testing laws, policies, and guidelines • Ensures staff is trained in FERPA, student data use and privacy, and assessment policies and procedures • Assists in the investigation of testing irregularities

Tori Sleight Jami Rowlett Shannon Garcia Andy Lenon	K12 School Leader Vice Principal Vice Principal Director of Student Success	● Establish school wide testing schedules ● Provide on-site professional learning and test security training ● Ensure appropriate accommodations or designated supports are entered correctly for students ● Print test tickets ● Prepare testing materials ● Monitor schoolwide assessment completion ● Analyze school completion reports after the testing window to ensure all students have been tested ● Ensure all materials are returned to testing companies ● Share test results with families
Teachers	General Education and Special Education Teachers	● Provide students with the purpose of the assessment before each testing session ● Ensure appropriate accommodations or designated supports for students are on the test ticket and are working appropriately ● Distribute test tickets and materials to students ● Monitor student engagement during testing ● Analyze data to inform instruction
Additional Classroom Support	Substitutes or Support Staff	● Provide students with the purpose of the assessments before each testing session and monitor student engagement during testing
IT Support/Oasis Online	Technology Technicians	● Understand the technology requirements for the assessments ● Ensure desktop computers, iPads, and/or Chromebooks are equipped with the appropriate testing platforms and secure lockdown browsers ● Assist test administrators with technology interruptions ● Ensure technology is equipped with headphones

Student Data Security & Privacy

Teachers, administrators, and counselors communicate with students and their parent(s)/guardian(s) about assessment data, including results reported formally and results gathered during learning.

All Oasis Academy personnel are trained in the Family Educational Rights and Privacy Act (FERPA) and adhere to all laws pertaining to the privacy of student education records and personally identifiable information. Reporting the test and/or examination scores of individual students to anyone other than authorized school personnel, the student's guardian, or the student is a violation of the Family Educational Rights and Privacy Act (FERPA) of the individual.

To safeguard the rights of students, guardians, and staff, plans to engage in any research that may deal with student test and/or examination scores, including research conducted by Oasis Academy staff, must be approved by the campus Principal.

For all state-mandated assessments, within 24 hours, the Director of Accountability and Assessment, or their designee, will report high breach incidents to the State Public Charter School Authority and/or Nevada Department of Education state testing program professionals.

Test Administration & Security Training

School personnel who administer tests to students, and non-licensed individuals required to be present in the testing environment, will be trained in both the Fall and Spring. During test security and administration training, all staff who are responsible for administering assessments will receive a copy of the testing manual(s), as well as specific directions detailing Oasis Academy test security procedures. Each staff member will sign a test security training sheet certifying they were in attendance as well as an acknowledgment form stating they have received the training manual and understand how to legally administer the assessment(s).

Storage & Distribution of Hard Copy Testing Materials

Test materials will be stored in a secured, locked room in the office area and will only be accessed by the Principal and Test Coordinator.

The following individual will have access to the secured test materials and/or computers:

Name	Title
Oasis System	
Tori Sleight	K12 School Leader
Oasis K8	
Jami Rowlett	Vice Principal/Test Coordinator
Shannon Garcia	Vice Principal
Oasis HS	
Andy Lenon	Director of Student Success

Any materials containing student-identifying information, responses, or test content must be stored securely and must not be accessible to anyone other than the Principal or Campus Test Coordinator. Under no circumstances may student-identifying information be distributed via email or any other non-secure method.

Prior to and after a test session, online testing rooms are secured and only accessible by the Test Coordinator and Test Administrator. The Test Administrator's computer is secured by utilizing a password required to access the computer. Additionally, each testing program requires Test Administrators and students to log in to the assessment platforms utilizing user-specific login credentials.

Before testing:

1. Test tickets and secure materials will be stored in the designated test material storage location that is only accessible by the Principal and the Test Coordinator.
2. Test Administrators will check out materials from the Test Coordinator on the day of testing.
3. Testing computers will be updated and checked for compliance with testing platform
4. Designated supports and accommodations will be inventoried and stored in the designated test material storage location.

During Testing:

1. Test materials, computers, and designated supports/accommodations will be monitored by a licensed teacher who has been trained in test security.
2. Technical computer and/or test question issues will be monitored by the Test Administrator and immediately reported to the Test Coordinator. Potential testing irregularities will be immediately reported to the campus Test Coordinator.

After Testing:

1. All student computers will be logged off.
2. The Test Administrator's computer will be logged off and will require a secure password to access.
3. Testing rooms will be cleared of all test materials.
4. Materials will be checked into the Test Coordinator.
5. The Test Coordinator will ensure materials are secured in the designated test material storage location

Eligibility

Oasis Academy system Test Director and campus Test Coordinator will work together to ensure all eligible students are assessed during the testing windows. Test Coordinators will provide Test Administrators with rosters of eligible students. Utilizing the roster supplied by the Test Coordinator, the Test Administrator will verify the identification of students present for the test session.

