



Smarter Balanced Test Security Information for School Principals and Authorized Representatives

The document provides information on the responsibilities of School Principals/ Authorized Representatives, key information for the Smarter Balanced test administration and test security training, and Instructions for using the online program for test security agreements after testing.

1. Responsibilities

The principal/ authorized representative for a school participating in the Smarter Balanced assessments is responsible for ensuring that school personnel handling testing materials and/or administering the assessment(s) have received appropriate training regarding testing security and test administration.

The Montana Comprehensive Assessment System (MontCAS) requires that the test questions remain secure. To maintain the security of the tests, only authorized persons are permitted to use the test questions. With the exception of test questions released by the Montana Office of Public Instruction with official reports and on the OPI Web site, all test questions are to be regarded as secure instruments and are for the sole purpose of the Smarter Balanced testing. Any other use of these materials requires the prior written consent of the Montana Office of Public Instruction.

As the School Principal/Authorized Representative, you are required to certify online that you have received training/information in test security including appropriate use of accommodations in order to facilitate monitoring of them and that before handling test materials or administering the Smarter Balanced assessment, all educators in your school involved with these assessments were provided training and information to assist them in their professional responsibility as educators to maintain the security of the test and test materials. It is essential that professional educators receive training on test security and administration in order to fulfill their professional obligations. It is the responsibility of a professional educator to maintain the security of the test and the test materials and to follow prescribed test administration procedures.

For your convenience, a training log template is included in Appendix A in the *2018 Test Security Guidelines and Procedures* and can be found on the [OPI website](#). It, or a similar one, should be used to record training and attendees. The completed log should be kept at each school with the principal/authorized representative.

You will certify that the training of educators in your school included the following:

1. Each educator involved in the assessments received a copy of Test Security Information for Teachers and Test Administrators.
2. Test security, handling of materials, test administration, accommodations, and calculator use *a.*
Keeping testing materials secure
 - b.* Not reproducing, discussing, or in any way releasing, sharing, or distributing test questions, stimulus passages, or performance tasks
 - c.* What constitutes a security breach (specified in the *OPI 2018 Test Security Guidelines and Procedures* and 2015 Test Security Power Point)
 - d.* Information that a security breach could result in disciplinary action up to and including revocation of a professional license for the person responsible for the breach and that a security breach could invalidate student scores and impact AYP determination(s)
3. Procedures for materials handling and test administration outlined in the *Test Coordinators Manual, Test Administrator Manuals, OPI Accommodations Manual, and OPI 2018 Test Security Guidelines and Procedures* must be followed.

2. Key Information for Training Follow procedures for materials handling, test administration, test security and accommodations as outlined in the following documents

- *Test Coordinators Manual for the Smarter Balanced assessments*
- *Test Administrator Manual for the Smarter Balanced assessments*
- *Test Security Guidelines & Procedures*
- *Testing Irregularity Report Form(TIR)*
- *Accommodations Manual and Guidance Memo*

Test Materials

- Test materials must be kept secure when not being used for testing.
- Test materials must not be reproduced (unless directed to do so for specific circumstances or assessments) or in any way released without the written consent of the Montana Office of Public Instruction.
- Test questions may not be shared or discussed.

In the Testing Classroom

- What constitutes coaching?
- What constitutes a security breach?
- What materials can and cannot be displayed in the testing classrooms?

Accommodations Reminders

- There is no standard accommodation (including oral presentation) that provides an opportunity for a student to request or receive help on a specific word, phrase, line, pronunciation, definition, item, question, answer choice or any part of the assessment.

- Standard accommodations do not override standard administration of the Smarter Balanced or the need for independent work by the students.
- Allowable standard accommodations for the Smarter Balanced that are described in a student’s IEP/504 Plan should match those used during the administration of the Smarter Balanced.
- Non-standard accommodations for the Smarter Balanced that are described in a student’s IEP/504 Plan should be used during the administration of the Smarter Balanced.
- Accommodations coded with * are suggested as appropriate for Limited English Proficient (LEP) students.
- Accommodations coded with ** are intended for use with students identified as IEP/504/LEP. These accommodations must be listed in the student's IEP, 504 plan, or LEP plan.
 - In unusual circumstances, approval may be requested for a general education student (not identified as IEP/504/LEP) to be administered the Smarter Balanced with an accommodation keyed with **. In most cases, these are students who may have a medical emergency at the time of testing. In medical emergency cases, please contact the OPI Assessment Division, OPIAssessmentHelpDesk@mt.gov or 844.867.2569.
 - For prospective cases in which the request is not related to a medical emergency, the four guidelines below should be followed:
 - The accommodation has been in place and used regularly in classroom instruction for at least three consecutive months.
 - A team made the decision about the appropriateness of the accommodation for instruction and formalized assessments.
 - There are data to demonstrate the effectiveness of the accommodation for the student on formalized assessments.
 - The accommodation is used in the administration of ALL other formalized assessments such as MAPS, chapter tests, unit tests, and other tests administered to groups of students.

Instructions for the online process to request approval will be provided to system test coordinators in a separate document.

3. Reporting a Testing Irregularity or Security Breach

- A suspected testing irregularity should be reported immediately to the principal and the System Test Coordinator who will contact OPI within 3 days in person or by phone.
- The Testing Irregularity Form (TIR) is to be completed online on the MontCAS Online Reporting System within 5 days of the incident. Instructions for the online process to report a testing irregularity have been provided to system test coordinators in a separate document.

To assist you in collecting the information needed to submit online, a copy of the form is included on in Appendix A of the [2018 Test Security Guidelines and Procedures](#).

- If additional time is necessary, the reporting individual should call the State Assessment office to request an extension of time to send in the TIR.

- If there is concern about ramifications from local reporting of an irregularity or breach, a paper form may be completed and submitted directly to the State Assessment office. A copy of the [Confidential Test Irregularity Report](#) form can be found on the OPI Statewide Testing webpage. It can be mailed or faxed to:
Jessica Eilertson, OPI, P. O. Box 202501, Helena, MT 59620 or FAX: 406-444-3924. If you have questions, please contact the OPI State Assessment office, 844.867.2569 or OPIAssessmentHelpDesk@mt.gov.

4. Submitting the Agreement

Immediately after testing is completed, please go online to complete the test security agreement for your school.

- <http://iservices.measuredprogress.org/>
- Select Montana, then Test Security Agreement, then select Principal/Authorized Representative, then select your school.
- **NOTE: In some cases, one person may fill more than one role for a system or fill roles for several systems. A Test Coordinator Security Agreement must be submitted for every role and for every system.**
- **All agreements must be submitted immediately after testing is completed; otherwise, delays may affect the scoring and reporting for the entire state**