



**Montana**

**Office of Public Instruction**

**New STC Track |  
Part 2: MontCAS Policies & Procedures**

**2020 Data & Assessment “ASSIST” Conference**

**Delta Hotels, Helena . January 13, 2020**

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# Session Objectives

- P.D.I.R.
  - Prevention
    - Roles
    - Data Privacy Policy
    - Build a Team
    - MontCAS Testing Plans
    - Test Administration
  - Detection
    - Testing Incident Types
    - Confidential Test Incident Hotline
  - Inspection
  - Resolution

# 2019-2020

# Test Security Collection Schedule



## Test Security Collection Schedule School Year 2019–2020

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"> <li>School reviews the OPI Published Test Windows for each required MontCAS statewide assessment.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">OPI Published Test Window</a></li> </ul>
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"> <li>AR verifies and updates the OPI with STC contact information in the <a href="#">TEAMS Application</a>.</li> </ul>	<ul style="list-style-type: none"> <li>September Assessment 411</li> <li><a href="#">AR Roles and Responsibilities Letter</a></li> <li>MontCAS Test Security Manual</li> <li><a href="#">Ethical Behaviors Guidance</a></li> </ul>
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"> <li>OPI provides the STC with access to MontCAS based off the AR October designation.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">MontCAS Application</a></li> <li>MontCAS Instructional Guide</li> </ul>
09/02/2019	11/01/2019	STC Manages Users in the Secure Assessment Portals.	<ul style="list-style-type: none"> <li>OPI provides the STC with access to the secure restricted-use assessment portals and school systems are required to manage users.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">MontCAS Data Privacy Policy</a></li> </ul>
10/01/2019	11/01/2019	STC Affirmation of School System Testing Security. <i>(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.)</i>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">AR Roles and Responsibilities Letter</a></li> <li><a href="#">TA Roles and Responsibilities Letter</a></li> <li><a href="#">MontCAS Test Security Plan</a></li> <li><a href="#">MontCAS Test Administration Plan</a></li> <li><a href="#">MontCAS Test Accessibility Plan</a></li> <li><a href="#">MontCAS Test Training Plan</a></li> </ul>
10/01/2019	11/01/2019	STC Affirmation of Testing Security.	<ul style="list-style-type: none"> <li>STC completes the Testing Security Agreement section of the MontCAS Application to assure the OPI of compliance with the test security.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">STC Roles and Responsibilities Letter</a></li> <li><a href="#">MontCAS Application STC Test Security Agreement</a></li> </ul>
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"> <li>If applicable, STCs make requests for assessment accommodations beyond those routinely allowed.</li> </ul>	<ul style="list-style-type: none"> <li>MontCAS Instructional Guide</li> </ul>
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"> <li>STCs record the reasons a student did not take the state-mandated summative assessment.</li> </ul>	<ul style="list-style-type: none"> <li>MontCAS Instructional Guide</li> <li><a href="#">Six Things Stakeholders Should Know About Participation and Testing in Montana</a></li> </ul>
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"> <li>STCs report any test security incident immediately to the OPI or based on the reporting periods specified by the severity of the incident.</li> </ul>	<ul style="list-style-type: none"> <li>MontCAS Test Security Manual</li> </ul>
5/15/2020	06/15/2020	STC Completes the 2020 Assessment Debrief Survey.	<ul style="list-style-type: none"> <li>If applicable, STCs complete this form to receive renewal units for training from the 2019-20 administration.</li> </ul>	<ul style="list-style-type: none"> <li>2020 Assessment Debrief Survey</li> </ul>
3/1/2020	08/31/2020	STC verifies quality assurance report. <i>(Note: OPI will sample schools to observe MontCAS assessments using a standardized quality assurance checklist.)</i>	<ul style="list-style-type: none"> <li>If applicable, STCs verify quality assurance checklist.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Quality Assurance Checklist</a></li> </ul>
<p>Note: MontCAS Test Security Collection Schedule dates are subject to change without notice. We provide regular updates in the monthly "Assessment Bulletin" newsletter. If you are not currently receiving the Assessment Bulletin and would like to, you can subscribe by filling out the <a href="#">subscription form</a>. Questions? – Contact the OPI Assessment Help Desk at 1-844-867-2569 or Email <a href="mailto:OPIAssessmentHelpDesk@mt.gov">OPIAssessmentHelpDesk@mt.gov</a></p>				

Updated last on October 10



# MontCAS Published 2019-2020 Test Windows



Montana Office of Public Instruction  
Published Test Windows for All Required Statewide Assessments  
2019–2020 School Year

Grade	ACCESS for ELLs (English Language Proficiency)	Alternate Montana Science Assessment (Alternate)	Montana Science Assessment (General)	MSAA (Alternate)	Smarter Balanced (General)	ACT with Writing* (General)
Window Period	8 weeks	8 weeks	8 weeks	7 weeks	10 weeks	3 Opportunities
Test Window	Dec 4 – Jan 29	Mar 16 – May 8	Mar 16 – May 8	Mar 16 – May 1	Mar 9 – May 15	Initial: March 24 Make-up: April 7 Emergency: April 21
Required Subjects	ELP	Science	Science	Math and ELA	Math and ELA	Math, ELA, and Science
Grades Tested	K–12	Grades 5, 8, 11	Grades 5, 8	Grades 3–8, 11	Grades 3–8	Grade 11

Prepared by the Office of Public Instruction on August 15, 2019. Updated October 3, 2019.

