

**Warren Shillingburg, PhD**  
Superintendent

**Ray Ritchie**  
Chief Operating Officer

**Brenda Slusser, PhD, SHRM-SCP**  
Executive Director, Human Resources

**Southern Administration Office**  
484 S. West Street  
Pahrump, Nevada 89048  
Phone 775-727-7743  
Fax 775-727-7768

# Nye County School District



**Every Student A Success**

**BOARD OF TRUSTEES**  
Teresa Stoddard, President  
Sean Hastings, Vice-President  
Larry Small, Clerk  
Mark Hansen  
Roger Morones  
Tim Sutton  
Bryan Wulfenstein

**Northern Administration Office**  
P.O. Box 113  
Tonopah, Nevada 89049  
Phone 775-482-6258  
Fax 775-482-8573

Aug 9, 2022

Pursuant to NRS 390.275, the school district is required to provide written notice regarding examinations to:

- All teachers and education personnel employed by the school district;
- All employed personnel who are involved in test administration;
- Pupils who are required to take the examinations;
- Parents or legal guardians of pupils required to take the examinations.

### **Test Administration & Security: Procedures and Professional Expectations Manual**

The testing procedures and expectations manual articulate the expectations for test administration and security in the Nye County School District. The testing manual intends to simplify testing administration, security and confidentiality concerns that are of utmost importance to the consistency of the district-wide and statewide testing programs. A complete copy of the Test Administration & Security: Procedures and Professional Expectations Manual is available at any school office, the Nye County District Office, or on the Nye County School District website: <http://www.nye.k12.nv.us/>

### **Failure to adhere to Test Administration & Security Procedures and Professional Expectations may result in:**

A teacher or administrator may be demoted, suspended, dismissed, or not re-employed or his/her license may be suspended for failure to observe and carry out state or school district plans for ensuring the secure administration of required examinations. Students who are found guilty of cheating or plagiarizing on any state or district interim or summative assessment or are found in possession of a prohibited electronic device during a test administration period will have their response/answer document or online test invalidated and may be subject to other school and/or district disciplinary action. Without security, confidentiality and standardized administration of our assessments, test and/or examination scores lack validity and cannot contribute appropriately to informed future decision-making.

If you have any questions please contact:

Richard Wiley, Director – State Assessments  
Nye County School District  
484 S West St Pahrump,  
NV 89048  
(775) 727-7743