



**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Purchasing Division
515 East Musser Street, Suite 300 | Carson City, NV 89701
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**Request for Proposal: 30DOE-S1884
For
College and Career Readiness Assessment**

Release Date: **02/01/2022**

Deadline for Submission and Opening Date and Time: **03/14/2022@ 2:00 pm**

Refer to Proposal Timeline and Submission Requirements for complete RFP schedule and submission instructions

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1. APPLICABLE REGULATIONS GOVERNING PROCUREMENT

- 1.1. All applicable Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) documentation can be found at: www.leg.state.nv.us/law1.cfm.
- 1.2. Prospective vendors are advised to review Nevada's ethical standards requirements, including but not limited to NRS 281A, NRS 333.800, and NAC 333.155.

2. PROJECT OVERVIEW

- 2.1. The State of Nevada Purchasing Division, on behalf of the Nevada Department of Education (NDE) Student Achievement Division is seeking proposals from qualified vendors to administer a College and Career Readiness Assessment to all students enrolled in Grade 11.
- 2.2. This vendor will deliver and support this assessment and complete the necessary development, administration, scoring, and reporting services for the assessment as described in the scope of work and attachments.
- 2.3. This is a multi-year project, and the initial term of the contract will be for Four (4) years, the two (2) biennia: Fiscal Years (FY) 2023 - FY 2024 and FY 2025 – FY2026 as per Nevada Legislative Budget Cycle. Option to extend this agreement for the next biennium FY 2027 – FY 2028 will be upon the mutual consent of both parties and in accordance with state policy. The potential entire term of this contract is six (6) fiscal years. Proposal should include detailed cost proposals for each of the contract years, with projected budgets for contracts years beyond FY 2026.
- 2.4. The State intends to award one (1) contract in conjunction with this Request for Proposals (RFP), as determined in the best interests of the State. NDE shall administer contract(s) resulting from this RFP. The resulting contract(s) are expected to be for a contract term of four (4) years, with an option to extend for two (2) additional years, if agreed upon by both parties and in the best interests of the State, subject to the State Board of Education and Board of Examiners approval.

2.5. AGENCY BACKGROUND

- 2.5.1. The Nevada Department of Education is an executive state agency that works to provide comprehensive pre-K-12 programs and supports. NDE develops and implements education policy, conducts educator licensure, and supports students, families, schools, educators, and districts via programmatic and technical supports. This work supports our mission to improve student achievement and educator effectiveness by ensuring opportunities, facilitating learning, and promoting excellence.
- 2.5.2. See the Nevada Department of Education website for agency organization and functional units, office locations, and staffing.

2.6. GOALS AND OBJECTIVES

- 2.6.1. This College and Career Readiness Assessment must provide data and information to each student who takes the assessment in a manner that will allow the student to review the areas of his or her academic strengths and weaknesses, including, without limitation, areas where additional work in the subject areas tested on the assessment is necessary to prepare for college and career success without the need for remediation. This assessment must also allow teachers and other educational personnel to use the results of a student on the assessment to provide appropriate interventions for the student to prepare for college and career success.
- 2.6.2. The College and Career Readiness Assessment must be a comprehensive, valid, and reliable, holistic, and creative solution. Vendors are encouraged to provide information on related products or assessments that enhance the achievement of students in high school and provide multiple indicators of readiness for college and careers. Vendors are also encouraged to provide information concerning how teachers and other personnel can use the timely results of a student's assessment to provide appropriate interventions for a successful transition out of high school at the classroom level, the school district level, the state level, and for parents and families. Vendors should demonstrate that the assessment is in alignment with the Nevada Academic Content Standards and should highlight any additional value of the assessment (such as acceptance as a college entrance exam, uses in regard to higher education remediation, or other benefits).
- 2.6.3. The vendor must deliver and support the College and Career Readiness Assessment in the manner that reflects large-scale assessment industry best practices in accordance with the *"Standards for Educational and Psychological Testing"*

(2014).

- 2.6.4. The vendor must include a data interaction reporting tool that Department Staff and other educational personnel can use to view student assessment results. This tool must have functionality to make student, school, district, subpopulation, and subgroup aggregations and comparisons.
- 2.6.5. Nevada's system of K-12 public education is comprised of 17 local School Districts and a Public State Charter School Authority. The assessment must be administered at the same time within each district high school or charter school, but each individual district and charter school have the option of selecting a different testing window. It is estimated that approximately 37,000 students will take the assessment each year, with that number likely to steadily increase with annual enrollment growth.
- 2.6.6. The vendor must deliver and support a College and Career Readiness Assessment with supports and accommodations to meet the needs of all students, including, but not limited to, English Learners and Students with Disabilities.
- 2.6.7. The vendor must deliver and support a College and Career Readiness Assessment that provides Individual Student Reports that are readily understood by the widest variety of education stakeholders including parents, guardians, caregivers, and students. The vendor must provide communication in a format that meets the needs of all stakeholders including student and parent directed communication and communication directed to the SEA, the LEAs, site administrators and all personnel involved with the assessment at any phase (pre-, during-, post-assessment). Communication directed at stakeholders would be minimally available in the English and Spanish languages.
- 2.6.8. Vendors should see the Nevada Revised Statute 390.610 that requires the State Board of Education to select College and Career Readiness Assessment for Grade 11. Vendors must provide documentation on how the solution fulfills all federal reporting requirements by the SEA.

3. SCOPE OF WORK

- 3.1. See SCOPE OF WORK attachment

4. ATTACHMENTS

4.1. ATTACHMENTS INCORPORATED BY REFERENCE.

- 4.1.1. Scope of Work
- 4.1.2. Terms and Conditions for Services
- 4.1.3. Federal Laws and Authorities

4.2. ATTACHMENTS FOR REVIEW. To be read and not returned (unless redlining).

- 4.2.1. Contract Form
- 4.2.2. Insurance Schedule
- 4.2.3. Data Sharing Agreement

4.3. PROPOSAL ATTACHMENTS. To be completed and returned.

- 4.3.1. Proposed Staff Resume
- 4.3.2. Reference Questionnaire
- 4.3.3. Attachments for Signature
 - A. Vendor Information Response
 - B. Vendor Certifications
 - C. Certification Regarding Lobbying
 - D. Confidentiality and Certification of Indemnification

5. PROPOSAL TIMELINE

- 5.1. All questions regarding this RFP shall be submitted using the Bid Q&A feature in NevadaEPro by the deadline below.
- 5.2. The following represents the proposed timeline for this project.
 - 5.2.1. All times stated are Pacific Time (PT).
 - 5.2.2. These dates represent a tentative schedule of events.
 - 5.2.3. The State reserves the right to modify these dates at any time.

A. Deadline for Questions	No later than 5:00 pm on 02/15/2022
B. Answers Posted.....	On or about 02/22/2022
C. Deadline for References.....	No later than 5:00 pm on 03/11/2022
D. Deadline Proposal Submission and Opening.....	No later than 2:00 pm on 03/14/2022
E. Evaluation Period (estimated).....	03/14/2022 – 03/29/2022
F. Selection of a Vendor (estimated).....	On or about 03/29/2022
G. BOE Approval (estimated).....	06/14/2022
H. Contract start date (estimated).....	07/01/2022

6. PROPOSAL EVALUATION PROCESS

6.1. Proposal evaluation and scoring is conducted in accordance with NRS 333.335 and NAC 333.160-333.165.

- 6.1.1. Proposals shall be kept confidential until a contract is awarded.
- 6.1.2. In the event the RFP is withdrawn prior to award, proposals remain confidential.
- 6.1.3. The evaluation committee is an independent committee established to evaluate and score proposals submitted in response to the RFP.
- 6.1.4. Financial stability shall be scored on a pass/fail basis.
- 6.1.5. Proposals shall be consistently evaluated and scored based upon the following factors and relative weights.

A. Demonstrated Competence	30
B. Conformance with the Terms of this RFP	20
C. Cost.....	20
D. Experience in Performance of Comparable Engagements.....	15
E. Expertise and Availability of Key Personnel.....	15

6.1.6. Cost proposals will be evaluated based on the following formula.

A. $\text{Cost Factor Weight} \times (\text{Lowest Cost Submitted by a Vendor} / \text{Proposer Total Cost}) = \text{Cost Score}$

6.1.7. Presentations

- A. Following the evaluation and scoring process specified above, the State may require vendors to make a presentation of their proposal to the evaluation committee or other State staff, as applicable.
- B. The State, at its option, may limit participation in vendor presentations to vendors above a natural break in the relative scores from technical and cost scores.
- C. Following the presentations, the combined technical, cost, and presentation scores will become the final score for a proposal.
- D. The State reserves the right to add additional criteria or presentations.
- E. The State reserves the right to forego vendor presentations and select vendor(s) based on the written proposals submitted.

6.2. NEVADA-BASED BUSINESS PREFERENCE

- 6.2.1. The State awards a five percent (5%) preference to Nevada-based businesses pursuant to NRS 333.3351 to 333.3356, inclusive.
- 6.2.2. Nevada-based business is defined in NRS 333.3352(1).
- 6.2.3. The term ‘principal place of business’ has the meaning outlined by the United States Supreme Court in Hertz Corp v. Friend, 559 U.S. 77 (2010), typically meaning a business’s corporate headquarters.
- 6.2.4. To claim this preference a vendor must indicate it on their vendor account and submitted Quote in NevadaEPro.
- 6.2.5. This preference cannot be combined with any other preference, granted for the award of a contract using federal funds, or granted for the award of a contract procured on a multi-state basis.

6.3. INVERSE PREFERENCE

- 6.3.1. The State applies an inverse preference to vendors that have a principal place of business in a state other than Nevada and that state applies an in-state preference not afforded to Nevada based vendors, pursuant to AB28 passed in the 81st session of the Nevada Legislature.

- 6.3.2. The amount of the inverse preference is correlated to the amount of preference applied in the other state.
- 6.3.3. Vendors who meet this criterion must indicate it on their submitted Quote in NevadaEPro.
- 6.3.4. This preference cannot be combined with any other preference, granted for the award of a contract using federal funds, or granted for the award of a contract procured on a multi-state basis.

7. MANDATORY MINIMUM REQUIREMENTS

- 7.1. Pursuant to NRS 333.311 a contract cannot be awarded to a proposal that does not comply with the requirements listed in this section.
- 7.2. NEVADA LAW AND STATE INDEMNITY. Pursuant to SB 445 of the 81st Session of the Nevada Legislature, any contract that is entered into may not: (1) Require the filing of any action or the arbitration of any dispute that arises from the contract to be instituted or heard in another state or nation; or (2) Require the State to indemnify another party against liability for damages.
- 7.3. NO BOYCOTT OF ISRAEL. Pursuant to NRS 333.338, the State of Nevada cannot enter a contract with a company unless that company agrees for the duration of the contract not to engage in a boycott of Israel. By submitting a proposal or bid, vendor agrees that if it is awarded a contract it will not engage in a boycott of Israel as defined in NRS 333.338(3)(a).
- 7.4. INDEMNIFICATION. Confirm vendor agrees to comply with required contract terms on Indemnification: "To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend, not excluding the State's right to participate, the State from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any breach of the obligations of Contractor under this contract, or any alleged negligent or willful acts or omissions of Contractor, its officers, employees and agents. Contractor's obligation to indemnify the State shall apply in all cases except for claims arising solely from the State's own negligence or willful misconduct. Contractor waives any rights of subrogation against the State. Contractor's duty to defend begins when the State requests defense of any claim arising from this Contract."
- 7.5. LIMITED LIABILITY. Confirm vendor agrees to comply with required contract terms on Limited Liability: "The State will not waive and intends to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Damages for any State breach shall never exceed the amount of funds appropriated for payment under this Contract, but not yet paid to Contractor, for the Fiscal Year budget in existence at the time of the breach. Contractor's tort liability shall not be limited."
- 7.6. CONTRACT RESPONSIBILITY. Awarded vendor shall be the sole point of contract responsibility. The State shall look solely to the awarded vendor for the performance of all contractual obligations which may result from an award based on this RFP, and the awarded vendor shall not be relieved for the non-performance of any or all subcontractors.
- 7.7. DATA ENCRYPTION. Confirm vendor will comply with State IT requirement that data be encrypted in transit and in rest.
- 7.8. STATESIDE DATA. Confirm vendor will comply with State IT requirement that State data assets must be maintained stateside and data will not be held offshore.
- 7.9. NEVADA BUSINESS LICENSE. Pursuant to NRS 353.007, prior to contract execution awarded vendor must hold a State business license pursuant to NRS chapter 76 unless exempted by NRS 76.100(7)(b).
- 7.10. DISCLOSURE. Each vendor shall include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigations pending which involves the vendor or in which the vendor has been judged guilty or liable.

8. CRITICAL ITEMS

- 8.1. In addition to the *Scope of Work* and *Attachments*, the items listed in this section are critical to the success of the project. These items will be used in evaluating and scoring the proposal. Vendor proposal should address items in this section in enough detail to provide evaluators an accurate understanding of vendor capabilities. Proposals that fail to sufficiently respond to these items may be considered non-responsive.

