



## This Month in Assessment – February 2018

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	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>2017-2018 Statewide Assessment Calendar*</b>						
<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](#)

### January Live Webinars

Date	Topic	Link
February 6, 2018 3:30 – 4:30 PM	This Month in Assessment Special Edition: CRT & CRT Alt Science	<a href="#">MontCAS Updates</a>
February 27, 2018 3:30 – 4:30 PM	This Month in Assessment Special Edition: MSAA	<a href="#">MontCAS Updates</a>
February 28, 2018 3:00 PM	This Month in Assessment ACT with Writing	<a href="#">MontCAS Updates</a>

### Webinar Recordings:

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

# Making a Difference with Data

## 2018 Assessment & Data Conference

Registration for the annual assessment and data conference closed on February 1, 2018. For those of you who missed the deadline and would still like to attend, you may register onsite.

### [Billings Conference Agenda](#)

- Billings: Thursday and Friday, February 8–9, 2018
  - Red Lion Hotel and Convention Center
    - 406-248-7151, Room Block: OPI Assessment
      - Room block and rate expired on Wednesday, January 24, 2018\*\*
      - **\*\*If there is room available, the hotel will honor the room block rate up to the date of the conference.**

### [Helena Conference Agenda](#)

- Helena: Monday and Tuesday, February 12–13, 2018
  - Conference Hotel: Radisson Colonial Hotel
    - 406-443-2100, Room Block: OPI Assessment
      - Room block and rate expired on Monday, January 15, 2018\*\*
      - **\*\*If there is room available, the hotel will honor the room block rate up to the date of the conference.**
  - Overflow Hotel: Fairfield Inn & Suites
    - 406-449-9944, Room Block: OPI Assessment
      - **Room block and rate expired on Thursday, January 15, 2018**

**📍New Test Coordinators:** This year, we are offering a New Test Coordinator Track comprised of six sessions built specifically with the new test coordinator in mind. These will be denoted in the program with this symbol 📍

**ACT Test Coordinators:** For those of you who may be interested in attending, a session is being offered on using and understanding ACT score reports. If you think you might attend the session, it will be helpful to bring your most recent ACT Grad Profile or Junior Class Profile Report.

# ACCESS FOR ELLs

## English Language Proficiency Assessment

### Things to do this month:

- Review page 10, “After Testing” in the [ACCESS for ELLs 2.0 Checklist](#) and complete the listed tasks.
- Report missing materials to the OPI via the [MontCAS Test Irregularity Application](#).
- Return test materials to DRC by February 7, 2018.

### Testing Calendar

Test Cycle	Testing Specifics	Start Date	End Date
Pre-Testing	OPI Loads Pre-ID File into AMS	Fri 10/28/17	Fri 10/28/17
	WIDA AMS Test Setup Available for Test Sessions	Fri 11/3/17	Wed 1/31/18
During Testing	Test Window	Wed 12/6/17	Wed 1/31/18
	Additional Test Material Ordering Window in AMS	Tue 11/28/17	Wed 1/24/18
Post Testing	Deadline for Shipping Completed Test Materials to DRC	Wed 2/7/18	Wed 2/7/18
	Districts Receive Reports, Printed and Online	TBD	TBD

### Thank you!

Thank you for all of your hard work. We have made it through another ACCESS for ELLs testing window. The window closed on January 31, 2018. Be sure to return test booklets by the deadline of February 7, 2018. You will receive your results in the third week of April.

The [ACCESS for ELLs 2.0 Checklist](#) has a section to help with after testing and links to helpful resources. This after testing section starts on page 10.

# CRT & ALT Science

## Science

### Things to do this month:

- STCs can download and begin printing CRT Alternate Test Administrator’s Manuals and CRT Alternate Test Booklets for teachers administering the CRT Alternate. Use the password you received from Measured Progress in mid-January to access those materials online.
- Inventory test materials to allow for time to order additional test materials (if needed). Test materials are scheduled to ship the week of February 6, 2018. If additional materials are needed, they can be ordered on the Measured Progress [iServices site](#) after February 15, 2018. Save the boxes your materials arrived in so you can ship materials back to Measured Progress once testing has been completed.
- Order materials for new alternate students. If a new alternate student enrolls in your school after January 25, 2018, or if a current student’s IEP/504 Plan was updated to change his/her status to alternate after that date, you will need to order additional materials for those students. See below for specific instructions for materials ordering.

## CRT and CRT Alternate Science Test Windows

The CRT Alternate Science test window opens on Tuesday, February 20, 2018 and runs through Tuesday, March 27, 2018. CRT Alternate test materials will arrive in the same shipment as other CRT materials beginning February 15, 2018. Test documents, including the CRT Alternate Administrator's Manual, can be found on the [OPI website](#) and on the [Measured Progress iServices website](#).

