Montana
Office of Public Instruction
Denise Juneau, State Superintendent
opi.mt.gov

JUMP Newsletter

Welcome to *JUMP,* the OPI online assessment newsletter. *JUMP* is published several times during the year to announce important assessment and data events. It provides up-to-date information necessary for the administration of statewide assessments and the accompanying data collections.

In this issue:

- Pg. 2—Student registration updates
- Pg. 3—Smarter updates
- Pg. 4—Assessment & Data Conference
- Pg. 5—ELP & ACT updates
- Pg. 6—MontCAS Training Schedule

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MontCAS Goals and Objectives

MontCAS Montana Comprehensive Assessment System

Our goal is to provide the necessary support and training that test administrators and their teams will need to successfully administer the Smarter Balanced Assessment in addition to all other statewide assessments. We will:

- Provide comprehensive trainings via topical and assessment-specific webinars and make them available through recordings and printable slides on our website. We will also prepare timely information and materials.
- Work with OPI staff to spread important information to stakeholders.
- Coordinate with vendors so all trainings can be focused on topic and touch all applicable assessments.

2014-2015 Assessment Schedule

Assessment Window	Assessment	Grade
December 3, 2014-January 28, 2015	English Language Proficiency	K-12
January 5-January 23	**Assessment Registration Collection**: Initial registration for MontCAS Assessments	3-8, 10-11
March 19	**Test Window Count Date**: Student data must be accurate as of this date.	3-8, 10-11
February 17-March 24	CRT-Alternate Science	4, 8, 10
March 3-March 24	CRT Science	4, 8, 10
April 28 (Initial Test Date)	ACT Plus Writing for Public School Students	11
April 28– May 12 (Accommodations Window)	ACT Plus Writing for Public School Students	11
May 12(Makeup Day)	ACT Plus Writing for Public School Students	11
March 30-May 15	NCSC Alternate English Language Arts and Math	3-8, 11
March 18—May 27	Montana Smarter English Language Arts and Math	3-8, 11

December Announcements

Student Registration

Alternate Assessment Registration

Because there are two alternate assessments in the Spring of 2015, the Science CRT-Alt in grades 4, 8, and 10 and the NCSC Alternate in English language arts and math in grades 3-8 and 11, OPI has worked to streamline the registration process.

- **An earlier version of the December 2014 JUMP newsletter described part of the process.**
- **Schools will need further information about the process before using it. That information is being developed and will be included in Version 3 of the December 2014 JUMP to be posted by December 23, 2014.**
- **Thank you for your patience.**

Montana Smarter Registration

OPI's AIM staff will send Measured Progress a file with all students enrolled in AIM by January 23. Please work with your AIM staff to have AIM current by January 23, including any grade changes at the semester and the IEP box indicating Alternate Assessment. OPI and Measured Progress are working together to streamline the process for registering students who enroll or move after January 23. More information will be available in January.

SMARTER

Smarter Practice and Training Tests

Teachers, parents, and students in Montana can access online practice tests aligned to the Common Core State Standards. The Practice and Training Tests provide a preview of the types of questions that will be featured in the Smarter Summative Assessment including selected-response items, constructed-response items, technology-enhanced items, and performance tasks giving teachers and students the opportunity to experience the Common Core aligned items and become familiar with the online test delivery system including accessibility options.

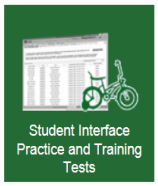
Accessing the Practice and Training Tests

Click on the link below to access the Practice and Training Tests. They can be accessed using a regular browser (Explorer 10, Chrome, Safari, Firefox) or a secure browser. NOTE: Some test features and accommodations require the use of the secure browser.

http://sbac.portal.airast.org/practice-test/

1. Select Student Interface Practice and Training Tests
2. Click Sign In. Confirmation code, state student ID, and session ID fields are pre-populated for a guest session.
3. Select a grade level
4. Select the test

1



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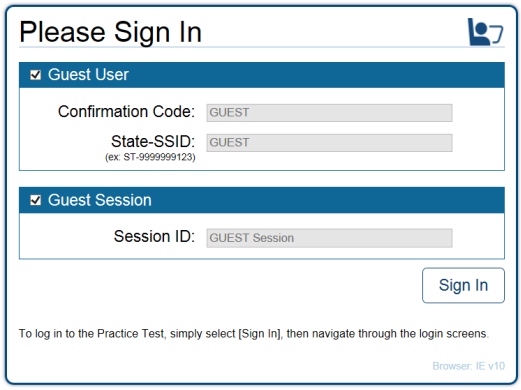

