



## This Month in Assessment – April 2018

April Webinars

MSAA

Smarter Balanced

ACT with Writing

NAEP

CRT/CRT Alt

ACCESS for ELLs

Test Portal Links

Passwords

Help Desk #s

Contact Us!

2017-2018 Statewide Assessment Calendar*	ACCESS for ELLs English Language Proficiency (ELP)	CRT-ALT Alternate Science	CRT Science	MSAA Alternate English Language Arts (ELA) and Math	SBAC ELA and Math	ACT with Writing ELA and Math
<b>Dates:</b>	Dec. 6–Jan. 31	Feb. 20–Mar. 27	Mar. 1–Mar. 27	Mar. 19–May 4	Mar. 21–May 25	Initial: Mar. 20 Make Up: Apr. 24 Emergency: May 8
<b>K</b>	✓					
<b>1</b>	✓					
<b>2</b>	✓					
<b>3</b>	✓			✓	✓	
<b>4</b>	✓	✓	✓	✓	✓	
<b>5</b>	✓			✓	✓	
<b>6</b>	✓			✓	✓	
<b>7</b>	✓			✓	✓	
<b>8</b>	✓	✓	✓	✓	✓	
<b>9</b>	✓					
<b>10</b>	✓	✓	✓			
<b>11</b>	✓			✓		✓
<b>12</b>	✓					

\*[NAEP Schedule of Events](#)

## April Live Webinars

Date	Topic	Link
April 10, 2018 3:30 – 4:30 PM	This Month in Assessment MontCAS Updates	<a href="#">MontCAS Updates</a>
April 17, 2018 3:30 – 4:30 PM	Results Reports Access for ELLs Results	<a href="#">Access for ELLs Reports</a>

### Webinar Recordings:

Recordings of live webinars can be found on the OPI website at this link: [Assessment Webinars and Training](#).

# CRT & CRT ALT Science

## Science

### Things to do this month:

- Enter non-participation via the MontCAS application. See below for information.
- Complete the online Test Security Agreement after testing. See below for more information.

### Non-participation reporting

All students who did not participate in the CRT Science or CRT Alt Science must be reported as non-participants. This task should be completed by April 13, 2018. Use the [MontCAS application](#) to report non-participation. If you don't have login credentials, please contact Marcy at the OPI at 406.444.3511 or [mfortner@mt.gov](mailto:mfortner@mt.gov).

### Completing the Test Security Agreement

All system test coordinators, school principals/authorized representatives, and test administrators **must** complete an online test security agreement after testing. The agreements will be online at <http://iservices.measuredprogress.org> and will be available until April 4, 2018.

Completion of the Test Security Agreement is mandatory.

# MSAA

## Alternate Assessment, English Language Arts and Mathematics

### Things to do this month

- Check the MSAA system to ensure the correct students have been identified. Work with the OPI to ensure the IEP is updated so the OPI can confirm the students meet participation criteria. OPI contact: Yvonne Field, 406.444.0748 or [yfield@mt.gov](mailto:yfield@mt.gov).
- Check to be sure all TAs have completed training and are beginning testing (remember that most students in this population will need to take the test in short sessions over the course of the test window).

### Multi-State Alternate Assessment

The test window for the Multi-State Alternate Assessment (MSAA) opens on March 19, 2018 and closes on May 4, 2018. The MSAA system opens for System Test Coordinators (STCs) and Test Administrators (TAs) on March 5, 2018. To allow STCs to assist with test management for the MSAA, and MSAA assessment system account will be created on March 5, 2018.

## Test Administration Calendar

	Date	Activity	Responsible stakeholder
Pre Testing Activities	01/25/2018	Student Upload #1	OPI
	3/5/2018-4/30/2018	Weekly Student Upload Updates	OPI
	3/5/2018	Test Coordinator Upload	OPI
	3/5/2018-3/19/2018	Check & Correct Student Registration	STCs with OPI
	3/5/2018	Online Test Administration Trainings Available	TAs, STCs
	3/5/2018	Pre-Assessment Tasks (LCI, Accommodations, SRC)	TAs
	3/5/2018	Directions for Test Administration available for test preparation	TAs
During Testing	3/19/2018-5/4/2018	MSAA Test Window	TAs, STCs
Post Testing Activities	9/2018	Results Reports Available Districts download and print student reports to share with parents.	STCs

