



Montana

Office of Public Instruction

ASSIST Conference

I Clicked the Submit Button - Now What?

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Location: Helena, Montana



Presentation Overview

1. MontCAS Overview
2. Data Cycle
3. 8 Data Cycle Steps
4. Monitoring Results
5. 8 Tips for Testing Success
6. Keys to Feedback
7. Ideas for Taking Action



MontCAS

Montana Comprehensive Assessment System
Montana Office of Public Instruction

We are here to help. Contact us.



The Montana Comprehensive Assessment System (MontCAS) provides assessments that measure students' progress toward college- and career-readiness. The primary purpose of the MontCAS is to serve learning. A balanced assessment system includes formative, interim, and summative assessments that are aligned to the Montana Content Standards in mathematics, reading/language arts, and science. MontCAS helps ensure an integrated approach to meeting both classroom learning needs and school- and state-level reporting needs. All Montana Assessment System tools, services, and resources are structured to continuously help improve teaching and learning and to inform education policy.



**Summative Assessment:
Required End-of-Year Test**



**Interim Assessment:
Optional Periodic Test**



**Formative Assessment:
Optional Classroom Tools**

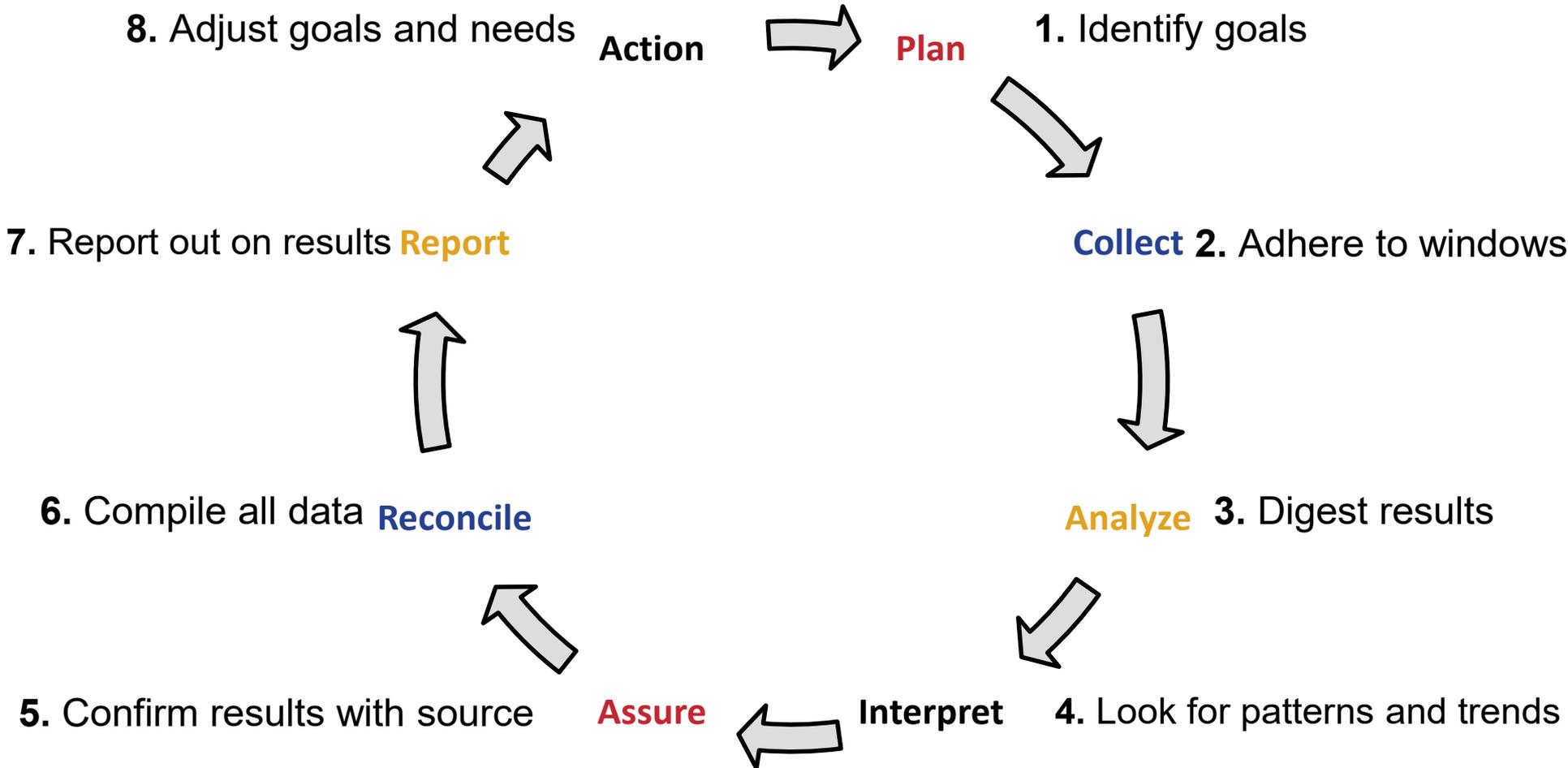


Systems-Approach

- **System:** set of connected parts forming a complex whole.
- **Systems-Approach:** functions (or phases) that must happen **before**, **during**, and **after** test administration for this assessment to **yield** **reliable** and **valid** data on student achievement for accountability purposes.



MontCAS 8-Step Data Cycle



How are things collected?