- 8.2. CONTRACT FORM. The State strongly prefers vendors agree to the terms of the attached *Contract Form* as is. Ability to agree to contract terms is a high priority to the State. Vendors who cannot agree to the contract as is must include a redlined Word version of the attached *Contract Form* with their proposal response.
- 8.3. INSURANCE SCHEDULE
- 8.3.1. Confirm vendor will comply with attached *Insurance Schedule*. If not, please explain which areas are causing non-compliance and attach a red line if necessary.
- 8.3.2. Awarded vendor shall maintain, for the duration of the contract, insurance coverages as set forth in the fully executed contract.
- 8.3.3. Work on the contract shall not begin until after the awarded vendor has submitted acceptable evidence of the required insurance coverages.
- 8.3.4. Failure to maintain any required insurance coverage or acceptable alternative method of insurance shall be deemed a breach of contract.
- 8.4. VENDOR BACKGROUND
- 8.4.1. Company background/history and why vendor is qualified to provide the services described in this RFP.
- 8.4.2. Provide a brief description of the length of time vendor has been providing services described in this RFP to the public and/or private sector.
- 8.5. VENDOR STAFF RESUMES
- 8.5.1. A resume shall be included for each proposed key personnel, see *Proposed Staff Resume*.
- 8.5.2. A resume shall also be included for any proposed key subcontractor personnel.
- 8.6. SUBCONTRACTORS
- 8.6.1. Subcontractors are defined as a third party, not directly employed by the contractor, who shall provide services identified in this RFP. This does not include third parties who provide support or incidental services to the contractor.
- 8.6.2. Proposal should include a completed *Vendor Information Response* form for each subcontractor.
- 8.6.3. Vendor shall not allow any subcontractor to commence work until all insurance required of the subcontractor is provided to the vendor.
- 8.6.4. Vendor proposal shall identify specific requirements of the project for which each subcontractor shall perform services.
- A. How the work of any subcontractor(s) shall be supervised
 - B. How channels of communication shall be maintained
 - C. How compliance with contracts terms and conditions will be assured
 - D. Previous experience with subcontractor(s)
- 8.7. VENDOR FINANCIAL INFORMATION
- 8.7.1. The information requested in this section is designated as confidential business information by the Administrator pursuant to NRS 333.020(5)(b) and is not public information pursuant to NRS 333.333.
- 8.7.2. This information should be submitted as a separate attachment, flagged as confidential in NevadaEPro.
- 8.7.3. Proposing vendor shall provide the following financial information and documentation:
- A. Dun and Bradstreet Number
 - B. Federal Tax Identification Number
 - C. The last two (2) full years and current year interim:
 - 1. Profit and Loss Statements
 - 2. Balance Statements
- 8.8. BUSINESS REFERENCES
- 8.8.1. The information requested in this section is designated as confidential business information by the Administrator pursuant to NRS 333.020(5)(b) and is not public information pursuant to NRS 333.333.
- 8.8.2. Vendors shall provide a minimum of three (3) business references from similar projects performed for private and/or

public sector clients within the last five (5) years, see *Reference Questionnaire*.

- 8.8.3. The purpose of these references is to document relevant experience and aid in the evaluation process.
- 8.8.4. Business references should return *Reference Questionnaire* directly to Single Point of Contact via email.
- 8.8.5. Business references will not be accepted directly from proposing vendor.
- 8.8.6. The State will not disclose submitted references, but will confirm if a reference has been received.
- 8.8.7. The State reserves the right to contact references during evaluation.

9. SUBMISSION CHECKLIST

9.1. This section identifies documents that shall be submitted to be considered responsive. Vendors are encouraged to review all RFP requirements to ensure all requested information is included in their response.

- 9.1.1. Proposals must be submitted as a Quote through NevadaEPro, <https://NevadaEPro.com>.
- 9.1.2. Vendors are encouraged to submit a single file attachment per proposal section if possible.
- 9.1.3. Technical proposal information and Cost proposal information shall not be included in the same attachment.
- 9.1.4. Cost proposal attachment shall not be flagged as confidential in NevadaEPro.
- 9.1.5. Additional attachments may be included, if necessary, but are discouraged and should be kept to a minimum.

9.2. TECHNICAL PROPOSAL

- A. Title Page
- B. Table of Contents
- C. Response to Mandatory Minimum Requirements
- D. Response to Critical Items
- E. Response to Scope of Work
- F. Proposed Staff Resumes
- G. Other Informational Material

9.3. PROPRIETARY INFORMATION. If necessary. Attachment should be flagged confidential in NevadaEPro.

- A. Title Page
- B. Table of Contents
- C. Trade Secret information, cross referenced to the technical proposal

9.4. COST PROPOSAL

9.5. VENDOR FINANCIAL INFORMATION. Attachment should be flagged confidential in NevadaEPro.

9.6. SIGNED ATTACHMENTS

- A. Vendor Information Response
- B. Vendor Certifications
- C. Confidentiality and Certification of Indemnification
- D. Certification Regarding Lobbying

9.7. OTHER ATTACHMENTS. If necessary, not recommended.

9.8. REFERENCE QUESTIONNAIRES. Not submitted directly by vendor.

1. GENERAL

- 1.1. The vendor must describe in general terms how the proposed College and Career Readiness Assessment solution will fit the State's requirements and any specific benefits that the State would receive by choosing this approach over any alternatives. Vendors are encouraged to propose alternative methods or modifications to tasks or identify additional tasks that they feel are necessary or would improve the efficiency of the project and/or quality of the materials produced for the project. However, the vendor's response must address the tasks specified in the RFP in addition to any alternatives proposed.

2. EXECUTIVE SUMMARY

- 2.1. The vendor must describe in general terms how the proposed College and Career Readiness Assessment solution will fit the State's requirements and any specific benefits that the State would receive by choosing this approach over any alternatives.

3. PROJECT TIMELINE

- 3.1. Vendors must submit a preliminary project timeline to administer the College and Career Readiness Assessment. This should incorporate the testing window and the necessary services to complete the assessment. See Section 2 – Project Overview in RFP. A Gantt chart is preferred.

4. PROJECT MANAGEMENT

- 4.1. The vendor must describe their approach to promoting a working relationship with Department staff, including but not limited to the following factors:
- 4.1.1. Regular communications with Department Staff through a variety of methods including e-mail, phone, conference calls, video conferencing, and in-person meetings.
 - 4.1.2. An approach that is collaborative, client-oriented, and proactive in terms of services and planning needed to complete a successful assessment.
 - 4.1.3. Availability of Key Personnel minimally Monday through Friday 12 hours per day to answer questions from Department Staff and offer technical expertise and advice on assessment issues.
 - 4.1.4. Assurances that the assessment will comply with adopted procedures for State-administered assessments and ensure students who are enrolled in public schools can participate in an assessment.
 - 4.1.5. Assurance that the assessment meets compliance and peer review requirements of the United States Department of Education.
 - 4.1.6. Assurance that the assessment meets relevant requirements of the Nevada Revised Statutes (NRS Chapter 390) and Nevada Administrative Code (NAC Chapter 390).
 - 4.1.7. Attendance at all Technical Advisory Committee (TAC) meetings each contract year when requested by the SEA.
 - 4.1.8. Arrangement of a minimum of at least three planning meetings as requested by SEA staff to be held each contract year. The vendor will pay for meeting room and meals provided for the meeting topics to include all matters and questions related to the administration, scoring, and reporting of the solution.
 - 4.1.9. Attendance at relevant Test Security and Administration trainings.
 - 4.1.10. Routine presentations and presentations as needed and requested by the SEA related to program management at TAC and planning meetings.
 - 4.1.11. Routine presentations and presentations as requested by the SEA related to the assessment administration and the results to the State Board, the Legislature, as well as other policymakers and stakeholders.
 - 4.1.12. Development of an annual report with an executive summary that includes an overview and analysis of the testing administration, an analysis of the results from the testing administration, and implications of these results in a national context. The annual report will be completed during each year of the contract.
 - 4.1.13. The vendor must provide professional development for Nevada educators during each year of the contract on the integration and use of the CCR Assessment as part of a balanced assessment system. The methodology, frequency, and content of the professional development will be determined by the SEA.

5. FUNCTIONAL AND TECHNICAL REQUIREMENTS

- 5.1. Test Design, Item Development, and Form Publishing

- 5.1.1. The vendor must demonstrate how the College and Career Readiness Assessment will align with the Nevada Academic Content Standards in at least English Language Arts and Mathematics.
 - 5.1.2. The vendor must demonstrate the ability to provide all students, including those with a disability and English Learners, access to the assessment, including but not limited to printing vision-impaired assessment booklets based on order amounts from school districts, the ability to create Braille assessment booklets based on order amounts from school districts if the assessment is delivered in a paper/pencil format, and translation services across multiple languages, such as directions, thesaurus, or test items as appropriate.
- 5.2. Test Administration, Logistics, and Data Processing
- 5.2.1. The vendor must provide a service call center/help desk one month prior to, during, and one month after the assessment window(s).
 - 5.2.2. The vendor must deliver and/or provide access to the assessment Test Coordinator Manual and the Test Administer Manual to schools at least one month before the testing window.
 - 5.2.3. The vendor must provide a student rostering solution that meets the needs of all LEAs including a solution that accepts large data updates, daily if needed, to students who have been identified to take the assessment. The vendor must provide access to all LEAs to make edits as required to any student information in the rostering solution.
 - 5.2.4. The vendor must provide a process for validation of the data by LEAs that is included in the proposed solution.
 - 5.2.5. The vendor must sequence the dates for return and scoring of the assessment to minimize turnaround time for reporting student scores to schools and school scores to the Department in order to meet Department data analysis deadlines and mandated reporting timelines.
 - 5.2.6. The Department will expect electronic reporting of student scores for the college and career readiness assessment to occur within a timeframe to be negotiated but in no instance more than 28 calendar days from return of answer documents.
 - 5.2.7. The vendor must collaborate with Department Staff and develop business decision rules consistent with existing practices for data file layout, data processing, and reporting.
 - 5.2.8. Include a demonstrable proof: how many state-wide testing irregularities did the vendor have in the last 5 years; describe in detail what happened, the impact on the SEA and LEAs; what remediation was completed to ensure it would not happen again.
- 5.3. Scoring, Data Analysis, and Reporting
- 5.3.1. The vendor must provide comprehensive psychometric support to scoring, data analysis, reporting, and the suggested application of the assessment results for the SEA and LEAs.
 - 5.3.2. The vendor must score all assessments. The vendor must utilize the State identified portal for secure data transfer to and from Department and to and from school districts.
 - 5.3.3. The vendor must provide services on-line. These services must include upcoming assessment schedule, reporting, administration manuals, additional materials order, and assessment materials pickup and return.
 - 5.3.4. The vendor must support to the extent required by the SEA all Peer Review requirements and activities.
 - 5.3.5. The vendor must publish an assessment-specific technical report each contract year. The format and content for this technical report must meet industry standards.
 - 5.3.6. The vendor must publish an interpretation guide to explain student score reporting to teachers and parents in both English and Spanish.
- 6. EQUITY**
- 6.1. Explain in detail and provide examples of how equity is integrated into the test development process, including but not limited to, the racial composition of the assessment developers, work that occurred around question bias, previous findings and challenges identified concerning equity and how those have been addressed, how is the assessment reviewed for differences in experience based on student groups, and how have parents and families been involved in the development to the assessment.
 - 6.2. Explain in detail and provide examples of how equity will be advanced through the product being proposed for use by Nevada.
- 7. COST SCHEDULE**
- 7.1. Vendors must submit a per-student cost for the College and Career Readiness Assessment for each fiscal year. For aggregate costs associated with an entire class/year of students, the projected student population of 37,000 students should be used and noted in the cost provided.

7.2. Any support costs for products or services not included in the per-student cost for the College and Career Readiness Assessment should be listed on a fee schedule with the following information:

- 7.2.1. Listing of each product or service.
- 7.2.2. Annual licensing fee, if applicable.
- 7.2.3. Annual maintenance fee.

STATE OF NEVADA
TERMS AND CONDITIONS FOR SERVICES

The information contained in this Attachment does not need to be returned with vendor's proposal.

1. PROCUREMENT TERMS AND CONDITIONS

1.1. AUTHORITY. This procurement is being conducted in accordance with NRS Chapter 333 and NAC Chapter 333.

1.2. SINGLE POINT OF CONTACT

- 1.2.1. The single point of contact for this solicitation is identified on page 1.
- 1.2.2. Upon issuance of the solicitation, other employees and representatives of the agencies identified in the solicitation shall not answer questions or otherwise discuss the contents of the solicitation and/or attachments with any prospective vendors or their representatives.
- 1.2.3. Failure to observe this restriction may result in disqualification of any subsequent proposal per NAC 333.155(3).
- 1.2.4. This restriction does not preclude discussions between affected parties for the purpose of conducting business unrelated to this procurement.

1.3. WRITTEN QUESTIONS AND ANSWERS

- 1.3.1. All questions regarding this solicitation shall be submitted using the Bid Q&A feature in NevadaEPro by the deadline listed in the solicitation Timeline.
- 1.3.2. If questions and answers require a material change to the Bid Solicitation, an Amendment will be posted in NevadaEPro and vendors will receive email notification.
- 1.3.3. To access the Bid Q&A:
 - A. Log into your Seller account on NevadaEPro.
 - B. Click the 'Bids' tab in the header.
 - C. Click 'View' under 'Bid Q&A' on the appropriate Bid in the 'Open Bids' section.

1.4. SOLICITATION TERMS AND CONDITIONS

- 1.4.1. The State reserves the right to reject any or all proposals received prior to contract award.
- 1.4.2. The State reserves the right to limit the Scope of Work prior to award, if deemed in the best interest of the State.
- 1.4.3. The State reserves the right to alter, amend, or modify any provisions of this solicitation, or to withdraw this solicitation, at any time prior to the award of a contract pursuant hereto, if it is in the best interest of the State to do so.
- 1.4.4. Proposals may be modified or withdrawn by written notice received prior to the proposal opening time. Withdrawals received after the proposal opening time shall not be considered except as authorized by NRS 333.350(3).
- 1.4.5. Submitted proposals become the property of the State, selection or rejection does not affect this right.
- 1.4.6. Proposals which appear unrealistic in the terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend the complexity and risk of the project, may be rejected.
- 1.4.7. The State is not liable for any costs incurred by vendors prior to entering a formal contract.
- 1.4.8. Costs of developing the proposal or any other such expenses incurred by the vendor in responding to the solicitation, are entirely the responsibility of the vendor, and shall not be reimbursed in any manner by the State.
- 1.4.9. Any person who believes the solicitation contains irregularities, a lack of clarity, unnecessarily restrictive specifications, or unnecessary limits to competition shall notify the single point of contact, in writing, as soon as possible, so that corrective addenda may be furnished in a timely manner to all vendors if appropriate.
- 1.4.10. The State reserves the right to waive informalities and minor irregularities in proposals received.
- 1.4.11. The State shall not be obligated to accept the lowest priced proposal, however, shall make an award in the best interest of the State of Nevada after all factors have been evaluated.
- 1.4.12. The evaluation committee may solicit information from any available source concerning any aspect of a proposal and seek and review any other information deemed pertinent to the evaluation process.
- 1.4.13. The State reserves the right to reject any proposal based upon the vendor's prior history with the State or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or other contractual failures.
- 1.4.14. Clarification discussions may, at the State's sole option, be conducted with vendors who submit proposals determined to be acceptable and competitive.
- 1.4.15. Vendors shall be accorded fair and equal treatment with respect to any opportunity for discussion and/or written revisions of proposals.
- 1.4.16. Revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers.

