



MontCAS

Montana Comprehensive Assessment System

Montana Office of Public Instruction

Assessment/Data Conference January 2019 CRT and CRT-Alternate

Agenda

- Important Dates
- Participation and Test Materials
- Test Preparation
- Student Labels and Answer Booklet Coding
- Test Administration
- Post-Testing and Return of Materials

Important Dates

CRT-Alt test booklets available for download: **January 9, 2019**

Test materials begin arriving at system offices via UPS: **February 8, 2019**

CRT-Alt test window: **February 19 – March 26, 2019**

CRT test window: **February 28 – March 26, 2019**

Last day to ship return materials: **March 29, 2019**

*Complete list of dates on pg. 3 of Test Coordinator Manual



CRT-Science Participation and Test Materials

Participation

- Grades 4, 8, and 10
- Students attending 180 hours or more
 - Montana Accredited Schools
 - Bureau of Indian Education
 - Montana Youth Challenge Academy
 - Job Corps
- Not included in participation
 - Home schooled students
 - Private non-accredited schools
 - Residential treatment centers under contract with OPI

*Part-time enrolled students test in resident school

Prior to Receipt of Materials

- Familiarize yourself with the CRT and CRT-Alt manuals
- Plan training with all staff involved with test administration using OPI resources
- Identify students who qualify for accommodations
- Order Large Print test booklets if needed

Prior to Receipt of Materials

Large Print Ordering

- Order from the Measured Progress iServices web site
- Pre-ordered Large Print test booklets will arrive with the test shipment by mid-February
- Large Print test booklets can also be ordered as an additional material after your shipment arrives

Prior to Receipt of Materials

Guidelines for Accommodations

- **Standard accommodations** are changes in the way a test is administered or responded to by the student.
- **Nonstandard accommodations** change what is being measured by the test; these students will be reported as “Novice.”

*Decisions should be based on the student’s IEP. Be sure there are data to demonstrate the effectiveness of the accommodation for the student.

Important Resources and References:

<http://iservices.measuredprogress.org>



Montana Online Services

- Secure Test Booklets**
- MARS**
- Forms and Manuals**
- Materials**
- UPS Pickup Request**
- Home**



Test Preparation

Receipt of Test Materials

- Materials ship to System offices on **February 1, 2019**
- Packed by school and grade and include CRT-Alt materials
- Quantities determined by enrollment plus a small overage

*If you do not receive all expected material by **February 15, 2019**, contact the Measured Progress Help Desk.

Boxes of Test Materials for each school and grade contain:

1. Shipping Memo and Materials Summary
2. Student labels (sorted by grade, teacher, student) and form for unused barcode labels
3. CRT Test Coordinator Manual (TCM) and Test Administrator Manual (TAM)
 - 1 TCM for each school packed with the lowest grade's materials
 - 1 TAM per grade for each school, plus 1 for every 20 students enrolled
4. Test Booklets (including Large Print and Braille) and Answer Booklets
5. Special Handling and "For Return of Used Answer Documents" Envelopes
6. UPS ground label for returning test booklets and CRT-Alt materials
7. Flat box with UPS label for returning used Answer Booklets
8. CRT-Alt Test Material Kits
 - Grade-specific accordion folders with test materials
 - 1 per school, or use kits from previous years
9. CRT-Alt Return Materials
 - White plastic envelopes (1 per student)
 - Checklist, survey, and return instructions

Box Inventory

Box Inventory

- Count Test Booklets: count should match Materials Summary Form
- Record quantity for reference when returning Test Booklets after testing
- If you find a discrepancy, contact Measured Progress immediately

Test Booklets

- All test booklets are confidential and must be returned
- If a test booklet is damaged or destroyed for any reason, document the booklet number and notify OPI and Measured Progress

Additional Materials

- **Additional Materials**, including shipping materials, may only be ordered through iServices if you have already received a shipment
**Use the school's MP Ship Code from the Material Summary Form
- **Additional Alternate materials** can be ordered by calling or emailing the Measured Progress Help Desk
- **Additional manuals** and forms can be downloaded from the OPI or iServices web sites

Material Summary Example

MP Ship Code

		50 Education Way Dover, NH 03820	
MATERIAL SUMMARY			
Ship To:			
MP Ship Code:	000000000207936	Date Packed:	02/14/2008
Contract:	102300	Contract Name:	MONTCAS 2007-2008
County Code:		County Name:	
District Code:	0997	SU Code:	
School Code:	1789	District Name:	Wibaux K-12 Schools
		School Name:	Wibaux 7-8
		Grade:	08
		Enrollment:	6
Total Boxes Shipped:		2	

