



AUTHORIZATION TO ADMINISTER TESTS

Nevada Department of Education (NDE)

School Year 2024–2025

_____ of Washoe County School District
(School Name)

IS HEREBY AUTHORIZED TO ADMINISTER THE NEVADA STATE ASSESSMENTS PURSUANT TO NRS CHAPTER 390 AND NAC CHAPTER 389 DURING THE 2024–2025 SCHOOL YEAR, AND ALSO AGREES THAT THE SCHOOL PRINCIPAL AND ASSISTANT PRINCIPAL WILL:

1. Ensure compliance with the policies and procedures described in the current editions of *TEST SECURITY PROCEDURES*, the *TEST COORDINATOR’S MANUAL*, and the *TEST ADMINISTRATOR’S MANUAL*; Chapter 390 of Nevada Revised Statutes; Chapter 389 of Nevada Administrative Code; and other manuals and guidelines published by the NDE and/or its contractors.
2. Ensure that all personnel involved in the administration of Nevada State Assessments are annually trained in the requirements for test security and administration as detailed in the current edition of *TEST SECURITY PROCEDURES*, and the District (if applicable) and School Test Security Plan.
3. Accept personal responsibility for all materials required for the administration of Nevada State Assessments and the supervision of the administration and security of those assessments.
4. Advise the District Test Director* of any change(s) in personnel responsible for test security and test administration.
5. Immediately report any suspected irregularity in test security or test administration to the District Test Director,* who will notify the NDE Test Security Coordinator.
6. Ensure compliance and cooperation with test security investigations conducted by the NDE and/or District.

Principal _____ E-mail _____

Assistant Principal _____ E-mail _____

Grade span _____ State 6-digit code _____

Signature of Principal _____ Date _____

Signature of Assistant Principal _____ Date _____

Schools will email a **COMPLETED FORM** to the District Test Director* or their designee. The District will forward electronic copies to the NDE Assessment Administrative Assistant. Districts and schools will retain a copy for three consecutive school years. **If a new principal joins the school after the original submission, the school must submit a replacement form with an updated signature.**

*State Public Charter School Authority (SPCSA) schools will correspond with the designated SPCSA School Support contact.

*Independence High School and Davidson Academy will correspond directly with the NDE.

Washoe CSD Form Return Options

1. *Email: save form to desktop; attach completed document to email: AssessmentSupport@washoeschools.net*
2. *School Mail: WCSD Department of Assessment*