Putting Montana Students First

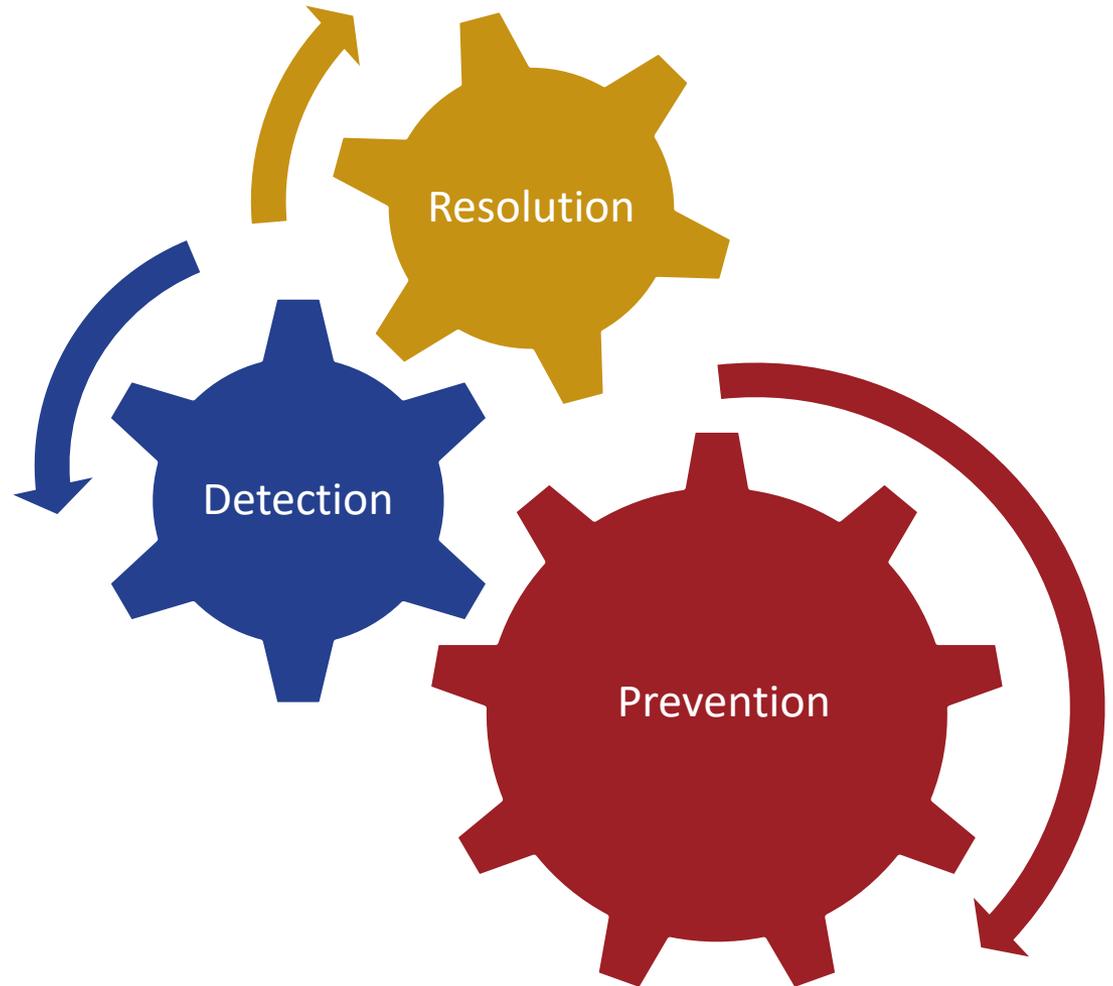


Dates and elements listed here are subject to change  
\*Online testing windows are posted on the Montana ACT site.



