



Montana

Office of Public Instruction

The MontCAS Application: Step-by-Step

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Session Objectives

- Know what the MontCAS Application is and what it is used for.
- How to access and navigate the MontCAS Application.
- How to complete the required tasks in the application.
- How to run and view reports available in the application.

What is your hope?

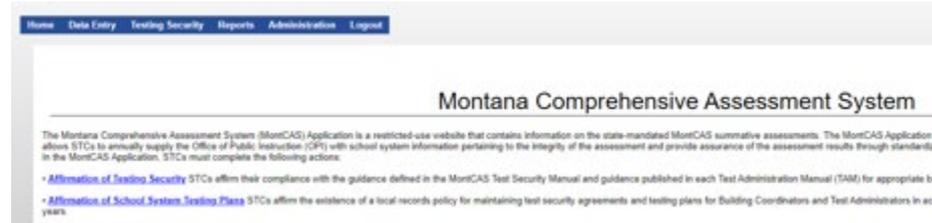
1. www.menti.com
2. Plug in the code
3. Respond to the question:

What do you hope to learn or get out of this session?



What is the MontCAS Application?

- Restricted-use website
- Intended for use by System Test Coordinators (STC)
- Used to complete required tasks for statewide assessment reporting



- URL:

<https://apps.opi.mt.gov/MontCAS/frmLogin.aspx?ReturnUrl=%2fMontCAS%2ffrmDefault.aspx>



Required Tasks - Test Security

Test Security

Affirmation of Testing Security

STCs affirm their compliance with the guidance defined in the MontCAS Test Security Manual.

Test Security

Affirmation of School System Testing Plans

STCs affirm the existence of a local records policy for maintaining test security agreements and testing plans.



Required Tasks – Test Related

**Before
Testing**

Requests for Non-Routine Accommodations

**During
Testing**

Report Testing Incidents

**After
Testing**

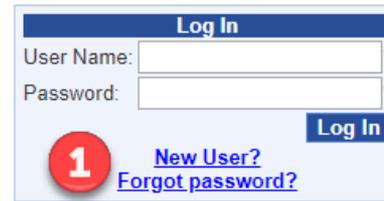
Report Non-Participation



Gaining Access – Logging in

OPI Montana Comprehensive Assessment System (MontCAS)

You have been logged out of your previous session.



[Click here to enter TIDE appeals](#)

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[Login Instructions](#)

1. New user link/forgot password link
2. The link to the user guide

Helpful tips

- * *The only person in the district with a login for the application is the System Testing Coordinator.*
- * *New users must use the 'New User' link before entering the username when logging in the first time.*
- * *A new password is required if you do not log into the application for 90 days.*

A look at the MontCAS Home Page

Data Entry | Testing Security | Reports



OPI Montana Comprehensive Assessment System (MontCAS)

[OPI Home](#)

[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 MontCAS Application is intended for 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 of the assessment and provide 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) for appropriate before, during, and after testing practices.
- [Affirmation of School System Testing Plans](#) STCs affirm the existence of a local records policy for maintaining test security agreements and testing plans for Building Coordinators and Test Administrators in accordance with the MontCAS Test Security Manual for a period of at least three school years.
- [Requests for Non-Routine Accommodation Process](#) STCs make requests for assessment accommodations beyond those routinely allowed. The OPI will review requests and provide instruction on receiving certain accommodations on statewide assessments. Schools must administer statewide assessments with or without accommodations based on individual student needs consistent with all state and federal laws. The STC must submit accommodations requests at least ten days prior to testing.
- [Report Non-Participation](#) STCs record the reasons a student did not take the state-mandated summative assessment. This information is required for any child who was enrolled in the school during the MontCAS-published assessment window. There are rare circumstances in which a student did not participate in the expected test or participated in a test but in a non-standard way.
- [Report Testing Incident](#) STCs report any test security incident immediately to the OPI or based on the reporting periods specified by the severity of the incident. These reporting guidelines can be found in the MontCAS Test Security Manual. The OPI must be made aware of incidents within the MontCAS Application for each state-mandated assessment: ACCESS for ELLs (or WIDA), Montana Science Assessment (MSA), Alternate Montana Science Assessment (AMSA), Smarter Balanced (SBAC), and ACT with Writing.

If you have any questions, contact: MontCAS Help Desk at (844) 867-2563 or OPIMontCASHelpDesk@mt.gov

Testing Security Tab

TSA and Testing Plans

Required Records Tracking

STCs affirm they have collected Test Security Agreements from all staff involved in assessments, including those who handle testing materials, and that they have Testing Plans in place for their schools.

