

OPI ASSESSMENT BULLETIN

September 2019

MontCAS

(MT Comprehensive Assessment System)

Resources and Supports

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Assessment Resources Quick Links

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Important Upcoming Dates

September 16 – MSAA Score Reports removed from website
October 31 – Deadline for STC affirmation of Test Security

Statewide Required Assessments

ELA and Math

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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	System Test Coordinators (STC) should communicate with Authorized Representatives about being designated as the authorized STC in the TEAMS Application which is open from 9/2–11/1/2019.

We estimate this will take 5 minutes to complete.

Timely Tasks

Task	Responsibility
<input checked="" type="checkbox"/> Create Testing Accessibility Plan	STCs must create testing plans for the 2019–2020 testing year. Find samples by following the link in the Resources & Supports table (below). STCs also indicate the plans are complete and on file locally via the MontCAS Application . The OPI has the responsibility to monitor adherence to the test security requirements. Test security documents should be kept on file for at least three (3) years or as prescribed by local policies. The OPI may request copies of any test security documents for up to three years.
<input checked="" type="checkbox"/> Create Test Administration Action Plan	
<input checked="" type="checkbox"/> Create Testing Training Plan	
<input checked="" type="checkbox"/> Create Testing Security Plan	

Resources and Supports

Resource	Support with...
 MontCAS User Guide	This resource will help you navigate the tabs in the MontCAS Application and describe the tasks required of STCs in the MontCAS Application .

Questions? Contact

Office of Public Instruction Staff		
 E-mail	 Phone	 Website
OPIAssessmentHelpDesk@mt.gov	844-867-2569	OPI Statewide Assessment Testing Pages

Participation and Eligibility Alerts

This section pertains to any updates or news under student participation and eligibility in the required statewide assessments.

Test Security Alerts

This section pertains to any updates or news under student participation and eligibility in the required statewide assessments.

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: <https://mt.portal.airast.org/>

Due This Month

Due Date	Complete
 September 30 th	TIDE system opens September 18 th . STCs should delete TIDE accounts for staff no longer with the school/district, or who should no longer have access to student score information to ensure student privacy and/or instruct TIDE roles beneath them to complete this task. In addition, new users should be added to the system at appropriate roles. <i>Reminder: TA role is not able to access score reports.</i>

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

Timely Tasks

Task	Responsibility
<input checked="" type="checkbox"/> Send home ISRs (Individual Score Reports)	Districts and schools received paper copies of ISRs in early September. Pursuant to ESSA, the ISRs must be sent home to parents. Include a copy of the Smarter Balanced Interpretive Guide with ISRs (linked below) and OPI-sample parent letter.
<input checked="" type="checkbox"/> Review Student Results	Take some time to review your students', schools', and districts' results; investigate areas of weaknesses and strengths and use findings to guide 2019–20 instructional planning.

Resources and Supports

Resource	Support with...
 What's New Flyer	This flyer highlights some key changes for test delivery system for this year.
 Smarter Balanced Interpretive Guide – color (Guide in Greyscale)	This guide should be sent home to parents with student ISRs to help parents understand student results. The guide can also be used to assist teachers at parent/teacher conferences.
 Online Reporting System	The Online Reporting System (ORS) on the AIR portal is for users to view individual student reports as well as class-, school-, and district-wide score averages.
 ORS User Guide	This resource will help users understand how to navigate the ORS to find data and score information.
 TIDE User Roles Document	This document gives an overview of the roles that can be assigned in TIDE and the permission levels assigned to each role.
 MT Starting Smarter	Share this link with parents to help them better understand their child's Smarter Balanced score reports.

Questions? Contact

Assessment Help Desk		
 E-mail	 Phone	 Website
mthelpdesk@air.org	877-365-7915	AIR Portal

Smarter Balanced Alerts

① Schools using the Online Reporting System (ORS) should use the 'scores for my current students' radio button to view the most up-to-date student demographic data to disaggregate these data by the available student subgroups in the interactive data dashboards.

September 2019 Assessment Bulletin: Prepared by the Montana Office of Public Instruction, Elsie Arntzen Superintendent

ACT with Writing

ELA and Mathematics

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](#)

Due This Month

Due Date	Complete
	No deadlines this month!

