



The **MontCAS Online Reporting System** has three reports for MontCAS required assessments: Non-standard accommodations, Non-participation and Testing irregularities

Accessing the MontCAS Online Reporting System

System test coordinators have access to the MontCAS Online Reporting System at the following:

<https://apps.opi.mt.gov/MontCAS/frmLogin.aspx>.

After following the link, click on the Forgot Password link. In most cases, your username will be the first letter of your first name, followed by your last name (for example, jsmith). If the system doesn't recognize your username, add 1 to it (for example, jsmith1). Enter your email address to receive a temporary password. Please note, you may need to check your junk or spam folders for the email containing your password. Please change your password once you have logged in.

Trouble Logging In? Please contact the OPI Help Desk at 406-444-0087 or OPIHelpDesk@mt.gov .

Requesting Non-standard accommodations for Smarter, CRT Science, and ACT Non-College Reportable

The screenshot shows a login form with a blue header 'Log In'. Below the header are two input fields: 'User Name:' and 'Password:'. To the right of the 'Password:' field is a blue 'Log In' button. Below the input fields are three links: 'New User?' (in blue), 'Forgot password?' (in blue), and 'Login Instructions' (in blue).

- Hover your mouse over “Data Entry”.
- Click “Enter Non-Standard Accommodation Request”.
- Select the student’s school system, school, grade level, SSID, and content area.
- Enter requested non-standard accommodation and reason(s) student needs the accommodation.
- Confirm that the accommodation is listed in the student’s IEP.

Please refer to the most current [CRT Accommodations Guidance](#) , the [Smarter Usability, Accessibility, and Accommodations Guidelines](#), and the [ACT Non-College Reportable Accommodations Manual](#) for information on non-standard accommodations.

Reporting Student Non-Participation for all required MontCAS Assessments

- Hover your mouse over “Data Entry”.
- Click “Enter Reasons for Non-Participation”.
- Select the school system and school, then use the search filters (grade, last name and/or state ID) to narrow your list of students.
- Click the “Select” button next to the appropriate student.
- Once a student is selected, you will be able to select the content area(s) the student did not participate in and select a reason.
 - If you select Medical Reason or Other, you will also be required to provide an explanation.
 - If a student was enrolled in your school but attended a day treatment center, please select the “Other” option.
- LEP students who did not participate in the ACCESS for ELLs or the Alternate ACCESS for ELLs will also need to be reported here.

Reporting a Test Security Incident for all MontCAS assessments except Smarter Balanced, for which TIDE should be used and ACT with Writing, for which you should contact ACT State Testing.

- Notify OPI by phone or email within 3 days of the incident.
- Within 5 days of the incident, log into the MontCAS Online Reporting System.
- Hover your mouse over “Data Entry”.
- Click on “Enter Testing Irregularity”.
- Complete the fields applicable to the assessment during which the incident occurred.
- Choose a category and option that describes the incident. *
- Enter SSID and form number (when applicable).
- To add an additional student, enter the SSID in the space provided and click the button to verify the SSID.
- Repeat until all students are added.

*If more than one category and/or option applies to your incident or the available options are not relevant to your incident, please enter additional information in the “Provide additional information if needed” text box.

Please complete the entire form to add a new incident. NOTE: The incidents listed above are at the System and School that are selected.

System (SS): <input type="text"/>	School (SC): <input type="text"/>
Date of Incident: <input type="text"/>	Test: <input type="text"/> <input type="text"/>
Has OPI been contacted regarding this incident? <input type="radio"/> Yes <input type="radio"/> No	Person completing this report: <input type="text"/>
Grade: <input type="text"/>	Content Areas: <input type="checkbox"/> Reading/ELA <input type="checkbox"/> Math <input type="checkbox"/> Science

Please select the category and category option that best describes the incident. If more than one category and/or category option pertain to the incident, please add them to the "Provide additional information if needed" text box.

Select a category: <input type="text"/>	Select a category option: <input type="text"/>
	Provide an explanation for the selection of Other: <input type="text"/>
Provide additional information if needed: <input type="text"/>	Educators involved and their roles: <input type="text"/>

Each student is checked against AIM to ensure that the state id entered is valid. You must check each student. When finished, the entire incident will need to be submitted.

Enter student State ID to check: Student's Test Form Number:

To add an additional student, enter the State ID, the form number (if applicable), and click the button to verify the State ID.

Online Reporting and Registration for MontCAS

	AIM	MontCAS	OPI 844-867- 2569	Other
SMARTER BALANCED				
Student registration	X			
Student registration for designated supports and accommodations				TIDE
Students who move	X			
Non-standard accommodations requests		X		
Testing irregularities			X	TIDE
Test Security Agreements				iServices
Non-participation		X		TIDE
CRT SCIENCE/CRT ALT SCIENCE				
Student registration	X			
Students who move	X			
Testing irregularities		X	X	
Test Security Agreements				iServices
Non-participation		X		
MSAA				
Student registration	X			
Students who move	X			
Testing irregularities		X	X	
Test Security Agreements				TAs and STCs sign the agreements provided by MSAA. STCs keep copies of signed agreements on file. OPI may request copies.
Non-participation		X		
WIDA				TAs and STCs sign an electronic agreement at first log in to the WIDA assessment management system. www.wida-ams.us
ACT WITH WRITING				
Student registration	X			
Student registration for designated supports and standard and non-standard accommodations				ACT Test Accessibility and Accommodations System Request Guide
Students who move	X			
Testing irregularities		X	X	
Test Security Agreements				ACT
Non-participation		X		