



This Month in Assessment – March 2018

Passwords

March Webinars

ACT with Writing

CRT/CRT Alt

MSAA

Smarter Balanced

2018 Conference

Test Portal Links

Help Desk #s

Contact Us!

	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
2017-2018 Statewide Assessment Calendar*						
Dates:	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
K	✓					
1	✓					
2	✓					
3	✓			✓	✓	
4	✓	✓	✓	✓	✓	
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8	✓	✓	✓	✓	✓	
9	✓					
10	✓	✓	✓			
11	✓			✓		✓
12	✓					

*[NAEP Schedule of Events](#)

March Live Webinars

Date	Topic	Link
March 5, 2018 3:30 – 4:30 PM	Accessibility Series MSAA and Smarter Balanced	Accessibility Series
March 13, 2018 3:30 – 4:30 PM	This Month in Assessment MontCAS Updates	MontCAS Updates

Webinar Recordings:

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

CRT & ALT Science

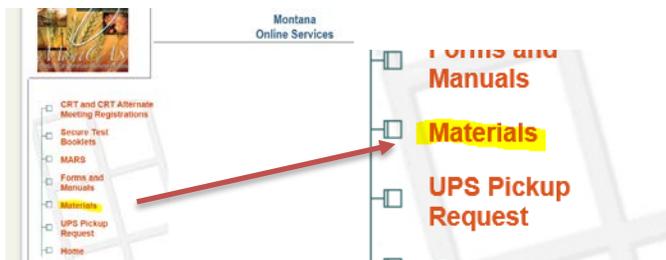
Science

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.
- Order additional materials for new students.**
- Administer the CRT or CRT Alternate Science test to your Grades 4, 8 and 10 students.** See the Test Coordinator’s and/or Test Administrator’s Manuals for direction in administering the tests.
- Enter test irregularities and non-participation via the MontCAS application.** See below for information.
- Complete the online Test Security Agreement after testing.** See below for more information.
- Schedule pick up and ship all test materials to Measured Progress by March 30, 2018.**

CRT and CRT Alternate Science test windows are open!

The CRT and CRT Alternate Science test windows are now open through March 27, 2018. Districts and schools received test materials during the last two weeks of February. If you are missing materials or need additional materials for new students, they can be ordered on the Measured Progress iServices site. Go to the [iServices site](#), choose “Montana” from the drop-down menu and click on “Materials”. You will need your MP Ship Code which can be found at the top of the “Material Summary Sheet” included in your most recently received materials shipment.



Other 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 became active February 1, 2018. The password was included in the shipment your district received from Measured Progress in mid-January and will be valid through March 27, 2018. If you are missing your password, please call Marcy at 406-444-3511 as the password cannot be shared via e-mail or voice mail.

Test irregularities and non-participation reporting

All test irregularities must be reported to the principal/authorized representative, the System Test Coordinator and the OPI within three days of the incident. The Testing Irregularity Report (TIR) is to be completed within five days of the incident using the [MontCAS application](#). If you don't have login credentials for this system, please contact Marcy at mfortner@mt.gov or 406-444-3511. Once logged into the system, use the Data Entry tab.

Non-participation should be reported within a week of the close of the CRT and CRT Alt windows. To report non-participation, use the same site and tab as above.

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.

Returning CRT and CRT Alt Science materials

All test materials must be shipped to Measured Progress no later than March 30, 2018. Prepaid UPS return service labels have been pre-affixed to the return boxes you received in your CRT/CRT Alt materials shipment. For specific instructions on how to collect and pack your test materials after testing, see pages 16 and 17 in the [Test Coordinator's Manual](#). Pages 17 and 18 give complete instructions for using the UPS return service. For additional questions regarding the return of materials, contact the Montana Help Desk at 888-792-2741.

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 opens for systems test coordinators and test administrators on March 5, 2018.
- Add additional coordinators and test administrators into the MSAA system.** See below for details.

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.

Receiving the Welcome Email

When a new user account is created in the MSAA Online Assessment System, the user will receive an automated welcome email from the MSAAServiceCenter@measuredprogress.org that contains a temporary URL. Click the link in the welcome email to gain access to the MSAA Online Assessment System. You will be asked to create a new password for your account. Please note that the password link in the welcome email can only be used once.

Creating user accounts for users in your system

STCs will create user accounts for test administrators or coordinators (district level, school level) in their systems. User Accounts can be bulk uploaded or created one at a time. Best practice for the MSAA test is to assign the role of TA to the special education teacher of the student taking the test. Step-by-step directions for creating user accounts can be found in the [Test Coordinator User Guide](#).

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 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](#).