# What is PDIR?

- **P**revention
- **D**etection
- **I**nspection
- **R**esolution



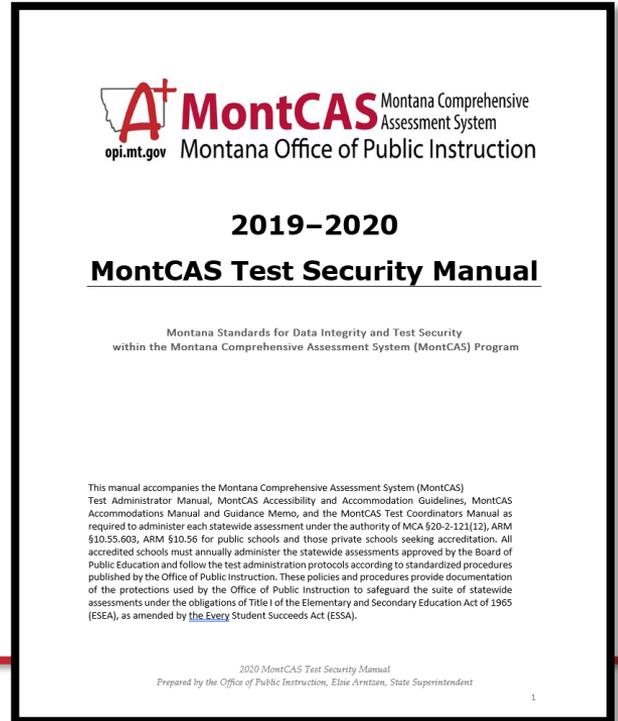
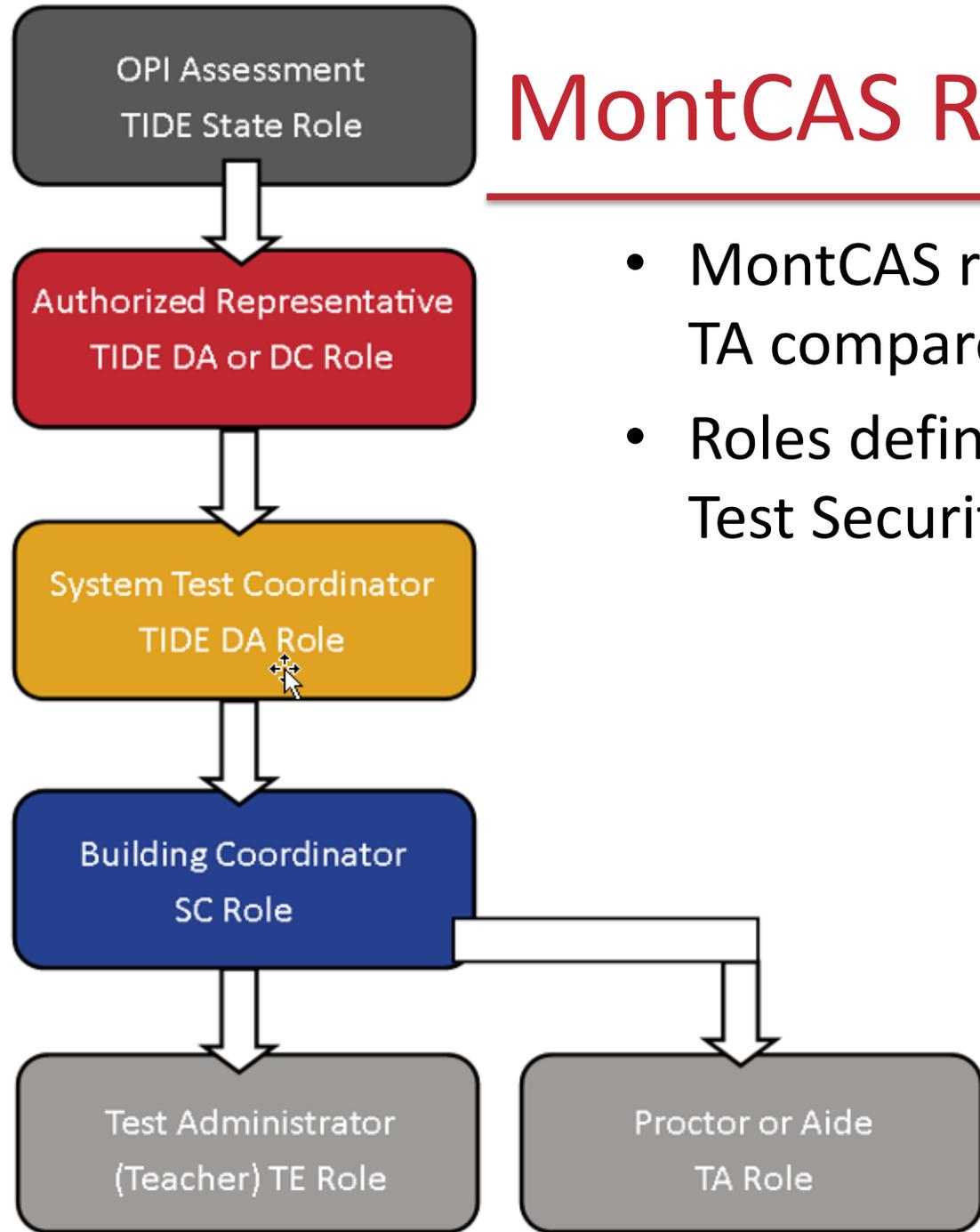
# Focus on Prevention





