



# OPI ASSESSMENT BULLETIN

November 2019

## MontCAS

(MT Comprehensive Assessment System)

## Resources and Supports

[Parents Corner](#)

[Professional Development](#)

[Contact Us](#)

## Assessment Resources Quick Links

[OPIAssessmentHelpDesk@mt.gov](mailto:OPIAssessmentHelpDesk@mt.gov)

[Test Window Calendar](#)

[Test Security](#)

[Test Participation & Eligibility](#)

[Learning for Educators](#)

[Statewide Testing Webpages](#)

## Statewide Required Assessments

### ELA and Math

[Smarter Balanced](#)

[ACT with Writing](#)

[MSAA](#)

### Science

[Montana Science Assessment](#)

[Alternate MT Science Assessment](#)

### English Language

### Proficiency

[ACCESS for ELLs](#)

### National/International

### Assessment

[NAEP](#)

## Important Upcoming Dates

November 29: Complete ACT 'Manage Participation' in PA Next

December 4: ACCESS for ELLs test window opens

Mid November: OPI Assessment & Data Conference registration opens

## MontCAS

This section pertains to any updates or news under the umbrella of the Montana Comprehensive Assessment System (MontCAS) program not specific to any one statewide assessment.

### Due This Month

Due Date		Complete
	November 1, 2019	STC Affirmation of System Test Coordinator Testing Security Agreement.
	November 1, 2019	STC Affirmation of School System Testing Security Agreements.
	November 1, 2019	STC Dissemination of Testing Security Plans.

We estimate this will take 15 minutes to complete this month.

### Timely Tasks

Task		Responsibility
<input checked="" type="checkbox"/>	STCs complete the Test Security Agreement and Required Records Tracking screens in the <a href="#">MontCAS Application</a> .	STCs must complete the electronic Test Security Agreement (TSA) in the <a href="#">MontCAS Application</a> . In addition to the electronic STC TSA, STCs must collect the TSAs for other system and school staff and keep on file for at least three years. Refer to the <a href="#">MontCAS User Guide</a> for step-by-step instructions for completion.
<input checked="" type="checkbox"/>	Create Testing Accessibility Plan, Testing Action Plan, Testing Training Plan, and Testing Security Plan	STCs must create testing plans for the 2019-2020 testing year. Find assistance by following the link in the Resources & Supports table (below). STCs also indicate the plans are complete and on file locally via the <a href="#">MontCAS Application. Users experiencing troubles accessing the MontCAS Application, contact the OPI Assessment Help Desk at 844-867-2569 or <a href="mailto:OPIAssessmentHelpDesk@mt.gov">OPIAssessmentHelpDesk@mt.gov</a>.</a>

### Resources and Supports

Resource		Support with...
	<a href="#">MontCAS Test Security Plan</a>	This resource will assist STCs with creating and completing the Test Security Plan for their district and school(s).
	<a href="#">MontCAS Test Administration Plan</a>	This resource will assist STCs with creating and completing the MontCAS Test Administration Plan for the Spring 2020 statewide assessments.
	<a href="#">MontCAS Test Accessibility Plan</a>	This resource will assist STCs with creating and completing the Test Accessibility Plan for administering the statewide assessments in Spring 2020.
	<a href="#">MontCAS Test Training Plan</a>	This resource will assist STCs with creating and completing the MontCAS Test Training Plan for all district and school staff involved in statewide assessments.
	<a href="#">MontCAS User Guide</a>	This resource will help STCs navigate the tabs in and describe the tasks required of STCs in the <a href="#">MontCAS Application</a> .

### Questions? Contact

Office of Public Instruction Staff		
 E-mail	 Phone	 Website
<a href="mailto:OPIAssessmentHelpDesk@mt.gov">OPIAssessmentHelpDesk@mt.gov</a>	844-867-2569	<a href="#">OPI Statewide Assessment Testing Pages</a>

## Participation and Eligibility Updates

This section pertains to any updates or news under student participation and eligibility in the required statewide assessments umbrella of the Montana Comprehensive Assessment System (MontCAS) program not specific to any one statewide assessment.