Distribution, Collection, & Return of Testing Materials

Oasis Academy will utilize specific procedures to distribute, collect, and return paper/pencil test materials or online test tickets. Testing materials will be checked out daily by the trained Test Administrator from the Test Coordinator. Tests and

testing materials will be distributed based on the number of students on the test session roster and will be signed out of the secure location. After each test administration, the Test Administrator will collect test tickets and testing materials from each student. The Test Administrator will verify that all materials have been collected and will check-in each test using the test session roster. Test Administrators will deliver all testing materials to the Test Coordinator. The Test Coordinator will check-in each test or test ticket using the test session roster. After check-in, the Test Coordinator will secure materials in the locked storage area.

Emergency Situations

In the event an emergency arises during an active test session, and the situation allows, test materials will be secured and locked in the appointed test material location. If the situation does not allow for materials to be locked in the secure location, the Test Administrator will be the last person to leave the room and will ensure the testing room door is locked. Upon reentry to the testing room, the test administrator will be the first to enter the room and will inventory all materials prior to resuming the assessment or prior to dismissing students.

Additional Time

Students who require additional time for testing will be supervised by a trained Test Administrator until their assessments are complete or for the amount of time indicated in the corresponding section of the student's IEP or 504 plan. If a student requires additional testing time and needs to be relocated to a secondary testing room, all materials will be collected and inventoried. After materials are collected and accounted for, the student and materials will then be moved to a secondary testing room by a trained Test Administrator. Students will then continue testing until their assessment is complete or for the amount of time indicated in the student's IEP or 504 plan.

Designated Supports and/or Accommodations

To ensure compliance with student testing accommodation plans, the Test Coordinator will provide the trained Test Administrator with a list of students and their supports/accommodations. The Test Administrator will be responsible for ensuring the support/accommodation is provided and is working for the student. Additionally, space and time will be provided to the Test Administrators as needed.

Test Security Breaches

In accordance with Nevada Revised Statutes (NRS) 390.350 through 390.430, all students, school officials, and others are strongly encouraged to report any suspected irregularities in testing administration or testing security. NRS 390.405 of the Nevada Revised Statutes specifically prohibits any school official from directly or indirectly using their official authority to influence another school official in an effort to interfere with or to prevent the disclosure of information concerning a testing irregularity. The Summary of Whistleblower Protections for Testing Administration is issued annually from the Nevada Department of Education (NRS 390.425) and is reviewed with Oasis Academy Administration and staff.

Any alleged or suspected breach of test security or unauthorized disclosure of test content (for both state- and district-mandated examinations) must be reported to the Test Coordinator immediately. The Test Coordinator must immediately report the breach of test security to the System Testing Coordinator, or the Assessment Office at the State Public Charter School Authority. The SPCSA, will communicate with appropriate NDE district-level administrators about the suspected breach or unauthorized disclosure. For all alleged breaches of test security or irregularities in test administration for state-mandated examinations, the system Testing Coordinator must submit the completed Report of Testing Irregularity within 14 days of the discovery of the event. Summaries of reports will be provided to the SPCSA and the NDE.

Investigation Protocol

During the investigation of a test irregularity, the campus will ensure the student(s) remain supervised by a licensed Test Administrator trained in test security. The District Test Director will assist the system Test Director and campus Test Coordinator to determine whether the student will continue testing, the test will be invalidated, or the test will be regenerated.

Reported instances of alleged breaches of test administration or test security shall be investigated by Oasis Academy, the SPCSA, and/or the Nevada Department of Education. If investigated by Oasis Academy, the System Testing Coordinator will work collaboratively with the school Test Coordinator, and the SPCSA Assessment Office to investigate the alleged breach of test administration or test security. All investigative findings will be submitted to NDE via the online Report of Test Irregularity form, which is completed by the System Testing Coordinator, even if it is later determined that an irregularity did not occur. If investigated by the Nevada Department of Education, the System Testing Coordinator and/or SPCSA may conduct further investigation as directed by the NDE after submission of the completed Report of Testing Irregularity.

Following an irregularity, remediation and/or additional training will be conducted.

Oasis Academy makes every effort to ensure personally identifiable information is protected. In the event FERPA protected student data is included in a test security breach, Oasis Academy will follow guidance provided by the State Public Charter School Authority and Nevada Department of Education.

For more information, see the annual *Test Security Procedures* guidance provided by the Nevada Department of Education Superintendent's Office.

Other Procedures

Additional procedures will be implemented as mandated by the Nevada Department of Education, State Public Charter School Authority, and/or Oasis Academy.