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- 1.4.17. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing vendors.
- 1.4.18. Any modifications made to the original proposal during the best and final negotiations shall be included as part of the contract.
- 1.4.19. Proposals from employees of the State of Nevada shall be considered in as much as they do not conflict with the State Administrative Manual (SAM), NRS Chapter 281 and NRS Chapter 284.
- 1.4.20. The Administrator shall apply the preferences stated in NRS 333.290 and 333.410 to the extent applicable.
 - A. NRS 333.290 grants a preference to materials and supplies that can be supplied from a 'charitable, reformatory or penal institution of the State' that produces such goods or services through the labor of inmates.
 - B. NRS 333.410 grants a preference to commodities or services that institutions of the State are prepared to supply through the labor of inmates.
 - C. The Administrator reserves the right to secure these goods, materials or supplies from any such eligible institution, if they can be secured of equal quality and at prices not higher than those of the lowest acceptable bid received in response to this solicitation.

1.5. NOTICE OF INTENT TO AWARD

- 1.5.1. A Letter of Intent (LOI) shall be issued in accordance with NAC 333.170 notifying proposing vendors of the State's intent to award a contract to a vendor, pending successful negotiations.
- 1.5.2. Negotiations shall be confidential and not subject to disclosure to competing vendors unless and until an agreement is reached.
- 1.5.3. All information remains confidential until the issuance of the formal Notice of Award (NOA).
- 1.5.4. If contract negotiations cannot be concluded successfully, the State upon written notice to all proposing vendors may negotiate a contract with the next highest scoring vendor or withdraw the solicitation.

1.6. NOTICE OF AWARD

- 1.6.1. A Notice of Award (NOA) shall be issued in accordance with NAC 333.170.
- 1.6.2. Proposing Vendors shall be notified via NevadaEPro a contract has been successfully negotiated, executed, and is awaiting approval of the Board of Examiners (BOE).
- 1.6.3. Any award is contingent upon the successful negotiation of final contract terms and upon approval of the BOE, when required.
- 1.6.4. Any non-confidential information becomes available upon written request.
- 1.6.5. Pursuant to NRS 333.370, the period in which a person who made an unsuccessful proposal may file a notice of appeal commences.
- 1.6.6. Any unsuccessful vendor may file an appeal in strict compliance with NRS 333.370 and NAC Chapter 333.

1.7. CONTRACT EXECUTION

- 1.7.1. The State reserves the right to negotiate final contract terms with any vendor selected per NAC 333.170.
- 1.7.2. The contract between the parties shall consist of the solicitation together with any modifications thereto, and the awarded vendor's proposal, together with any modifications and clarifications thereto that are submitted at the request of the State during the evaluation and negotiation process. In the event of any conflict or contradiction between or among these documents, the documents shall control in the following order of precedence:
 - A. The final executed contract, any modifications, and clarifications to the awarded vendor's proposal;
 - B. The solicitation and solicitation Amendments, if applicable; and
 - C. The awarded vendor's proposal.
- 1.7.3. Specific exceptions to this general rule may be noted in the final executed contract.
- 1.7.4. Pursuant to NRS 333.700, any contract resulting from this solicitation shall not be effective unless and until approved by the Nevada State Board of Examiners.

2. PROPOSAL TERMS AND CONDITIONS

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2.1. ONLINE BIDDING

- 2.1.1. Pursuant to NRS 333.313, NevadaEPro, located at <https://NevadaEPro.com>, is the State's Online bidding system.
- 2.1.2. All official communication regarding this will be through NevadaEPro.
- 2.1.3. Vendors should check the NevadaEPro frequently matters affecting the solicitation prior to submitting a quote or proposal.
- 2.1.4. Vendor failure to periodically check for updates does not release vendor from requirements or information posted.
- 2.1.5. Failure to flag quote attachments as confidential in NevadaEPro that contain confidential information, trade secrets and/or proprietary information, shall constitute a complete waiver of any and all claims for damages caused by release of the information by the State.

2.2. ELECTRONIC QUOTE SUBMISSION

- 2.2.1. Vendors shall submit their quote or proposals by using 'Create Quote' via NevadaEPro, the State electronic procurement website, located at <https://NevadaEPro.com>.
- 2.2.2. Refer to *Quote Instructions* attachment in NevadaEPro for instructions on how to submit a Quote.
- 2.2.3. Vendors shall provide pricing directly in NevadaEPro, or select 'See Quote Attachments' as appropriate.
- 2.2.4. Quotes or proposals shall be submitted before the date and time specified on the General Tab of the Bid in NevadaEPro.
- 2.2.5. Vendors may submit their quote or proposal any time prior to the deadline stated in NevadaEPro.
- 2.2.6. If dates and times specified in this document and dates and times specified in NevadaEPro conflict, the dates and times in NevadaEPro shall prevail.
- 2.2.7. Quotes or proposals submitted as physical copies, email, or any submission method except NevadaEPro shall not be considered.
- 2.2.8. Vendor quote or proposal documents shall be uploaded as attachments to their NevadaEPro quote.
- 2.2.9. Only quotes or proposals submitted through NevadaEPro will be considered for award.
- 2.2.10. Quotes or proposals that are not submitted by the stated opening date and time shall not be accepted.

2.3. PROPOSAL FORMAT

- 2.3.1. For ease of evaluation, proposals shall be presented in a format that corresponds to and references sections outlined within the solicitation/attachments and shall be presented in the order listed in Submission Checklist.
- 2.3.2. Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this solicitation.
- 2.3.3. If a vendor changes any material language, vendor response may be deemed non-responsive per NRS 333.311.

2.4. PRICING

- 2.4.1. Prices offered by vendors in their proposals are an irrevocable offer for the term of the contract and any contract extensions.
- 2.4.2. The awarded vendor agrees to provide the purchased services at the costs, rates and fees as set forth in their proposal in response to this solicitation.
- 2.4.3. No other costs, rates or fees shall be payable to the awarded vendor for implementation of their proposal.

- 2.5. MATERIAL MISREPRESENTATION. Vendor understands and acknowledges that the representations made in its proposal are material and important and shall be relied on by the State in its evaluation of a proposal. Any misrepresentation by a vendor shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.

2.6. PROPRIETARY INFORMATION/TRADE SECRETS

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- 2.6.1. As a potential contractor of a public entity, vendors are advised that full disclosure is required by law.
- 2.6.2. If complete responses cannot be provided without referencing proprietary information, such information shall be provided in a separate attachment, cross-referenced to the public attachments. Only proprietary information as defined in NRS 333.020(5) can be confidential.
- 2.6.3. Specific references made to the section, page, and paragraph where the proprietary information can be located shall be identified on *Confidentiality and Certification of Indemnification*.
- 2.6.4. Vendors are required to submit written documentation in accordance with *Confidentiality and Certification of Indemnification* justifying confidential status.
- 2.6.5. Not conforming to these requirements makes the proposal non-compliant and it will be rejected by the State.

2.7. PRODUCTS AND/OR ALTERNATES

- 2.7.1. Vendor shall not propose an alternative that would require the State to acquire hardware or software or change processes in order to function properly on the vendor system unless vendor included a clear description of such proposed alternatives and clearly mark any descriptive material to show the proposed alternative.
- 2.7.2. An acceptable alternative is one the State considers satisfactory in meeting the requirements of this solicitation.
- 2.7.3. The State, at its sole discretion, shall determine if the proposed alternative meets the intent of the original solicitation requirement.

3. PROJECT TERMS AND CONDITIONS

3.1. AWARD OF RELATED CONTRACTS

- 3.1.1. The State may undertake or award supplemental contracts for work related to this project or any portion thereof.
- 3.1.2. Contractor shall be bound to cooperate fully with such other contractors and the State in all cases.
- 3.1.3. All subcontractors shall be required to abide by this provision as a condition of the contract between the subcontractor and the prime contractor.

3.2. TRAVEL

- 3.2.1. If part of the contract, will follow the processes below.
- 3.2.2. All travel shall be approved in writing in advance by the State.
- 3.2.3. Requests for reimbursement of travel expenses shall be submitted on the State Claim for Travel Expense Form with original receipts for all expenses.
- 3.2.4. The travel expense form, with original signatures, shall be submitted with the vendor invoice.
- 3.2.5. Vendor shall be reimbursed travel expenses and per diem at the rates allowed for State employees at the time travel occurs.
- 3.2.6. The State is not responsible for payment of any premium, deductible or assessments on insurance policies purchased by vendor for a rental vehicle.

- 3.3. STATE OWNED PROPERTY. The awarded vendor shall be responsible for the proper custody and care of any State-owned property furnished by the State for use in connection with the performance of the contract and shall reimburse the State for any loss or damage.

3.4. INSPECTION/ACCEPTANCE/COMPLETION OF WORK

- 3.4.1. It is expressly understood and agreed all work done by the contractor shall be subject to inspection and acceptance by the State.
- 3.4.2. Any progress inspections and approval by the State of any item of work shall not forfeit the right of the State to require the correction of any faulty workmanship or material at any time during the course of the work and warranty period thereafter, although previously approved by oversight.
- 3.4.3. Nothing contained herein shall relieve the contractor of the responsibility for proper installation and maintenance of the work, materials and equipment required under the terms of the contract until all work has been completed and accepted by the State.
- 3.4.4. Prior to completion of all work, the contractor shall remove from the premises all equipment and materials belonging to the contractor.
- 3.4.5. Upon completion of the work, the contractor shall leave the site in a clean and neat condition satisfactory to the State.

STATE OF NEVADA
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3.5. RIGHT TO PUBLISH

- 3.5.1. All requests for the publication or release of any information pertaining to this solicitation and any subsequent contract shall be in writing and sent to the head of the using agency or designee.
- 3.5.2. No announcement concerning the award of a contract due to this solicitation can be made without prior written approval of the head of the using agency or designee.
- 3.5.3. As a result of the selection of the contractor to supply the requested services, the State is neither endorsing nor suggesting the contractor is the best or only solution.
- 3.5.4. Contractor shall not use, in its external advertising, marketing programs, or other promotional efforts, any data, pictures or other representation of any State facility, except with the specific advance written authorization of the head of the using agency or designee.
- 3.5.5. Throughout the term of the contract, Contractor shall secure the written approval prior to the release of any information pertaining to work or activities covered by the contract.

3.6. PROTECTION OF SENSITIVE INFORMATION

- 3.6.1. Confidential personal data shall be encrypted.
- 3.6.2. Any electronic transmission of personal information shall comply with NRS 603A.215 (2 & 3).
- 3.6.3. Sensitive data shall be encrypted in all newly developed applications.

4. CONTRACT TERMS AND CONDITIONS

4.1. THIRD PARTY BENEFICIARIES

- 4.1.1. Using agencies as defined in NRS 333.020(10) and other public entities as defined in NRS 333.469 and 333.470 are intended third party beneficiaries of any contract resulting from this solicitation and may join or use any contract resulting from this solicitation subject to Nevada law.
- 4.1.2. Public entities in other states or jurisdictions may join or use any resulting contract from this solicitation subject to cooperative contracting laws in their respective state or jurisdiction.
- 4.1.3. The State is not liable for the obligations of any other entity which joins or uses any contract resulting from this solicitation.

- 4.2. FEDERAL CONTRACTS. Any person who requests or receives a Federal contract, grant, loan or cooperative agreement shall file with the using agency a certification that the person making the declaration has not made, and shall not make, any payment prohibited by subsection (a) of 31 U.S.C. 1352.

4.3. DISCRIMINATION

- 4.3.1. The State, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and federal Regulations, hereby notifies all bidders it will affirmatively ensure that for any contract entered into pursuant to this solicitation, all contractors will be afforded full opportunity to submit proposals and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, age, disability, income-level, or LEP in consideration for award.
- 4.3.2. Pursuant to NRS Chapter 613 in connection with the performance of work under this contract, the contractor agrees not to unlawfully discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, sexual orientation or age, including, without limitation, with regard to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including, without limitation apprenticeship.
- 4.3.3. The contractor further agrees to insert this provision in all subcontracts, hereunder, except subcontracts for standard commercial supplies or raw materials.

4.4. ADMINISTRATIVE FEE

- 4.4.1. The State may implement an administrative fee of not more than 1% on contracts procured or negotiated by the Purchasing Division pursuant to NRS 333.450.
- 4.4.2. This fee may be assessed over the time of the contract period.
- 4.4.3. Vendors will be provided 30 days written notice before fees are assessed.
- 4.4.4. Fees shall be paid quarterly, 45 days after the close of the quarter, on all purchases under the contract.

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5. FINANCIAL TERMS AND CONDITIONS

5.1. TAX EXEMPT. The State shall not be liable for Federal, State, or Local excise taxes per NRS 372.325.

5.2. BILLING

5.2.1. The State does not issue payment prior to receipt of goods or services.

5.2.2. The vendor shall bill the State as outlined in the approved contract and/or payment schedule.

5.2.3. The State presently has a Procurement Card Program that participating State agencies may use to pay for some of their purchases.

A. Program is issued through a major financial institution and treated like any other major credit card.

B. Using agencies may desire to use the card as a method of payment.

C. No additional charges or fees shall be imposed for using the card.

D. Please indicate in *Vendor Information Response* if you will accept this method of payment.

5.2.4. Timeliness of Billing

A. The State is on a fiscal year calendar, running July 1 through June 30.

B. All billings for dates of service prior to July 1 shall be submitted to the State no later than the first Friday in August of the same year.

C. A billing submitted after the first Friday in August and processed as a stale claim pursuant to NRS 353.097, shall subject the contractor to an administrative fee not to exceed \$100.00.

D. This is the estimate of the additional costs to the State for processing the billing as a stale claim and this amount shall be deducted from the stale claims' payment due the contractor.

5.3. PAYMENT

5.3.1. Upon review and acceptance by the State, payments for invoices are normally made within 45 – 60 days of receipt, providing all required information, documents and/or attachments have been received.

5.3.2. Pursuant to NRS 227.185 and NRS 333.450, the State shall pay claims for supplies, materials, equipment and services purchased under the provisions of this solicitation electronically, unless determined by the State Controller that the electronic payment would cause the payee to suffer undue hardship or extreme inconvenience.

STATE OF NEVADA
FEDERAL LAWS AND AUTHORITIES

The information in this section does not need to be returned with the vendor's proposal.