Portal Link: [Test Participation & Eligibility Page](#)

### Due This Month

Due Date	Complete
	No deadlines this month.

### Timely Tasks

Task	Responsibility
<input checked="" type="checkbox"/> <a href="#">Share the Six Things Stakeholders Should Know About Participation and Testing in Montana</a>	This resource will assist STCs with communicating about the significance of participating in state-level tests to various audiences.
<input checked="" type="checkbox"/> <a href="#">OPI Parent Notice Letter Customization Checklist</a>	New Administrative Rules for Montana (ARM 10.56.102(6)) requires schools to inform parents/guardians about statewide assessments. This checklist provides you with guidance on how to customize it.
<input checked="" type="checkbox"/> <a href="#">OPI Parent Notice Letter</a>	New Administrative Rules for Montana (ARM 10.56.102(6)) requires schools to inform parents/guardians about statewide assessments. This template letter can be downloaded and used as guidance to communicate with parents/guardians in advance of testing.

### Resources and Supports

Resource	Support with...
 <a href="#">Eligibility Criteria Worksheet for Alternate Assessments</a>	This document assists STCs with understanding the decision-making process and MontCAS criteria used to inform IEP teams in determining whether a student should participate in the alternate assessments.
 Eligibility and Identification Criteria for English Learners	This document assists STCs with understanding the decision-making process and MontCAS criteria used to inform EL Specialists in the criteria for being considered an EL.
 <a href="#">Statewide Assessment Participation and Registration Guide</a>	This guide explains participation policies and registration processes for the Montana Comprehensive Assessment System (MontCAS).

### Questions? Contact

Office of Public Instruction Staff		
 E-mail	 Phone	 Website
<a href="mailto:OPIAssessmentHelpDesk@mt.gov">OPIAssessmentHelpDesk@mt.gov</a>	844-867-2569	<a href="#">OPI Statewide Assessment Testing Pages</a>

## Test Security

This section pertains to any updates or news under test security and data integrity under the umbrella of the Montana Comprehensive Assessment System (MontCAS) program not specific to any one statewide assessment.

Portal Link: [Test Security Page](#)

### Due This Month

Due Date	Complete
 November 1, 2019	OPI provides the STC with access to the secure restricted-use assessment portals with which school systems are required to manage users (see the <a href="#">MontCAS Data Privacy Policy</a> ).

We estimate this will take 15 minutes to complete this month.

### Timely Tasks

Task	Responsibility
<input checked="" type="checkbox"/> <a href="#">AR Roles and Responsibilities Letter</a>	This resource will assist STCs with the responsibilities of ensuring all Authorized Representatives and Building Coordinators (e.g., Principals) have completed the required test security agreement for their MontCAS role (due 11/1/2019).
<input checked="" type="checkbox"/> <a href="#">TA Roles and Responsibilities Letter</a>	This resource will assist STCs with the responsibilities of ensuring all Test Administrators have completed the required test security agreement for their MontCAS role (due 11/1/2019).
<input checked="" type="checkbox"/> <a href="#">STC Roles and Responsibilities Letter</a>	This resource will assist STCs with the role and responsibilities of serving as this MontCAS role (due 11/1/2019).
<input checked="" type="checkbox"/> ACT Test Security	While preparing for the ACT with Writing, agreeing to ACT testing security requirements also covers OPI requirements for schools to complete statewide testing.

### Resources and Supports

Resource	Support with...
 <a href="#">MontCAS Test Security Manual</a>	This resource will assist STCs with the prevention, detection, inspection, and resolution (PDIR) expectations of MontCAS test security.
 <a href="#">MontCAS Test Security Training Portal</a>	The materials provided in this Test Security Toolkit will assist STCs (or presenters) to facilitate a training session so Test Administrators can be trained in Test Security for a standardized administration of the MontCAS statewide summative assessments.

### Questions? Contact

Office of Public Instruction Staff		
 E-mail	 Phone	 Website
<a href="mailto:OPIAssessmentHelpDesk@mt.gov">OPIAssessmentHelpDesk@mt.gov</a>	844-867-2569	<a href="#">OPI Statewide Assessment Testing Pages</a>

## Test Security Alerts

**⚠ \*Attention** It is a testing irregularity to send student information over a non-secure service such as email. The OPI does not consider even encrypted emails to be secure for sensitive information such as student names and identifying details. Schools are encouraged to familiarize themselves with the [OPI STUDENT RECORDS CONFIDENTIALITY POLICY](#) and follow this guidance to maintain student confidentiality at all times.