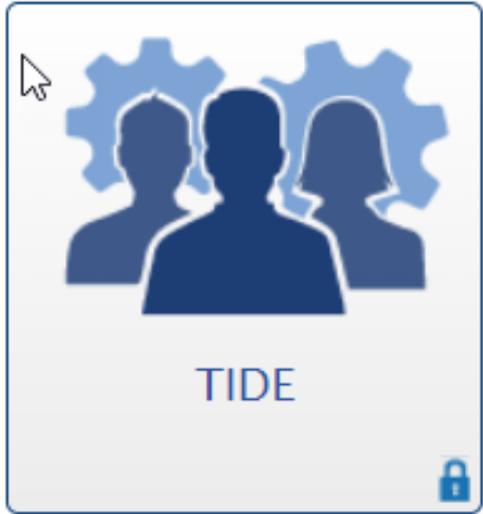
# MontCAS Roles

- MontCAS roles OPI, AR, STC, BC, TA compared to the TIDE Roles
- Roles defined in the MontCAS Test Security Manual



# MontCAS Data Privacy Policy

- Establish User Need
- Review Local Policies
- Proved User Access
- Support Users with Registration



 **MontCAS** Montana Comprehensive Assessment System  
opi.mt.gov Montana Office of Public Instruction

School Year 2019-2020  
MontCAS Data Privacy Policy  
January 1, 2019

### MontCAS Data Privacy Policy

**Background:**

- Montana has strict data sharing laws and policies.
- All educators involved in the administration of statewide assessments are responsible for maintaining the privacy and security of all student records as specified in FERPA and by state law.
- All MontCAS portals are web-based and restricted-use reporting systems.
- Specific usernames and passwords allow access to confidential school and student data.
- Only "school officials" should have credentials for accessing MontCAS restricted-use online test management portals.

**What is Personally Identifiable Information (PII)?**  
Education records which pertain to an individual student and may easily lead to that student's identity with reasonable certainty.

FERPA regulations list personally identifiable student information as including, but not limited to, the following:

- the student's name;
- the name of the student's parent or other family member;
- the address of the student or student's family;
- a personal identifier, such as a social security number or student number;
- a list of personal characteristics that would make the student's identity easily traceable; or
- other information that would make the student's identity easily traceable.

See the [OPI Student Records Confidentiality Policy](#) for more information on this topic.

Source: <https://studentprivacy.ed.gov/audience/school-officials-k-12>

### How Can I Protect our students' PII?

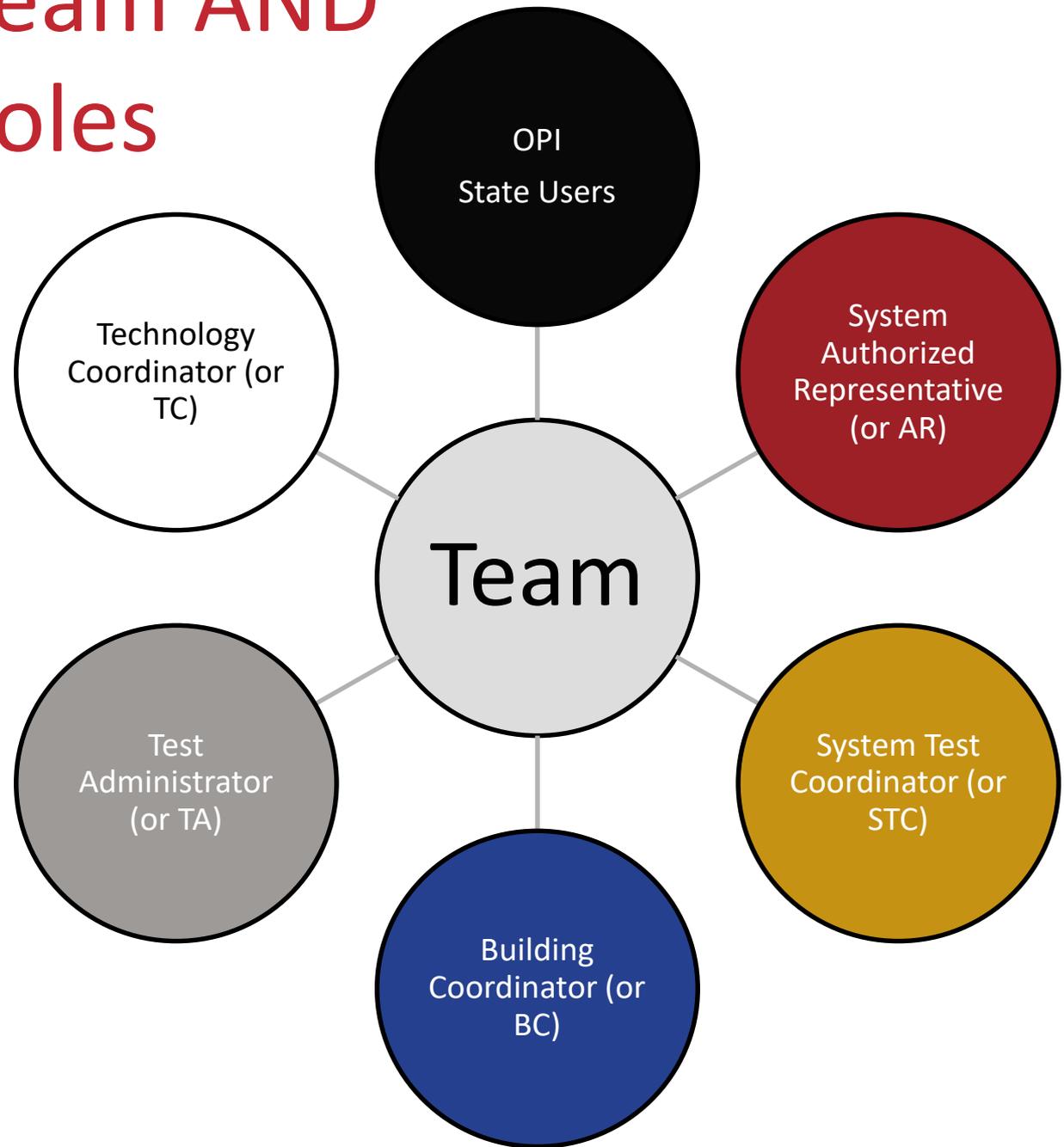
Here are 10 steps you can take to protect confidential student PII.

