



This Month in Assessment

ACCESS for ELLs	ACT with Writing	CRT/CRT Alt	MSAA
NAEP	Science News	Smarter Balanced	Professional Development & Training
Contact Us	Help Desk Numbers	Test Portal Links	

2018-2019 Statewide Assessment Calendar	ACCESS for ELLs English Language Proficiency (ELP)	NAEP Math, Reading and Science	CRT-ALT Alternate Science	CRT Science	MSAA Alternate English Language Arts (ELA) and Math	SBAC ELA and Math	ACT with Writing ELA and Math
Dates	Dec. 5–Jan. 30	Jan. 28–Mar. 8	Feb. 19–Mar. 26	Feb. 28–Mar. 26	Mar. 18–May 3	Mar. 20–May 24	Initial: April 2 Make Up: Apr. 24 Emergency: May 7
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Professional Development and Training Opportunities

Date	Topic	Link
	Recorded video from the Teacher Learning Hub (Hub) providing an overview of MontCAS assessments, data uses, and data systems of the required statewide assessments.	ELP 101: Serving English Learners in Montana's Schools
Wednesday, Dec. 12 2-3 p.m.	MontCAS Updates—Monthly Assessment Webinar	Join here

Professional Development and Training Opportunities

Recordings of live webinars can be found on the Assessment Webinars and Training tab of the Office of Public Instruction (OPI) Statewide Assessments website. Various types of courses can be found on the Teacher Learning Hub. The Hub provides active learning, high-quality content, relevant topics, and offers renewal units for completion of courses.

Register for the Annual OPI Data and Assessment Conference!

Save the date! The annual OPI Data and Assessment Conference will be held in Bozeman, Montana, at the Bozeman GranTree Inn. The conference will take place on January 14-15, 2019. The focus of this year's conference will be on celebrating our past and present successes and looking forward to exciting changes while maintaining consistency and stability within the MontCAS program. We look forward to hosting a range of sessions including, but not limited to, current practices, such as building local comprehensive balanced assessment systems to support teaching and learning, as well as highlighting what's new in 2020! Information on logistics and registration can be found on the [MT Assessment Conference page](#).

OPI Assessment Division News

Congratulations to Yvonne Field!

Yvonne recently accepted a position as the Assessment and Accountability Specialist for the OPI's Special Education Division. We thank Yvonne for her dedication to serving schools and students since August 2012 and for her passionate commitment to serving special populations in her Assessment Division tenure. As the Assessment Division goes through this period of transition, please direct all MSAA and WIDA (ACCESS for ELLs) questions to the OPI Assessment Help Desk at 844-867-2569 or OPIAssessmentHelpDesk@mt.gov.

MontCAS 2018-2019 School Year Changes

System Test Coordinator MontCAS Registration

Last month, the OPI asked System Test Coordinators (STC) to register on the [MontCAS Application](#) if he or she did not already have an account. If you are a new user on the MontCAS Application and have not registered yet, please take the time to do so. The OPI has published a [MontCAS Test Security Collection Schedule 2018-2019](#) to assist STCs with the new test security expectations and timelines. The STC will be the MontCAS single point of contact for all assessment-related materials and alerts. [MontCAS Application](#) is a restricted-use website that contains information on the state-required MontCAS summative assessments intended for use by the STC.

System Test Coordinator Affirmation of Testing Security

After registering or logging into the [MontCAS Application](#), STCs affirm their compliance with the guidance defined in the [MontCAS Test Security Manual](#) and guidance published in each Test Administration Manual for appropriate before-, during-, and after-testing practices within the [MontCAS Application](#). For both registration and affirmation of test security, do you have any feedback? If you would like to inform us about your experience, provide your feedback using the [Rate Your Experience](#) form.

If you have questions about these activities, contact the OPI Assessment Help Desk at 844-867-2569 or OPIAssessmentHelpDesk@mt.gov.

Student Assessment Negotiated Rulemaking Committee (Committee) Updates

The OPI completed its Economic Impact Survey and Implementation Impact Survey to school districts on October 19, 2018. For more information on this process, visit the [Student Assessment Negotiated Rulemaking Committee page](#).

ACCESS for ELLs

English Language Proficiency Assessment

Things to do this month

- Complete test administration trainings.** See below for information about required trainings and how to access them.
- Receive, inventory, and order additional materials for the ACCESS for ELLs.** (Materials arrive 11/27/2018)
- Begin testing.** The ACCESS for ELLs test window is open from December 5, 2018 through January 30, 2019.