Timely Tasks —

Task	Responsibility
<input checked="" type="checkbox"/> Retrieve Score Results	STCs can access and download district, school and individual student reports from PA Next. Score reports will only be available on PA Next through mid-October.
<input checked="" type="checkbox"/> Review student results	Take some time to review your students', schools', and districts' results; investigate areas of weaknesses and strengths and use findings to guide 2019–20 instructional planning.
<input checked="" type="checkbox"/> Share comments on the new Science assessment	The OPI is requesting your comments on Montana's transition to a new set of science assessments. Fill out the survey with your thoughts.

Resources and Supports —

Resource	Support with...
 Interactive Student Report	The Interactive Student Report provides sample information and explanations for details shown on the student report.
 ACT Using Results site	This ACT website has resources to help educators gain a deeper understanding of data to help students use their ACT score report to focus on next steps.
 Pearson Access Next (PA Next)	The ACT management portal from which student, school, and district level reports can be downloaded.
 PA Next User Guide	This guide explains how to download reports.

Questions? Contact:

Assessment Help Desk		
 E-mail	 Phone	 Website
	800-553-6244	Pearson Access Next (PA Next)
Email Form	319-337-1270	State ACT Testing and District Testing

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.

MCAA

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: [MCAA System](#)

Due This Month

Due Date	Complete
 September 13, 2019	Score reports will be available for download from the MCAA system through September 13, 2019. Download reports prior to that date.

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

Timely Tasks

Task	Responsibility
<input checked="" type="checkbox"/> Download school/district score reports	STCs download score reports from the MCAA System prior to September 13, 2019. After that date, reports will no longer be accessible on the portal.
<input checked="" type="checkbox"/> Review users in the MCAA System	STCs should review the users currently in the MCAA System . STCs should delete any users who have left the district or should no longer have access to student scores to ensure student confidentiality.
<input checked="" type="checkbox"/> Send individual score reports home to parents	Pursuant to ESSA, student score reports must be sent home to parents. Download and print the score report prior to September 13, 2019.

Resources and Supports

Resource	Support with...
 MCAA System	This is the MCAA portal site for managing users of the system, test management, and retrieving score reports.
 MCAA Interpretive Guide	This resource provides information on each results report and suggestions for interpretation. The guide includes information that identifies the demonstrated skills of a student performing at a performance level.

Questions? Contact:

Assessment Help Desk		
 E-mail	 Phone	 Website
MSAAServiceCenter@MeasuredProgress.org	866-834-8879	MCAA System

MCAA Alerts

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

Montana Science Assessment (MSA)

Science

In Spring 2019, the CRT-Science assessment was administered to all students in Grades 4, 8, and 10 (unless the student was eligible for the alternate) using the OPI's published guidance for test administration and test security. The new Montana Science Assessment will be field tested with all students in Grades 5, 8, and 11 in Spring 2020.

Portal Links: [AIR Portal](#)

Due This Month

Due Date	Complete
	No deadlines this month!

Timely Tasks

Task	Responsibility
<input checked="" type="checkbox"/> Share comments on the new Science assessment	The OPI is requesting your comments on Montana's transition to a new set of science assessments. Fill out the survey with your thoughts.
<input checked="" type="checkbox"/> Download Score Reports	Access score reports via the Montana Analysis and Reporting System (MARS). Contact the OPI Assessment Division for usernames and passwords.
<input checked="" type="checkbox"/> Review Student Results	Take some time to review your students', schools', and districts' results; investigate areas of weaknesses and strengths and use findings to guide 2019–20 instructional planning.

Resources and Supports

Resource	Support with...
 What's New Flyer	This flyer highlights some key changes for test delivery system for this year.
 Montana Analysis and Reporting System (MARS)	This resource houses CRT-Science and CRT-Science Alt results. Note that the application works best using Internet Explorer.
 MARS User Guide	This resource provides step-by-step instructions for using the MARS.
 CRT-Science Interpretive Guide	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).