1. Protect visibility of reports and computer monitors when displaying and working with confidential information;
2. Lock or shutdown workstations when left unattended;
3. Never share usernames or passwords;
4. Store electronic data in a password protected format, or secure location only accessible by the authorized personnel;
5. Protect physical data (including hard copies of reports) from unauthorized persons and secure when not in use;
6. Change data to guarantee anonymity (e.g., data perturbation);
7. Shred any paper reports and destroy electronic files;
8. Stamp or otherwise mark all materials containing PII (e.g., confidential);
9. Do not send any PII via e-mail or fax;
10. Only use secure routes of transmittal to share PII (e.g., Montana's secure file transfer process, [ePass](#)).

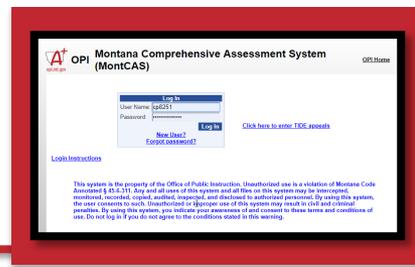
**Who is a "school official" under FERPA?**

- Teacher, school principal, president, chancellor, board member, trustee, registrar, counselor, admissions officer, attorney, accountant, human resources professional, information systems specialist, and support or clerical personnel.
- Use best judgment before disclosing sensitive student achievement data.
- **Rule of thumb:** only authorize personnel on a need-to-know basis as it relates to the performance of their duties or roles in test administration and reporting.
- Access to confidential information carries with it the responsibility to protect the data from further disclosure.
- **Ask yourself:** Does this person meet the criteria specified in the "school official" definition? Does this person need access to do their job? Do they have a legitimate educational interest in the education records?

# Build a Team AND Define Roles



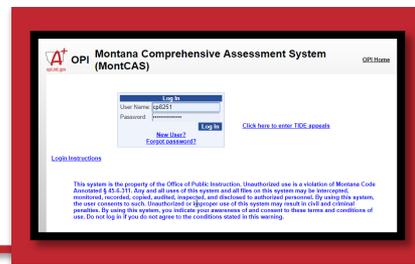
# MontCAS Testing Plans



1. Administration
2. Training
3. Security
4. Accessibility

I MontCAS Test Accessibility Plan	II MontCAS Test Administration Plan	III MontCAS Test Training Plan	IV MontCAS Test Security Plan