Testing Calendar

Test Cycle	Testing Specifics	Start Date	End Date
Pretesting	OPI Loads Pre-ID File into AMS	Fri 10/26/18	Fri 10/26/18
	WIDA AMS Test Setup Available for Test Sessions	Fri 11/2/18	Wed 1/30/19
	Districts Receive Test Materials	Tue 11/27/18	Tue 11/27/18
During Testing	Test Window	Wed 12/5/18	Wed 1/30/19
	Additional Test Material Ordering Window in AMS	Tue 11/27/18	Wed 1/23/19
Post Testing	Deadline for Shipping Completed Test Materials to DRC		Tue 2/5/19
	Districts Receive Reports, Printed and Online	TBD	TBD

Test Administration Training

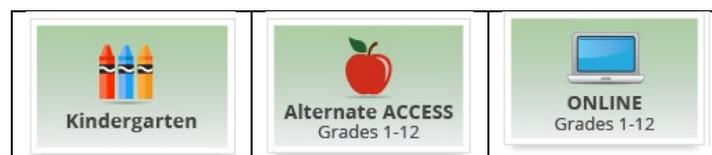
Test administration training is required of all educators involved in the administration of the MontCAS tests, including the WIDA screeners and the ACCESS for ELLs annual progress monitoring assessment. This requirement includes STCs, school or other district level coordinators, and test administrators.

Roles:

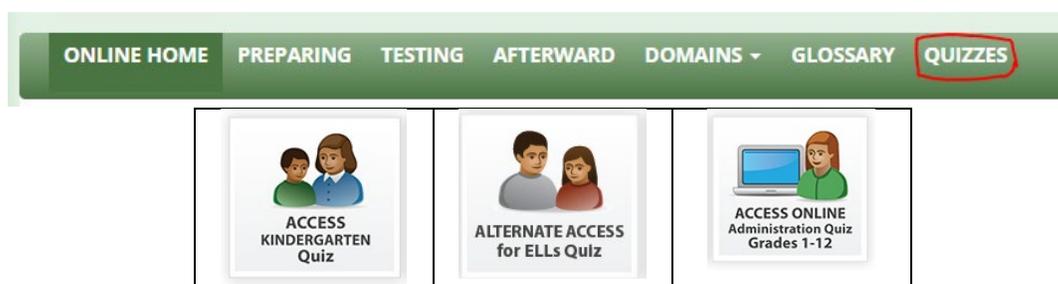
1. **System Test Coordinators and School Coordinators:** must, at a minimum, complete the online Grades 1-12 test administration training so that they are prepared to manage user accounts, monitor student participation, and understand procedures for accessibility, test administration, and test security. Should an irregularity occur, it is essential that the STC have a thorough understanding of the WIDA assessment administration procedures and policies so that they are able to monitor and guide TAs to ensure that the WIDA assessments are being administered in a secure and standardized manner.
2. **Test Administrators:** Test administrators (TA) must complete the test administration training(s) for the WIDA assessments that they will be administering. For instance, if the TA is only administering the ACCESS for ELLs for kindergarten, they are only required to complete the kindergarten training.

Accessing the Trainings and Completing Quizzes for the ACCESS for ELLs test:

- All test administration trainings are found on the [WIDA website](#) and are accessed via a [secure log in](#).
 - System test coordinators set up user accounts for all users in their district. The OPI adds system test coordinators into each WIDA system. The WIDA website has a different login from the WIDA Assessment Management site where the actual online test administration is managed.
- **Step 1:** Complete the TA training for the test that will be administered. *



- **Step 2:** Complete the quiz for each required training with a minimum passing score of 80 percent.



*STCs complete at least the online test administration training.

MacOS 10.14 Solution

Recently, WIDA reported that DRC found an issue in the operating system update for MacOS 10.14. It affects any device running MacOS 10.14 during the Speaking test for both WIDA Screener Online and ACCESS for ELLs Online. To resolve this issue, WIDA will release Secure Browser 9.1 for all users running MacOS. The new Secure Browser became available for installation in WIDA AMS on November 20. Additional documentation regarding the installation of the new browser will be provided to District Test Coordinators and Technology Coordinators in an email from DRC, posted in WIDA AMS, and available behind the Technology Coordinator tile in the WIDA Secure Portal.

ACCESS for ELLs Testing Update

Recently, WIDA identified that some items, depending on network load, may intermittently display static text at the bottom of a page that says 'More Text Below'. This text has no impact on testing and students should continue testing as normal.

ACCESS for ELLs Preparation and Training

As educators begin preparing for testing, WIDA would like to remind you of the following information to ensure everyone is ready.