1. FEDERAL LAWS AND AUTHORITIES WITH WHICH THE AWARDED VENDOR SHALL BE REQUIRED TO COMPLY, AS APPLICABLE.

- 1.1. Archeological and Historic Preservation Act of 1974, PL 93-291
- 1.2. Clean Air Act, 42 U.S.C. 7506(c)
- 1.3. Endangered Species Act 16 U.S.C. 1531, ET seq.
- 1.4. Executive Order 11593, Protection and Enhancement of the Cultural Environment
- 1.5. Executive Order 11988, Floodplain Management
- 1.6. Executive Order 11990, Protection of Wetlands
- 1.7. Farmland Protection Policy Act, 7 U.S.C. 4201 ET seq.
- 1.8. Fish and Wildlife Coordination Act, PL 85-624, as amended.
- 1.9. National Historic Preservation Act of 1966, PL 89-665, as amended.
- 1.10. Safe Drinking Water Act, Section 1424(e), PL 92-523, as amended.
- 1.11. Demonstration Cities and Metropolitan Development Act of 1966, PL 89-754, as amended.
- 1.12. Section 306 of the Clean Air Act and Section 508 of the Clean Water Act, including Executive Order 11738, Administration of the Clean Air Act and the Federal Water Pollution Control Act with Respect to Federal Contracts, Grants or Loans
- 1.13. Age Discrimination Act, PL 94-135
- 1.14. Civil Rights Act of 1964, PL 88-352
- 1.15. Section 13 of PL 92-500; Prohibition against sex discrimination under the Federal Water Pollution Control Act
- 1.16. Executive Order 11246, Equal Employment Opportunity
- 1.17. Executive Orders 11625 and 12138, Women's and Minority Business Enterprise
- 1.18. Rehabilitation Act of 1973, PL 93, 112
- 1.19. Uniform Relocation and Real Property Acquisition Policies Act of 1970, PL 91-646
- 1.20. Executive Order 12549 – Debarment and Suspension
- 1.21. Davis-Bacon Act 40 U.S.C. 3141-3148
- 1.22. Contract Work Hours and Safety Standards Act 40 U.S.C. 3701-3708
- 1.23. Rights to Inventions Made Under a Contract or Agreement 37 CFR §401.2(a)
- 1.24. Byrd Anti-Lobbying Amendment 31 U.S.C. 1352



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Purchasing Division
515 East Musser Street, Suite 300 | Carson City, NV 89701
Phone: 775-684-0170 | Fax: 775-684-0188


SUBJECT:	Amendment 1 to Request for Proposal (RFP) # 30DOE-S1884
RFP TITLE:	College and Career Readiness Assessment
DATE OF AMENDMENT:	02/09/2022
DATE OF RFP RELEASE:	02/01/2022
OPENING DATE:	03/14/2022
OPENING TIME:	2:00 pm
CONTACT:	Joel Smedes; j.smedes@admin.nv.gov

The following shall be a part of **RFP # 30DOE-S1884**. If a vendor has already returned a proposal and any of the information provided below changes that proposal, please withdraw, revise, and submit the quote through NevadaEPro.


The following requirement is added to the RFP scope of work, section 5.3. The information below will be considered Section 5.3.7.

5.3.7 The vendor must conduct a Standard Setting for the CCR assessment and include a plan to support the SEA in setting the achievement standards.

30DOE-S1884 - Bid Q&A

QUESTION_NBR	CREATED_BY	QUESTION_SUBJECT	QUESTION_TEXT	ANSWER_TEXT
1	KACYKISH	Proposed Staff Resume	Page 2 of the Proposed Staff Resume template includes a section for three references. Is this section required? If is it acceptable to list other state customers that the proposed staff have experience with?	Refer to the Proposed Staff Resume template. The section for three references should include other state customers with which the proposed staff have experience and contact information for those customers.
2	KACYKISH	Technical Advisory Committee (TAC) Meetings	In reference to SOW requirement 4.1.7, for costing purposes, how many TAC meetings should vendors assume they will need to attend each year of the contract?	Refer to the Scope of Work and specification 4.1.7. Vendors when requested by the Department will be expected to attend TAC meetings. Assume that there are 4 TAC meetings each year and these meetings are held as virtual or in-person meetings as per Department guidance.
3	KACYKISH	Test Security and Administrative Trainings	In reference to SOW requirement 4.1.9, will the Test Security and Administrative Trainings continue to be virtual? If in person, for costing purposes how many Trainings should vendors assume they will need to attend each of year of the contract?	Refer to the Scope of Work and specification 4.1.9. Vendors will be expected to attend Test Security and Administration Trainings and present information to high school assessment staff on how to administer the assessments. Assume that there are 6 Test Security and Administration Trainings each year that include high school staff and these trainings are held as virtual or in-person trainings as per Department guidance.
4	KACYKISH	Validation of data	In reference to SOW requirement 5.2.4, it requires the vendor to provide a process for validation of the data. Is this in reference to the student data upload (SDU) process, as described in requirement 5.2.3?	Refer to the Scope of Work specifications 5.2.3 and 5.2.4. Vendors will need to provide a student information tool / solution and process for high school or district assessment staff for pre-, during-, and post- assessment activities including the ability to review and verify student demographics; add / remove students; assign accommodations; enter not-tested reasons; and invalidate a student score in case of a testing irregularity. These requirements of a student information tool / solution are examples and are not intended to be a comprehensive list.
5	KACYKISH	Administrative Fee	In the State of Nevada Terms and Conditions for Services, section 4.4.1 it states "The State may implement an administrative fee of not more than 1% on contracts procured or negotiated by the Purchasing Division pursuant to NRS 333.450." Will the State be implementing an administrative fee for this contract, and if so what percent?	No
6	COLLEGEBOARD1	RFP 9.1.5	Is it permissible to use links to online documents rather than attachments?	No, please add attachments.
7	COLLEGEBOARD1	RFP 6.1.1	Will proposal documents be made available for public records requests after the contract is awarded or after it is executed?	Yes
8	COLLEGEBOARD1	SOW 7	Cost Schedule. Is there a preferred form or template that vendors should use for the cost proposal, or should vendors provide the required information in a format of their choosing?	Refer to Scope of Work and section 7 Cost Schedule. Vendors will want to work with specifications 7.1 - 7.2.3 and provide a Cost Proposal in an itemized budget format that shows per student costs for Fiscal Years 2023 through 2026. At a minimum, costs will include development costs, administration costs, and scoring and reporting costs. A table with current school year grade 11 student enrollment by school district is below.
8				

Refer to Scope of Work and specification 4.1.6. Vendors will need to see NAC 390.260 regarding the use of calculators on examinations and section 3 that states a pupil may use a calculator while taking a portion of the Nevada Criterion-Referenced Examination in Mathematics if the Department has specified that a calculator may be used while taking that portion of the examination. Vendors will want to propose a digital based assessment solution with an embedded calculator for student use on the mathematics portion of the assessment.

10	COLLEGEBOARD1	SOW 4.1.4	Is there a list of or reference that details the adopted procedures for State administered assessments?	<p><i>Refer to Scope of Work and specification 4.1.4. Vendors will need to be familiar with NRS 390.250 - 390.430 and see the current school year "Test Security Procedures" and "Usability, Accessibility, and Accommodations Guide" inserted below.</i></p> <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; text-align: center;">  PDF </div>
12	KACYKISH	Standard Setting and Achievement Standards	Amendment 1, SOW requirement 5.3.7, requires the vendor to conduct a Standard Setting for the CCR assessment and a plan to set the achievement standards. If a vendor has already conducted a Standard Setting for its assessment in Nevada, is NDE still requesting a new standard setting under the proposed contract? Or is standard setting and achievement level setting only required for assessments where this work has not previously been conducted in Nevada?	<p><i>Refer to Scope of Work and specification 5.3.7. The state will evaluate existing achievement levels for appropriateness for Nevada use. Vendors will provide itemized costs to conduct a Standard Setting. Vendors can provide a separate budget document showing this information.</i></p>
13	PROPOSALS	8.7.1 Vendor Financial Information	We understand per RFP section 8.7.1 that Vendor Financial Information is designated as confidential business information. As such, do vendors still need to list and provide justification for keeping confidential the Vendor Financial Information (D&B Number, P&L Statements, Balance Statements etc.) on the Confidentiality and Certification of Indemnification form?	No
14	PROPOSALS	Section 4.4.1 Administrative Fee	In the Terms and Conditions document, section 4.4.1 indicates that a 1% Administrative Fee may be imposed. Can the State please confirm whether or not that fee will be imposed on this contract?	No, there will not be a fee imposed
15	PROPOSALS	5.3.7 Standard Setting	We understand that the following requirement was added in Amendment 1 issued 2/9/22: 5.3.7 The vendor must conduct a Standard Setting for the CCR assessment and include a plan to support the SEA in setting the achievement standards. Please confirm that reporting timelines will be adjusted in the contract year when the standard setting takes place (i.e., the vendor will have longer than 28 calendar days to return scores).	<p><i>Refer to Scope of Work and specifications 5.2.6 and 5.3.7. Vendors that will conduct a Standard Settings can expect to have additional time (longer than the 28 calendar days) to return scores.</i></p>
16	PROPOSALS	5.1.2 Accommodated materials	Please provide the anticipated print quantities for large print assessment booklets for vision-impaired students and Braille assessment booklets.	<p><i>Refer to the Scope of Work and specification 5.1.2. Vendors will propose a digital based assessment solution with embedded universal elements, designated supports, and accommodations for students with disabilities and English language learners. Vendors will want to include Zoom as a universal element and Magnification as a designated support for vision impaired students. For blind students, vendors can provide Refreshable Braille as an accommodation or plan to have a paper-based embossed Unified English Braille (UEB) form and large print available upon request. Currently the state is administering approximately 5 paper Braille and 20 large print assessments each year.</i></p>

17	PROPOSALS	2.6 Goals and Objectives	Can NDE confirm that student participation in the HS assessment is a graduation requirement?	<i>Refer to 2.6 Goals and Objectives. Vendors will need to see NRS 390.610 and sections 1 and 2 that state the State Board shall select the College and Career Readiness Assessment for administration to pupils who are enrolled in grade 11 in public high schools and a pupil must take the assessment to receive a standard high school diploma.</i>
18	PROPOSALS	4.1.7 TAC meetings	At how many annual TAC meetings will vendor attendance/participation be required?	<i>Refer to the Scope of Work and specification 4.1.7. Vendors when requested by the Department will be expected to attend TAC meetings. Assume that there are 4 TAC meetings each year and these meetings are held as virtual or in-person meetings as per Department guidance.</i>
19	PROPOSALS	5.1.2 Braille	Is computer-based Refreshable Braille a desired accommodation?	<i>Refer to the Scope of Work and specification 5.1.2. The state must meet the requirements of testing all students. Yes, Refreshable Braille is a desired accommodation for blind students. To meet the needs of all possible testing scenarios, the vendor will plan to have a paper-based embossed Unified English Braille (UEB) form and large print available upon request.</i>

Nevada - Grade 11 Student Enrollment for School Year 2021-22

District	Number of Schools	Number of Students
Churchill	1	235
Clark	72	25,761
Douglas	5	450
Elko	9	720
Eureka	1	17
Humboldt	2	219
Lander	1	65
Lincoln	3	83
Lyon	6	655
Mineral	1	36
Nye	6	459
Carson City	2	592
Pershing	1	41
Storey	1	45
Washoe	23	5,110
White Pine	3	97
SPCSA	25	2,494
University	1	23
Correction	1	8
	164	37,110

Source:

<https://doe.nv.gov/DataCenter/Enrollment/>

TEST SECURITY PROCEDURES ***2021-2022***



JHONE M. EBERT
SUPERINTENDENT OF PUBLIC INSTRUCTION

OFFICE OF ASSESSMENT, DATA AND ACCOUNTABILITY MANAGEMENT

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INTRODUCTION

This manual, in accordance with Nevada Revised Statutes (NRS) 390.250 through 390.430, inclusive, is designed for district test directors, school principals, and school test coordinators. Test security procedures must be understood and adhered to by all district and school personnel involved in test administration or the handling of materials related to state assessments. Unless otherwise stated, test security procedures apply to all state-mandated test administrations, including actual (live) as well as field and pilot tests.

Strict adherence to procedures protects the integrity of the State assessment program, and ensures consistency in test administration, security of test materials, and the validity of scores. Failure to adhere to the procedures outlined herein may result in state-administered corrective action, including, but not limited to, invalid scores and/or licensure sanctions.

All inquiries regarding test security must be directed to the Nevada Department of Education (NDE) test security coordinator **through the district test director**.

ANNUAL REQUIREMENTS

Student Participation

Nevada's system for assessing students consists of different tests administered to students enrolled in public schools, including charter schools, in specific grades and programs. All students enrolled in public schools, including charter schools, at a grade level where a mandated test is administered statewide, are expected to participate. For information regarding testing special-needs students, district test directors may download and distribute the 2021-2022 Usability, Accessibility, and Accommodations Guide (UAAG—available to district test directors at Bighorn > Assessment Resources).

District Test Security Plans

The board of trustees of each school district shall adopt and enforce a plan setting forth procedures to ensure the security of all state- and district-mandated tests (NRS 390.275). This plan must apply to all public schools in the district, including district-sponsored charter schools. By September 1 of each year, districts must submit plans to the State Board of Education and the Legislative Committee on Education.

The district plan must be consistent with the procedures outlined in this document and must include the following criteria:

- Procedures by which students and other individuals may report irregularities in test security and administration

- The manner in which the school officials will contact the school district board of trustees regarding reports of testing irregularities and how the board will, in turn, notify the NDE (includes the board identifying the district test director or other district official to act as its designee for reporting purposes)
- Procedures necessary to ensure security of test materials and consistency of test administration
- Procedures that each school will use to verify the identity and eligibility of students testing
- Procedures for online test administration
- Procedures that set forth actions that must be taken in response to a reported irregularity in test administration or test security, including actions that must be taken during an investigation of the irregularity and identifying the individuals responsible for the actions in each category

On or before September 30 of each year, the board of trustees of each school district and the governing body of each charter school shall provide a written notice regarding the examinations to the following individuals (NRS 390.275):

- All teachers and education personnel employed by the school district or governing body
- All employed personnel who are involved in test administration
- Students who are required to take the examinations
- The parents or legal guardians of these students

The written notice must be prepared in a format that is easily understood and must include a description of the following procedures:

- The district test security plan
- Potential consequences for violations of the plan or for other testing irregularities

School Test Security Plans

Each school participating in state assessments will produce a school test security plan that will be kept on file at the school site and the district office for three consecutive school years. The school plan must be consistent with the procedures outlined in the state and district plans and must include, but is not limited to, the following provisions:

- The manner in which test materials will be stored, distributed, collected, and returned
- The names and titles of the individuals responsible for carrying out the procedures
- Procedures to ensure compliance with testing accommodation plans

- Procedures for online test administration
- Procedures regarding students who require additional time for testing, students who become ill during testing, responding to technology malfunctions, and evacuation protocol.