# MontCAS Testing Administration Plan



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



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

58 responses



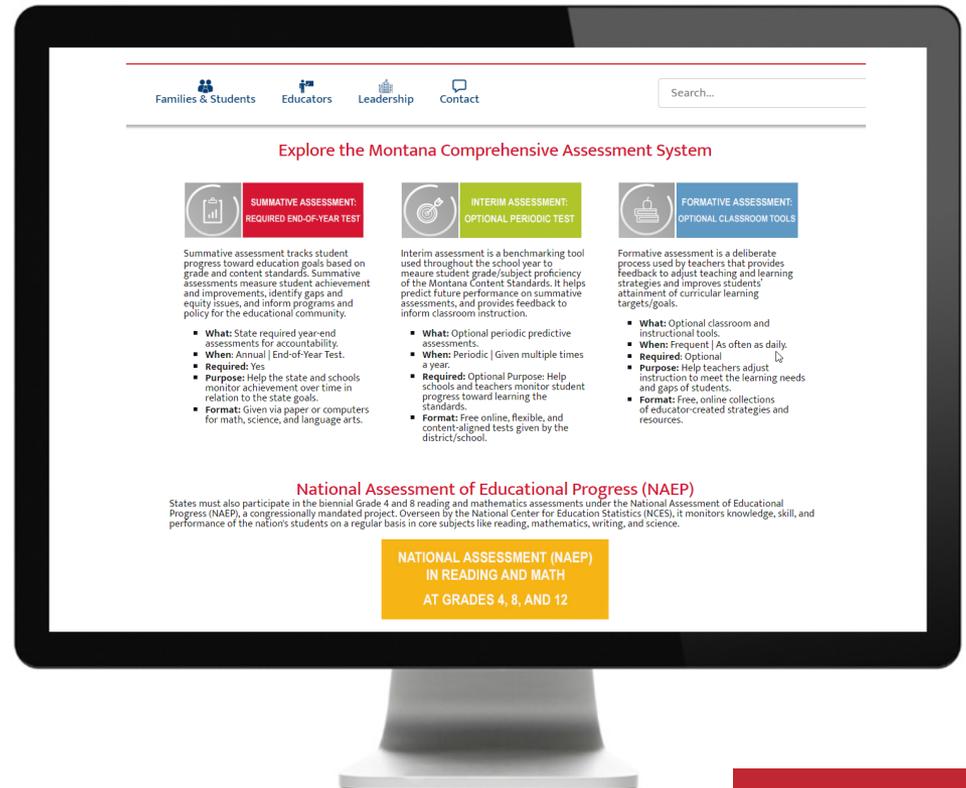
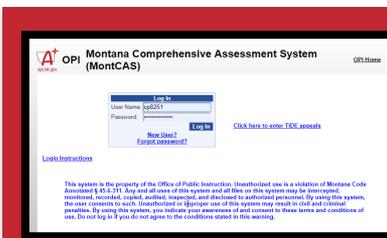
# MontCAS Training Plan

1. Before, During, and After Activities
2. Technical Assistance
3. Building Coordinator Notice
4. Certificate Plan
5. Maintain Appropriate Conditions Plan
6. Training Event
7. Student Eligibility and Participation
8. Test Administrator Observation
9. Student Verification
10. Assessment Wrap

Phone  
1.844.867.2569

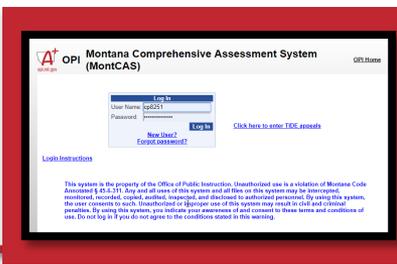
E-mail

[OPIAssessmentHelpDesk@mt.gov](mailto:OPIAssessmentHelpDesk@mt.gov)



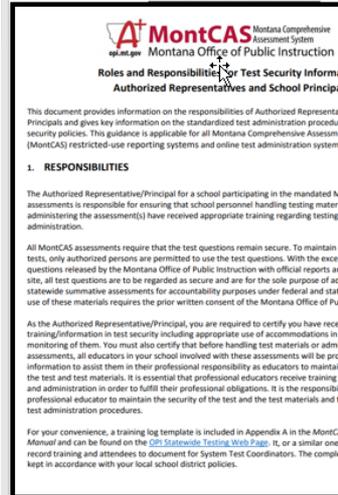
# MontCAS Test Security Plan

1. Before, During, and After Activities
2. Student Data Privacy Policy
3. Test Security
4. Test Incident Reporting
5. OPI Audit
6. Data Integrity
7. User Roles
8. Ethical Testing Behavior Guide
9. Principles of Data Collection Test
10. Test Security Agreements