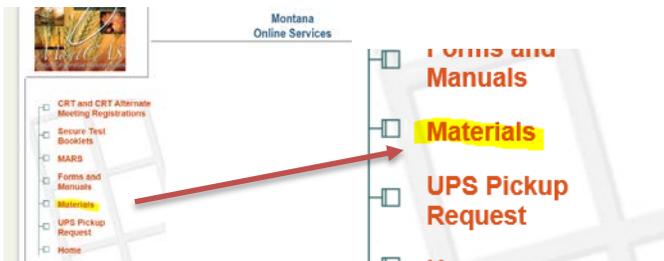
**CRT Alternate test booklets and the administration manual will be available online only.** Test booklets need a password that will be active February 1, 2018. The password was included in the shipment your district received from Measured Progress in mid-January. The password will be valid through March 27, 2018.

The testing window for the CRT Science opens Thursday, March 1, 2018 and runs through Tuesday, March 27, 2018. CRT Science test materials will arrive beginning February 15, 2018.

## Ordering additional CRT Science and CRT Alternate Science Materials

On February 15, 2018, Online Additional Materials will open on the Measured Progress [iServices site](#). If a new alternate student enrolls in your school after January 25, 2018, or if a current student's IEP/504 Plan was updated to change his/her status to alternate after that date, you will need to order additional materials for those students. If additional materials are needed for general testing, they can be ordered through iServices.

To order, go to the [iServices site](#), choose "Montana" from the drop down menu and click on "Materials". When ordering materials, you will need your MP Ship Code. This code can be found at the top and at the bottom of the "Material Summary Sheet" included in your most recently received materials shipment.



# 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.** The MSAA system should open on or about February 15, 2018.
- Add additional coordinators and test administrators into the MSAA system.** Watch for the special edition MSAA newsletter later this month for full details.

### Eligibility Information

Students who participate in alternate assessments make up approximately 1% of the total student population. The decision to move a special education student to an alternate assessment has significant implications for the path students take in their K-12 school career. It means the student is not able to participate in the general education curriculum and needs a modified curriculum. These resources can aid districts in determining eligibility for the MSAA:

- These OPI created documents will provide more information, including a worksheet to use in IEP meetings:
  - [Science CRT Accommodations Guide](#)
  - [Accommodations Eligibility Guidelines](#)
- This resource, created as part of the development of the MSAA, provides a more in depth look at determining eligibility for alternate assessments:
  - [IEP Team Guidance for Alternate Assessment Participation Decisions](#)

## 2018 Multi-State Alternate Assessment Administration Calendar

Date	Activity	Responsible stakeholder
01/25/2018	Student Upload #1	OPI
3/01/2018	Student Upload #2 Weekly upload/updates thereafter	OPI
Early March	Test Coordinator Upload	OPI
Early March	Training Modules Available	All
Early March	View students	STC, TA
	Pre-Assessment Activities: LCI, Accommodations, SRC	TAs
	DTAs available for test preparation	TAs
	MSAA Test Window	All
8/25/2018	Results Reports Available Districts download and print student reports to share with parents.	All

### Registration Information

- OPI identifies eligible students in grades 3-8 and 11 for the MSAA assessment based on the electronic IEP in AIM.
- In order for a student to be registered for the MSAA test, the alternate assessment checkbox must be marked and the IEP must be locked (finalized).
- OPI creates a registration file based on this information and uploads the file to the MSAA assessment system.
- OPI will update student information in the MSAA system on a weekly basis during the test window.
- STCs will be able to view their list of uploaded students in late February in the MSAA system.
- OPI contact for troubleshooting electronic IEPs: Mary Graff at phone number 406-444-0685 or email: [mgraff@mt.gov](mailto:mgraff@mt.gov).

# SMARTER BALANCED

## ELA and Mathematics

### Things to do this month:

- Complete the [Test Administrator Certification Course](#)** by choosing the “Test Administrator Certification” tile. This course is required for anyone who will need to access the summative assessments as well as the interim assessments. The course only takes 30 minutes to complete. Be sure you are logged in when completing the course to automatically update your user profile to reflect that it has been completed.
- Ensure your new students and those moving out of your district are updated in AIM.** The OPI has begun weekly uploads to the TIDE system. If you wish to administer interim assessments to new students, they must be updated in AIM to ensure they are included in the weekly upload. Students cannot be manually entered into the system.

- ❑ **Download the new secure browser.** In order to access the interim and summative assessments this test cycle, a new version of the Secure Browser (version 10) will need to be downloaded and installed on any machines being used for testing. Download instructions for the newest version can be found on the AIR portal under the [Technology Coordinators tab](#).

## Take advantage of the Interim Assessments

Students have been uploaded by the OPI so educators can utilize the free, aligned interim assessments. These readily available assessments can assist teachers in grades 2-11 in identifying student strengths and weaknesses and are useful in modifying instruction to meet identified needs. For more information on the interim assessments, please see the [Interim Assessment tab](#) on the OPI website. Additional information can be found on the AIR portal under the [Resources tab](#).