## Accessibility Resources

This section pertains to any updates or news on accessibility under the umbrella of the Montana Comprehensive Assessment System (MontCAS) program not specific to any one statewide assessment.

Portal Link: [Test Participation & Eligibility Page](#)

### Due This Month

Due Date	Complete
 Ongoing	In accordance with the <a href="#">AIM Collection Schedule 2019-20</a> , ensure district clerks have completed IEPs and ERs are locked, and Exit Dates & Exit Reasons are current.

We estimate this will take 10 minutes to complete this month.

### Timely Tasks

Task	Responsibility
<input checked="" type="checkbox"/> AIM Updates: Statewide Assessment Editor	This is a <a href="#">recording of the webinar</a> that was presented on 9/12/19. The webinar covers the <a href="#">changes that have been made to the statewide assessment editor in AIM</a> . There is also an overview of statewide assessments and <a href="#">information about accommodations and supports that are available for statewide assessments in Montana</a> . There are also two resources that were referenced during the webinar.
<input checked="" type="checkbox"/> Non-College Reportable Scores are no longer permitted for the ACT with Writing.	Inform school staff responsible for identifying assessment supports and accommodations for participating in the ACT with Writing that the non-reportable score option will no longer be available. As a result of the ESSA Equal Benefit law, ACT Non-College Reportable Scores will no longer be permitted for the statewide Grade 11 assessment. Review the <a href="#">Accommodations vs. Arrangements Guidance</a> on ACT-Approved versus Local Test Arrangements.
<input checked="" type="checkbox"/> Meeting the Needs of All Students	The <a href="#">Individual Student Assessment Accessibility Profile (ISAAP) process</a> 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. Find more information on the ISAAP process see the <a href="#">Accessibility and Accommodations page</a> of the Smarter Balanced website or the <a href="#">OPI Smarter Balanced Accessibility &amp; Accommodations page</a> .

### Resources and Supports

Resource	Support with...
 Montana Statewide Assessments Accessibility Resources	The purpose of accessibility supports is to eliminate the effects of student barriers that prevent them from demonstrating what they know and can do. All students can work toward grade level academic content standards via differentiation and appropriately selected supports and accommodations. The <a href="#">Montana Statewide Assessments Accessibility Resources</a> was created to assist Montana educators with ensuring these statewide assessments are accessible to all students.
 Individualized Accessibility Planning	The <a href="#">Individualized Accessibility Planning Spreadsheet</a> includes all of the statewide assessment accessibility supports sorted by area of support/need that was used to generate the pull downs in the AIM system for each statewide assessment and content area.

### Questions? Contact

Office of Public Instruction Staff		
 E-mail	 Phone	 Website
<a href="mailto:OPIAssessmentHelpDesk@mt.gov">OPIAssessmentHelpDesk@mt.gov</a>	844-867-2569	<a href="#">OPI Statewide Assessment Testing Pages</a>
<a href="mailto:YField@mt.gov">YField@mt.gov</a>	406-444-4940	<a href="#">Assessment &amp; Accountability Specialist</a>

# Smarter Balanced

## ELA and Math

This assessment must be annually administered to all students in Grades 3–8 (unless the child is eligible for the alternate) using the OPI's published guidance for test administration and test security.

Portal Link: [AIR Portal](#)

Spring 2020 Assessment Window: March 9 – May 15, 2020

### Due This Month

Due Date	Complete
	No deadlines this month.

### Timely Tasks

Task	Responsibility
<input checked="" type="checkbox"/> STCs create district and school level users in the <a href="#">TIDE portal</a>	Authorized Representative (AR) must assign a System Testing Coordinator (STC) to facilitate the appropriate TIDE district permissions and user roles for district and school staff. <ul style="list-style-type: none"> <li>User roles are required to access interim assessments.</li> <li>TA user roles cannot access the interims or score/results data.</li> </ul> <i>Note: In accordance with the MontCAS Data Privacy Policy, this task is dependent on the AR's designation of an STC.</i>
<input checked="" type="checkbox"/> New passwords for the Digital Library	Existing AIR passwords will be the new passwords for the Digital Library starting on November 14 <sup>th</sup> .