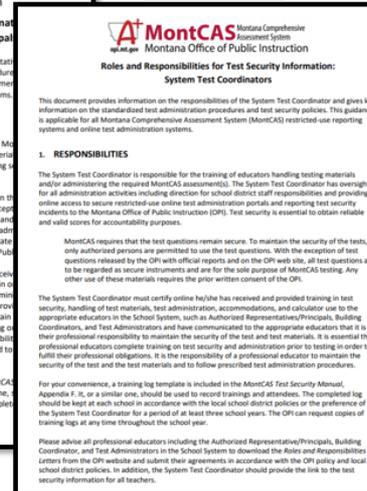


## Key Role and Responsibility Letters

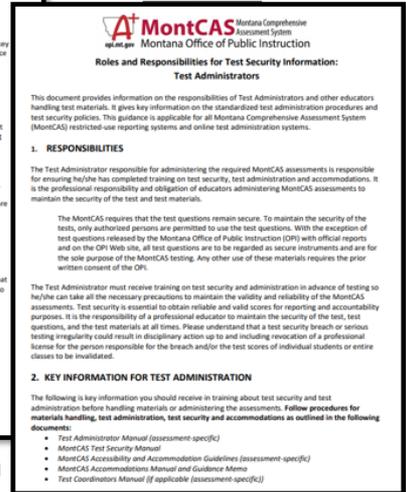
### AR/BC Letter



### STC Letter

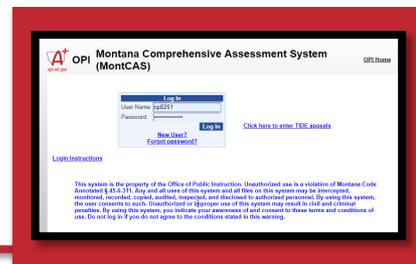


### TA Letter



**Note:** STC is electronic in MontCAS Application

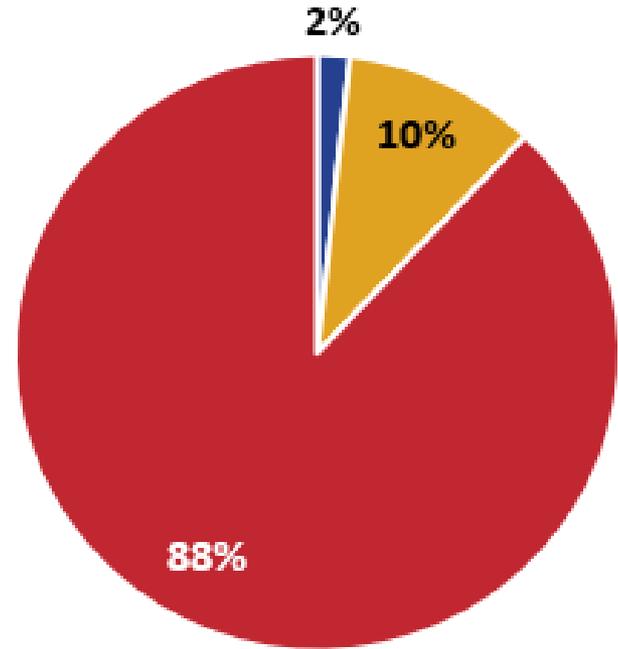
# MontCAS Testing Accessibility Plan



1. Eligibility Criteria
2. Three-Tiered Approach
3. Alternate Eligibility
4. Plan Meetings
5. Data-Based Process
6. Gain Familiarity
7. Time to Practice
8. Portal Setup
9. Parent Participation Notice
10. Accommodation Deadlines

## Gain Familiarity and Practice

( n = 58)



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



# Who May Administer?

- Montana licensed educator professionals who have been trained, are familiar with standardized testing procedures, and are employed by the school system.

## What about...?

### Montana licensed substitute teachers

- May administer
- Must complete trainings
- Must be employed by district

### Student teachers & paraprofessionals

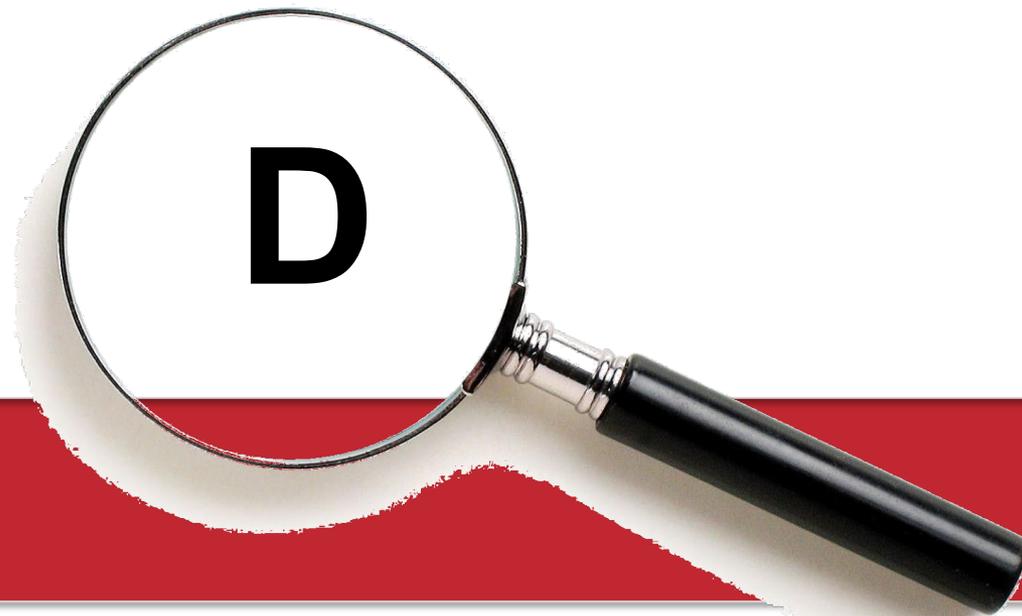
- May assist
- Under direct supervision of licensed educator
- Must complete all trainings

### Parent/Community members

- May NOT assist OR observe

**To discuss special staffing circumstances, please contact the OPI Assessment Division at 844.867.2569 or [OPIAssessmentHelpDesk@mt.gov](mailto:OPIAssessmentHelpDesk@mt.gov).**

# Focus on Detection





# Testing Incident Types

## Low

Low impact on individual or group of testing students  
*(Typical or routine testing phenomena)*

## Medium

May impact the performance of a student or group of testing students  
*(Unusual circumstances)*

## High

Incidents that are likely to compromise the integrity of an assessment  
*(Rare and extreme events)*

1

Low risk of potentially affecting

- Student performance
- Test security
- Test validity

Unintentional or improper administration

2

Has little or no impact on validity of the assessment itself

No statewide or national implications

May result in invalidation of test results

May include an element of misconduct

3

May include deliberate elements of fraud

Can mean exposing or disclosing secure test materials

Can affect all students participating with statewide and nationwide

# Confidential Test Incident Report



Any person may submit a Confidential Test Incident Report (TIR) to the OPI.