Start Date	End Date	Collection	Action Needed	Resource / Supports
05/01/2019	09/30/2019	School System reviews the OPI published test window for each required MontCAS statewide assessment.	<ul style="list-style-type: none"> School reviews the OPI Published Test Windows for each required MontCAS statewide assessment. 	<ul style="list-style-type: none"> OPI Published Test Window
06/01/2019	11/01/2019	Authorized Representative (AR) System Test Coordinator (STC) Verification Request. <i>(Note: STC is the sole person responsible for managing the suite of MontCAS assessments that are required under the Elementary and Secondary Education ACT and state law (ARM 10.56.101).)</i>	<ul style="list-style-type: none"> AR verifies and updates the OPI with STC contact information in the TEAMS Application. 	<ul style="list-style-type: none"> September Assessment 411 AR Roles and Responsibilities Letter MontCAS Test Security Manual Ethical Behaviors Guidance
09/02/2019	11/01/2019	STC MontCAS Registration. <i>(Note: MontCAS Application is a restricted-use website that contains information on the state-mandated MontCAS summative assessments intended for use by the STC.)</i>	<ul style="list-style-type: none"> OPI provides the STC with access to MontCAS based off the AR October designation. 	<ul style="list-style-type: none"> MontCAS Application MontCAS Instructional Guide
09/02/2019	11/01/2019	STC Manages Users in the Secure Assessment Portals.	<ul style="list-style-type: none"> OPI provides the STC with access to the secure restricted-use assessment portals and school systems are required to manage users. 	<ul style="list-style-type: none"> MontCAS Data Privacy Policy
10/01/2019	11/01/2019	STC Affirmation of School System Testing Security. (STCs affirm the system compliance with the guidance defined in the MontCAS Test Security Manual and guidance published in each Test Administration Manual (TAM) for appropriate before, during, and after testing practices.)	<ul style="list-style-type: none"> STC completes the Required Records Tracking section of the MontCAS Application for the Test Security Agreement collection and the school system MontCAS Testing Plans to assure the OPI of compliance with the test security. 	<ul style="list-style-type: none"> AR Roles and Responsibilities Letter TA Roles and Responsibilities Letter MontCAS Test Security Plan MontCAS Test Administration Plan MontCAS Test Accessibility Plan MontCAS Test Training Plan
10/01/2019	11/01/2019	STC Affirmation of Testing Security.	<ul style="list-style-type: none"> STC completes the Testing Security Agreement section of the MontCAS Application to assure the OPI of compliance with the test security. 	<ul style="list-style-type: none"> STC Roles and Responsibilities Letter MontCAS Application STC Test Security Agreement
11/01/2019	05/05/2020	STC Requests for Non-Routine Accommodation Process. <i>(Note: The OPI will review requests and provide instruction on receiving certain accommodations on statewide assessments. The STC must submit accommodations requests at least ten days prior to testing.)</i>	<ul style="list-style-type: none"> If applicable, STCs make requests for assessment accommodations beyond those routinely allowed. 	<ul style="list-style-type: none"> MontCAS Instructional Guide
1/31/2020	05/31/2020	System Test Coordinator (STC) Report Non-Participation. <i>(Note: This information is required for any child who was enrolled in the school during the MontCAS-published assessment window.)</i>	<ul style="list-style-type: none"> STCs record the reasons a student did not take the state-mandated summative assessment. 	<ul style="list-style-type: none"> MontCAS Instructional Guide Six Things Stakeholders Should Know About Participation and Testing in Montana
6/30/2019	7/1/2020	System Test Coordinator (STC) Report Testing Incident. <i>(Note: Follow the reporting times specified in the MontCAS Test Security Manual.)</i>	<ul style="list-style-type: none"> STCs report any test security incident immediately to the OPI or based on the reporting periods specified by the severity of the incident. 	<ul style="list-style-type: none"> MontCAS Test Security Manual
5/15/2020	06/15/2020	STC Completes the 2020 Assessment Debrief Survey.	<ul style="list-style-type: none"> If applicable, STCs complete this form to receive renewal units for training from the 2019-20 administration. 	<ul style="list-style-type: none"> 2020 Assessment Debrief Survey
3/1/2020	08/31/2020	STC verifies quality assurance report. <i>(Note: OPI will sample schools to observe</i>	<ul style="list-style-type: none"> If applicable, STCs verify quality 	<ul style="list-style-type: none"> Quality Assurance Checklist