# ACT with Writing

## ELA and Mathematics

### Things to do this month:

- ❑ **Request ACT approved accommodations.** Beginning February 6, 2018 and through March 16, 2018, TCs will be able to request approved accommodations through TAA using the ACT-approved [Late Consideration Form](#).
- ❑ **Add and update students and place additional material orders.** The window to add and update students in PearsonAccess Next (PA Next) opens February 8, 2018 and runs through March 14, 2018. This is also the window to order additional materials your district may need for new students.

### ACT with Writing Test Accessibility and Accommodations System (TAA)

Requests for ACT test accommodations and English learner supports are submitted and monitored within the TAA system. Use the [Quick Start Guide](#) for requesting accommodations and/or EL supports. Remember to use the “Resources for State and District Testing” portions of the guide.

For additional support and for specific questions, call ACT Accommodations at 800-553-6244 extension 1788 or email them: [actstateaccoms@act.org](mailto:actstateaccoms@act.org).

### ACT Online Prep (AOP)

Instructions for setting up students and instructors in AOP can be found in the document [ACT Online Prep Administration User Guide](#). Training videos are also available on the [ACT State Testing website](#).

For questions or assistance, please contact ACT Online Prep at 319-337-1429.

### ACT State Testing Website

The State Testing website helps ACT TCs focus on tasks for each stage of the testing program. On the site there are outlines of the information you’ll need for each stage. The stages include:

- [Orientation](#)—Get familiar with the testing program.
- [Configuration](#)—Provide access to materials and systems.
- [Verification](#)—Ensure nothing was missed.
- [Preparation](#)—Prepare for testing.
- [Administration](#)—Administer the test successfully.
- [Transportation](#)—Return materials to ACT.
- [Interpretation](#)—Receive score reports and data.

ACT TCs should be completing steps in the ‘Preparation’ stage. There are many resources on the ACT State Testing website to assist the ACT Test Coordinator with training staff, preparing materials and facilities as well as resources to help students be successful in achieving college and career-readiness ACT scores.

## ACT with Writing Test Materials Shipment

Districts should begin receiving test materials for the initial test date beginning the week of February 19, 2018. When those materials are received, be sure to inventory the materials to make sure nothing is missing in your shipment. Save the cartons you receive your materials in so you can ship materials back in the same cartons to ACT after testing.

**\*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.

## Statewide ACT with Writing Testing to Continue through 2024

The Montana Office of Commissioner of Higher Ed. (OCHE) was recently awarded a 7 year \$24.5 million dollar Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) grant through 2024 from the U.S. Department of Education. As a part of our partnership with OCHE, approximately \$750,000 will be awarded to Montana OPI annually to support statewide ACT test prep and testing for public Grade 11 students. This service was also offered through the previous GEAR UP grant which was awarded in 2011. The funding will allow approximately 10,000 Montana Grade 11 students to take the ACT test at no cost to themselves or their family. The OPI is pleased to be able to continue partnering with OCHE and ACT to continue to provide this valuable service for our students.

## 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 applications should be going out this month. The grant application will be emailed to school and district ACT TCs. The grant funds are available to use for specific expenses related to the actual administration of the test. The application will include a list of those approved expenses.

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. If you have questions about the grant, please contact Marcy Fortner at 406-444-3511 or [mfortner@mt.gov](mailto:mfortner@mt.gov). If you have questions specifically 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).

# SCILLSS

Strengthening Claims Based Interpretations and Uses of Local and Large Scale Science Assessments

## What is new with our science transition?

The OPI has internally launched its parallel planning activities to address the three equally important and competing priorities as we transition from the CRT-Science to a new three-dimensionally aligned general and alternate science assessment. This transition work will be guided by the [Montana Theory of Action](#) (ToA) and the input the OPI receives from both the public and from members of the OPI Science Partner Task Force. Task Force members will participate in the quarterly science virtual meeting update scheduled this Monday, February 5, 2018. Members will be asked to respond to the ToA feedback survey before April 18, 2018.

Contact Ashley McGrath at 406-444-3450 or [amcgrath@mt.gov](mailto:amcgrath@mt.gov) with any questions about SCILLSS, the Taskforce, parallel planning, and/or the Theory of Action Narrative.

## 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 Plus Writing

### General Inquiries

Phone: 800-553-6244, Ext. 2800

Email: [Contact Form](#)

### Accommodations Questions

800-553-6244, Ext. 1788

[ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

### ACT Online Prep Questions

Phone: 319-337-1429

Email: [Contact Form](#)

## Assessment Contacts

### Assessment Division

Toll-free Phone:

844-867-2569

[OPI Assessment Help Desk](#)

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Not sure who  
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