MontCAS Test Security

**HOTLINE**

**(406) 444-2474**

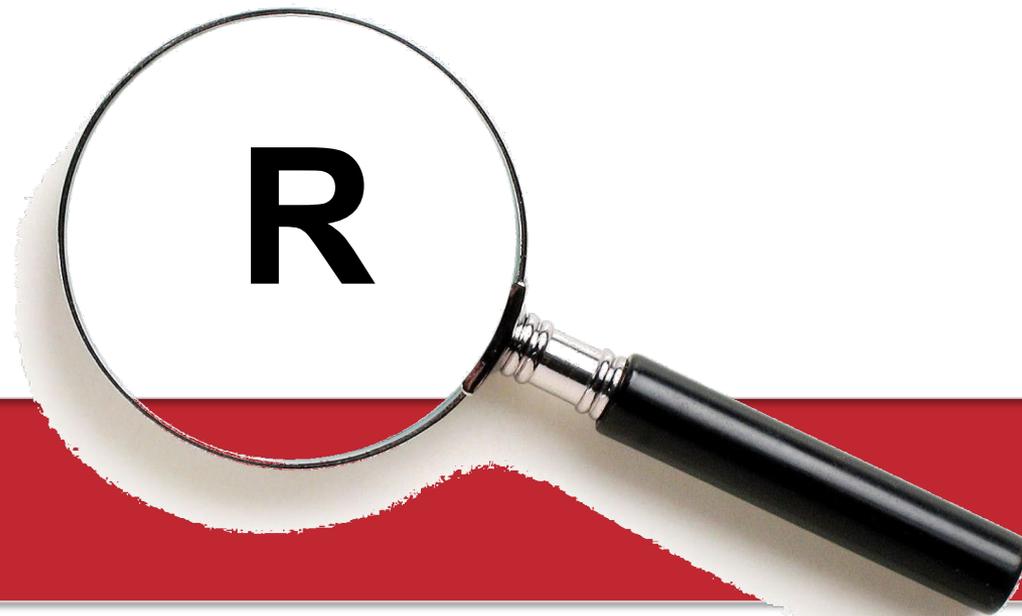
Submit an online [Testing Incident Report \(TIR\)](#)

**ATTENTION** - It is a testing irregularity to send student information over a non-secure service such as email. The OPI does not consider even encrypted emails to be secure for sensitive information such as student names and identifying details. Schools are encouraged to familiarize themselves with the OPI Student Records Confidentiality Policy and follow this guidance to maintain student confidentiality at all times.

# Focus on Inspection



# Focus on Resolution





# Critical Partners in Assessment



<https://drive.google.com/file/d/1F7EdQ1YiivScSAABuZQSyvcY-3Oyl2cx/view?usp=sharing>

This Photo by Unknown Author is licensed under CC BY-ND

# We are here to ASSIST!

## Putting Montana Students First

The Assessment Division aims to ensure the annual required statewide assessments are aligned to Montana's college-and career-ready academic standards, are equitable for all students, and provide meaningful results which can be used by various stakeholders to serve learning. We are committed to providing technical assistance to support test administration and in creating professional learning opportunities to increase assessment literacy across the state of Montana. **The MontCAS mission:**

- ◆ **Guide** administrators through the local role(s) and responsibility(ies) to administer required statewide assessments in compliance with federal and state law.
- ◆ **Support** teachers and administrators in developing tools and utilizing assessment data to improve instruction.
- ◆ **Mentor** test administrators on ensuring assessments are locally administered with fidelity and are accessible to all students.
- ◆ **Provide** high-quality technical assistance to support test administration and increase assessment literacy.
- ◆ **Offer** professional learning opportunities to empower educators to better utilize our balanced assessment systems.
- ◆ **Foster** partnerships in a collaborative environment with vested stakeholders.
- ◆ **Pursue** excellence in practice for evidence-based instruction and data-driven decisions.



*Actionable  
Systematic  
Supports to  
Inform  
Students and  
Teachers*



Educator Interests and  
Opportunities in  
Assessment



Use the QR Code (left) or link (below)  
<https://forms.gle/HFvZaYRHRT2YE16m8>  
to launch the form in your device.  
Questions? Contact the  
[OPIAssessmentHelpDesk@mt.gov](mailto:OPIAssessmentHelpDesk@mt.gov)



**MontCAS** Montana Comprehensive  
Assessment System  
Montana Office of Public Instruction

# Questions?

**OPI Assessment Help Desk**

**Phone:** 1.844.867.2569

**E-mail:** [OPIAssessmentHelpDesk@mt.gov](mailto:OPIAssessmentHelpDesk@mt.gov)