Test Security Collection Schedule

Tip #1 meet the reporting timelines

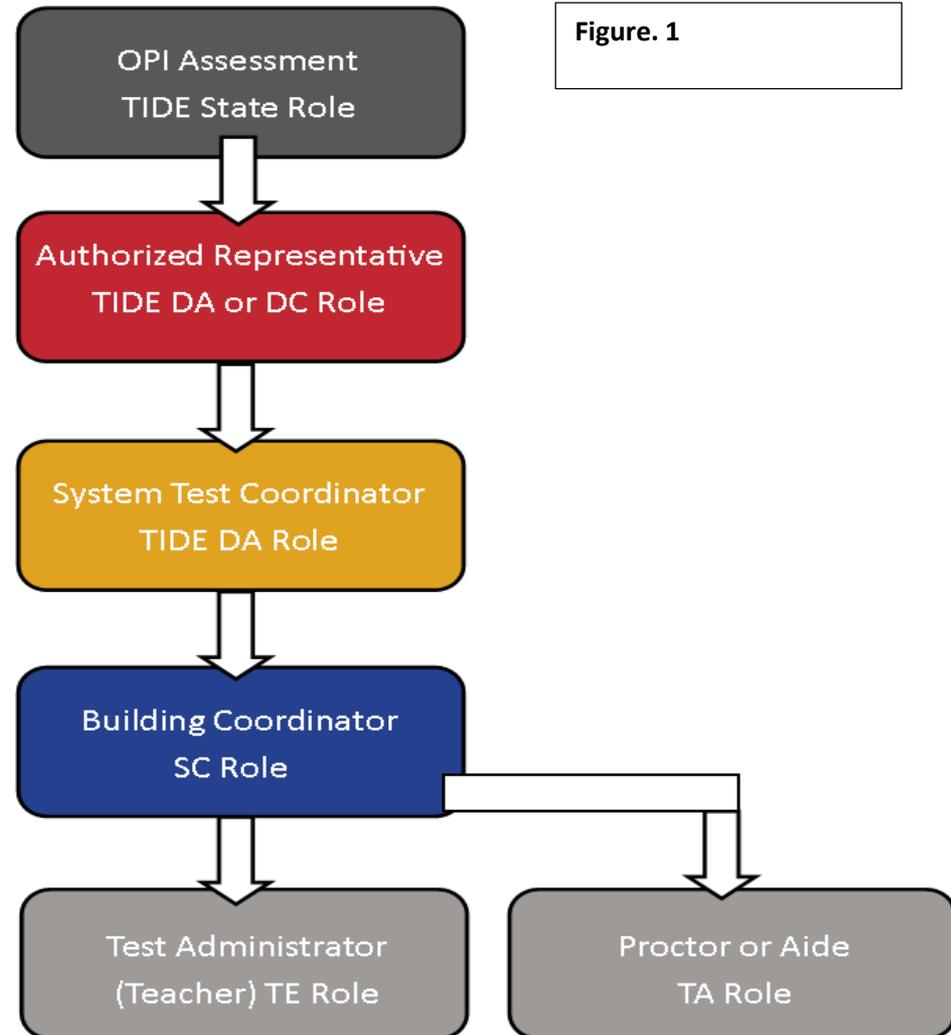
Statewide Assessment Schedule



2019–2020 School Year
Published Test Windows

Tip #2 - User Management

- Only authorized users are permitted to access and manage these **system** accounts assigned to designated staff.



TEAMS STC Reporting Results

- 329 Accredited School Systems
- 100% System Test Coordinators Assigned
- 11% Assigned System Test Coordinators is incorrect
- **What is the significance of these results?**



Note: Data current as of January 12, 2020

Discussion: Menti

1. www.menti.com

2. Plug in the code

3. Respond to the question:

What is the significance of these STC results?

What is reported in the MontCAS Application?

MontCAS Application for STCs



OPI

Montana Comprehensive Assessment System
(MontCAS)

[OPI Home](#)

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User Name:	<input type="text" value="cp8251"/>
Password:	<input type="password" value="*****"/>
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New User? Forgot password?	

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- All Accredited School Systems
- 11% II MontCAS Test Administration Plan
- 11% IV MontCAS Test Security Plan
- 11% I MontCAS Test Accessibility Plan
- 11% II MontCAS Test Training Plan
- **Name one reason it is important to have test administration plan in place:**

Note: Data current as of January 12, 2020

Discussion: Menti

1. www.menti.com

2. Plug in the code

3. Respond to the question:

Name one reason it is important to have test administration plan in place:

Tip #4 – Have Strong Test Security Practices



AR/BC Letter



Roles and Responsibilities for Test Security Information: Authorized Representatives and School Principals

This document provides information on the responsibilities of Authorized Representatives and School Principals and gives key information on the standardized test administration procedure security policies. This guidance is applicable for all Montana Comprehensive Assessment System (MontCAS) restricted-use reporting systems and online test administration systems.

1. RESPONSIBILITIES

The Authorized Representative/Principal for a school participating in the mandated MontCAS assessments is responsible for ensuring that school personnel handling testing materials administering the assessment(s) have received appropriate training regarding testing security administration.

All MontCAS assessments require 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 questions released by the Montana Office of Public Instruction with official reports and on the OPI website, all test questions are to be regarded as secure and are for the sole purpose of administering statewide summative assessments for accountability purposes under federal and state law. Any use of these materials requires the prior written consent of the Montana Office of Public Instruction.

As the Authorized Representative/Principal, you are required to certify you have received training/information in test security including appropriate use of accommodations in order to monitor them. You must also certify that before handling test materials or administering assessments, all educators in your school involved with these assessments will be provided information to assist them in their professional responsibility as educators to maintain 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 the 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 *MontCAS Test Security Manual* and can be found on the [OPI Statewide Testing Web Page](#). It, or a similar one, should be kept in accordance with your local school district policies. The completed log should be kept in accordance with your local school district policies.

STC Letter



Roles and Responsibilities for Test Security Information: System Test Coordinators

This document provides information on the responsibilities of the System Test Coordinator and gives key information on the standardized test administration procedures and test security policies. This guidance is applicable for all Montana Comprehensive Assessment System (MontCAS) restricted-use reporting systems and online test administration systems.

1. RESPONSIBILITIES

The System Test Coordinator is responsible for the training of educators handling testing materials and/or administering the required MontCAS assessment(s). The System Test Coordinator has oversight for all administration activities including direction for school district staff responsibilities and providing online access to secure restricted-use online test administration portals and reporting test security incidents to the Montana Office of Public Instruction (OPI). Test security is essential to obtain reliable and valid scores for accountability purposes.