### Resources and Supports

Resource	Support with...
 <a href="#">AIR and TIDE Portals</a>	This resource describes how to add district users. This is the portal to access summative score reports as well as the interim assessments.
 <a href="#">TIDE User Roles Document</a>	This document gives an overview of the roles that can be assigned in TIDE and the permission levels assigned to each role.
 <a href="#">The Digital Library</a>	This resource will allow users to access to teacher created lesson plans on specific targets and claims related to the Montana Content Standards.
 <a href="#">MT Starting Smarter</a>	This new website has been designed specifically for Montana parents and families to better understand Smarter Balanced student score reports.
 <a href="#">Content Explorer</a>	This is a new website designed for educators to help interpret student results by understanding the claims, targets, and standards that are being assessed.

### Questions? Contact

Office of Public Instruction Staff		
 E-mail	 Phone	 Website
<a href="mailto:OPIAssessmentHelpDesk@mt.gov">OPIAssessmentHelpDesk@mt.gov</a>	844-867-2569	<a href="#">OPI Statewide Assessment Testing Pages</a>

Assessment Help Desk		
 E-mail	 Phone	 Website
<a href="mailto:mthelpdesk@air.org">mthelpdesk@air.org</a>	877-365-7915	<a href="#">AIR Portal</a>

### Smarter Balanced Alerts

① This section pertains to any updates or news for the Smarter Balanced required statewide assessment. There are no special alerts at this time.

# ACT with Writing

## ELA, Mathematics, and Science

This assessment must be annually administered to all students in Grade 11 (unless the child is eligible for the alternate) using the OPI's published guidance for test administration and test security.

Portal Link: [Pearson Access Next \(PA Next\)](#)

### Due This Month

Due Date		Complete
	November 29	Contacts in PA Next were refreshed November 4 <sup>th</sup> . Verify school-level Test Coordinator contact information (if different than the STC). STCs or District Superintendents complete the <a href="#">ACT Test Coordinator Designation Form</a> to update or add school level users.
	November 29	Verify shipping address in PA Next and submit ACT's <a href="#">Address Change Request</a> as necessary.
	November 29	STCs complete "Manage Participation" in PA Next. Instructions for completing this task can be found beginning on page 6 in the <a href="#">PA Next User Guide</a> . Let ACT know the testing date and the mode (paper or online) needed. ACT has simplified the process for online testing as proctor caching is no longer required. <b>Schools will not receive testing materials if this "Manage Participation" task is not completed.</b>
	November 19	Watch the ACT hosted webinar on the accommodation and supports process and register via these embedded links. It will be conducted on Tuesday, November 19 <sup>th</sup> at 3:30-4:30 pm – Topic: <a href="#">Accommodations &amp; Supports</a> . <a href="#">Reminder: Non-College reportable scores are not permitted as of this school year.</a>

We estimate this will take 80 minutes to complete this month.

### Timely Tasks —

Task		Responsibility
<input checked="" type="checkbox"/>	Assign school level access to PA Next	To designate an ACT Test Coordinator in addition to the STC, provide the OPI with this contact information via the <a href="#">ACT Test Coordinator Designation</a> form.
<input checked="" type="checkbox"/>	Attend ACT hosted webinars Register via these links	Tuesday, December 3, 3:30 pm – Topic: <a href="#">Test Administration with Q&amp;A</a>
<input checked="" type="checkbox"/>	Begin accommodations planning	Accommodations and/or supports must be requested by February 7 <sup>th</sup> through the Test Accessibility and Accommodations System (TAA).

### Resources and Supports —

Resource		Support with...
	<a href="#">PA Next User Guide</a>	This guide explains how to complete Manage Participation.
	<a href="#">Schedule of Events</a>	All required tasks and their due dates are presented in this document.