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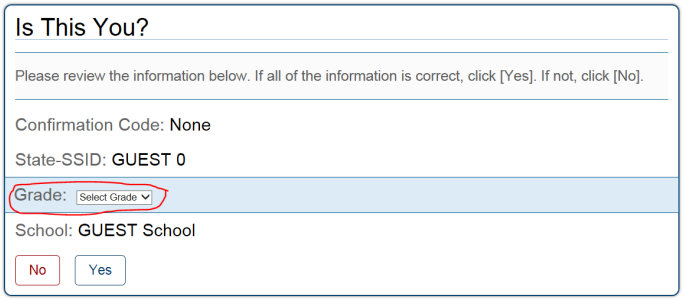

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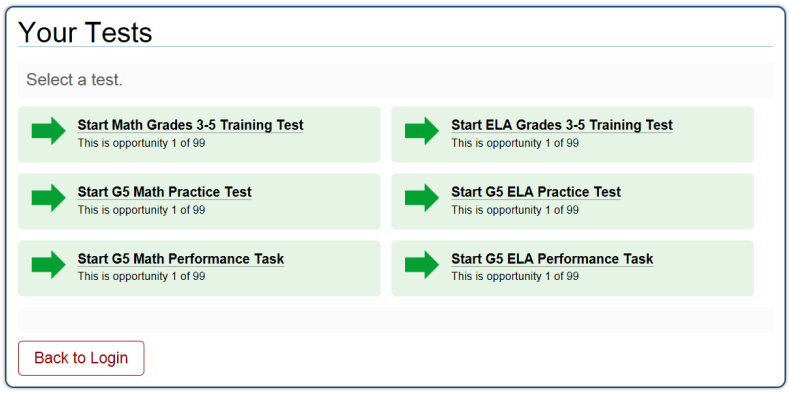

Practice and Training Tests

- The Resources and Documentation Page has supporting documents including manuals and user guides, classroom activities, scoring guides, answer keys, and performance task rubrics.
    - User Guide: http://sbac.portal.airast.org/wp-content/uploads/2013/07/PracticeAndTrainingTest_UserGuide_021414.pdf
- The Practice Test is a full-length session that provides students practice with the content of the aligned test as well as how to use the tools and features of the test. Answer keys and performance task rubrics are available.
    - http://sbac.portal.airast.org/practice-test/resources/#scoring
- The Training Test is a shorter version of the test designed specifically to help students learn how to use the different tools and features of the test.

Smarter Digital Library

The Smarter Balanced Digital Library is an online collection of instructional and professional learning resources contributed by educators (including Montana educators) for educators. It is one of the three components of the Smarter Balanced Assessment System and is available to Montana educators. The resources in the Library:

- Connect the CCSS and formative assessment practices
- Are vetted against a set of quality criteria
- Are supported by research and evidence.

Many Montana educators are already accessing the Digital Library and using its resources in classrooms.
For a password and login information, please contact your System Test Coordinator who will provide OPI with your email address.

- Once OPI has that address, you will receive an e-mail from Smarter-DoNotReply@opentestsystem.org with temporary password information.

- Once this e-mail is received, you will log in at www.smarterbalancedlibrary.org using your e-mail as your login name and the temporary password provided by the e-mail.
- You will be asked to change your password, select a security question (a must do), and update your profile.
- Tips on the use of the Digital Library are included in a recorded webinar, http://www.keysurvey.com/f/709006/16f3/

Assessment & Data Conference

Eastern Conference: January 8-9, Billings, MT, Crowne Plaza Hotel
Western Conference: January 15-16, Missoula, MT, Hilton Garden Inn

- Conference Sneak Peek—Find out what sessions we are going to offer!
- Click here to visit the conference website.
- Registration: https://tofu.msu.montana.edu/cs/opi_assessment_2015/registration.

Registration Type	Registration Cost
System Test Coordinator	Registration is free. System Test Coordinators were mailed a coupon on November 6. Contact Ashley Makowski at amakowski@mt.gov with questions. You must be registered by December 31 to receive discount.
Single Person	$75
Team of 3	$190 (15% discount): **Team Discount Disclaimer:** Because all members of a group do not need to be registered at the same time, MSU Conference Services will calculate the discount for teams based on number of members registered by December 31. At that time, an invoice will be sent to the group with the discount applied. You must be registered by December 31 to receive discount.
Team of 4	$240 (20% discount): See Team Discount Disclaimer.
Team of 5	$285 (25% discount): See Team Discount Disclaimer.
Team of 6	$315 (25% discount): See Team Discount Disclaimer.