Box Label: 000000211547001	Unit	Qty Shipped	Qty Received	Qty Returned
Content				
Grade 8 Test Booklets	EA	10		
Return of Answer Document Box(es) with Attached 2-Day RS Label	EA	1		
Grade 8 Student Response Booklet	EA	10		

Box Label: 000000211547002	Unit	Qty Shipped	Qty Received	Qty Returned
Content				
Grade 8 Set of Student Labels	EA	1		
Return Service Labels - Ground	EA	1		
Special Handling Envelope	EA	1		
Grade 8 Return of Used Answer Document Envelope	EA	1		
Memo	EA	1		
Grade 8 Test Administration Manual	EA	1		
Form for Voided Barcode Labels	EA	1		
Material Summary	EA	1		

MP Ship Code:	*000000000207936*	Page:	1 of 1
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Test Security

- Test Coordinators and Administrators are prohibited from disclosing the contents of CRT assessments
- Report concerns about a security breach or noncompliance with test administration procedures to the System Test Coordinator
- Review the *OPI Guidelines and Procedures for Test Security* for reporting procedures for testing irregularities
- The Test Security Agreement must be signed PRIOR to testing

Test Security Agreement

Available on the MontCAS home page:



OPI Montana Comprehensive Assessment System (MontCAS)

Home

Data Entry

Testing Security

Reports

Administration

Logout

Montana Comprehensive Assessment System

The Montana Comprehensive Assessment System (MontCAS) Application is a restricted-use website that contains information on the state-mandated MontCAS summative assessments. The use by the System Test Coordinators (STC). The MontCAS Application allows STCs to annually supply the Office of Public Instruction (OPI) with school system information pertaining to the integrity and assurance of the assessment results through standardized and secure assessment conditions.

In the MontCAS Application, STCs must complete the following actions:

- Affirmation of Testing Security. STCs affirm their compliance with the guidance defined in the MontCAS Test Security Manual and guidance published in each Test Administration Manual (TAM) after testing practices. This should be completed no later than November 2, 2018.

Test Security Agreement

17. In the event an unforeseen testing incident arises, I understand it is my responsibility to report this immediately to the OPI within 3 days of the incident through the Montana Comprehensive Assessment System (MontCAS) Testing Irregularity Form (TIR).

18. I understand the consequences of not following the above security agreement requirements.

Putting your name in the box below signifies that you have read, understand, and follow the Testing Security Agreement requirements. You do not need to send in a paper form.

Save

Testing Security Agreements

Confirm that each Testing Coordinator and Building Coordinator in your district and the district's Authorized Representatives have signed testing security agreements kept on file in your office.

Testing Security Agreements are available for download at [OPI's MontCAS page](#)

Check below to indicate you agree with the statement:

I have a current Testing Security Agreement signed by the School System's Authorized Representative on file.

I have current Testing Security Agreements signed by each Building Coordinator in the School System on file.

I have current Testing Security Agreements signed by each Testing Coordinator in the School System on file.

Save

Application Contact Information



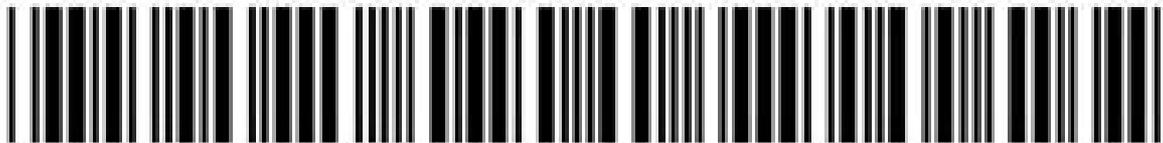
Student Labels and Answer Booklet Coding

Student Barcode Labels

All students enrolled in AIM by **January 19, 2019**, should have a label.