### Questions? Contact:

Office of Public Instruction Staff		
 E-mail	 Phone	 Website
<a href="mailto:OPIAssessmentHelpDesk@mt.gov">OPIAssessmentHelpDesk@mt.gov</a>	844-867-2569	<a href="#">OPI Statewide Assessment Testing Pages</a>

Assessment Help Desk		
 E-mail	 Phone	 Website
<a href="#">Email Form</a>	800-553-6244	<a href="#">Pearson Access Next (PA Next)</a>
	319-337-1270	<a href="#">State ACT Testing and District Testing</a>

## ACT with Writing Alerts

① The OPI recommends schools using the [ACT Email Addresses to Whitelist](#) to ensure all communications from the ACT are being delivered properly to ACT Test Coordinators. The 'Whitelist' is a list of email addresses to share with IT and Technology staff to ensure communications from these domains are not being blocked so Test Coordinators can receive timely communication regarding the administration of the ACT with Writing and the PreACT.

## MSAA

### Alternate Assessment, ELA and Math

*This assessment must be annually administered to only students with significant cognitive disabilities in Grades 3–8 and 11 using the OPI's published guidance for test administration and test security.*

Portal Link: [MSAA System](#)

Spring 2020 Assessment Window: March 16 – May 1, 2020

### Due This Month

Due Date	Complete
	No deadlines this month.

### Timely Tasks

Task	Responsibility
<input checked="" type="checkbox"/> Request MSAA score reports	STCs who did not download score reports from the MSAA site prior to September 15 must request the reports from the OPI Assessment Division by <a href="#">emailing them</a> or calling 844-867-2569.

### Resources and Supports

Resource	Support with...
 <a href="#">MSAA System</a>	The MSAA site is not accessible by users until December 2019.

### Questions? Contact:

Office of Public Instruction Staff		
 E-mail	 Phone	 Website
<a href="mailto:OPIAssessmentHelpDesk@mt.gov">OPIAssessmentHelpDesk@mt.gov</a>	844-867-2569	<a href="#">OPI Statewide Assessment Testing Pages</a>

Assessment Help Desk		
 E-mail	 Phone	 Website
<a href="mailto:MSAAServiceCenter@MeasuredProgress.org">MSAAServiceCenter@MeasuredProgress.org</a>	866-834-8879	<a href="#">MSAA System</a>

## MSAA Alerts

① This section pertains to any updates or news for the MSAA required statewide assessment. There are no special alerts at this time.

# Montana Science Assessment (MSA)

## Science

This assessment must be annually administered to all students in Grades 5 and 8 (unless the child is eligible for the alternate) using the OPI's published guidance for test administration and test security.

Portal Links: [AIR Portal](#)

Spring 2020 Assessment Window: March 16 – May 8, 2020

### Due This Month

Due Date	Complete
	No deadlines this month.

### Timely Tasks

Task	Responsibility
<input checked="" type="checkbox"/> Place the science testing dates on the statewide testing calendar	See the <a href="#">OPI Statewide Published Testing Window</a> . The Montana Science Assessment (MSA) will be administered online to Grades 5 and 8 in a field test in Spring 2020. Participation will be used in accountability reporting.
<input checked="" type="checkbox"/> Preview items	Take a look at a few sample science items on the <a href="#">item demo site</a> . Feel free to share this site with colleagues, parents, and students.
<input checked="" type="checkbox"/> Plan practice testing	The MSA practice test will be available on the <a href="#">AIR portal</a> this month. Check the portal for updates.

### Resources and Supports

Resource	Support with...
 <a href="#">Montana Analysis and Reporting System (MARS)</a>	To view 2019 science results, use this data warehouse to view the CRT-Science and CRT-Science Alt data. The MARS application works best using Internet Explorer.
 <a href="#">MARS User Guide</a>	This resource provides step-by-step instructions for using the MARS.