District and/or NDE assessment personnel may conduct unannounced on-site observations or audits to verify implementation of school test security plans.

Testing Locations and Prescribed Dates

The NDE prescribes the specific date or range of dates on or during which examinations will be administered (calendar available to district test directors at Bighorn > Assessment Resources). Each test must be given in a public facility approved by the board of trustees or the governing body. Charter schools using on-line coursework as the primary mode of instruction must provide a centralized location for students to appear in person to take the scheduled state-mandated examinations.

Assurances from Principals

The school principal must be familiar with the prescribed procedures for the physical security of all test materials and proper test administration. Although the principal may assign test scheduling and training responsibilities to a school test coordinator, the principal is ultimately responsible for all testing activities, and must agree in writing to comply with test security and administration procedures; investigations conducted by the state and/or district; and the requirement to provide annual test security training and refresher training.

The **district test director** will obtain the principals' written assurances and submit them collectively to the NDE as follows:

- Download a form entitled Authorization to Administer Tests (template available to district test directors at Bighorn > Assessment Resources) and distribute the form to principals.
- Collect the completed forms.
- Submit **electronic** copies to the NDE Assessment Administrative Assistant on or before September 15 (NAC 389.054). If a new principal joins the school after the original submission, the school **must submit a replacement form** with an updated signature.

Training Requirements

The NDE provides a required annual program of education and training (NRS 390.300) to district test directors and school test coordinators. **District test directors must certify that all school test coordinators and appropriate district personnel**

have participated in the NDE's program of training. The NDE may request proof of training as part of an investigative process.

The board of trustees of a school district or the governing body of a charter school may establish an expanded program of education and training if the expanded program complies with the program established by the NDE.

The principal of each school is responsible for providing complete training **annually** in test security and test administration for **all** school personnel who will be involved with the testing process.

Primary responsibility for test administration must only be given to **licensed Nevada educators**. (EXCEPTION: Provided it is not a violation of the **district** test security plan, qualified paraprofessionals who have certified on the WIDA website for the appropriate assessments may administer the Speaking (all grades) and Kindergarten portions of WIDA. Administration must occur under the direct supervision of assigned, licensed personnel who are trained in 2021-2022 test security and administration procedures.)

Only individuals who have received test security and administration training for the current school year are permitted to administer or proctor an examination. Training must address the following practices:

- Instructions in proper handling of test materials, including test tickets
- Instructions in proper test administration
- Security procedures as outlined in this document
- Additional security procedures as outlined in the district test security plan
- Information regarding protection of school district personnel regarding the disclosure of testing irregularities (See Protection of School District Personnel in the Appendix.)
- The potential consequences for failure to comply with the state and district test security plans

Each individual participating in the administration of state examinations will acknowledge in writing or electronically that they have participated in the annual and/or refresher training (see BEFORE TESTING) and that they have been informed of and understands procedures, and the potential consequences for nonadherence. A list of definitions and responsibilities for school personnel involved in test administration is included in the Appendix.

Training records/acknowledgements containing dates and signatures of all participants must be retained for three consecutive school years.

SECURITY OF TEST MATERIALS

- 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 school test coordinator (or other designated individuals who require access). Under no circumstances may student-identifying information printed on the tickets be distributed via email or any other non-secure method.
- The secure storage may not be used for other materials to which unauthorized individuals have access. A sign-in/sign-out sheet including dates and times must be kept to track the movement and custody of materials.
- Secure testing materials, including test tickets, must remain in secure storage until the prescribed date for test administration, and must be handled securely during and after testing (i.e., under the supervision of or in the custody of a licensed Nevada educator).
- For paper/pencil test materials:
 - School test coordinators must follow the directions in the Test Coordinator's Manual regarding the receipt and return of materials and the reporting of discrepancies.

BEFORE TESTING

- The school principal must ensure that all personnel who will be participating in assessment-related activities receive a refresher training prior to the beginning of the school's testing window.
- School test coordinators are responsible for scheduling test sessions, assigning test administrators and proctors, and creating student seating charts. At least one test administrator and a sufficient number of proctors must be provided for each testing room to supervise testing adequately. A ratio of one test administrator to not more than 30 students is strongly recommended.
- Embedded testing accommodations and designated supports must be selected for the appropriate students in the online testing system prior to test administration. Non-embedded accommodation and designated support information must also be provided to test administrators.
- Instructional materials or any other materials that provide specific factual information or that might assist students in responding to test questions must be removed or covered with blank, opaque material.

- “TESTING—DO NOT DISTURB” signs should be placed on testing room doors and in halls and entrances, rerouting hallway traffic in order to promote optimum testing conditions.

DURING AND AFTER TESTING

Testing Environment

- The testing environment must be quiet and free of distractions.
- The test administrator’s computer must be secured and monitored throughout the testing session.
- All individuals present in the testing room—including students, licensed and unlicensed personnel, and any unauthorized individuals who may have entered the room—must be documented.
- Students who are not participating in a specific test must not be allowed in the testing room while tests are being administered.
- Parents or guardians of students who are testing must not be allowed in the testing room (EXCEPTION: see Testing Homebound Students regarding medical caregivers).
- Student desk/table tops must be cleared of any material not specified in the Test Administrator’s Manual. Students may not access additional materials unless documented as testing accommodations or designated supports. Unauthorized possession of non-permissible materials may result in invalid scores.
- Material that is affixed to desk tops must be covered with blank, opaque material.
- Cell phones and smart watches are collected and stored prior to distributing test materials (EXCEPTION: students with a continuous glucose monitor app). Test administrators and proctors should avoid cell phone and smart watch use unless it is the only means of contacting administration regarding testing issues.
- Photographing, recording, or transmitting any part of a test or testing session is PROHIBITED unless the activity is required for test administration as indicated in the Test Administrator’s Manual, or when the school test coordinator, principal, or district test director is collecting evidence related to a **test security** investigation.
- Food and beverages are **only** permitted during a supervised break. Procedures for breaks are included in the Test Administrator’s Manual and must be followed explicitly.

Test Materials

- All testing materials, including test tickets, must be distributed or accessed prior to the beginning of the testing session, and must remain secure at all times. See the Test Administrator’s Manual for permissible materials.
- Test tickets must be distributed to the appropriate students—the identity and eligibility of all students who are testing must be verified accordingly. See the Test Administrator’s Manual for instructions regarding the distribution and collection of test tickets.
- Scratch paper may only be plain unlined or lined paper, grid-only graph paper, or patty paper. No other pre-printed material is permitted on the front or back except for student-identifying information. See the Test Administrator’s Manual for specific instructions regarding scratch paper.
- Test administrators must read and follow the script provided in the Test Administrator’s Manual.

Monitoring Students

- Students must be supervised by **licensed personnel** while having access to test materials.
- Test administrators and proctors must monitor students to ensure they are working independently and adhering to procedures. It is **not** appropriate to engage in other activity (e.g., grading assignments, checking emails) during test administration. Particular attention must be paid to the following security threats to online test administration:
 - Cheating threats:
 - Colluding with others
 - Using cheating aids
 - Using a proxy test taker
 - Copying responses from other students
 - Stealing threats
 - Capturing content by digital photography devices
 - Transcribing questions verbally (on paper or recording device)
- Students may not communicate with, interact with, or provide assistance of any kind to other students.

- Test administrators, proctors, or other adults may not provide assistance of any kind (including gestures, signals, rewards, or any other form of communication) beyond what is described in the Test Administrator’s Manual.
- Electronic devices are strictly PROHIBITED unless a student has an accommodation plan or designated support that allows a specific **permissible** device, or the device is required for test administration as indicated in the Test Administrator’s Manual. Unauthorized possession of electronic devices may result in invalid scores.
- The district test director or designee is responsible for **invalidating** tests for students who were cheating, communicating with other students, receiving inappropriate assistance, or accessing unauthorized materials or devices. All incidents involving student cheating or misconduct must be responded to in accordance with district and/or school disciplinary procedures.

English Learners

- Assessments are administered in English. See the 2021-2022 Usability, Accessibility, and Accommodations Guide (UAAG—available to district test directors at Bighorn > Assessment Resources) for information regarding designated supports for English Learners.
- The test administrator or proctor of the WIDA Speaking Test (all grades) and Kindergarten Test must have native English fluency.

Unlocking Tests

Online Performance Tasks (PTs) and Science Assessments lock each night, or after 20 minutes of inactivity, or when a student submits a test for scoring. Unlocking a test allows a student to access a test that has locked or has already been submitted. Tests lock for security reasons, and should not be unlocked except in rare cases of unforeseen and unavoidable errors during testing. ***Please see additional unlocking guidance to be released in fall 2021.***

Testing Homebound Students

School test coordinators must obtain written permission from their **district test director** for homebound test administration, and must adhere to the following procedures:

- Tests must be administered in accordance with NDE test security procedures.
- A licensed Nevada educator who has received training in test security and administration for the current school year must administer the tests.

- Materials must be transported securely to and from the student's home.
- The test administrator is responsible for all assessment-related activities in the testing environment.
- If the student's IEP or 504 testing accommodations require the test administrator or ASL interpreter to read or sign test content, or transcribe responses, that individual must sign a Confidentiality Agreement prior to testing (template available to district test directors at Bighorn > Assessment Resources).
- All individuals present in the testing environment must be documented.
- Individuals who are not participating in test administration or providing medical care are **NOT** permitted in the testing environment.
- Medical caregivers required to be present must sign a Confidentiality Agreement prior to testing, and are **NOT** permitted to assist with test administration.

Disclosure of Test Content

Knowledge or review of actual test content is not necessary for valid test administration and is strictly prohibited.

- The material contained in state-mandated examinations is the property of the Nevada Department of Education, and is confidential. Disclosure is unlawful except under the following circumstances:
 - To the extent necessary for administering and evaluating the examinations
 - When it is necessary for the performance of the duties of a
 - State officer who is a member of the executive or legislative branch
 - Superintendent of a school district
 - Director of curriculum of a school district
 - Director of testing of a school district
 - Specific content may be disclosed if the Superintendent of Public Instruction determines that the content is not being used in a current examination and making the content available to the public poses no threat to the security of the current examination process.
 - NDE staff and/or the Office of the Nevada Attorney General are charged with determining whether gaining access to state-mandated examinations is necessary and permitted by law.
- Test administrators, proctors, school administrators, teachers, substitute teachers, aides, any other school personnel, or other individuals required to be present during test administration (e.g., medical caregivers) are not permitted to review test content.

- EXCEPTION: When a test administrator, proctor, or ASL interpreter is authorized to view test content in order to provide specific accommodations or designated supports (i.e., read aloud, signing, scribing); or as needed for administration of the Nevada Alternate Assessment or WIDA. A Confidentiality Agreement (template available to district test directors at Bighorn > Assessment Resources) must be signed prior to test administration and retained with the school's test security documentation for three consecutive school years.
- Test material, whether online or paper/pencil, must not be copied or reproduced by any means without the prior written authorization of the test publisher and the NDE, nor is any individual permitted to review, analyze, discuss, or notate test content.
- All materials containing student identifying information and/or responses are the confidential property of the Nevada Department of Education (NDE), and not public record. Disclosure is strictly prohibited without written permission from the NDE.

Reporting and Investigating Testing Irregularities

- If the NDE has reason to believe a violation in test security or administration has occurred, the NDE has an obligation to investigate the incident as it deems appropriate. Districts and schools are required to comply with the NDE's requests for documentation and information relevant to the investigation.
- If the district test director has reason to believe a violation of the state or district test security plan has occurred, they must do the following:
 - Immediately notify the NDE test security coordinator either orally or in writing.
 - Ensure that a Report of Testing Irregularity is submitted within 14 school days after the incident occurred.
 - Begin an investigation of the incident.
 - If a potential breach in test security has occurred, and the school has video surveillance equipment capable of downloading and saving a digital clip of the alleged occurrence, that clip must be retained as evidence for three consecutive school years.
 - All other evidence related to test security investigations must be retained for three consecutive school years.
 - **The district test director or designee must submit all investigative findings to the NDE test security coordinator during the course of the investigation.**

- A school official who has reason to believe that a violation of the state or district test security plan has occurred must immediately notify the school test coordinator, principal, district test director, or their designee.
- All evidence and documentation related to test security investigations is confidential.
- The NDE may choose to conduct an investigation separately or in conjunction with the school district.
- The majority of the communication regarding the incident will occur between the district test director and the NDE test security coordinator.
- Upon receipt of a Report of Testing Irregularity, the NDE test security coordinator will review the report and determine how to proceed, including whether further evidence or investigation is required.
- Depending on the severity of the incident and the potential impact to the state assessment program, the NDE’s determination may include, but is not limited to:
 - No further action
 - Invalidation of student scores
 - A requirement, including the NDE’s recommendations, for the district or school to complete a corrective action plan (NRS 390.295) if investigative findings indicate the irregularity resulted from inadequate test security or administration procedures
 - A requirement for the district or school to conduct an additional administration of the examination (NRS 390.290)
 - Licensure sanctions administered by the State Board of Education (NRS 391.330)

AFTER TESTING

- Students who finish before the end of the scheduled testing period may be excused according to school test security procedures. If students are not to be excused, they may read quietly (paper versions only—no electronic devices). Materials must not be on student desk or table tops while they are testing, but may be stored under desks or in a designated area in the room. Drawing and writing are **not** permitted.
- All testing materials, including test tickets, scratch paper, and test booklets must be returned to the test administrator and accounted for before a student is allowed to leave the testing area for any reason. (See the Test Coordinator’s Manual for instructions regarding the return of materials to the testing vendor.)

- Printed test items/passages, including embossed Braille printouts, and scratch paper must be collected and inventoried, then immediately destroyed upon a student's completion of the test.
- Test items, stimuli, reading passages, or writing prompts must not be used for instruction.

APPENDIX

Protection of School District Personnel

Terms and Definitions

Protection of School District Personnel Regarding the Disclosure of Testing Irregularities

2021-2022 School Year

Nevada Revised Statutes (NRS) 390.350 through 390.430 provide for specific rights and responsibilities of school district personnel with regard to the disclosure of irregularities in testing administration and testing security relative to all state and district-mandated examinations. NRS 390.425 also requires the Nevada Department of Education to annually submit a written summary of these rights and responsibilities to the board of trustees of each school district and to the governing body of each charter school.