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 OPI with official reports and on the OPI website, all test questions are to be regarded as secure instruments and are for the sole purpose of MontCAS testing. Any other use of these materials requires the prior written consent of the OPI.

The System Test Coordinator must certify online he/she has received and provided training in test security, handling of test materials, test administration, accommodations, and calculator use to the appropriate educators in the School System, such as Authorized Representatives/Principals, Building Coordinators, and Test Administrators and have communicated to the appropriate educators that it is their professional responsibility to maintain the security of the test and test materials. It is essential that professional educators complete training on test security and administration prior to testing 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 the *MontCAS Test Security Manual*, Appendix F. It, or a similar one, should be used to record trainings and attendees. The completed log should be kept at each school in accordance with the local school district policies or the preference of the System Test Coordinator for a period of at least three school years. The OPI can request copies of training logs at any time throughout the school year.

Please advise all professional educators including the Authorized Representative/Principals, Building Coordinator, and Test Administrators in the School System to download the *Roles and Responsibilities Letters* from the OPI website and submit their agreements in accordance with the OPI policy and local school district policies. In addition, the System Test Coordinator should provide the link to the test security information for all teachers.

TA Letter



Roles and Responsibilities for Test Security Information: Test Administrators

This document provides information on the responsibilities of Test Administrators and other educators handling test materials. It gives key information on the standardized test administration procedures and test security policies. This guidance is applicable for all Montana Comprehensive Assessment System (MontCAS) restricted-use reporting systems and online test administration systems.

1. RESPONSIBILITIES

The Test Administrator responsible for administering the required MontCAS assessments is responsible for ensuring he/she has completed training on test security, test administration and accommodations. It is the professional responsibility and obligation of educators administering MontCAS assessments to maintain the security of the test and test materials.

The 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 (OPI) with official reports and on the OPI website, all test questions are to be regarded as secure instruments and are for the sole purpose of the MontCAS testing. Any other use of these materials requires the prior written consent of the OPI.

The Test Administrator must receive training on test security and administration in advance of testing so he/she can take all the necessary precautions to maintain the validity and reliability of the MontCAS assessments. Test security is essential to obtain reliable and valid scores for reporting and accountability purposes. It is the responsibility of a professional educator to maintain the security of the test, test questions, and the test materials at all times. Please understand that a test security breach or serious testing irregularity could result in disciplinary action up to and including revocation of a professional license for the person responsible for the breach and/or the test scores of individual students or entire classes to be invalidated.

2. KEY INFORMATION FOR TEST ADMINISTRATION

The following is key information you should receive in training about test security and test administration before handling materials or administering the assessments. **Follow procedures for materials handling, test administration, test security and accommodations as outlined in the following documents:**

- *Test Administrator Manual (assessment-specific)*
- *MontCAS Test Security Manual*
- *MontCAS Accessibility and Accommodation Guidelines (assessment-specific)*
- *MontCAS Accommodations Manual and Guidance Memo*
- *Test Coordinators Manual (if applicable (assessment-specific))*

Note: STC is electronic in MontCAS Application

Test Security Agreement Results

- All Accredited School Systems
- 12% System Test Coordinator
- 9% AR/BC TSA
- 8% TA TSA
- Name one reason it is important to have test security agreements in place:

Note: Data current as of January 12, 2020

Discussion: Menti

1. www.menti.com

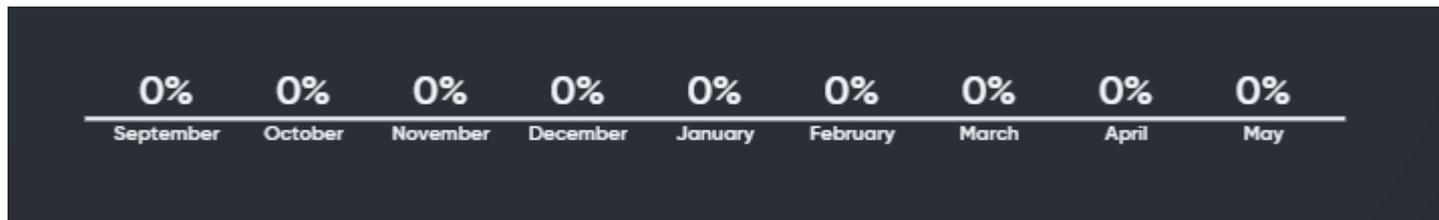
2. Plug in the code

3. Respond to the question:

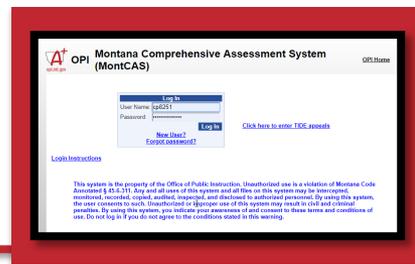
Name one reason it is important to have test security agreements in place.

Menti: Staff Training Check

- Indicate the month you provide/receive staff training?



MontCAS Staff Training Plan



1. State Assessments
2. Assessment Dates
3. Testing Time and Location
4. Build An Assessment Team
5. Parent Participation
6. Student Eligibility and Participation
7. Before, During, and After Activities
8. Testing Location
9. Data Outcomes
10. Data Use



What date did you train your assessment staff for the MontCAS suite of assessments?

58 responses



Note: Data current as of July 1, 2019



Administer the Assessment

SBAC

Smarter
Balanced
Assessment
Consortium

MSAA

Multi
State
Alternate
Assessment

ACT with Writing

American
College
Testing

MSA

Montana
Science
Assessment

AMSA

Alternate
Montana
Science
Assessment

ACCESS for **ELLs**

English
Language
Learners

What else is reported in MontCAS?

