

## NSCAS Assessment Retest Guidelines

### Retesting Definition

A retest for NSCAS assessments is defined as any instance in which a student has already had a submitted or partially completed assessment. For instructionally valid reasons, any completed portions should be discarded, and the student should be required to take the assessment in its entirety again.

Once a retest is enacted it is not reversible and previous scores/responses are not retrievable.

In general, it is preferable to prevent an invalid test rather than retest students following a failed testing experience. The primary responsibility for ensuring appropriate testing conditions rests with the proctor and the teacher. Active proctoring can prevent most situations that would otherwise require a retest. Proctor responsibilities include verifying student accommodations, encouraging students to do their best, providing testing conditions that support strong performance, and actively monitoring the session to prevent problems.

RETESTING SHOULD BE	RETESTING SHOULD NOT BE
Rare	Used if student did not perform as expected
Made with due consideration	Due to staff failure to use reasonable discretion
In the best interest of the student	
Consistent across districts	

### Examples of Allowable Reasons for Retesting

1. Student assigned wrong assessment
2. Issues with test details (i.e., time taken, proctor observed rapid guessing)
3. Non-quantitative concerns (i.e., classroom disruption, medical issues, technology concerns)
4. Emergency evacuation
5. Student signed in under a different student's name
6. Accommodation error (e.g., missed accommodations, incorrectly assigned)

Retest requests must be submitted by the District Assessment Contact (DAC) through the [NSCAS Assessment Reset Form](#), which automatically initiates the retest and logs the request. NDE regularly reviews the retest logs to look for instances of overuse and/or abuse by districts.

Requests require the Acacia school name, student's ID number, grade level, content area, and reason for retest request.