Definitions

- “Examination” means achievement and proficiency examinations that are administered to pupils pursuant to 390.105, 390.600, and 390.610, and includes the following:
 - English Language Arts (ELA) and mathematics in grades 3 – 8
 - Science assessments in grades 5, 8, and High School
 - End-of-Course Examinations
 - College and Career Readiness Assessment
 - NWEA Reading Assessment in grades K – 3
 - Any other examinations that measure achievement and proficiency of pupils and which are administered to pupils on a district-wide basis
- “Irregularity in testing administration” means the failure to administer an examination in the manner intended by the person or entity that created the examination.
- “Irregularity in testing security” means an act or omission that tends to corrupt or impair the security of an examination, including, without limitation:
 - The failure to comply with the department or district security procedures.
 - The disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law.
 - Other breaches in the security or confidentiality of the questions or answers to questions on an examination.
- “Reprisal or retaliatory action” is action that is taken because the school official disclosed information concerning testing irregularities and includes, without limitation:
 - Frequent or undesirable changes in the location of an office;
 - Frequent or undesirable transfers or reassignments;
 - The issuance of letters of reprimand, letters of admonition or evaluations of poor performance;
 - A demotion;
 - A reduction in pay;
 - The denial of a promotion;

- A suspension;
- A dismissal;
- A transfer; or
- Frequent changes in working hours or workdays.

“School official” means:

- A member of a board of trustees of a school district;
- A member of a governing body of a charter school; or
- A licensed or unlicensed person employed by the board of trustees of a school district or the governing body of a charter school.

Rights and Responsibilities

- School officials are encouraged to disclose testing irregularities, and it is the intent of the legislature to protect the rights of a school official who makes such a disclosure.
- A school official shall not directly or indirectly use or attempt to use his official authority or influence to intimidate, threaten, coerce, command, or influence another school official in an effort to interfere with or prevent the disclosure of information concerning testing irregularities. “Official authority or influence” includes taking, directing others to take, recommending, processing, or approving any personnel action such as an appointment, promotion, transfer, assignment, reassignment, reinstatement, restoration, reemployment, evaluation, or other disciplinary action.
- If reprisal or retaliatory action is taken against a school official who discloses information concerning testing irregularities within 2 years after the information is disclosed, the school official may file a written appeal with the state board for a hearing on the matter and determination of whether the action taken was a reprisal or retaliatory action. The written appeal must be accompanied by a statement that specifies:
 - The facts and circumstances leading to the disclosure of information concerning testing irregularities; and
 - The reprisal or retaliatory action that is alleged to have been taken against the school official.
- The state board may issue a subpoena to compel the attendance or testimony of any witness or the production of any materials needed as part of the appeal investigation.
- If the state board determines that the action taken was a reprisal or retaliatory action, it may issue an order directing the proper person to desist and refrain from engaging in such action.
- The state board may not rule against the school official based on the identity of the person or persons to whom the information concerning testing irregularities was disclosed.
- No school official may use the provisions outlined in this summary to harass another school official.

- A person who willfully discloses untruthful information concerning testing irregularities:
 - Is guilty of a misdemeanor; and
 - Is subject to appropriate disciplinary action.
- These provisions do not apply to offenses committed before July 1, 2001.
- Upon receipt of this summary, the board of trustees or governing body shall provide a copy of the written summary to all school officials within the school district or charter school.

Terms and Definitions

The following terms and definitions will be used when referring to the Nevada Department of Education assessment program:

- “Examination” means achievement and proficiency examinations that are administered to pupils pursuant to 390.105, 390.600, and 390.610, and includes the following:
 - English Language Arts (ELA) and mathematics in grades 3 – 8
 - Science assessments in grades 5, 8, and High School
 - End-of-Course Examinations
 - College and Career Readiness Assessment
 - NWEA Reading Assessment in grades K – 3
 - Any other examinations that measure achievement and proficiency of pupils and which are administered to pupils on a district-wide basis
- **“Irregularity in testing administration”** means the failure to administer an examination in the manner intended by the person or entity that created the examination.
- **“Irregularity in testing security”** means an act or omission that tends to corrupt or impair the security of an examination, including, but not limited to, the following:
 - Failure to comply with state or district security procedures
 - Disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law
 - Other breaches in the security or confidentiality of the questions or answers to questions on an examination
- **“School official”** means the following:
 - A member of a board of trustees of a school district
 - A member of a governing body of a charter school
 - A licensed or unlicensed person employed by the board of trustees of a school district or the governing body of a charter school

- **“District Test Director”** is appointed by the school district superintendent and refers to the individual who represents an individual school district on all matters of testing, including, but not limited to, the following:
 - Serving as a liaison between the local school district and the Nevada Department of Education
 - Assisting the local board of trustees in the development of a district test security plan
 - Organizing the district testing calendar
 - Ensuring that school principals and school test coordinators are adequately trained and informed of all relevant test administration guidelines and procedures
 - Disseminating and collecting testing materials

“School Test Coordinator” or **“Test Coordinator”** is the school principal or a licensed individual appointed by the school principal and refers to the person who represents the school on all matters of testing that may include, but are not limited to, the following:

- Assisting the school principal by serving as a liaison between the school and the district test director
- Assisting the school principal in the development of school test administration procedures
- Assisting the school principal in providing annual training for school officials involved in test administration
- Assisting the school principal in organizing the test schedule
- Assisting the school principal in the dissemination and collection of test materials
- Assisting the school principal in assigning school officials to administer or proctor the assessments

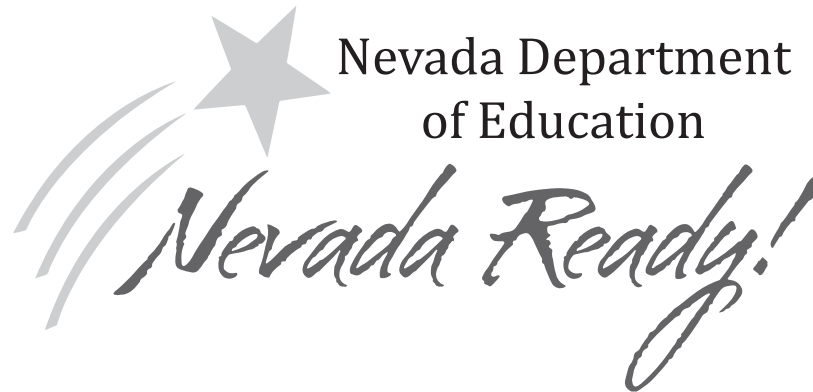
Although school principals may delegate testing responsibilities to a school test coordinator, the school principal assumes final responsibility for the proper training and administration of all state-mandated testing.

- **“Classroom Test Administrator”** or **“Test Administrator”** is assigned by the school principal or school test coordinator and refers to a school official whose responsibilities may include, but are not limited to, the following:
 - Administering the assessment to an assigned group of students in accordance with all test security and test administration procedures
 - Assuming primary responsibility for the verification of the identity and eligibility of each student participating in the assessment (in accordance with procedures outlined in the district test security plan)
 - Assuming primary responsibility for the dissemination and collection of each student’s test materials
 - Assuming primary responsibility for the supervision of students during their participation in the assessment

- Ensuring that students are taking the assessment in accordance with test security and test administration procedures
- Following up on unusual behavior or activity on the part of the students
- Assuming primary responsibility for ensuring that applicable time limits are being adhered to
- **“Classroom Proctor”** or **“Proctor”** is assigned by the school principal or school test coordinator and refers to a school official whose responsibilities may include, but are not limited to, the following:
 - Assisting the classroom test administrator in supervising students during their participation in the assessment
 - Ensuring that students are taking the assessment in the manner in which they were instructed by the classroom test administrator
 - Immediately notifying the classroom test administrator of any unusual behavior or activity on the part of students
 - Assisting the classroom test administrator in the dissemination and/or collection of test materials
 - Assisting the classroom test administrator in ensuring that applicable time limits are being adhered to

NEVADA

STUDENT ASSESSMENTS



Usability, Accessibility, and Accommodations Guide (UAAG)

2021–2022

For use with reference to the
Nevada Smarter Balanced Summative Assessments
in English Language Arts and Mathematics
and the Nevada Science Assessment

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Nevada Student Assessments – Assessment Feature Categories

The following table describes the three categories of assessment features on the Nevada Student Assessments.

Category	Definition
Universal Tools	Access features that are either provided as digitally-delivered (embedded) components of computer-based test administrations or as nondigitally-delivered (non-embedded) components of paper/pencil test administrations, or if the feature is not available for online testing. Universal tools are available to all students taking the assessments and are based on student preference and selection.
Designated Supports	Features permissible for use by any student for whom the need has been identified by an educator/team, and must be identified prior to test administration. Decisions to use designated supports should be made by professionals familiar with the student and the types of supports available for the specific assessment. Please note that for testing with Data Recognition Corporation’s INSIGHT Test Engine, all embedded designated supports must be turned on in the INSIGHT Portal by the District Test Director or School Test Coordinator prior to testing.
Accommodations	Adaptations or adjustments to those students who have an Individualized Education Program (IEP) or Section 504 Plan. New accommodations or changes to an accommodation must be made to a student’s IEP or Section 504 Accommodation Plan 30 days prior to the start of testing. If a testing group includes students approved for accommodations, the School Test Coordinator will give the Test Administrator a list specifying the accommodations each student is to receive. Special education and Section 504 students who receive the same accommodations may be tested together. Please note that for testing with Data Recognition Corporation’s INSIGHT Test Engine, all embedded accommodations must be turned on in the INSIGHT Portal by the District Test Director or School Test Coordinator prior to testing.

Note: The embedded designated support of Text-to-Speech for test directions, test stimuli and items, and answer options must be selected in the DRC INSIGHT Portal prior to testing each student who will require this designated support.

Text-to-Speech for **ELA passages** for grades 6–8 is an embedded accommodation and must be selected in the DRC INSIGHT Portal prior to testing each student who will require this accommodation.

Nevada Student Assessments Student Access Goals

Nevada’s goals for promoting student access include using accommodations, designated supports, and universal tools, when needed, to provide a valid and accurate measure of the student’s abilities.

Nevada Decision-Making Framework for Use of Test Accommodations on State Assessments

Decisions in determining the need for testing accommodations are always made through the IEP or 504 committee, and must be documented in the student's IEP or Section 504 Accommodation Plan and on the testing accommodations form. Selection of appropriate accommodations is facilitated by a review of the student's current instructional and classroom assessment accommodations and a clear understanding of the test format and what it measures. Using this information, the team will determine which accommodations enable the student to demonstrate best what standards have been mastered.

Nevada Decision-Making Framework for Use of Designated Supports on State Assessments

The selection of appropriate tools to be used as designated supports for a particular student during state testing is to be made in advance of testing by a team of educators who determine that the student would benefit from these designated supports.

Assessment Features

The following sections of this guide describe in detail the Assessment Features available for the Nevada Student Assessments. These details include a description of the features as well as instructions for what to do before, during, and after testing. These assessment features are categorized as Universal Tools, Designated Supports, or Accommodations.

Universal Tools

The following table describes the universal tools available to all students taking the Nevada Student Assessments.



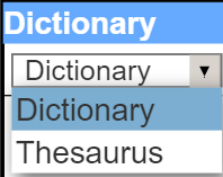
<i>Table 1: Universal Tools</i>		
Feature	Paper/Pencil Testing	Online Testing
Calculators	See the test administration manuals for grade-specific information.	<p>Students will be able to electronically access an embedded Desmos calculator applicable to the grades for which they are testing.</p> <p>The following calculators will be available:</p> <ul style="list-style-type: none"> • Grade 6 Math: basic calculator • Grades 7 and 8 Math: scientific calculator • Grade 5 Science: basic calculator • Grade 8 Science: scientific calculator • High School Science: scientific calculator <p>During Testing: This tool will be electronically available for all items for which this tool has been deemed necessary. To activate this tool, the student will click on the calculator icon</p>  <p>in the Tools Bar at the top of the testing screen. A calculator will appear.</p>
English Dictionary (for ELA full write items in Part 2 of the ELA Performance Task)	A non-electronic English dictionary can be provided for the full write portion of the ELA Performance Task. The full write question is also referred to as an extended writing response item and is in Part 2 of the ELA Performance Task.	<p>An embedded English dictionary is available for the full write portion of the ELA Performance Task. The full write question is also referred to as an extended writing response item and is in Part 2 of the ELA Performance Task.</p>  

Table 1: Universal Tools



Feature	Paper/Pencil Testing	Online Testing
Equation Builder	Not Available	<p>Tool used to enter and edit symbols not found on the keyboard in order to create an expression or equation, e.g., <, >, etc.</p> <p>During Testing: To activate this tool, the student will click on the equation builder icon—the Equation Builder tool will appear.</p> 
Flag/Mark for Review (Bookmark)	<p>Before Testing: Students may be provided sticky flags.</p> <p>During Testing: Students may use sticky flags to flag or mark pages or items they wish to come back to as time allows.</p> <p>After Testing: All flags must be removed prior to sending the testing materials back to the testing vendor.</p>	<p>Tool used to electronically flag or mark a question for review at a later point, if allowed by the test design.</p> <p>During Testing: To flag an item for review, the student will click on the flag icon.</p>  <p>Note: This is available for fixed form assessments, such as Grades 5, 8, and High School Science.</p> <p>It is not available for Smarter Balanced Summative Computer Adaptive Tests (CAT) in ELA and Math for Grades 3–8.</p>
General Administration Directions Read Aloud in English and Repeated as Needed (by Test Administrator)	<p>During Testing: The Test Administrator may read aloud in English the general administration directions only. A student may raise his or her hand and request that directions may be repeated.</p>	<p>During Testing: The Test Administrator may read aloud in English the general administration directions only. A student may raise his or her hand and request that directions may be repeated.</p>

Table 1: Universal Tools



Feature	Paper/Pencil Testing	Online Testing
Headphones or Noise Buffers	<p>Before Testing: Test Administrator prepares classroom with headphones for participating students.</p> <p>During Testing: Students use headphones or noise buffers to minimize distraction or filter external noise during testing. Headphones are used only as noise buffers do not plug them into the testing device.</p>	<p>Note: All students participating in the computer-based Smarter Balanced Summative Assessment in ELA for Grades 3–8 will be administered listening items that require the use of headphones.</p> <p>Before Testing: Test Administrator prepares classroom with headphones for participating students.</p>
Highlighter Tool	<p>Before Testing: Students may be provided with a highlighter.</p>	<p>The Highlighter tool is used to highlight a portion of an item, text, or a graphic. The Highlighter tool can be used virtually anywhere within the item to highlight passage text, item text, answer options, portions of graphics and images, and text within images.</p> <p>During Testing: To activate this tool, click on the highlighter icon</p>  <p>in the Tools Bar at the top of the testing screen.</p>
Line Guide	<p>Students may use blank scratch paper provided by the school as a straightedge line to follow along with each line of printed text.</p> <p>Collect all scratch paper prior to students leaving the testing environment.</p>	<p>The Line Guide tool is a movable, straightedge line students use to follow along with each line of text.</p> <p>During Testing: To activate this tool, click on the Line Guide icon</p>  <p>in the Tools Bar at the top of the testing screen. Once activated, click on the handle bar on the right side of the Line Guide and drag the Line Guide as needed. To deactivate the Line Guide, click again on the same icon.</p>

Table 1: Universal Tools

Feature	Paper/Pencil Testing	Online Testing
Math Tools	No non-embedded math tools are required for paper, Large-Print, or Braille testing.	Math digital tools (i.e., embedded ruler, embedded protractor) are used for measurements related to math items. They are available only with the specific items for which one or more of these tools would be appropriate. The online Grade 4 math test will include embedded protractor for specific items.
Redirect Student to the Test (by the Test Administrator)	The Test Administrator may redirect a student's attention to the test without coaching or assisting the student in any way. There is no limit to the number of times an Administrator can redirect a student back to the test. Examples: Providing reminders to stay on task and focused during the assessment; Providing a visual cue to the student to remain on task.	The Test Administrator may redirect a student's attention to the test without coaching or assisting the student in any way. There is no limit to the number of times an Administrator can redirect a student back to the test. Examples: Providing reminders to stay on task and focused during the assessment; Providing a visual cue to the student to remain on task.