MontCAS Application for STCs



OPI

Montana Comprehensive Assessment System
(MontCAS)

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New User?	
Forgot password?	

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Data Cycle Tip #5 ensuring the integrity of the assessment.

- **Requests for Non-Routine Accommodation**
- **Prior to Testing (not in MontCAS): Assign the correct Test Settings** (Tools, Supports, and Accommodations) in the Test Delivery Platform
- **Report Testing Incident**

Testing Incidents – 2018-19

- During the 2018-2019 school year we had a total of 198 self-reported test incidents.
- We had 73 unique school systems (SS) with reported test incidents during the 2018-2019 school year.
- Incidents by Role
- We had 9 different role types where an incident was likely to originate from during the 2018-2019 school year. Table 2 shows the different role types and the number of incidents that originated by each role type.

Table 2. Summary of Incidents by Roles

Originator of Incident	Total	Percent
Grand Total	198	100.00%
Test Administrator	110	55.56%
Student	64	32.32%
STC	7	3.54%
Administrator	6	3.03%
Technology	6	3.03%
Secretary/District Clerk	2	1.01%
Counselor	1	0.51%
OPI	1	0.51%
Parent	1	0.51%

Testing Incidents – 2018-19

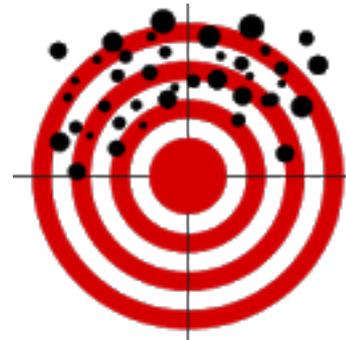
Table 4. Summary of Incidents by Issue Type

Issue Type	Total	Percent
Grand Total	198	100.00%
Misadministration	48	24.24%
Test Security	47	23.74%
Invalidation	27	13.64%
Accommodations	23	11.62%
PII	18	9.09%
Appeal	7	3.54%
Mobile Device	7	3.54%
Off Task	5	2.53%
Illness	3	1.52%
Refusal	3	1.52%
Technology	3	1.52%
Duplicative Testing	1	0.51%
Equipment	1	0.51%
Materials	1	0.51%
Missed Deadline	1	0.51%
Multiple Days	1	0.51%
Retake	1	0.51%
Non-Participation	1	0.51%

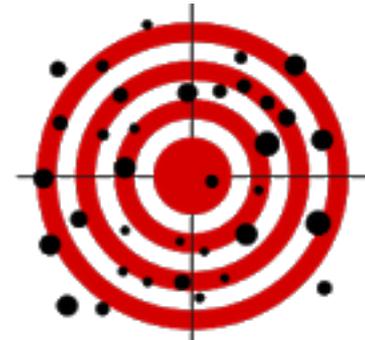
- Incidents by Issue Type
- We have 18 different categories of issues reported during the 2018-2019 school year. Table 4 shows the different issue types and the number of incidents that originated by each category.

What is reliable and valid?

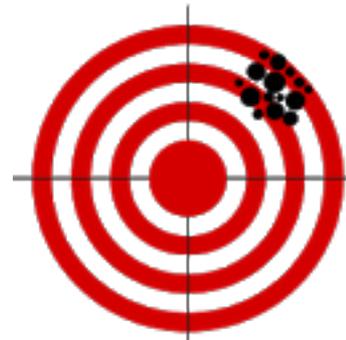
- **Reliability** - refers to the extent to which assessments are consistent and measure with great confidence the same things for valid interpretations of student performance from one child to another and over time.
- **Validity** – refers to the accuracy of the assessment - whether or not it measures what it is supposed to measure for appropriate inferences about students' characteristics, usually based on observations of the student's performance such as a test score.
- **Fidelity** – the degree of exactness with which something has been given.