### NEW THIS YEAR: Test Administration Best Practices Videos

For this year, four short videos were developed on topics that emerged as areas of concern during the 2017 administration of the MSAA. The topics are:

- How to administer an item (recommended for TAs)
- How to administer the Student Response Check and implement the Early Stopping Rule (recommended for TAs and STCs)
- How to administer a Level 2 Writing Prompt (recommended for TAs)
- How to administer a Level 3 Writing Prompt (recommended for TAs)

### Checking the list of registered students

An important task for STCs and TAs to complete is to check the list of registered students in the MSAA system. If there are errors in the registration or if there are students that are missing, please check to be sure that the IEP is locked and the alternate assessment checkbox is marked in the statewide assessment section of the IEP. Contact Yvonne Field at [yfield@mt.gov](mailto:yfield@mt.gov) or by phone at 406-444-0748 with any questions. Districts should not enter any students into the system. The OPI will complete this task. Step-by-step instructions for accessing the student list can be found in the [Test Coordinator User Guide](#).

## Resources and Assistance

Refer to the [Test Administration Manual](#), the Test Administrator User Guide and the Test Coordinator User Guide for help with administering the test. They can be found on the [MSAA site](#). For questions and further assistance, please contact the MSAA Service Center at [MSAAServiceCenter@measuredprogress.org](mailto:MSAAServiceCenter@measuredprogress.org) or by phone at 888-834-8879. You can also contact Yvonne Field, OPI Assessment Specialist at [yfield@mt.gov](mailto:yfield@mt.gov) or by phone at 406-444-0748.

# ACT with Writing

## ELA and Mathematics

### Things to do this month:

- Complete initial accommodations testing.** The window for accommodations testing ends on April 3, 2018.
- Return accommodations testing materials on April 4, 2018.** UPS will stop to pick up packages for return.
- Order Make Up Materials.** The deadline for ordering materials for makeup testing is April 6, 2018.
- Add and update students in PA Next.** The window to add and update students for makeup testing in [PearsonAccess Next](#) (PA Next) runs from April 4 through April 24, 2018.
- Order materials for the Emergency Test Date if needed.** The deadline for ordering these materials is April 25, 2018.
- Return Makeup test materials on April 25, 2018.**
- Return accommodations Makeup test materials on May 1, 2018.**

**\*Please Note:** While preparing for the ACT with Writing, agreeing to ACT testing security requirements also covers OPI requirements for schools to complete statewide testing.

### ACT with Writing Makeup Test Materials Returns

All makeup test materials must be ready for UPS pickup to return to ACT on April 25, 2018. The deadline for receipt at ACT is May 4, 2018 for standard testing materials. Makeup accommodations materials must be ready for UPS pickup on May 1, 2018 and must reach ACT no later than May 10, 2018. For detailed instructions for returning materials, see pages 22 through 26 of the [Test Coordinator's Manual](#). **\*Late arriving answer documents will not be scored.**

### Ordering Emergency Date Test Materials

If you will be administering tests on the emergency date (May 8, 2018), you must order new materials for the emergency date. Do not use leftover initial or makeup date secure test materials. Using these materials will result in invalidated scores. Follow the instructions beginning on page 16 of the [Pearson Access Next User Guide](#) to order emergency date materials. Order these materials no later than April 25, 2018.

### ACT with Writing Grant

The GEAR UP Grant provides the ACT with Writing for all public-school Grade 11 students and includes funds to assist with costs related to the administration of the test for public Montana high schools. Grant funds are available to use for specific expenses related to the actual administration of the test.

Schools applying for and receiving grant funds should be aware that use of the OPI eGrants system is required to accept, and receive the funds. Please be prepared to accept awarded funds through eGrants. Grant applications were e-mailed to ACT Test Coordinators in February and award letters will be emailed to ACT TCs the first week of April, 2018. For questions about the grant, contact Marcy Fortner at 406-444-3511 or [mfortner@mt.gov](mailto:mfortner@mt.gov). For questions about the eGrants system, how it works, or accepting and receiving awarded funds, please contact Karla Beagles at 406-444-0764 or [kbeagles@mt.gov](mailto:kbeagles@mt.gov).