Table 1: Universal Tools

Feature	Paper/Pencil Testing	Online Testing
<p>Scratch and Graph Paper (<i>non-embedded</i>)</p>	<p>Students may use blank scratch paper to make notes, write computations, record responses, or create graphic organizers. Only plain paper or lined paper is appropriate for ELA. Graph paper can be used on all math assessments and is required beginning in sixth grade.</p> <p>A whiteboard with marker may be used as scratch paper. As long as the construct being measured is not impacted, assistive technology devices, including low-tech assistive technology (Math Window), are permitted to make notes, including the use of digital graph paper. The assistive technology device needs to be familiar to the student and/or consistent with the child’s IEP or 504 Plan. Access to internet must be disabled on assistive technology devices.</p> <p>Computer Adaptive Test (CAT): All scratch paper must be collected and securely destroyed at the end of each CAT assessment session to maintain test security. All notes on whiteboards or assistive technology devices must be erased at the end of each CAT session.</p> <p>Performance Tasks: For mathematics and ELA performance tasks, if a student needs to take the performance task in more than one session, scratch paper, whiteboards, and/or assistive technology devices may be collected at the end of each session, securely stored, and made available to the student at the next performance task testing session. Once the student completes the performance task, the scratch paper/graph paper must be collected and securely destroyed, whiteboards should be erased, and notes on assistive technology devices erased to maintain test security.</p>	<p>Students may use blank scratch paper to make notes, write computations, record responses, or create graphic organizers. Only plain paper or lined paper is appropriate for ELA. Graph paper can be used on all math assessments and is required beginning in sixth grade.</p> <p>A whiteboard with marker may be used as scratch paper. As long as the construct being measured is not impacted, assistive technology devices, including low-tech assistive technology (Math Window), are permitted to make notes, including the use of digital graph paper. The assistive technology device needs to be familiar to the student and/or consistent with the child’s IEP or 504 Plan. Access to internet must be disabled on assistive technology devices.</p> <p>Computer Adaptive Test (CAT): All scratch paper must be collected and securely destroyed at the end of each CAT assessment session to maintain test security. All notes on whiteboards or assistive technology devices must be erased at the end of each CAT session.</p> <p>Performance Tasks: For mathematics and ELA performance tasks, if a student needs to take the performance task in more than one session, scratch paper, whiteboards, and/or assistive technology devices may be collected at the end of each session, securely stored, and made available to the student at the next performance task testing session. Once the student completes the performance task, the scratch paper/graph paper must be collected and securely destroyed, whiteboards should be erased, and notes on assistive technology devices erased to maintain test security.</p>

Table 1: Universal Tools



Feature	Paper/Pencil Testing	Online Testing
Specialized Furniture or Equipment	<p>Student may be provided specialized furniture or equipment needed for a successful testing experience (e.g., low lighting; adaptive seating).</p> <p>Before Testing: Specialized furniture or equipment must be identified and secured prior to the start of testing.</p>	<p>Student may be provided specialized furniture or equipment needed for a successful testing experience (e.g., low lighting; adaptive seating).</p> <p>Before Testing: Specialized furniture or equipment must be identified and secured prior to the start of testing.</p>
Spell Check (for ELA full write items in Part 2 of the ELA Performance Task)	Not available	<p>An embedded spell check tool is available for the full write portion of the ELA Performance Task. The full write question is also referred to as an extended writing response item and is in Part 2 of the ELA Performance Task.</p> 
Sticky Note (Notepad)	<p>Students are allowed to use sticky notes to create and place a note on his or her consumable test or answer booklet in which he or she can write a short message for future reference.</p> <p>Before Testing: Students may be provided sticky notes.</p> <p>During Testing: Students use sticky notes to take notes and/or work through items. Test Administrators must monitor the use of sticky notes to ensure all notes are collected and accounted for at the end of each test part.</p> <p>After Testing: Test Administrators are responsible for collecting all sticky notes after testing is completed. Sticky notes must be shredded if it has been used.</p>	<p>The Sticky Note tool allows students to electronically create and place a note on the screen in which he or she can type a short message for future reference. Multiple notes can be created for each item or passage, and the notes can be moved around the screen, minimized or completely hidden, and re-opened.</p> <p>During Testing: Students can create a Sticky Note by clicking on the sticky note icon</p>  <p>in the Tools Bar at the top of the testing screen. For a passage or scenario that contains multiple parts (e.g., one passage that has several questions associated with it), the student can use the Sticky Note tool to take notes that are retained for all questions associated with that passage or scenario (i.e., a Global Note).</p>

Table 1: Universal Tools



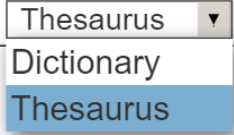


Feature	Paper/Pencil Testing	Online Testing
Strikethrough	<p>Students are allowed to cross off or strikethrough answer options with highlighters or pencils during testing.</p> <p>Note: Stray marks near or on answer bubbles may interfere with the student’s intended response. Be sure to instruct students that they are to be very careful to only cross out the text in the answer options and not the actual response bubble as it may interfere with his or her test score.</p>	<p>This tool allows students to electronically cross out/eliminate answer options (distractors) believed to be incorrect.</p> <p>During Testing: To activate this tool, the student will click on the strikethrough icon</p>  <p>in the Tools Bar at the top of the testing screen. Once activated, this tool can be used to eliminate an answer option that you believe to be incorrect.</p>
Thesaurus (for ELA full write items in Part 2 of the ELA Performance Task)	<p>A non-electronic thesaurus can be provided for the full write portion of the ELA Performance Task. The full write question is also referred to as an extended writing response item and is in Part 2 of the ELA Performance Task.</p>	<p>An embedded thesaurus is available for the full write portion of the ELA Performance Task. The full write question is also referred to as an extended writing response item and is in Part 2 of the ELA Performance Task.</p>  
Writing Tools	Not Available	<p>Selected writing tools (i.e., bold, italic, bullets, undo/redo) are available for all student-generated responses.</p> 

Table 1: Universal Tools

Feature	Paper/Pencil Testing	Online Testing
Zoom	See Accommodations for Large-Print Test Materials.	<p>This tool allows students to enlarge the screen by 150% or 200%. The entire screen is magnified, including all text, graphics, and images.</p> <p>During Testing: Students can activate this tool by clicking on the magnifying icon</p>  <p>in the Tools Bar at the top of the testing screen and selecting the magnifying strength they desire (e.g., 1.5x = 150% or 2x = 200%).</p> <p>Students can deactivate this tool by clicking again on the same icon.</p>

Designated Supports

The following table describes the designated supports available for all students with the particular need documented. The decision whether these tools are to be available for a particular student is to be made in advance of testing by a team of educators who determine that the student would benefit from these designated supports.

Feature	Paper/Pencil Testing	Online Testing
Amplification (<i>non-embedded</i>)	Not Available	Students may use amplification assistive technology (e.g., headphones, FM System, noise buffers, white noise machines) to increase the volume provided in the INSIGHT system. A separate testing setting is recommended. If the device has additional features that may compromise the validity of the test (e.g., Internet access), those features must be deactivated.
Bilingual Glossary (<i>non-embedded</i>)	Students may use a word-to-word bilingual glossary or content-specific bilingual glossary for math items and science items. Glossaries must be in a paper-based format.	Students may use a word-to-word bilingual glossary or content-specific bilingual glossary for math items and science items. Glossaries must be in a paper-based format.

Table 2: Designated Supports

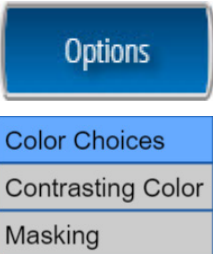
Feature	Paper/Pencil Testing	Online Testing
Color Choices/Contrasting Colors	Not Available	<p>A variety of background colors and font colors are available to make test questions easier to read.</p> <p>During Testing: To change the background or font color, once logged into a test, the Test Administrator may click on the OPTIONS icon on the Welcome Page. There are two options available:</p> <p>Color Choices: Changes the background color that appears behind all text and graphics.</p> <p>Contrasting Color: Changes both the background color and font color at the same time.</p> 
Color Overlay	Before Testing: Student may be provided with the necessary overlay supplies.	Not Available

Table 2: Designated Supports

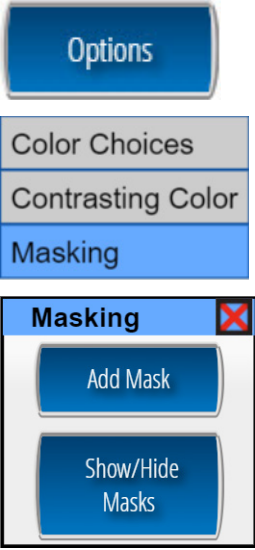
Feature	Paper/Pencil Testing	Online Testing
<p>General Masking Tool</p>	<p>Students are allowed to cover up (mask) content that may be distracting, enabling the student to more easily focus their attention on a specific part of the screen.</p> <p>Before Testing: Students may be provided blank masking tools and supplies.</p>	<p>Tool used to electronically cover up (mask) content that may be distracting, enabling the student to more easily focus their attention on a specific part of the screen.</p> <p>During Testing: To activate this tool, once a student begins the test, the student or Test Administrator may click on the OPTIONS icon on the bottom left corner of the testing screen and select “Masking.”</p> 
<p>Individual/Small Group Testing (Separate Setting)</p>	<p>Before Testing: Testing locations and logistics must be secured in advance of testing.</p>	<p>Before Testing: Testing locations and logistics must be secured in advance of testing.</p>
<p>Magnification (non-embedded)</p>	<p>Students accustomed to viewing enlarged text or graphics, or navigation buttons with or without changes to color contrast, may need magnification to comfortably view content. This support also may meet the needs of students with visual impairments and other print disabilities. The use of this designated support may result in the student needing additional overall time to complete the assessment.</p>	<p>Students accustomed to viewing enlarged text or graphics, or navigation buttons with or without changes to color contrast, may need magnification to comfortably view content. This support also may meet the needs of students with visual impairments and other print disabilities. The use of this designated support may result in the student needing additional overall time to complete the assessment.</p>

Table 2: Designated Supports

Feature	Paper/Pencil Testing	Online Testing
<p>Medical Supports (<i>non-embedded</i>)</p>	<p>Students may have access to medical supports for medical purposes (e.g., Glucose Monitor). The medical support may include a cell phone, and should only support the student during testing for medical reasons.</p> <p>Device settings must restrict access to other applications or the test administrator must closely monitor the use of the device to maintain test security. Use of electronic devices may require a separate setting to avoid distractions to other test takers and to ensure test security.</p>	<p>Students may have access to medical supports for medical purposes (e.g., Glucose Monitor). The medical support may include a cell phone, and should only support the student during testing for medical reasons.</p> <p>Device settings must restrict access to other applications or the test administrator must closely monitor the use of the device to maintain test security. Use of electronic devices may require a separate setting to avoid distractions to other test takers and to ensure test security.</p>
<p>Read Aloud in English (for math stimuli and items, science stimuli and items, and ELA stimuli and items, NOT for reading passages)</p> <p>See Accommodations for ELA reading passages.</p>	<p>Before Testing: Test Administrator must sign a confidentiality agreement (template available to District Test Directors at Bighorn > Assessment Resources > Forms and Templates).</p> <p>During Testing: Test Administrator may read aloud in English math stimuli and items, science stimuli and items, and ELA stimuli and items, but NOT ELA reading passages.</p>	<p>Before Testing: Test Administrator must sign a confidentiality agreement (template available to District Test Directors at Bighorn > Assessment Resources > Forms and Templates).</p> <p>During Testing: Test Administrator may read aloud in English math stimuli and items, science stimuli and items, and ELA stimuli and items, but NOT ELA reading passages.</p> <p>For students who cannot access the online Text-to-Speech tool and students who have not yet acquired adequate Braille skills, students may require a paper/pencil test format.</p>

Table 2: Designated Supports

Feature	Paper/Pencil Testing	Online Testing
<p>Scribe (for all items EXCEPT ELA Performance Task full write)</p>	<p>Before Testing: Scribe must sign a confidentiality agreement (template available to District Test Directors at Bighorn > Assessment Resources > Forms and Templates). For non-writing ELA, math, and science, scribes are a designated support. For writing responses, scribes will be a special request requiring NDE written approval.</p> <p>During Testing: Students may dictate their responses to a human, who then transcribes the students' responses verbatim into the INSIGHT system. The scribe must be a licensed Nevada educator trained in test administration procedures for the current school year, and must follow the guidelines provided in the <i>Test Administrator's Manual</i>.</p>	<p>Before Testing: Scribe must sign a confidentiality agreement (template available to District Test Directors at Bighorn > Assessment Resources > Forms and Templates). For non-writing ELA, math, and science, scribes are a designated support. For writing responses, scribes will be a special accommodation request requiring NDE written approval.</p> <p>During Testing: Students may dictate their responses to a human, who then transcribes the students' responses verbatim into the INSIGHT system. The scribe must be a licensed Nevada educator trained in test administration procedures for the current school year, and must follow the guidelines provided in the <i>Test Administrator's Manual</i>.</p>

