

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 Web site, 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)}*

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- Test materials must not be reproduced (unless directed to do so for specific circumstances or assessments) or in any way released without the written consent of the OPI.
- Test questions may not be shared or discussed.

In the testing classroom

- What constitutes coaching?
- What constitutes a security breach/serious testing irregularity?
- What materials can and cannot be displayed in the testing classrooms?

Accommodations Reminders

- **Allowable Accommodations:** These are described in a student's IEP/504 Plan and should match those used during the administration of the statewide assessments. Standard accommodations do not override standard administration of the MontCAS assessments or the need for independent work by the students. There is no standard accommodation (including oral presentation) that provides an opportunity for a student to request or receive help on a specific word, phrase, line, pronunciation, definition, item, question, answer choice or any part of the assessment.
- **Accommodations Not Routinely Approved:** The System Test Coordinator must submit these through the request for accommodation appeals process in the MontCAS Application. For questions, please contact the OPI Assessment Division, OPIAssessmentHelpDesk@mt.gov or 844.867.2569.
- **Follow Published Accessibility and Accommodations Guidelines:** Adhere to the assessment-specific guidance for accessibility and accommodations as defined by the test company and published by the OPI on the website and the requirements in the *MontCAS Test Security Manual*.

3. KEY INFORMATION FOR TEST SECURITY TRAINING

As found on Page 2 AND 3 of the “Roles and Responsibilities for Test Security Information Letters” for Authorized Representatives/School Principals and the System Test Coordinator, the Test Administrator must also confirm the following:

1. Received and reviewed a copy of *Roles and Responsibilities for Test Security Information: Test Administrators and Teachers*.
2. Completed training in advance of testing about test security, handling of materials, test administration, accommodations, and calculator use including:
 - a. Keeping testing materials secure;
 - b. Not reproducing, discussing, or in any way releasing, sharing, or distributing test questions, stimulus passages, or performance tasks;
 - c. What constitutes a security breach (specified in the *MontCAS Test Security Manual* and Test Security PowerPoint found on the [OPI Statewide Testing Web Page](#));

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4. SUBMITTING THE TEST ADMINISTRATOR AGREEMENT

The Test Administrator should submit this signed page to the System Test Coordinator to assure the System Test Coordinator/School System of their understanding of standardized test security and test administration. Copies of these agreements should be maintained in accordance with your 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 signed agreements at any time throughout the school year.

NOTE: This form must be returned to your System Test Coordinator unless specified differently in the local school district policy(ies).

By signing below, I affirm that I have read the roles and responsibilities of test security and test administration for Test Administrators, I understand the importance of test security, and I will abide by these terms.

Signature

Date

Print Name

School Position

School Site

School System