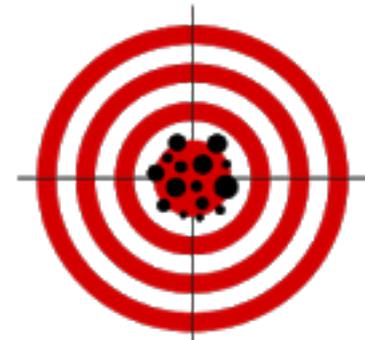
Unreliable & Unvalid



Unreliable, But Valid

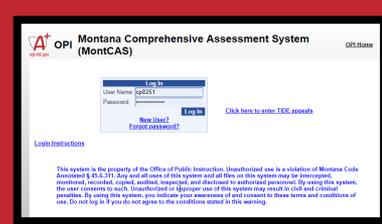


Reliable, Not Valid



Both Reliable & Valid

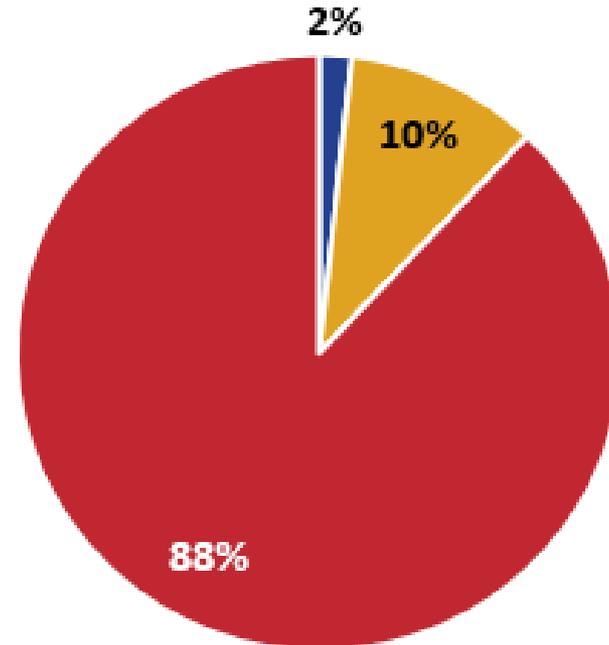
MontCAS Testing Accessibility Plan



1. Eligibility Criteria
2. AIM Identification
3. Plan Meetings
4. Data-based Process
5. Gain Familiarity and Practice
6. Time to Practice
7. Portal Setup
8. Parent Participation Notice
9. Accommodation Deadlines
10. Before, During, and After Activities

Gain Familiarity and Practice

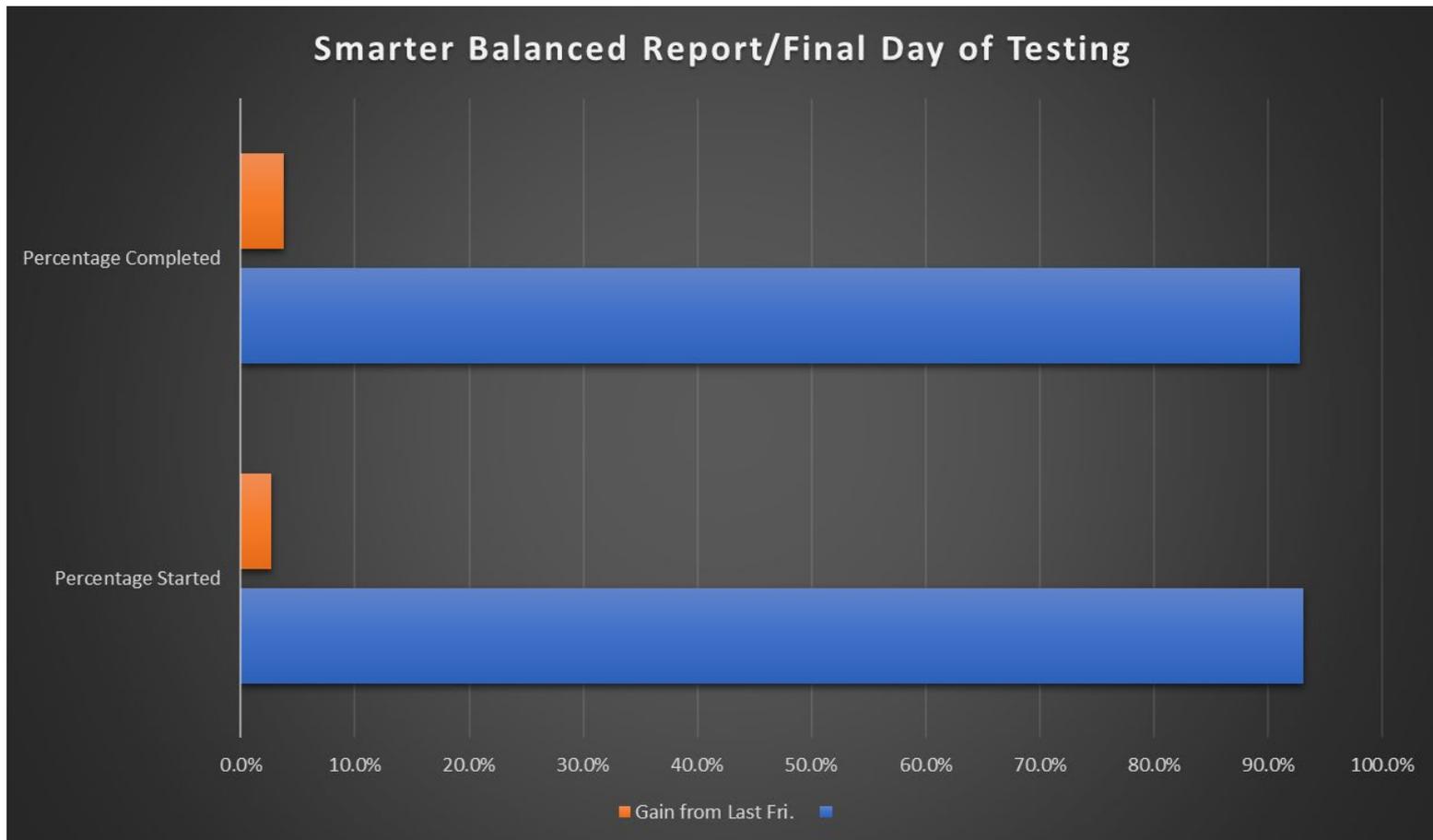
(n = 58)



-  = I do not know (n=1)
-  = In Process (n=6)
-  = Yes (n=51)

TDS Completion Reports

- OPI Monitors Assessments by Testing Week



What else is reported in MontCAS?