- Training expectations: Review your state's ACCESS for ELLs Checklist on your member/state page of the WIDA website.
- Quick Start Guides:
 - [Preparing and Administering ACCESS for ELLs Quick Start Guide](#)
 - [Preparing Student Quick Start Guide](#)
- Training completion: If you are a District (System) Test Coordinator and need to verify Test Administrator training course completion, view the [Secure Portal User Guide](#). This resource provides step-by-step instructions on how to review training scores.
- Technology readiness: Tech-related resources, such as the Tech Readiness Checklist and the Technology User Guide are available in the [Technology Coordinators tile](#) in WIDA Secure Portal and in the General Information Documents under All Applications in [WIDA AMS](#).

ACT with Writing

ELA and Mathematics

Things to do this month

- Print the ACT with Writing Schedule of Events document.** The Schedule of Events can be downloaded from the [ACT State and District Testing website](#). It will help keep ACT test coordinators up to date with all deadlines and tasks.
- Verify student enrollment in PearsonAccess Next (PA Next).** Beginning December 11 and through February 15, 2019, ACT Test Coordinators will verify student information in PA Next and enroll and unenroll students as needed. Instructions for completing this task can be found in the [Pearson Access User Guide](#) beginning on page 11.
- Submit accommodations requests to ACT.** Using the [Test Accessibility & Accommodations System](#) schools can submit accommodations requests for the ACT with Writing test. The final date to submit these requests is

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February 15, 2019. Resources to assist ACT test coordinators with the accommodation request tasks are available on the [ACT State Testing website](#).

- Install Proctor Cache software and setup proctor caching in PA Next.** Schools opting to administer the ACT online must complete this task between December 3 and February 15, 2019. If not completed by the deadline, ACT will change your school's administration from online to paper.
- Administer a mock administration of the online ACT with Writing.** If your school has selected to administer the ACT with Writing online this year, ACT recommends you schedule a mock administration. See below for more information.

Perform a Mock Administration of the Online ACT with Writing

A mock administration provides an indication of how your technical infrastructure and testing devices will interact with the testing software during a real administration. It also provides a chance for your school to simulate online testing to ensure you're ready.

ACT strongly recommends that the test coordinator run a mock administration. This administration should be completed prior to the proctor caching deadline referenced in the Schedule of Events. See the [ACT Test Mock Administration Guide](#) for Online Testing for assistance in setting up the mock administration.

NEW—PreACT Available for Schools

New this year, schools will be offered the optional paper-based preACT for Grade 10 students at no charge to the school or district. This is an opportunity for students to experience what the ACT test is like in tenth grade to give them an opportunity to advance their skills before experiencing the Grade 11 ACT with Writing test.

The administration window for the preACT will be April 2-19, 2019. Several districts have shared their preACT administration preference during this time window to help their efforts in promoting a culture of College and Career Readiness (CCR), coined as CCR Day.

The preACT is not an OPI required assessment and participation is optional based on district discretion. The OPI will provide information, including a Schedule of Events as soon as it becomes available, though the OPI will not be involved in the preACT administration and all aspects of offering the preACT will be conducted by the districts themselves.

CRT and CRT-Science Alternate

Science

Things to do this month

- Order large print versions of CRT-Science and CRT-Science Alt.** STCs can order large print versions for the CRT-Science and CRT-Science Alt online through [iServices](#). **The window to order these versions will close on December 19, 2018.**
- Send your alternate kit needs to OPI for the CRT-Science Alt test.** If your school/district needs alternate kits for the administration of the CRT-Science Alternate test this year, alert OPI with the grade level for which you need a kit. The kits are designed to be used for up to 10 students per kit and can be reused from year to year. If you have one that is an older version, it's still usable. Send your needs to OPIAssessmentHelpDesk@mt.gov or call 844-867-2569 by **December 15, 2018**.
- Ensure all CRT-Science Alternate eligible students have the electronic IEP checked and locked in AIM.** If you have questions about the electronic IEP, contact Mary Graff with the OPI at 406-444-0684 or mgraфф@mt.gov.

MSAA

Alternate Assessment, ELA and Math

Things to do this month

- To ensure a smooth testing process this coming spring, confirm that all MSAA eligible students have the electronic IEP checked and locked in AIM.** The OPI identifies eligible students in Grades 3-8 and 11 for the MSAA based on the electronic IEP in AIM. If you have questions about the electronic IEP, contact Mary Graff at the OPI at 406-444-0685 or mgraфф@mt.gov.

