

MontCAS Ethical Testing Behavior Guidance

No student taking a Montana Comprehensive Assessment System (MontCAS) Assessment should have access to any form of assistance or material that could provide an unfair advantage.

Throughout Test Administration Cycle

- Maintain a positive attitude about testing before, during, and after testing.
- Do not copy or otherwise reproduce test materials.
- Do not discuss test questions with students or faculty.
- Maintain student privacy before, during, and after test administration.
- Keep testing materials online and in hardcopy form secure and protected from any unauthorized disclosure.
- Store materials in a secure location when not in use.

Before Test Administration Activities

- Start testing preparations early, plan ahead, and assign authorized staff as applicable.
- Make sure all students are included in the assessment to the fullest extent possible.
- Ensure appropriate access to assessment supports and accommodations on an individual student basis and in accordance with state and federal law.
- Ensure anyone handling secure test materials is trained in maintaining test security and administration.
- Do not test before the test window opens or after it closes.
- Do not give students access to secure test questions prior to testing or discuss test questions at any time.
- Place “Do Not Disturb” signs on doors where testing is occurring.
- Instruct students to store all electronic communication devices, such as cell phones and headphones, before the test session begins.
- Cover or remove bulletin boards, posters, or other instructional displays that could aid students during testing. (This includes instructional items that are not available to all students taking the test such as graphic organizers or multiplication tables.)
- Make sure the environment is conducive for testing (e.g., comfortable and appropriate lighting).

During Test Administration Activities

- Follow the scripted directions exactly for all testing, both online and paper/pencil.
- Do not allow students to have access to technology which may be used to record, print, or otherwise expose test questions or stimuli to other students or outside sources at any time while test materials are present.
- Do not leave students unattended with testing materials.
- Seat students so there is enough space between them to minimize the visibility of their answers.
- Provide a quiet environment which allows students to focus and concentrate including minimizing distractions (e.g., intercom announcements).
- If a student asks a question, the test administrator may respond, “I’m sorry I can’t help you; just do your best.”
- Do not coach any students.
- Monitor students as they test and for completion of required testing.

After Test Administration Activities

- Report any testing incident immediately to your Building Coordinator and/or System Test Coordinator for documentation in the MontCAS Application.
- Report any instances of non-participation to your Building Coordinator and/or System Test Coordinator for documentation in the MontCAS Application.
- Destroy all secure test materials in accordance with the guidance published by the Office of Public Instruction.
- Return all secure test materials as directed by the test publisher in the assessment-specific Test Administration Manual (TAM).