STC Test Security Agreement

Testing Security Agreements

By electronically signing this screen, the STC is signifying that they have read, understand, and agree to follow the Test Security Agreement requirements.

Required Records Tracking

A magnifying glass icon with a white circular lens and a grey handle, positioned to the left of the 'Required Records Tracking' section header.

Required Records Tracking

STCs affirm they have collected Test Security Agreements from all staff involved in assessments, including those who handle testing materials, and that they have Testing Plans in place for their schools.



Test Security Agreements must be collected from Authorized Representatives, Building Principals, Building Coordinators, Test Administrators, and all school staff who may be assisting with the statewide assessments.

In addition, STCs must have Testing Plans in place for their system.

Test Security Agreements

Links to Test Security Agreements on the Required Records Tracking screen include

- Authorized Representative
- Building Principals
- Building Coordinators
- Testing Administrators

Montana Comprehensive Assessments
Required Records Tracking

State FY: System (SS) this agreement is valid for:

All requirement/documents listed below must be kept on file for at least three years. The OPI may ask to view one or more of these documents at any time during the test administration year.

Confirm that each Test Administrator and Building Coordinator in your district and the district's Authorized Representative has signed testing security agreements, which are to be maintained in the Required Records Tracking system. Testing Security Agreements are available for download at [OPI's MontCAS page](#).

The statements listed below are applicable to all required statewide assessments for the current test administration year. Select below to indicate you agree with the statement:

Yes I have a current Testing Security Agreement signed by the [Authorized Representative and all Building Principals](#).

NA Yes I have a current Testing Security Agreement signed by each [Building Coordinator](#).
 NA Yes I have a current Testing Security Agreement signed by each [Testing Administrator](#) and all school staff handling test materials.

Yes I have a current [Testing Accessibility Plan](#) in place.
 Yes I have a current [Testing Administration Plan](#) in place.
 Yes I have a current [Testing Training Plan](#) in place.
 Yes I have a current [Testing Security Plan](#) in place.

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 for this agreement.

Helpful tips

* *TSA's must be kept on file locally for a period of at least three years.*

Testing Plans

Links to Testing Plans on the Required Records Tracking screen include

- Testing Accessibility Plan
- Testing Administration Plan
- Testing Training Plan
- Testing Security Plan

State FY: 2020 System (SS) this agreement is valid for: [dropdown]

All requirement/documents
The OPI may ask to view one or more

Confirm that each Test Administrator and Building Coordinator in your district and the district's Authorized Representative has s
Testing Security Agreements are available for download at [OPI's MontCAS page](#).

The statements listed below are applicable to all required statewide assessments for the current test administration year.
Select below to indicate you agree with the statement:

- Yes I have a current Testing Security Agreement signed by the [Authorized Representative and all Building Principals](#).
- NA Yes I have a current Testing Security Agreement signed by each [Building Coordinator](#).
- NA Yes I have a current Testing Security Agreement signed by each [Testing Administrator](#) and all school staff handli
- Yes I have a current [Testing Accessibility Plan](#) in place.
- Yes I have a current [Testing Administration Plan](#) in place.
- Yes I have a current [Testing Training Plan](#) in place.
- Yes I have a current [Testing Security Plan](#) in place.

Putting your name in the box below signifies that you have read, understand, and follow the Testing Security Agreement require

[input field]

Helpful tips

- * *Testing Plans must be kept on file locally for a period of at least three years.*

Test Security Agreement - STC

Putting your name in the box below signifies that you have read,



Testing Security Agreements

By electronically signing this screen, the STC is signifying that they have read, understand, and agree to follow the Test Security Agreement requirements.



Test Security Agreement - STC

System Testing Coordinator Testing Security Agreement
Read below and indicate that you understand and will follow all requirements.

State FY: System (SS) this agreement is valid for months

Maintaining Test Security Before, During and After Testing

System Test Coordinators (STC) are responsible for communicating the local roles and responsibilities of statewide test administration to all licensed professionals administering Montana assessments. The STC must ensure all authorized staff have completed the standardized testing procedures for each assessment they will administer. STCs must follow the guidance published in these policies and procedures to report any test security incidents to the OPI within the severity-based reporting periods specified in the MontCAS Test Security Manual.

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the OPI must take every step to ensure the security and confidentiality of the state assessment materials. All personnel involved in testing must maintain test security procedures.

The STC must read, electronically sign, and submit this Test Security Agreement (TSA) before administering any of the six MontCAS accountability assessments.