### Questions? Contact:

Office of Public Instruction Staff		
 E-mail	 Phone	 Website
<a href="mailto:OPIAssessmentHelpDesk@mt.gov">OPIAssessmentHelpDesk@mt.gov</a>	844-867-2569	<a href="#">OPI Statewide Assessment Testing Pages</a>

Assessment Help Desk		
 E-mail	Phone	 Website
<a href="mailto:mthelpdesk@air.org">mthelpdesk@air.org</a>	877-365-7915	<a href="#">AIR Portal</a>

## MSA Alerts

### ① Summary of Montana's New Science Assessment Program

- Montana Science Assessment (MSA): Grades 5 and 8, online via the AIR portal (same portal as Smarter Balanced).
- ACT Science: Grade 11, paper or online (schools choose). Science scores will be reported along with ELA and mathematics.
- Alternate Montana Science Assessment (AMSA): Grades 5, 8, and 11, online via the AIR portal (same portal as Smarter Balanced). The AMSA is for those students (about 1%) with the most severe cognitive disabilities.

# Alternate Science Montana Assessment (AMSA)

## Science

This assessment must be annually administered to only students with significant cognitive disabilities in Grades 5, 8, and 11 using the OPI's published guidance for test administration and test security.

Portal Link: [AIR Portal](#)

Spring 2020 Assessment Window: March 16 – May 8, 2020

### Due This Month

Due Date	Complete
	No deadlines this month.

### Timely Tasks

Manual Reference	Responsibility
<input checked="" type="checkbox"/> Place the science testing dates on the statewide testing calendar	See the <a href="#">OPI Statewide Published Testing Window</a> . The Montana Science Assessment (MSA) will be administered online to Grades 5 and 8 in a field test in Spring 2020. Participation will be used in accountability reporting.
<input checked="" type="checkbox"/> Preview items	Take a look at a few sample science items on the <a href="#">item demo site</a> . Feel free to share this site with colleagues, parents, and students.
<input checked="" type="checkbox"/> Plan practice testing	The MSA practice test will be available on the <a href="#">AIR portal</a> this month. Check the portal for updates.

### Resources and Supports

Resource	Support with...
 <a href="#">Montana Analysis and Reporting System (MARS)</a>	To view 2019 science results, use this data warehouse to view the CRT-Science and CRT-Science Alt data. The MARS application works best using Internet Explorer.
 <a href="#">MARS User Guide</a>	This resource provides step-by-step instructions for using the MARS.

### Questions? Contact:

Office of Public Instruction Staff		
 E-mail	 Phone	 Website
<a href="mailto:OPIAssessmentHelpDesk@mt.gov">OPIAssessmentHelpDesk@mt.gov</a>	844-867-2569	<a href="#">OPI Statewide Assessment Testing Pages</a>

Assessment Help Desk		
 E-mail	 Phone	 Website
<a href="mailto:mthelpdesk@air.org">mthelpdesk@air.org</a>	877-365-7915	<a href="#">AIR Portal</a>

## AMSA Alerts

### ① Summary of Montana's New Science Assessment Program

- Montana Science Assessment (MSA): Grades 5 and 8, online via the AIR portal (same portal as Smarter Balanced).
- ACT Science: Grade 11, paper or online (schools choose). Science scores will be reported along with ELA and mathematics.
- Alternate Montana Science Assessment (AMSA): Grades 5, 8, and 11, online via the AIR portal (same portal as Smarter Balanced). The AMSA is for those students (about 1%) with the most severe cognitive disabilities.

# ACCESS for ELLs

## English Language Proficiency Assessment

This assessment must be annually administered to all students in Grades K–12 who are indicated to take the assessment based on the results of the WIDA Screener (unless the child is eligible for the alternate) using the OPI’s published guidance for test administration and test security.

Portal Links: [Training and Online Resources](#)  
[Assessment Management System \(AMS\)](#)

Spring 2020 Assessment Window: December 4, 2019 – January 29, 2020

### Due This Month

Due Date	Complete
 November 30	Educators administering the ACCESS for ELLs must complete their certification/re-certification on the <a href="#">WIDA Secure Portal</a> .

We estimate this will take 3 hours to complete this month.