Table 2: Designated Supports

Feature	Paper/Pencil Testing	Online Testing
<p>Text-to-Speech (<i>embedded</i> for math stimuli and items, science stimuli and items, and ELA stimuli and items, NOT for reading passages)</p> <p>See Accommodations for ELA reading passages.</p>	<p>Not Available</p>	<p>Students who are struggling readers may need assistance accessing the assessment by having all or portions of the assessment read aloud. This support also may be needed by students with reading-related disabilities, or by students who are blind and do not yet have adequate braille skills. Students would need to use this support regularly during instruction to meaningfully benefit from it on assessments. Students who use Text-to-Speech will need headphones unless tested individually in a separate setting.</p> <p>Words and numbers, including test directions, questions, answer choices, and other information will be read aloud and can be repeated as necessary. ELA passages will not be read aloud as a designated support.</p> <p>Before Testing: The designated support of Text-to-Speech for test directions, stimuli and items, and answer options must be selected in the DRC INSIGHT Portal prior to testing each student who will require this designated support.</p> <p>During Testing: Text-to-Speech audio will begin immediately when the student navigates next/back to each question. On-screen audio controls are provided, allowing students to pause the audio, adjust the audio volume, turn on/off the follow along feature, and indicate specific areas of the question they wish to replay.</p>
<p>Translated Test Directions (<i>non-embedded</i>)</p>	<p>Before Testing ONLY (not during the testing session): Interpreters may access the <i>Test Administrator’s Manual</i> and discuss the read-aloud test directions with students.</p>	<p>Before Testing ONLY (not during the testing session): Interpreters may access the <i>Test Administrator’s Manual</i> and discuss the read-aloud test directions with students.</p>

Table 2: Designated Supports

Feature	Paper/Pencil Testing	Online Testing
<p>Translation – Dual Language (Math and Science items)</p>	<p>Hardcopy paper tests are available for students requiring a dual language paper/pencil format as a designated support for the Science Assessment.</p> <p>Print-on-Demand tests are available for students requiring a dual language paper/pencil format as a designated support for the Smarter Balanced Summative Assessments.</p> <p>Before Testing: For Science, paper Science tests must be ordered from DRC. The student’s test record in the DRC INSIGHT Portal must be flagged with the appropriate designated support prior to testing.</p> <p>For the Smarter Balanced Summative Assessments, the Print-on-Demand must be flagged in the INSIGHT Portal and the test must be printed prior to testing.</p> <p>During Testing: For Science, the student will use the paper test booklet and record his/her responses. For Summative, the student will record his/her responses in the printed hardcopy answer document.</p> <p>After Testing: The Test Administrator must log into the INSIGHT system using the student’s test session ticket and transcribe the student’s responses verbatim into the INSIGHT system (Summative and Science Assessments).</p>	<p>For students whose primary language is not English and who use dual language supports in the classroom, a Dual Language Spanish Translation is available in the INSIGHT system.</p> <p>Before Testing: The student’s test record in the DRC INSIGHT Portal must be flagged with the appropriate designated support prior to testing to allow access to the Dual Language.</p> <p>During Testing: The student will be presented with test directions, items, and answer options throughout the test in both English and Spanish.</p>

Table 2: Designated Supports

Feature	Paper/Pencil Testing	Online Testing
Translation – Glossing (<i>embedded</i>)	Not Available	<p>Glossing is an embedded designated support where selected construct-irrelevant terms are presented in a pop-up window in the student’s selected language. This designated support is available in Spanish, Tagalog, or Mandarin.</p> <p>Before Testing: The student’s test record in the DRC INSIGHT Portal must be flagged with the appropriate designated support prior to testing to allow access to the glossing.</p> <p>During Testing: Selected construct-irrelevant terms are presented to the student in a pop-up window throughout the test in the student’s selected language.</p>

Accommodations

The following table describes the assessment accommodations available to those students who have an Individualized Education Program (IEP) or Section 504 Accommodation Plan. The choice of a Test Administrator for students who receive accommodations should be made at the school level. All Test Administrators and proctors must be trained in test security, administration procedures, accessibility features, and accommodations.

<i>Table 3: Accommodations</i>		
Feature	Paper/Pencil Testing	Online Testing
100s Number Table <i>(non-embedded)</i>	A paper-based table listing numbers from 1–100 available from Smarter Balanced for reference. Students with visual processing or spatial perception needs may find this beneficial, as documented in their IEP or 504 plan.	A paper-based table listing numbers from 1–100 available from Smarter Balanced for reference. Students with visual processing or spatial perception needs may find this beneficial, as documented in their IEP or 504 plan.
Abacus <i>(non-embedded)</i>	This tool may be used in place of scratch paper for students who typically use an abacus.	This tool may be used in place of scratch paper for students who typically use an abacus.
Alternate Response Devices <i>(non-embedded)</i>	Students may use a keyboard, adapted keyboard or mouse, or touchscreen technology to produce a response. The Test Administrator must record the student’s response onto the answer document.	Not available as an online accommodation. Students requiring a special keyboard or mouse, or touchscreen technology, must test in paper/pencil format.
American Sign Language (ASL) <i>(non-embedded-for directions, math stimuli and items, science stimuli and items, and ELA listening items)</i>	<p>Before Testing: Interpreter must sign a confidentiality agreement (template available to District Test Directors at Bighorn > Assessment Resources > Forms and Templates). An interpreter trained in current test security and administration procedures may sign directions, math stimuli and items, science stimuli and items, and ELA listening items, matching content and intent, without elaboration.</p> <p>During Testing: Students may use an ASL word-to-signed-symbol paper-based glossary for math items and science items.</p>	See Video Sign Language for guidance.

Table 3: Accommodations

Feature	Paper/Pencil Testing	Online Testing
Braille Test Materials	<p>A hardcopy Braille form is available for visually-impaired students who are unable to take a standard paper/pencil or online assessment.</p> <p>Materials: <i>Braille Kit</i></p> <p>Before Testing: Test Administrator must sign a confidentiality agreement (template available to District Test Directors at Bighorn > Assessment Resources > Forms and Templates). A <i>Braille Kit</i> must be on-hand prior to the start of testing.</p> <p>During Testing: For students taking a hardcopy Braille form, the test administration instructions for filling in bubbles, making marks, and erasing marks do not apply. Students should number their responses to be sure their responses can be transcribed accurately into a standard consumable answer booklet.</p> <p>After Testing: Student responses must be transcribed verbatim into a standard consumable answer document.</p> <p>Note: The student's test record must be flagged with the Braille accommodation in the DRC INSIGHT Portal prior to testing. After testing, the Test Administrator must log in to the INSIGHT system using the student's test session tickets and transcribe the student's responses verbatim into the INSIGHT system.</p>	Not Available
Calculator with special features (<i>non-embedded, stand-alone</i>) for calculator-approved items at grades 6–8 and HS	A non-embedded, stand-alone calculator for students needing a specialized calculator, such as a braille calculator or a talking calculator, are permitted. The non-embedded calculator should have no internet or wireless connectivity, and all security procedures need to be followed.	Students who are unable to use the embedded calculator for calculator-allowed items will be able to use the calculator that they typically use, such as a braille calculator or a talking calculator. Test administrators should ensure that calculator functions are consistent with those of the embedded calculator for each grade level. The non-embedded calculator should have no internet or wireless connectivity, and all security procedures need to be followed.

Table 3: Accommodations

Feature	Paper/Pencil Testing	Online Testing
Closed Captioning	Not Available	Closed captioning of the ELA Listening passages is embedded in the online test engine for hearing impaired students using the Video Sign Language (VSL) accommodation. The VSL accommodation must be selected in the DRC INSIGHT Portal prior to testing to allow access to Closed Captioning. Students who are hearing impaired may also require the Amplification designated support and a separate test setting. Closed captioning is not available as a stand-alone accommodation.
ELA Listening Passage Scripts for Paper, Braille, or Large-Print Tests	Read-aloud scripts for the ELA Listening passages will be provided in the <i>Supplemental Test Administration Manual</i> for students who are taking a paper, Braille, or Large-Print test.	Not Available
Large-Print Test Materials	<p>A hardcopy Large-Print form is available for visually-impaired students who are unable to take a standard paper/pencil or online assessment.</p> <p>Materials: <i>Large-Print Kit</i></p> <p>Before Testing: Test Administrator must sign a confidentiality agreement (template available to District Test Directors at Bighorn > Assessment Resources > Forms and Templates). A <i>Large-Print Kit</i> must be on-hand prior to the start of testing. The student's test record must be flagged with the Large-Print accommodation in the DRC INSIGHT Portal prior to testing.</p> <p>During Testing: Students will not record their responses in a standard print consumable test booklet. Instead, students will mark their responses in the Large-Print form.</p> <p>After Testing: The Test Administrator must log in to the INSIGHT system using the student's test session tickets and transcribe the student's responses verbatim into the INSIGHT system.</p>	Not Available

Table 3: Accommodations

Feature	Paper/Pencil Testing	Online Testing
Multiplication Table (<i>non-embedded</i>)	A paper-based multiplication table containing numbers 1–12 will be available from Smarter Balanced for reference.	A paper-based multiplication table containing numbers 1–12 will be available from Smarter Balanced for reference.
Paper (Science Assessment only)	<p>Hardcopy paper tests are available for students requiring a paper/pencil format as an accommodation for the Science Assessment.</p> <p>Before Testing: Test Administrator must sign a confidentiality agreement (template available to District Test Directors at Bighorn > Assessment Resources > Forms and Templates). Paper Science tests must be ordered from DRC. The student’s test record in the DRC INSIGHT Portal must be flagged with the paper accommodation prior to testing.</p> <p>During Testing: The student will use the paper test booklet and record his/her responses in the test booklet.</p> <p>After Testing: The Test Administrator must log into the INSIGHT system using the student’s test session ticket and transcribe the student’s responses verbatim into the INSIGHT system.</p>	Not Available

Table 3: Accommodations

Feature	Paper/Pencil Testing	Online Testing
Print-on-Demand	<p>Students requiring a paper/pencil form of the online Smarter Balanced Summative Assessment for Grades 3–8 in ELA and/or Mathematics will be provided a Print-on-Demand test form. Print-on-Demand is only available for the Smarter Balanced Summative Assessment.</p> <p>Before Testing: Test Administrator must sign a confidentiality agreement (template available to District Test Directors at Bighorn > Assessment Resources > Forms and Templates). For the Smarter Balanced Summative Assessments, the student’s test record must be flagged with the Print-on-Demand accommodation in the DRC INSIGHT Portal prior to testing. Test session tickets for the student will be provided by the system, along with directions that instruct the Test Administrator how to access and print the required testing materials.</p> <p>During Testing: The student will use the hardcopy test booklet and record his or her responses in the hardcopy answer document. The Test Administrator will use the Print-on-Demand supplemental administration directions to facilitate the administration of the test.</p> <p>After Testing: The Test Administrator must log in to the INSIGHT system using the student’s test session tickets and transcribe the student’s responses verbatim into the INSIGHT system.</p>	Not Available

Table 3: Accommodations

Feature	Paper/Pencil Testing	Online Testing
<p>Read Aloud in English</p> <p>(ELA reading passages— grades 6–8, and for students in all grades who have not yet acquired adequate Braille skills.)</p> <p>See Designated Supports for ELA stimuli and items, math stimuli and items, and science stimuli and items.</p> <p>*This accommodation is only appropriate for a very small number of students (approximately 1–2% of students with disabilities participating in a general assessment).</p>	<p>Before Testing: Test Administrator must sign a confidentiality agreement (template available to District Test Directors at Bighorn > Assessment Resources > Forms and Templates).</p> <p>During Testing: Test Administrator may read aloud ELA reading passages in English at grades 6–8.</p>	<p>Before Testing: Test Administrator must sign a confidentiality agreement (template available to District Test Directors at Bighorn > Assessment Resources > Forms and Templates).</p> <p>During Testing: Test Administrator may read aloud ELA reading passages in English for grades 6–8.</p> <p>For students in grades 6–8 who cannot access the online Text-to-Speech tool, and students in all grades who have not yet acquired adequate Braille skills, students may require a paper/pencil test format.</p> <p>Students in grades 3–5 who require a read-aloud accommodation of the ELA reading passages require advance written approval from NDE. Contact your district test director for more information.</p>
<p>Speech-to-Text (<i>non-embedded</i>)</p>	<p>Before Testing: Test Administrator must sign a confidentiality agreement (template available to District Test Directors at Bighorn > Assessment Resources > Forms and Templates). Students may use their own assistive technology devices if documented in their IEP.</p> <p>After Testing: The Test Administrator will transcribe the student’s response into the INSIGHT system.</p> <p>Students must provide their own conventions and edits without assistance.</p> <p>The use of cloud-based assistive technology is prohibited.</p>	<p>Before Testing: Test Administrator must sign a confidentiality agreement (template available to District Test Directors at Bighorn > Assessment Resources > Forms and Templates). Students may use their own assistive technology devices if documented in their IEP.</p> <p>After Testing: The Test Administrator will transcribe the student’s response into the INSIGHT system.</p> <p>Students must provide their own conventions and edits without assistance.</p> <p>The use of cloud-based assistive technology is prohibited.</p>

Table 3: Accommodations

Feature	Paper/Pencil Testing	Online Testing
Text-to-Speech (<i>embedded</i>) for ELA Reading Passages	Not Available	<p>Text-to-Speech for ELA reading passages for grades 6–8 is an embedded accommodation and must be selected in the DRC INSIGHT Portal prior to testing each student who will require this accommodation.</p> <p>Not available as an embedded accommodation for ELA reading passages at grades 3–5.</p>
Video Sign Language (VSL)	Not Available—see American Sign Language for guidance.	<p>Live-action video clips of Video Sign Language will be embedded in the INSIGHT system for students needing this accommodation for the ELA listening items, math stimuli and items, and science stimuli and items.</p> <p>The Video Sign Language accommodation must be selected in the DRC INSIGHT Portal prior to testing each student who will require this accommodation.</p> <p>American Sign Language (ASL) is used for the Video Sign Language in the INSIGHT system.</p> <p>An interpreter trained in test security and administration procedures may sign directions, matching content and intent, without elaboration.</p>

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