I, as my school district's System Test Coordinator (STC), understand that standardized test administration and test security are part of my professional responsibility, to ensure reliable and valid scores for accountability purposes. These responsibilities are as follows:

1. In accordance with our school system's [MontCAS Test Administration Plan](#) (Plan 2), I will:
 - a. inform the OPI of which statewide tests will be given in our school system via the Montana Comprehensive Assessment System (MontCAS) Application (see Plan Item 2.3)
 - b. schedule tests within the OPI allowable test window and report these dates in the MontCAS Application (see Plan Item 2.4)
 - c. inform all authorized personnel involved in testing of their role and responsibilities for administering assessments in accordance with the assessment-specific Test Administration Manual (see Plan Item 2.5).
2. In accordance with our school system's [MontCAS Test Security Plan](#) (Plan 4), I will:
 - a. I understand the OPI has a responsibility to observe test administration activities in order to monitor adherence to test security (see Plan Item 4.5)
 - b. I understand the OPI can request signed TSAs at any time throughout the school year (see Plan Item 4.10)
 - c. I will ensure all test administrators (or proctors) have signed the school test administrator TSA and I will help maintain the TSA records for our school system for at least three school years (see Plan Item 4.10)
 - d. I will ensure all personnel involved in testing are trained in and follow the OPI's guidance to maintain conditions for testing that are free from undue distractions and adhere to the Ethical Testing Behavior Guidance published by the OPI (see Plan Item 4.8)
3. In accordance with our school system's [MontCAS Test Accessibility Plan](#) (Plan 1), I will:
 - a. ensure our system's school(s) administer the statewide assessments for accountability with or without accommodations, based on individual student needs and consistent with all state and federal laws and regulations (see Plan 1.1)
 - b. ensure our system's school(s) administer supports and accommodations consistent with student Individualized Education Programs (IEPs) and IEP team recommendations regarding accommodations on the general statewide assessments or eligibility to participate in the statewide alternate assessment based on the alternate achievement standards (see Plan 1.2-4)
 - c. ensure our system's school(s) uses the OPI guidance to identify English Learners (ELs) and annually monitor individual student progress in acquiring academic English, consistent with all state and federal laws and regulations (see Plan 1.2-4)
4. In accordance with our school system's [MontCAS Test Training Plan](#) (Plan 3), I will:
 - a. ensure our school(s) annually administer the statewide assessments for accountability to all students, in accordance with the assessment-specific Test Administration Manual published by the OPI (see Plan 3.1)
 - b. ensure there is a plan in place to ensure [test administrators](#) are properly identified in Montana's state student information system (Achievement in Montana (AIM)/Infinite Campus) and are included in MontCAS assessments to the fullest extent possible per pertinent educational plans (see Plan 2.2)
 - c. ensure all our school system's test administrators (or proctors) are licensed professionals who have completed the OPI-specified training, are familiar with the assessment-specific standardized testing procedures found in the assessment-specific Test Administration Manual and are employed by the school system (see Plan 4.10)
 - d. ensure all our school system's test administrators (or proctors) have reviewed the requirements for test security as well as the assessment-specific requirements for administering each test, in accordance with the MontCAS Test Security Manual and the assessment-specific Test Administration Manuals (see Plan 4.1)
5. I will instruct all authorized personnel of the consequences of not following the statewide assessment test security requirements described in the MontCAS Test Security Manual and the assessment-specific Test Administration Manuals (see Plan 4.3)
6. I will protect the contents of the test from any improper access and/or disclosure and will handle all secure hardcopy and online test materials in accordance with the OPI's student confidentiality and assessment-specific policies (see Plan 4.3)
7. In the event an unforeseen testing incident arises, I understand it is my responsibility to report the incident immediately to the OPI via the [MontCAS Application](#) (see Plan 4.4)
8. Failure to comply with the test administration and security requirements may result in consequences, up to reporting findings to the Montana Board of Public Education for further action.

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

- 3. [MontCAS Test Administration Plan](#) (Plan 2), I will:
 - sts will be given in our school system via the Montana C
 - ble test window and report these dates in the MontCAS
 - ved in testing of their role and responsibilities for admini
- 3. [MontCAS Test Security Plan](#) (Plan 4), I will:
 - bility to observe test administration activities in order to r
 - igned TSAs at any time throughout the school year (see F
 - or proctors) have signed the school test administrator TSA
 - 1 testing are trained in and follow the OPI's guidance to r
- 3. [MontCAS Test Accessibility Plan](#) (Plan 1), I will:
 - minister the statewide assessments for accountability with c
 - minister supports and accommodations consistent with stud
 - achievement standards (see Plan 1.2-4).
 - the OPI guidance to identify English Learners (ELs) and
- 3. [MontCAS Test Training Plan](#) (Plan 3), I will:
 - minister the statewide assessments for accountability to all:

Data Entry Tab

**Before
Testing**

Enter Accommodations Not Routinely Approved Request

**During
Testing**

Enter Testing Incidents

**After
Testing**

Enter Reasons for Non-Participation



Data Entry Tab

**Before
Testing**

Enter Accommodations Not Routinely Approved Request

Accommodations not routinely approved must:

- Be requested at least 2 weeks prior to the scheduled assessment.
- Be approved by the OPI before a student can receive them for statewide testing.
- Be listed in the student's IEP, Section 504 plan, or EL plan.
- Be familiar to the student.

Helpful tips

- * *Be sure to include the contact information for the person most knowledgeable about the student's educational plan.*
- * *Confirm the accommodation is not listed as an allowable accommodation for the assessment it's being requested for in the OPI published usability, accessibility, and accommodations guidelines.*

Data Entry Tab

All violations or suspected violations of test security, administration policies and guidelines, and/or confidentially must be reported to STCs by school and system staff.

STCs must notify the OPI via the MontCAS Application as soon as the STC becomes aware that an incident may have occurred.

**During
Testing**

Enter Testing Incidents

Helpful tip

- * *Include as many details as possible when completing the test incident report in the MontCAS Application. Full detailed reports will be more easily and efficiently resolved saving time and repeat communication with the OPI.*

Test Incident Reporting Timeline

Term	Level I	Level II	Level III
Description	(Unusual circumstances or routine testing phenomena)	(Non-routine or unusual circumstances)	(Rare and extreme events)
Reporting Timeframe	Reported to the STC within 5 days. (Unless otherwise specified in the assessment-specific TAM.)	STC reports to the OPI Assessment Division in the MontCAS Application within 3 days. (Unless otherwise specified in the assessment-specific TAM.)	Reported to the OPI Assessment Division immediately by phone (1.844.867.2569). STC must report in the MontCAS Application within 24 hours. (Unless otherwise specified in the assessment-specific TAM.)
Program Impact	Low Low impact on individual or group of testing students	Medium May impact the performance of a student or group of testing students	High May impact large group of testing students, state or nation and compromise the test
Risks	Little risk to interpretation of test scores	Has the potential to skew the interpretation of test scores	Severe risk to test program or interpretation of test scores
Features of Incident	<ul style="list-style-type: none"> Low risk of impacting: <ul style="list-style-type: none"> Student performance Test security Test validity 	<ul style="list-style-type: none"> Has little or no impact on validity of the assessment No statewide or national implications May result in invalidation of test results. 	<ul style="list-style-type: none"> May expose secure test materials May affect all students participating - statewide and nationwide

Data Entry Tab

School districts must annually assess all students who meet the participation requirements with the statewide summative assessments. STCs must report the reason a student did not take the state-mandated summative assessment.

Helpful tip

- * *If selecting the 'Other' or the 'Medical Exemption' reason, fill in the Explanation Box with as many details as possible to reduce repeated communication from the OPI.*
- * *Students who take the alternate assessment do not need to be reported as non-participants in the general assessments.*

**After
Testing**

Enter Reasons for Non-Participation

TIDE Appeals

TIDE appeals will not be accessed via the MontCAS Application login screen this year.

- Reopen and Grace Period Extension via TIDE
- ‘SC’ role or higher (ie: Principal, Building Coordinator, System Test Coordinator)

Helpful tip

- * *Requests to reset or retake an assessment must be made directly to the OPI for review. Resets and retakes are only approved under limited circumstances and should be included in the test incident log.*

Reports Tab

- Accommodations Requests Report
- Non-Participation Report
- Testing Incident Report
- Testing Security Report

Reports Tab

MontCAS Application reports can be:

- Selected based on school or user assignment
- Exported to Excel
- Can then be filtered, sorted as needed
- Viewed for past years
- Used to monitor your schools' application reporting

Resources

- **OPI website – Test Security Page**
 - <http://opi.mt.gov/Leadership/Assessment-Accountability/MontCAS/Test-Security>
- **MontCAS Test Security Manual**
 - <http://opi.mt.gov/Portals/182/Page%20Files/Statewide%20Testing/Test%20Security/MontCASTestSecurityManual.pdf>
- **MontCAS User Guide**
 - <http://opi.mt.gov/Portals/182/Page%20Files/Statewide%20Testing/Test%20Security/MontCAS%20User%20GuideFinal.pdf>



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