MontCAS Application for STCs



OPI

Montana Comprehensive Assessment System
(MontCAS)

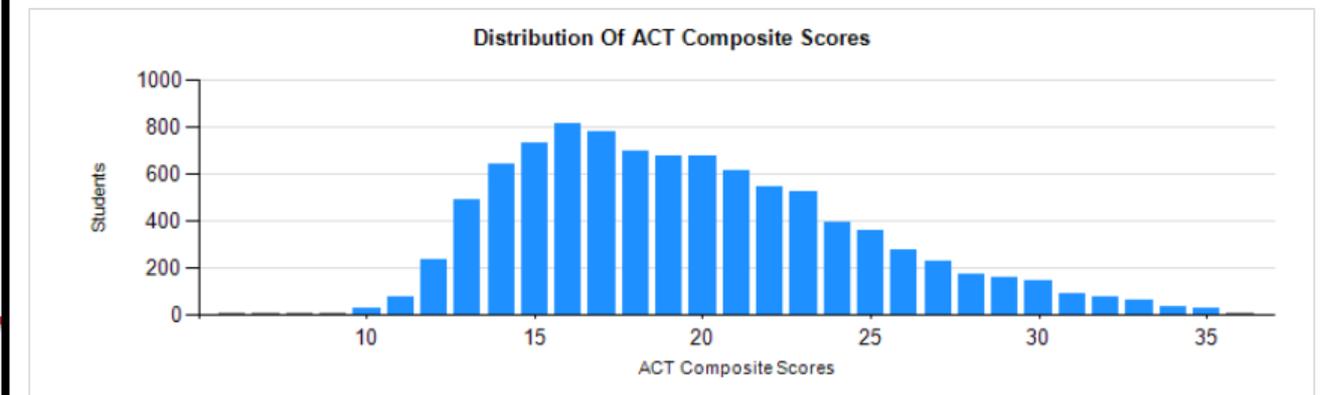
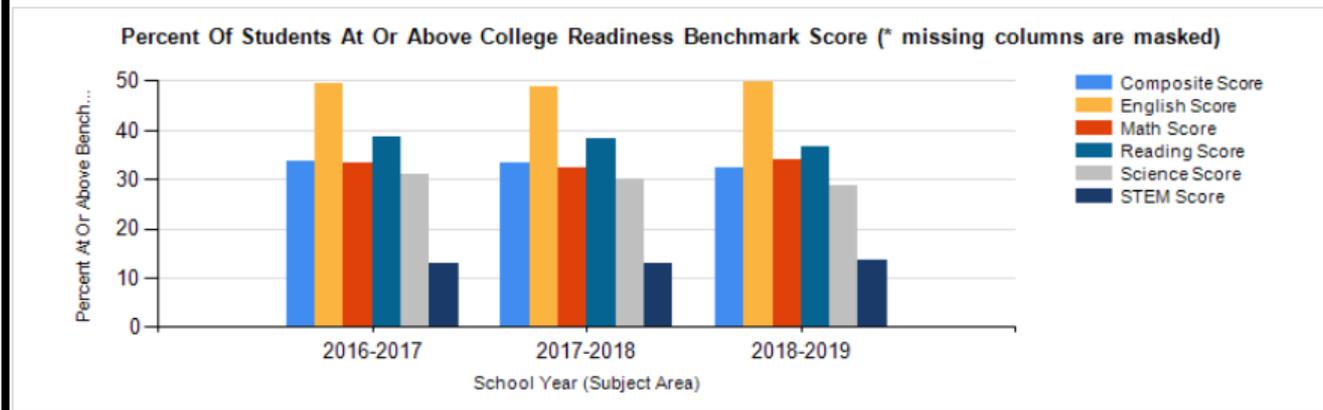
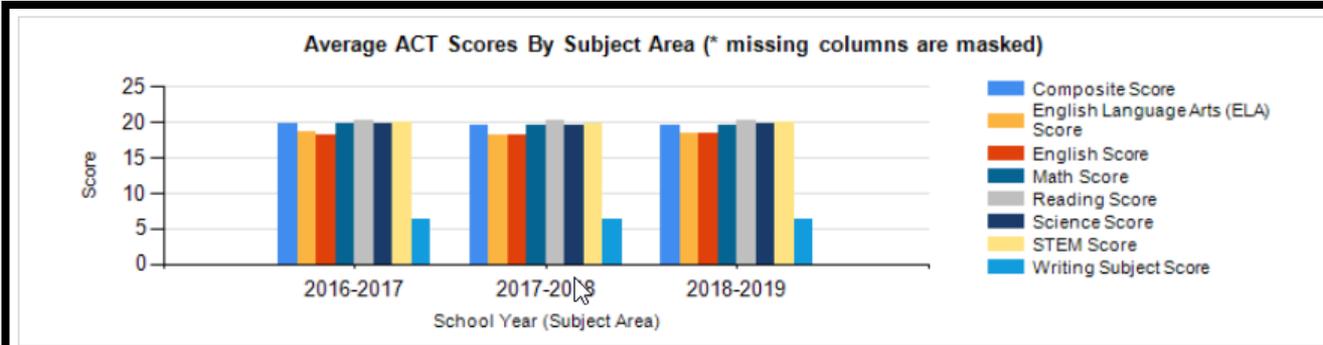
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User Name:	<input type="text" value="cp8251"/>
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New User? Forgot password?	