- Student labels are valid when the SSID on the label matches the student being tested (still valid even if other information is incorrect)
- Report all demographic data errors to OPI immediately
- If a teacher name was included in the AIM “sortby” field, it will be printed on the label
- Enrollment/participation updates must be completed in AIM by **April 4**

Example of Student Barcode Label

Student Last, First M	Dis-Sch Code
Teacher: Teachers Name	Grade: 04
	
1234567890	
School Name	SSID: 1234-567-890

Unused Barcode Label Form

- One form is included in each school/grade shipment
- Multiple grades can be included on one form
- Return the form (loose) in any grade's "Used Answer Document" box

*This form does not take the place of the required MontCAS Online Report of student non-participation

Student Answer Booklets

- Grades 4, 8 & 10 – CRT and CRT-Alt
- Use of markers and highlighters allowed only in Test Booklets, not in Answer Booklets
- Page 1 student information
 - Bubble in student information if no label present
 - Mark Test Form Number or CRT-Alt bubble

MONTANA COMPREHENSIVE ASSESSMENT SYSTEM (MONTCAS) CRT AND CRT - ALTERNATE SPRING 2019

All "required" information in Boxes A–E must be bubbled if there is no student ID label.

A STUDENT NAME (Required)	
LAST NAME	FIRST NAME
A	A
B	B
C	C
D	D
E	E
F	F
G	G
H	H
I	I
J	J
K	K
L	L
M	M
N	N
O	O
P	P
Q	Q
R	R
S	S
T	T
U	U
V	V
W	W
X	X
Y	Y
Z	Z

B SCHOOL CODE(Sc) (Required)	
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9



**ANSWER BOOKLET
GRADE 4**

TEACHER NAME: _____

F FORM (COVER OF TEST BOOKLET)
(Required with or without label)

①

C LOCAL STUDENT IDENTIFICATION (Optional)	
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

D STATE STUDENT IDENTIFICATION (Required)	
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

E BIRTH DATE (Required)		
MONTH	DAY	YEAR
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9



1

1234567890

If you did not receive a label for a student or it was damaged, boxes A, B, D & E must be bubbled.

The test booklet form that a student tests with must be bubbled in Box F.



Test Administration

Test Administration Manual

The Test Administration Manual (TAM) should be read by all staff involved with administering the CRT.

It contains information on:

- “Scripts” to read to students before testing
- Test Security
- Suggested Testing Times
- Accommodations

Students Who Move During the Testing Window

- Please DO NOT send materials to other schools
- OPI will prepare and post a table with instructions for such cases to the OPI web site

Transferring Responses for Braille and Large Print

- Students taking the CRT in Large Print or Braille format may mark their responses in the Test Booklets
- The Test Administrator must transfer the student's responses from the Test Booklet to the student's Answer Booklet for the student to receive a score



Post-Testing and Return of Materials to Measured Progress

When testing, including make-up testing, is complete:

- Verify:
1. There is an Answer Booklet for each student tested
 2. Answer Booklets have barcode labels or name/SSID bubbled
 3. Appropriate accommodations are bubbled
 4. All Test Booklets are accounted for
- Confirm: Large Print, Braille, and CRT-Alt students' answers have been transferred into the students' Answer Booklets

Packing Instructions:

Used Answer Booklets

Used Answer Booklets must be shipped to Measured Progress no later than **March 29, 2019**.

- Use the grade-specific “For Return of Used Student Answer Documents” envelopes
- Include “Special Handling” envelopes (if necessary)
- Include Voided/Unused Barcode Label Form (if necessary)
- Use pre-affixed UPS label (2nd Day Air) on boxes

Packing Instructions:

CRT Test Booklets and Unused Materials

Test Booklets and unused materials must be shipped to Measured Progress no later than **March 29, 2019**.

- Put all Test Booklets and unused materials into the original boxes and send via UPS Ground using the UPS Return Service label
- Test Booklets and unused Answer Booklets are to be kept secure, inventoried, and accounted for prior to returning them

To Arrange a UPS Pick-Up:

- Option 1 – use iServices to arrange pick-up
- Option 2 – Call UPS directly to arrange a pick-up
- Option 3 – give pre-labeled boxes to any UPS driver

Reporting and MARS

Montana Analysis and Reporting System

- Assessment results will be reported by noon on **May 31, 2019**
- Passwords will remain the same and can only be obtained from OPI
- Parent letters and labels will arrive in September
- PDF files of parent letters will be posted to MARS (accessible via the iServices web site)

MontCAS Contacts

OPI Assessment Help Desk:
(844) 867-2569 or
OPIAssessmentHelpDesk@mt.gov

Measured Progress Help Desk:
(888) 792-2741 or
montanahelpdesk@measuredprogress.org

iServices web site:
<http://iservices.measuredprogress.org>