## ACT with Writing Dates Selected for 2019

Dates for the Spring 2019 ACT with Writing administration have been selected. The initial test date will be **Tuesday, April 2, 2019**, the Makeup date will be **Wednesday, April 24, 2019** and the Emergency Date will be **Tuesday, May 7, 2019**.

# SMARTER BALANCED

## ELA and Mathematics

### Things to do this month:

- Ensure your new students and those moving out of your district are updated in AIM.** The OPI has begun twice weekly uploads to the TIDE system. Newly enrolled students cannot be manually entered into the TIDE system and will not show up in TIDE if they have not been updated in AIM. The uploads occur during the nighttime hours on Mondays and Wednesdays, resulting in new students appearing in TIDE on Tuesdays and Thursdays.
- Complete the Test Security Agreement as Smarter Balanced testing is completed.** Authorized Representatives, System Test Coordinators, and Test Administrators **must** complete the Smarter Balanced Online Test Security Agreement. That form can be found on [iServices](#) by selecting Montana from the drop-down menu and then choosing "Test Security Agreement".

The Smarter Balanced test window opened on March 21, 2018. Districts and schools must have their Smarter Balanced testing completed by May 25, 2018. Check out the checklists in the [Test Administration Manual](#) (TAM). Checklists for System Test Coordinators, School Coordinators, and Test Administrators begin on page 68.

## NAEP

### National and International Assessment Studies



You are cordially invited to join the National Assessment Governing Board (NAGB) and the National Center for Education Statistics (NCES) on April 10 for NAEP Day! The National Assessment of Educational Progress (NAEP), also known as *The Nation's Report Card* will release results for the nation and states on NAEP Day.

We will present results from the 2017 Reading and Mathematics assessments at Grades 4 and 8. NAEP Day will also feature special interactive presentations from education leaders across the country.

<b>When:</b>	<b>Tuesday, April 10</b> <b>National and State results - 10:00 to 11:45 a.m. EDT</b>
<b>Where:</b>	The National Press Club Ballroom 529 14th Street, NW Washington, D.C. 20045  <b>You can join via your computer.</b> Registration and details can be found on the <a href="#">National Assessment Governing Board's page</a> .
<b>What:</b>	<b>Highlights will include:</b> <ul style="list-style-type: none"><li>• Summary of results</li><li>• Remarks from chief state school officers</li><li>• A discussion by reading and literacy experts on the NAEP results and ways to jump start progress in reading achievement</li></ul>

<p><b>Resources:</b></p>	<p><a href="#">Watch Tonya Matthews' NAEP Day Invitation, NAGB Vice Chair (0:56 mins).</a></p> <p><a href="#">Check out NAGB's one-pager on NAEP's move to a digital platform.</a></p> <p>To see more about this transition from paper to tablets, watch the <a href="#">Going Digital: NAEP Assessments for the Future (1:51 mins)</a>.</p> <p>Want to explore NAEP data for Montana, check out the <a href="#">Nation's Report Card</a>.</p>
<p><b>Questions?</b></p>	<p>Contact Ashley McGrath at <a href="mailto:amcgrath@mt.gov">amcgrath@mt.gov</a> or (406) 444.3450.</p>

# ACCESS FOR ELLs

## English Language Proficiency Assessment

### Things to do this month:

- **Review ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs score reports.** Districts will receive their ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs reports, printed and online, on **Monday, April 23, 2018**. Online reports will be available on [WIDA AMS](#) using the Report Delivery functionality.

### Accessing Score Reports

To access score results from [WIDA AMS](#), select **Test Results** from the **Report Delivery** menu to display the Test Results page. You can use the Administration, District, School and Report drop-down menus to filter the display.

### Test Results

 **Test Results allows the user to search for various reports showing test results. The user can view or download the report data.**

Administration

District      School      Report  
       

  

### Available Reports:

#### Grades K–12 ACCESS for ELLs 2.0

- District Frequency Distribution Reports
- School Frequency Distribution Reports
- School Roster Reports
  - Individual Student Reports
  - Student Response Files – District (.csv)

#### Alternate ACCESS for ELLs (if applicable)

- District Frequency Distribution Reports
- School Frequency Distribution Reports
- School Roster Reports
- Individual Student Reports
- Student Response Files – District (.csv)

## On-Demand Student Reports

Individual Student Reports are available in many languages from Report Delivery>On-Demand Reports.