NAEP

National and International Assessment Studies

Things to do this month

- Notify Parents/Guardians of Student Selection.** Task 5 from October.
- Review and Verify List of Students Selected.** Task 3 from November.
- Complete SD/ELL Student Information.** See below for more instructions.
- Manage Questionnaires.** School Coordinators manage various questionnaires for NAEP. See below for more information.

Complete SD/ELL Student Information

Demographic data is used for reporting results of student groups in the [Nation's Report Card](#). A demographic report with information for all NAEP-sampled students will become available to schools on [MyNAEP](#) on December 3, 2018. After the list is available, the NAEP school coordinator must complete the following task to ensure a successful NAEP administration.

- Provide information about students with disabilities (SD) and English language learners (ELL) and select accommodations for students who require them to access NAEP.

The [MyNAEP](#) website allows school coordinators to provide students' IDEA disability status, English proficiency, primary language, grade level performance and accommodations. The NAEP Inclusion Policy requires that states include 95% of all students and include 85% of SD and ELL students. To review the accommodations, you can visit the [MyNAEP Video Tutorial](#), the [MyNAEP Complete SD/ELL Student Information Step-by-Step Instructions](#), Montana's SD and ELL Inclusion Guidelines (Grade 4/8 Main [SD](#) | [ELL](#), Grade 4/8 National [SD](#) | [ELL](#); Grade 12 [SD](#) | [ELL](#)), the [Montana SD Planning Worksheet](#), and [Montana ELL Planning Worksheet](#). School Coordinators are encouraged to review the [NAEP At-A-Glance Communication Schedule](#) to familiarize themselves with upcoming tasks.

Manage Questionnaires

There are three types of questionnaires: school, teacher and student. Student questionnaires are included in the assessment. School coordinator directs when school and teacher questionnaires are sent to school personnel using the [MyNAEP](#) system. The school coordinator provides email addresses of school personnel who should complete the questionnaires and are responsible for monitoring the completion of the school and teacher questionnaires.

School coordinators can refer [School Coordinator Checklist and Timeline](#) for more information. If you have questions or concerns, contact Shantel Niederstadt at (406) 444-3450 or sniederstadt@mt.gov. You can receive immediate assistance from the NAEP Help Desk at (800) 283-6237 or email naephelp@westat.com Monday through Friday between 8 am and 5:30 pm ET.

Science News

Science Assessments

Did you know Montana is a member state of the U.S. Department of Education's Enhanced Assessment Grant (EAG)?

The Strengthening Claims-based Interpretations and Uses of Local and Large-scale Science Assessment Scores (or SCILLSS) was developed with funding from the U.S. Department of Education under EAG Program CFDA 84.368A.

We're happy to share that SCILLSS recently posted revised versions of Chapters 1 and 2 of the Digital Workbook on Educational Assessment Design and Evaluation to the project website at <http://www.scillsspartners.org/scillss-resources/>. The revised versions were updated to address considerations for accessibility and 508 compliances.

The OPI will continue to use the CRT-Science general assessment and alternate in Grades 4, 8 and 10 in the spring of 2019. The new science general assessment and alternate assessment are slated for the spring of 2020.

If you have questions about the transition or the OPI Science Partner Task Force, contact Ashley McGrath at amcgrath@mt.gov or 406-444-3656.

Smarter Balanced

ELA and Math

Things to do this month

- MacOS users must [download and update to the new Secure Browser 10.6](#).** See below for more information.
- Add school users to the Test Information and Distribution Engine (TIDE).** Users in TIDE were cleared in August. STCs were then uploaded to the system by the OPI and STCs need to add users for their districts and schools. STCs can refer to the User Roles and Access Document found on the Resources tab on the [AIR portal](#) for assistance in choosing the correct role assignment for local users.
- Complete the TA Certification Course.** All users in TIDE administering Smarter Balanced assessments are required to take the [Test Administrators Certification Course](#) annually. If taking the course as a group, ensure each user is logged into the portal so the system will auto-update course completion for each user.
- Ensure your secure browser has been updated.** See below for more information on downloading the current browser.

Prepare Devices with the Most Current Secure Browser

Devices that will be used for testing must be equipped with a secure browser prior to administering assessments. This browser is updated each year and therefore must be downloaded and installed even if the device was used for testing in a prior year. School technology coordinators are responsible for ensuring that each device to be used for testing is properly secured by installing the most current secure browser. The Secure Browser Installation Manual and the 2018-2019 System Requirements for Online Testing documents will assist technology coordinators with ensuring your school is prepared for testing. These and other resources for technical assistance can be found on the AIR portal.

