



Nebraska Student-Centered Assessment System (NSCAS)

**Test Administration Orientation
2024-2025**

Questions?

- Policy Questions should be directed to the Statewide Assessment Office at The Nebraska Department of Education
- Technology/Administration Management Questions should be directed to the vendor's customer service desk.
- Contact information for NDE Staff and Vendor Partners is available on the Statewide Assessment Contact Page
- General Questions can be directed to: nde.stateassessment@Nebraska.gov

NSCAS Administrations for 2024-2025

All security measures apply to the following assessments:

Year	Subject	Grade Level
2024-2025	NSCAS Growth Fall, Winter, & Spring English Language Arts & Mathematics	3-8
	NSCAS General Science	5 and 8
	NSCAS Alternate Summative Assessments	3-8 & High School*
	NSCAS-AA English Language Arts	
	NSCAS-AA Mathematics	
	NSCAS-AA Science	5, 8, and High School*
	ACT	High School*
	ELPA21 (For English Learners)	K-12

*Third-Year Cohort

Purpose for Test Security

In a centralized testing process, it is critical that equity of opportunity, standardization of procedures and fairness to students, teachers, and districts are maintained. Therefore, the Nebraska Department of Education requires that all school districts place a high priority on test security and review the NSCAS Security procedures. Test security includes test maintenance and storage, training of test administrators, test administration, test ethics, and secure return/destruction of materials.

Goals of Security Training

- To assure that all Nebraska students have the opportunity to be assessed appropriately, fairly, and in a secure manner.
- To assure that all Nebraska educators understand and follow the steps to develop and maintain a secure NSCAS testing process.
- To document the practices and procedures so that all staff will correctly follow the steps to assure the security of NSCAS testing.

Agenda

Section One:

NSCAS Security Procedures

Section Two:

NSCAS Testing Environment


Section Three:

NSCAS Test Administration



Test Administration Orientation for 2024-2025

NSCAS SECURITY PROCEDURES



Following all NSCAS Security
procedures will assure
equitable testing
for all students.

Districts are responsible for maintaining test security.

- Security procedures and documents are included in the NSCAS-testing manuals (Growth, Alternate, ACT & ELPA 21), the SAA Update, and the NSCAS Security Manual.
- District Assessment Contacts and principals are to have submitted signed security agreements to NDE by the end of August.
- The agreements outline principal and DAC security responsibilities.

NSCAS Security Procedures

DO NOT:

- Discuss, disseminate, or otherwise reveal the contents of the test to anyone.
- Keep, copy, reproduce, examine, or use any test, test item, or any specific test content.
- Examine responses to any item or any section of a secured test in any manner inconsistent with the instructions provided by the Nebraska Department of Education.
- Leave students unattended with testing materials.

NSCAS Security Procedures

DO NOT:

- Leave secure test materials alone or in an unsupervised location with students. Secure material should be kept in a locked storage container or in a locked room when not in use. See manuals for additional details for each assessment.
- Allow students to leave the testing site with scratch paper/reference sheets; or leave them in the garbage. ACT Online scratch paper is returned with test materials, all other scratch paper must be securely destroyed.

NSCAS Security Procedures

DO NOT:

- Allow students to look at any section of the test except the one currently being completed (ACT).
- Coach or provide feedback in any way, which includes answering any questions relating to the contents of the test, before, during, or after the test.
- Alter, influence, or interfere with a test response in any way or instruct another individual to do so.

NSCAS Security Procedures

DO NOT:

- Allow students to move to alternate testing sites for extended time unescorted or carry their own secure testing materials to the new testing location.
- Return any test booklet or answer sheet to any student after the test has been completed. (ACT, ALT)

NSCAS Security Procedures

DO NOT:

- Allow the NSCAS assessment to be taken on any computing device that does not allow for the locking of the desktop or operating system for test security.
- Allow virtualization of a desktop unless the security settings of the computer are held intact and/or approval of a waiver has been granted by the Nebraska Department of Education Assessment Department. Performance, security, and test validity cannot be guaranteed on virtualized desktop environments. The NSCAS testing client should be running natively on the computing device.
- Allow NSCAS assessments to be taken on unsupported computing devices.



Test Administration Orientation for 2024-2025

NSCAS TESTING ENVIRONMENT



Good organization of test materials and well-communicated procedures will ensure smooth test administration.

NSCAS Testing Environment

DO:

- Provide a testing location that has comfortable seating, sufficient workspace, and good lighting.
- Make arrangements for rooms and plan seating in advance in order to eliminate confusion when testing begins. The room where students take the test should be as free from outside disturbance as possible.
- Seat students so they have enough room and will not be tempted to copy other students' answers. (Follow guidelines in testing manuals for specific tests).

NSCAS Testing Environment

DO:

- Remove or cover visual aids and clues throughout the administration of all tests.
- Post a “Testing: Do Not Disturb” sign on the door to prevent interruptions.
- Control access to cell phones and other personal electronic devices.

NSCAS Testing Environment


DO:

- Project a positive approach to the test process to help students feel comfortable and relaxed.
- Prohibit talking during testing process.
- Provide adequate supervision throughout the testing process.
- Move around the room to monitor students.



Test Administration Orientation for 2024-2025

NSCAS TEST ADMINISTRATION



In order to ensure accurate achievement results, it is essential that all Test Administrators follow the same procedure when administering tests.

NSCAS Test Administration

DO:

- Read through the pertinent information in the NSCAS Administration manuals, ACT Test Administration manuals, or ELPA 21 test manual prior to the test administration.
- Distribute necessary test materials to students.
- Provide students blank scratch paper for statewide summative assessments. For ACT Online, use ACT-provided scratch paper.
- Printed NSCAS-M grade-specific reference sheet or universal math reference sheet may be provided to each student in grades 4-8.

NSCAS Test Administration

DO:

- Read student directions word for word exactly as printed in test manuals.
- Use a natural tone and manner when reading directions to students. If a mistake is made when reading, stop and say, “No, that is wrong. Listen again.” Then read the direction again.
- Maintain standardized testing procedures.

NSCAS Test Administration

DO:

- Walk around the room while students are working to see that they are following directions and are on task without reading the test items.
- Follow appropriate protocol by not giving help on specific test questions.
- Collect scratch paper and/or reference sheets after the students are done testing and submit to the School Test Coordinator for secured destruction or return to testing vendor (ACT).
- Allow students to read (not allowed on the ACT) or sit quietly while others finish the test.

NSCAS Test Administration

Answers to Frequently Asked Questions

DO NOT:

- Play music during testing sessions.
- Provide refreshments during testing sessions.
- Require students to have proctor approval to move on or to end their test session.

NSCAS Test Administration

DO:

- Follow appropriate accommodation procedures as found in the NSCAS Accessibility Manual.
- Follow ACT and ELPA21 appropriate accommodation procedures.

NSCAS Test Administration

The majority of assessment irregularities and/or security breaches that have occurred on statewide testing involved:

- A make-up testing session.
- A testing session being assigned to a teacher, paraprofessional, substitute teacher, or administrator:
 - ✓ who had not had any preparation for test administration procedures or;
 - ✓ who may have had preparation but had not originally been assigned to administer NSCAS tests, so had not reviewed test administration procedures.
- Students being provided unapproved accommodations.
- Electronic devices such as cell phones.

Please assure that everyone who will administer NSCAS tests has clear, organized, and sufficient test administration preparation. Districts may choose to collect signatures of school staff who have been trained in proper test procedures.



THANK YOU!

Contact the Statewide Assessment Office
with questions regarding NSCAS
Administration.

402.314.3013

nde.stateassessment@nebraska.gov