### Timely Tasks

Task	Responsibility
<input checked="" type="checkbox"/> Review the Before Testing section in the <a href="#">Montana ACCESS for ELLs checklist</a>	STCs should review the Montana state checklist, a guide for System Test Coordinators, School Coordinators, and Test Administrators involved in administering the ACCESS for ELLs test.
<input checked="" type="checkbox"/> Ensure test administrators have access to needed training modules	In accordance with the MontCAS Data Privacy Policy, STCs must review user accounts in the <a href="#">WIDA Secure Portal</a> and inactivate users who no longer require access. New users who need access should be added to grant them access and to complete the training modules.
<input checked="" type="checkbox"/> Schedule and/or assign needed training modules to test administrators	Test Administrators are required to be certified annually to administer the ACCESS for ELLs. Training modules are available on the <a href="#">WIDA Secure Portal</a> and must be completed prior to administering the assessment.
<input checked="" type="checkbox"/> WIDA Screener field testing	Districts are encouraged to participate in the <a href="#">second round of field testing</a> for the WIDA Kindergarten Screener from January 6–February 28, 2020.

### Resources and Supports

Resource	Support with...
 <a href="#">ACCESS for ELLs Training Courses</a>	This resource will help you navigate the training courses for Kindergarten ACCESS, Alternate ACCESS for Grades 1–12, Online ACCESS for Grades 1–12, and paper-based ACCESS for Grades 1–12.
 <a href="#">District and School Test Coordinator Manual (DSTCM)</a>	The DSTCM manual is designed to provide information on the management and logistics of test administration.
 <a href="#">Montana Checklist</a>	Within the checklist the tasks that need to be completed before, during, and after testing are highlighted.

### Questions? Contact

Office of Public Instruction Staff		
 E-mail	 Phone	 Website
<a href="mailto:OPIAssessmentHelpDesk@mt.gov">OPIAssessmentHelpDesk@mt.gov</a>	844-867-2569	<a href="#">OPI Statewide Assessment Testing Pages</a>

Assessment Help Desk		
 E-mail	 Phone	 Website
<a href="mailto:help@wida.us">help@wida.us</a>	866-876-7735	<a href="#">WIDA Training &amp; Resources</a>
<a href="mailto:WIDA@datarecognitioncorp.com">WIDA@datarecognitioncorp.com</a>	855-787-9615	<a href="#">WIDA Assessment Management Site</a>

## ACCESS for ELLs Alerts

① This section pertains to any updates or news for the ACCESS for ELLs required statewide assessment. There are no special alerts at this time.

## NAEP

### National and International Assessment Studies

This assessment is administered to **ONLY** selected schools and students. This year NAEP will be given in mathematics and reading for ages 9, 13 and 17 (unless the child is eligible for the alternate).

Portal Links: [My NAEP](#)

### Due This Month

Due Date	Complete
 November 15	Task 3; Submit Age 9 Student List. All age 9 students with birth dates from January 1 – December 31, 2010 should be included in the sample regardless of grade. <b>Note: This task is for schools selected for age 9 only.</b>

We estimate this will take 90 minutes to complete this month.

### Timely Tasks

Task	Responsibility
<input checked="" type="checkbox"/> <a href="#">Reserve space</a>	Schedule assessment sessions and reserve space at your school.
<input checked="" type="checkbox"/> <a href="#">Task 4: Review and verify list of students selected for NAEP</a>	NAEP School Coordinator confirms, reviews, and fills in any missing demographic information and identifies students who have withdrawn.
<input checked="" type="checkbox"/> <a href="#">Task 5: Complete SD/ELL student information</a>	NAEP School Coordinator reviews and assesses the participation of students with disabilities (SD) and/or English Language Learners (ELL) students by providing relevant testing needs and accommodations for each SD/ELL student.
<input checked="" type="checkbox"/> <a href="#">Task 6: Notify Parents/Guardians of selected students</a>	NAEP School Coordinator reviews the parent/guardian letter for their school mailing and verifies on MyNAEP the date the letter was sent to parent/guardians.

### Resources and Supports

Resource	Support with...
 <a href="#">Step-by-Step Instructions: Submit Student List</a>	This document provides step-by-step directions on how to complete Task 3: Submit Student List.