### On-Demand Reports

On-Demand Reports allows the user to search for Student Reports. The user can open or save the pdf reports.

**Instructions**

\* Indicates required fields

Administration: XX-ACCESS for ELLs 2.0 \*  
District: DRC Use Only - Sample D \*  
School: DRC Use Only - Sample S \*  
Report: Translated Reports \*  
Language: English \*  
Grade: (All)  
Last Name: sample  
First Name:   
State Student ID:   
Session:   
Find Students Clear

Students							
Select	Last Name	First Name	State StudentID	Date Of Birth	Grade	Action	
<input type="checkbox"/>	Sample	Jason	800		09		
<input type="checkbox"/>	Sampler	Jason	801		09		

Open Selected Save Selected

To view On Demand Student Reports, select **On Demand Reports** from the **Report Delivery** menu.

Please contact DRC Customer Support with any questions at [WIDA@DataRecognitionCorp.com](mailto:WIDA@DataRecognitionCorp.com) or 1-855-787-9615.

## Passwords

Many of the MontCAS programs require separate passwords to access test management sites, training materials, and test results. The following is a list of programs that require separate passwords:

- **Smarter Balanced** test administration, administration certification, interim tests, and test results
- **Smarter Balanced Digital Library** of formative assessment processes
- **CRT and CRT Alt** test results
- **ACT Plus Writing** test administration, reports, and test results
- **MSAA** (Multi State Alternate Assessment) test administration and training, results, and student reports
- **Access for ELLs 2.0** Test Administrator (TA) training, Assessment Management System, WIDA Access Placement Test (W-APT), results reports
- **MontCAS Online Reporting** non-participation and testing irregularity reports and nonstandard accommodations requests

**Need help with passwords?  
Click here to contact us.**

## Online Assessment System Links

### ACCESS for ELLs 2.0 and W-APT Screener, English Language Proficiency Screener

- Training and online resources: [www.wida.us](http://www.wida.us)
- Assessment Management System: [www.wida-ams.us](http://www.wida-ams.us)
- [OPI ELP page link](#)

### Smarter Balanced

- Assessment system link: <http://mt.portal.airast.org/>
- [OPI Smarter Balanced page link](#)

### Multi-State Alternate Assessment (MSAA)

- Assessment Management System: [www.msaaassessment.org](http://www.msaaassessment.org)
- [OPI MSAA page link](#)

### ACT with Writing

- Assessment Management Link: [Pearson Access Next](#)
- [OPI ACT page link](#)
- ACT Online Prep link: [ACT Online Prep](#)

## MontCAS Assessment Help Desk Contact Information

### ACCESS for ELLs 2.0 and W-APT English Language Proficiency Screener

- WIDA Help Desk Phone Number: 866-876-7735
- WIDA Help Desk Email: [help@wida.us](mailto:help@wida.us)
- WIDA AMS Help Desk Phone: 855-787-9615
- WIDA AMS Help Desk Email: [WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com)

### Smarter Balanced and Science CRT and Alt Service Desk

- Phone: 888-792-2741
- Email: [montanahelpdesk@measuredprogress.org](mailto:montanahelpdesk@measuredprogress.org)

### Multi-State Alternate Assessment (MSAA)

- Phone: 866-834-8879
- Email: [MSAAServiceCenter@MeasuredProgress.org](mailto:MSAAServiceCenter@MeasuredProgress.org)

### ACT with Writing

#### General Inquiries

- Phone: 800-553-6244, Ext. 2800
- Email: [Contact Form](#)

#### Accommodations Questions

- Phone: 800-553-6244, Ext. 1788
- Email: [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

#### ACT Online Prep Questions

- Phone: 319-337-1429
- Email: [Contact Form](#)

Not sure who  
to contact?  
Click here

## Assessment Contacts

### Assessment Division

Toll-free Phone:  
844-867-2569

[OPI Assessment Help Desk  
Email](#)

### Marcy Fortner

Administrative Assistant  
[mfortner@mt.gov](mailto:mfortner@mt.gov)

### Yvonne Field

Assessment Coordinator  
[yfield@mt.gov](mailto:yfield@mt.gov)

### Jessica Eilertson

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