New Secure Browser for MacOS

A security issue was found during the testing of the latest version of MacOS 10.14 (Mojave) and MacOS 10.13 (High Sierra). All users with devices running MacOS must [download and update to the new Secure Browser 10.6](#). This new browser will be required for all versions of MacOS that are currently supported. Support for Secure Browser 10.4 will be discontinued after Friday, December 28.

Meeting the Needs of All Students

The Individual Student Assessment Accessibility Profile (ISAAP) process represents a thoughtful and systematic approach to addressing student access needs for the Smarter Balanced assessments. The ISAAP process includes preparatory steps, a step for creating the ISAAP itself, and steps that allow educators to check that Designated Supports and Accommodations are entered correctly into the test engine. Optimally, the ISAAP process is a team approach. The overall goal of using the ISAAP process and ISAAP Tool is to provide students with a comfortable testing experience that allows them to demonstrate what they know and can do. For students with Individual Education Programs (IEPs) or 504 plans, ISAAP decisions are determined by the IEP or 504 teams, respectively. Please see the updated Individual Student Assessment Accessibility Profile (ISAAP) at <http://isaap.smarterbalanced.org>.

The ISAAP tool helps educators implement this process and includes the most recent updates to the Usability, Accessibility and Accommodation Guidelines (UAAG) found on the [Smarter Balanced Consortium website](#) for the 2018-19 school year:

- Non-embedded Designated Support: Medical Device
- Moving Streamline from an embedded accommodation to an embedded Designated Support.

The following seven-step ISAAP process helps to ensure students have the accessibility supports they need for Smarter Balanced assessments. Schools may organize these steps to fit local resources and needs, adding or collapsing steps as needed:

1. Select key staff members and define roles.
2. Provide training and information to staff, students, and parents.
3. Identify students who will benefit from Designated Supports, Accommodations, or both.
4. Select the appropriate Designated Supports and Accommodations for each student identified.
5. Enter Designated Supports and Accommodations into test engine.

6. Perform a pre-administration check of assigned access supports.
7. Check for delivery of assigned Designated Supports and Accommodations at the time of test administration.

The new web-based ISAAP tool is designed to facilitate selection of the Designated Supports and Accommodations that match student access needs for Smarter Balanced assessments, as supported by the Smarter Balanced Usability, Accessibility, and Accommodations Guidelines. The ISAAP Tool should be used in conjunction with the Smarter Balanced UAAG and state regulations and policies related to assessment accessibility as a part of the ISAAP process.

- [ISAAP Tool Instructions \(PDF\)](#)
- [ISAAP Tool](#)
- [ISAAP Module](#)

Find more information on the ISAAP process see the [Accessibility and Accommodations page](#) of the Smarter Balanced website or the [OPI Smarter Balanced Accessibility & Accommodations page](#).

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.

- **Access for ELLs 2.0:** Test administrator training, assessment management system, WIDA Access Placement Test (W-APT), result reports.
- **ACT with Writing:** Test administration, reports, and test results.
- **CRT and CRT Alt:** Test results.
- **MSAA (Multi State Alternate Assessment):** Test administration and training, results, and student reports.
- **MontCAS Online Reporting:** Nonparticipation and testing irregularity reports and requests for accommodations not routinely approved.
- **Smarter Balanced:** Test administration, administration certification, interim tests, and test results.
- **Smarter Balanced Digital Library:** Formative assessment processes.

Online Assessment System Links

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

- [Training and online resources](#)
- [Assessment Management System](#)
- [OPI ELP page link](#)

ACT with Writing

- Assessment Management: [Pearson Access Next](#)
- [ACT State and District Testing](#)
- [ACT Academy](#)

MSAA

- [Assessment Management System](#)
- [OPI MSAA](#)

Smarter Balanced

- [Assessment system](#) (AIR portal)
- [OPI Smarter Balanced](#)

My NAEP

- [My NAEP Login](#)

MontCAS Assessment Help Desk Contact Information

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

- WIDA help desk phone: 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

ACT with Writing

ACT General Inquiries

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

Accommodations Questions

- Phone: 800-553-6244, Ext. 1788
- Email: ACTStateAccoms@act.org

CRT Science and CRT Alt Service Desk

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

Multi State Alternate Assessment (MSAA)

- Phone: 866-834-8879
- Email: MSAAServiceCenter@MeasuredProgress.org

Smarter Balanced Service Desk

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

NAEP

- Phone: 800-283-6237
- Email: naephelp@westat.com

Assessment Contacts

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[OPI Assessment Help Desk](#)

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