### Questions? Contact:

Office of Public Instruction Staff		
 E-mail	 Phone	 Website
<a href="mailto:SNiederstadt@mt.gov">SNiederstadt@mt.gov</a>	406-444-3450	<a href="#">OPI Statewide Assessment Testing Pages</a>

Assessment Help Desk		
 E-mail	 Phone	 Website
<a href="mailto:naephelp@westat.com">naephelp@westat.com</a>	800-283-6237	<a href="#">Nation's Report Card</a>

## NAEP/International Alerts

① This section pertains to any updates or news for the NAEP required statewide assessment. There are no special alerts at this time.

# Parents Corner

Portal Link: [Parents Corner Page](#)

Resource		Description
	<a href="#">My Child is an ELL: A Parent's Guide</a>	This visual was developed to help educators explain the ELL identification process to parents and family members.
	<a href="#">ACCESS for ELLs Parent Handout</a>	This document helps parents and families understand the ACCESS for ELLs assessment and its components.
	<a href="#">Alternate ACCESS for ELLs Parent Handout</a>	This document assists parents and families with understanding the Alternate ACCESS for ELLs assessment and its components.
	<a href="#">MT Starting Smarter</a>	This site will help parents and families better understand their student's Smarter Balanced score reports.
	<a href="#">Smarter Balanced Interpretive Guide – color</a> <a href="#">Smarter Balanced Interpretive Guide - greyscale</a>	This guide will help parents understand student results. The guide can also be used to assist teachers at parent/teacher conferences.
	<a href="#">CRT-Science Interpretive Guide</a>	This resource supports educators' use of test data to better serve the academic needs of students and assists parents in understanding their child's score report(s).

# Professional Development

	<a href="#">Available on the Teacher Learning Hub</a>	<b>Implementing Smarter Balanced Interim Assessments</b> Training on the Smarter Balanced Interim Assessments that will enable school systems in Montana to implement interim assessments.
	<a href="#">2020 OPI Data and Assessment Conference</a>	<b>2020 OPI Data and Assessment Conference</b> – January 13–14, 2020 Information for the annual Data and Assessment Conference added to this site as it becomes available. Registration will open in mid-November so check the OPI website for updates.
	<a href="#">We Need Science Educators to Develop the MSA!</a>	<b>Interested Science Educators should</b> complete the <a href="#">application</a> by November 22 to be considered as content reviewers for the MSA Content Approval Committee (CAC), January 15-16, 2020 at the Delta Convention Center, Helena. We will use the information to ensure our team reflects expertise to address Montana’s unique student population with diversity grade-level representation, science content area expertise, school context and geography, and instructing special populations (e.g., special education, English learners, Section 504, and student culture). We will confirm team membership by November 27, to allow time for planning travel to the January CAC.

# Contact Us

## Assessment Team

**Assessment Division**

844-867-2569

[OPIAssessmentHelpDesk@mt.gov](mailto:OPIAssessmentHelpDesk@mt.gov)

**Marcy Fortner**

Data Control Specialist

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

**Duane Schlabach**

Assessment Specialist

[Duane.Schlabach@mt.gov](mailto:Duane.Schlabach@mt.gov)

**Ashley McGrath**

State Assessment Director

[amcgrath@mt.gov](mailto:amcgrath@mt.gov)

**Rawnie Crasco**

Assessment Specialist

[Rawnie.Crasco@mt.gov](mailto:Rawnie.Crasco@mt.gov)

**Connie Roubinet**

Assessment Specialist

[Connie.Roubinet@mt.gov](mailto:Connie.Roubinet@mt.gov)

**Shantel Niederstadt**

NAEP State Coordinator

[sniederstadt@mt.gov](mailto:sniederstadt@mt.gov)

## Additional Contacts

**Christy Mock-Stutz**

Digital Library State Lead

[CMock-Stutz@mt.gov](mailto:CMock-Stutz@mt.gov)

**Marisa Graybill**

Digital Library State Lead

[Marisa.Graybill@mt.gov](mailto:Marisa.Graybill@mt.gov)

**Paula Schultz**

Smarter Balanced

Accommodations

[pschultz2@mt.gov](mailto:pschultz2@mt.gov)

**Yvonne Field**

Assessment & Accountability  
Specialist

[YField@mt.gov](mailto:YField@mt.gov)