ELP

ACCESS for ELLs Testing Schedule

Date	Event
December 3, 2014– January 28, 2015	Test Window
January 14, 2015	Deadline to order additional materials.
January 20, 2015 2:30-3:30 p.m. (link opens at 2 p.m.)	Webinar: Packing Materials for Shipping http://www.keysurvey.com/f/710289/1142/
January 28-February 4, 2015	Systems Pack Completed Materials
February 4, 2015	Systems Ship Completed Materials
February 10	All Materials Received by Metritech

ACCESS for ELLs Testing Schedule Cont.

Date	Event
April 7, 2015 2:30-3:30 p.m. (link opens at 2 p.m.)	Results Reports Webinar http://www.keysurvey.com/f/710291/1f9c/
April 7-13	Results Reports Shipped to Systems

Training Requirements and Test Manuals

WIDA requires that test administrators become certified to administer the ACCESS for ELLs. In order to do so, TAs need to study the training materials provided on the WIDA website in the ACCESS for ELLs, Training, Quizzes, & Certification section (login required) for the tests they will administer, or they can participate in face-to-face or live webinar trainings. All TA's, regardless of whether they complete the online training or a live training, must log in to the WIDA website and pass the appropriate test or quizzes with a minimum of 80% on each quiz. All certification materials can be found on the WIDA website: www.wida.us

Ordering Additional Testing Materials

Should additional materials be needed, please order directly from MetriTech using this form:
https://www.metritech.com/documents/wida/2015%20WIDA%20Order%20Form.doc

Students who move during the ELP assessment window

1. Please complete the following form when a student takes one or more sections of the ACCESS for ELLs test in one school and transfers to or from another school (may be a new system) and takes the remaining sections.
   https://www.metritech.com/documents/wida/WIDA%20-%20Student%20Transfer%20Form.pdf

NOTE: DO NOT USE THIS FORM if the student moved out of state. Instead, mark the test DO NOT SCORE and include with the non-scoreable materials.

2. Complete all available information on the form.
3. Contact the other school/system, so they can complete the same form. Please **DO NOT EVER SEND TESTING MATERIALS TO ANOTHER DISTRICT WHEN A STUDENT MOVES**
4. Paper-clip this form to the front of the test book (DO NOT STAPLE OR TAPE).
5. Place this test behind a To Be Scored 'School Header Sheet' with the name of the school system and school that should receive the results.
6. MetriTech will make every effort to combine scores from all sections taken by the same student in different schools/ school systems.

Nondisclosure Agreement

The WIDA non-disclosure agreement is an agreement to maintain confidentiality of the test to protect the test as proprietary property of the University of Wisconsin.

- System Test Coordinators must ensure that each test administrator reads and signs the WIDA non-disclosure agreement.
- The non-disclosure agreement can be downloaded and printed from the download library in the ACCESS for ELLs section on the WIDA website: http://www.wida.us/downloadLibrary.aspx.
- System Test Coordinators should retain and file the signed hard or digital copies of the agreements.

Off-site Proposals

The deadline for ACT Test Coordinators to submit off-site proposals is January 9. ACT Test Coordinators should compare their school with the facility requirements outlined in the ACT Test Administration Manual to determine if they should test off-site.

Accommodations

The application to request ACT-Approved Accommodations is online this year. ACT Test Coordinators will need to set up their account with the ACT College and Career Readiness Information (CCRIS) and grant the Test Accommodations Coordinator access to the accommodations application. Click here for training on how to use the CCRIS and the Test Accessibility and Accommodations (TAA) system. The deadline to request ACT-Approved Accommodations is January 23.

MontCAS Recorded Trainings

Training	Link
Setting the Stage: Preparing for the MontCAS 2015	http://www.keysurvey.com/f/689819/24ec/
Setting the Stage: Preparing for Accommodations and Technology	http://www.keysurvey.com/votingmodule/s180/f/699941/7a9b/
Setting the Stage: Test Manual Guidance	http://www.keysurvey.com/f/701080/227d/
Setting the Stage: Data Expectations	http://www.keysurvey.com/f/701081/1d9d/
Smarter Digital Library	http://www.keysurvey.com/f/709006/16f3/
Setting the Stage: Data Expectations	http://www.keysurvey.com/f/701081/1d9d/
NCSC Alternate Assessment Overview	http://connect.opi.mt.gov/p79ybxq4d1l/
WIDA Training Modules: Group administration	http://www.wida.us/downloadLibrary.aspx
WIDA Training Modules: Speaking Test Administration	http://www.wida.us/downloadLibrary.aspx
WIDA Training Module: Kindergarten Test Administration	http://www.wida.us/downloadLibrary.aspx
WIDA Training Module: Alternate ACCESS for ELLs Test Administration	http://www.wida.us/downloadLibrary.aspx

Sometimes it feels like a juggling, balancing act...

...Thank you for hanging in there!