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

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 or by phone at 888-834-8879. You can also contact Yvonne Field, OPI Assessment Specialist at yfield@mt.gov or by phone at 406-444-0748.

ACT with Writing

ELA and Mathematics

Things to do this month:

- Request ACT approved accommodations for new students.** The deadline for requesting approved accommodations for new students using the [Late Consideration Form](#) is March 16, 2018. TCs can request those through TAA (see below).
- Add and update students and place additional material orders.** The window to add and update students in PearsonAccess Next (PA Next) ends March 14, 2018, as does the window to order additional materials your district may need for new students for the initial March 20, 2018 test date.
- Conduct sessions for examinees to complete non-test information on the answer document for paper testing.**
- Train room supervisors and proctors using the materials you received in late February.** You can find training information and requirements in the [Test Coordinator Manual](#) beginning on page 13.
- Return all ACT test materials.** The deadline for materials to be received at ACT is March 30, 2018.
- Order any needed Make Up Materials.** The deadline for ordering materials for makeup testing is April 6, 2018.
- Fill out the ACT with Writing Grant Application.** All public, accredited Montana schools may fill out the grant application. The application was emailed to ACT TCs February 26, 2018. If you didn't receive your application, please contact Marcy Fortner at the OPI at 406-444-3511 or mfortner@mt.gov. See below for more information.

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 at actstateaccoms@act.org.

***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 Test Materials Returns

All test materials must be ready for UPS pickup to return to ACT on March 21, 2018. The deadline for receipt at ACT is March 30, 2018 for standard testing materials. Accommodations materials must be ready for UPS pickup on April 4, 2018 and must reach ACT no later than April 13, 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 Make Up Test Materials

If you will be administering makeup tests on April 24, 2018, you must order new materials for the makeup date. Do not use leftover March 20, 2018 secure test materials. Using these materials will result in invalidated scores. All March 20 secure materials must be returned according to the return instructions in the Test Coordinator's Manual. Follow the step by step instructions beginning on page 20 in the Test [Coordinator's Manual](#) to order makeup materials. Order these materials no later than April 6, 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. The application includes a list of the 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. Grant applications were e-mailed to ACT Test Coordinators on Friday, February 23, 2018. The deadline to return the application is March 23, 2018. Please contact Marcy Fortner at 406-444-3511 or mfortner@mt.gov if you did not receive the application or if you have questions about the grant. 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.

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 the statewide ACT test for public accredited 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.

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. 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.** 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](#).
- Begin testing this month.** The test window for Smarter Balanced begins on March 21, 2018 and runs through May 25, 2018.

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

Take advantage of the Interim Assessments

Students have been uploaded by the OPI so educators can utilize the free, standards 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](#).

Digital Library News and Resources

The following resources, prepared in collaboration with the [National Network of State Teachers of the Year \(NNSTOY\)](#), will save educators time in getting started with the Digital Library. If you have questions, please contact Pam Birkeland, OPI Digital Library Lead at pbirkeland@mt.gov.

[Digital Library Quick Start Guide](#) (one page)

[Digital Library User Guide: Ten Tips from NNSTOY](#) (detailed and easy to use)

[Webinar: Tips That Will Save You Time – by Teachers for Teachers](#) (hosted by the NNSTOY)

The educators pictured recently represented Montana at the Smarter Balanced Digital Library State Network of Educators winter workshop in Sacramento, CA. The educators and state Digital Library lead, Pam Birkeland, worked collaboratively with educators from other Smarter states to develop new resources designed to further align to the Interim Assessment results. The new resources were posted to the Digital Library after the workshop.



Back row left to right: Barbara Frank, Belgrade Elementary School Principal and Becky Berg, Billings Public Schools K-5 Math Content Specialist and Coach

Front row left to right: Judy McKenna-Brown, Bozeman Public Schools Elementary Librarian; Jill Mogen, Garrison Elementary Teacher and Pam Birkeland, OPI Digital Library Lead

Making a Difference with Data

2018 Assessment & Data Conference

The 2018 Assessment and Data Conferences were attended by over 300 participants. The sessions and resources presented at the conferences are available on the [Statewide Testing page](#) on the OPI website.

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
- Assessment Management System: 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
- [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
- WIDA AMS Help Desk Phone: 855-787-9615
- WIDA AMS Help Desk Email: WIDA@datarecognitioncorp.com

Smarter Balanced and Science CRT and Alt Service Desk

- Phone: 888-792-2741
- Email: montanahelpdesk@measuredprogress.org

Multi-State Alternate Assessment (MSAA)

- Phone: 866-834-8879
- Email: 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

ACT Online Prep Questions

Phone: 319-337-1429

Email: [Contact Form](#)

Assessment Contacts

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**Not sure who
to contact?
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