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Making Sense of Results



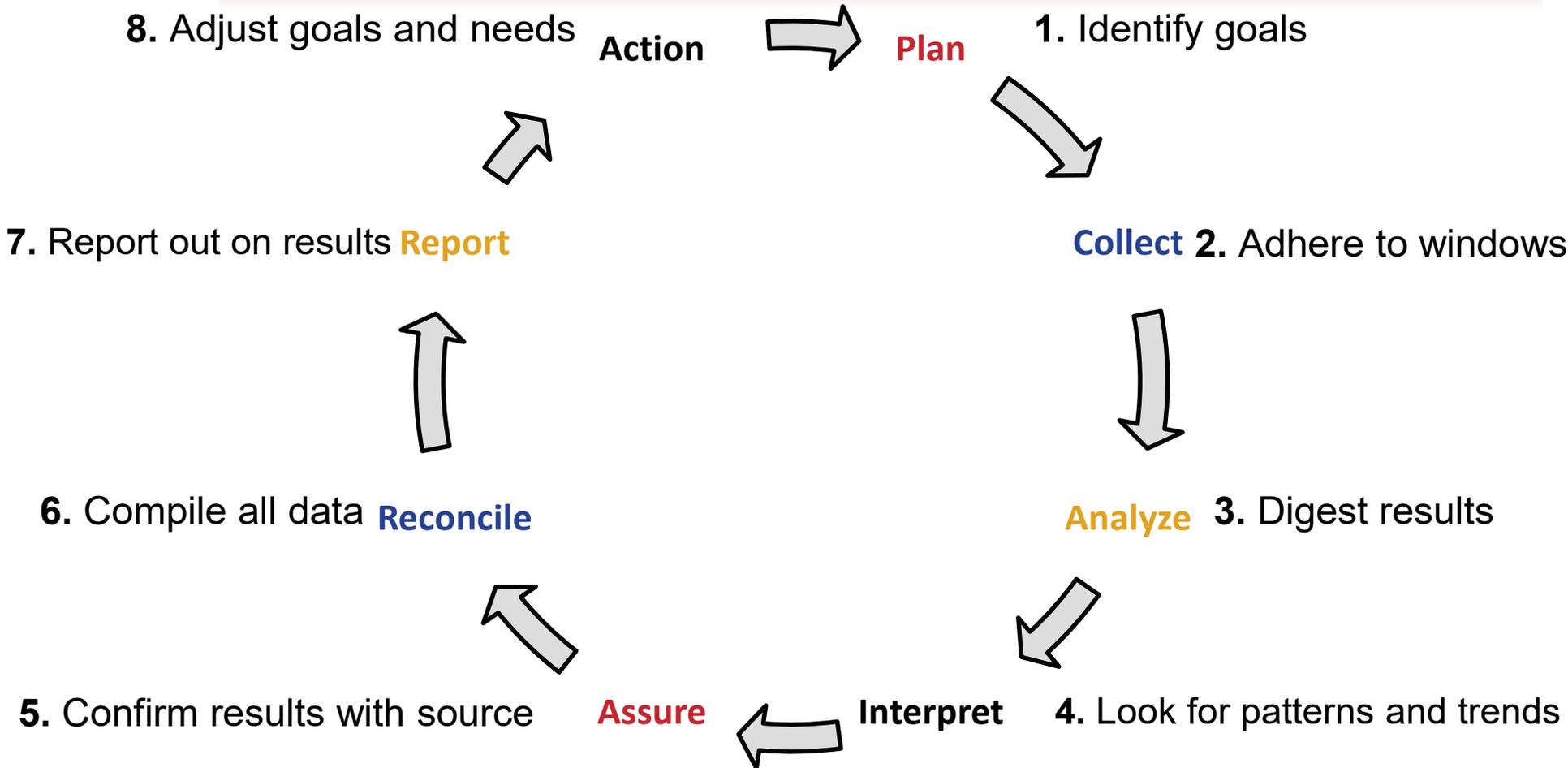
MontCAS App > Data Entry

- Data Cycle Tip #6 providing timely and actionable feedback.
- Report Non-Participation

 MontCAS Montana Comprehensive Assessment System Montana Office of Public Instruction		2019–2020 Achievement Data
10 Tips for Exploring Your ORS Data		
1	<i>What do student participation rates look like?</i> <ul style="list-style-type: none"> • Trends over time 	
2	<i>Where are we at this year?</i> <ul style="list-style-type: none"> • Scale Score • Percentages • Achievement Level Distribution 	
3	<i>Are we making progress?</i> <ul style="list-style-type: none"> • Trends over time 	
4	<i>How are we doing by subject area?</i>	
5	<i>How are we doing by grade?</i>	
6	<i>Are there any changes in the “at or above proficient” group or “at or below proficient” group?</i>	
7	<i>How are we doing by student groups?</i> <ul style="list-style-type: none"> • Percent Proficient All Students • Percent Proficient Gender • Percent Proficient Race/Ethnicity Percent • Percent Proficient ELs • Percent Proficient <u>SpEd</u> • Percent Proficient Socioeconomic Status (or NSLP Program) • How is our equity across students? 	
8	<i>Any changes in student demographics since the previous year?</i>	
9	<i>Is the achievement gap persisting, narrowing, or widening?</i>	
10	<i>How are we doing in each subject area and grade, at the claim level and the target level (i.e., below standards, at/near standards, above standard)?</i> <ul style="list-style-type: none"> • Do these performances make sense? • What has been our curriculum and instructional focus? 	



MontCAS 8-Step Data Cycle



Ask Yourself

- Where are we at with these Before and During Reporting Activities?
 - STC Designation
 - Testing Plans
 - Test Security Agreements
 - Staff Training
- What are our strengths? Weakness?
- Any areas for improvement?

Step 8 - Action

- Where can you improve?
- What are your future needs?
- What are your future goals?

Critical Partners in Assessment



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Questions?

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