Questions? Contact:

Assessment Help Desk		
 E-mail	 Phone	 Website
mthelpdesk@air.org	877-365-7915	AIR Portal

MSA Alerts

① Share your comments via the [Public Comment Survey](#) and ensure that your voice is heard as plans for science assessment are finalized. You can also email your comments to OPIScienceTransition@mt.gov.

Alternate Science Montana Assessment (AMSA)

Science

In Spring 2019, the CRT-Science Alternate assessment was administered to all students in Grades 4, 8, and using the OPI's published guidance for test administration and test security. This new science 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 Links: [AIR Portal](#)

Due This Month

Due Date	Complete
	No deadlines this month!

Timely Tasks

Manual Reference	Responsibility
<input checked="" type="checkbox"/> Share comments on the new Science assessment	The OPI is requesting your comments on Montana's transition to a new set of science assessments. Fill out the survey with your thoughts.
<input checked="" type="checkbox"/> Download Score Reports	Access score reports via the Montana Analysis and Reporting System (MARS). Contact the OPI Assessment Division for usernames and passwords.
<input checked="" type="checkbox"/> Review Student Results	Take some time to review your students', schools', and districts' results; investigate areas of weaknesses and strengths and use findings to guide 2019–20 instructional planning.

Resources and Supports

Resource	Support with...
 Montana Analysis and Reporting System (MARS)	This resource houses CRT-Science and CRT-Science Alt results. Note that the application works best using Internet Explorer.
 MARS User Guide	This resource provides step-by-step instructions for using the MARS.
 CRT-Science Interpretive Guide	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).

Questions? Contact:

Assessment Help Desk		
 E-mail	 Phone	 Website
mthelpdesk@air.org	877-365-7915	AIR Portal

MSA Alerts

① Share your comments via the [Public Comment Survey](#) and ensure that your voice is heard as plans for science assessment are finalized. You can also email your comments to OPIScienceTransition@mt.gov.

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: <https://wida.wisc.edu/>

Assessment Management System (AMS): <https://www.drctdirect.com/all/eca-portal-ui/welcome/WIDA>

Due This Month

Due Date	Complete
 Immediate!	Transition from TSM to COS SD software for ACCESS and Screener use. Read the bulletin posted in the General Information-Documents section of WIDA AMS.

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

Timely Tasks

Task	Responsibility
<input checked="" type="checkbox"/> Access Score Reports	Access score results from the WIDA AMS site .
<input checked="" type="checkbox"/> WIDA Screener field testing	Districts are encouraged to participate in the second round of field testing for the WIDA Kindergarten Screener from January 6 through February 28, 2020.

Resources and Supports

Resource	Support with...
 COS-SD download	Acquiring and preparing the technology required for administering ACCESS for ELLs Online and WIDA Screener Online. See Notices below for more information.
 Access Score Reports	Select ‘Test Results’ from the ‘Report Delivery’ tab in the WIDA AMS.

Questions? Contact

Assessment Help Desk		
 E-mail	 Phone	 Website
help@wida.us	866-876-7735	WIDA Training & Resources
WIDA@datarecognitioncorp.com	855-787-9615	WIDA Assessment Management Site

ACCESS for ELLs Alerts

① The Office of Public Instruction (OPI) is in the process of finalizing the WIDA Standards Validation Panel’s recommendation for proficiency for both the general and alternate English Language Proficiency assessments. The recommendation to the Superintendent of Public Instruction is 4.7 cut score for the general ACCESS for ELLs assessment and a Level P2 for the alternate. These proficiency thresholds will not be in effect until the OPI has submitted these assessments for peer review and its request for amendment to the ESSA State Plan.

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: [MyNAEP Login](#)

Due This Month

	Due Date	Complete
	September 6, 2019	Task 1: Register on MyNAEP: NAEP School Coordinator registers on MyNAEP by creating an account and accepting the MyNAEP Confidentiality Agreement.
	September 6, 2019	Task 2: Provide School Information: NAEP School Coordinator confirms the school contact information and provides school information in MyNAEP.
	September 13, 2019	Task 3: Submit Age 13 Student List: All age 13 students with birth dates from January 1-December 31, 2006 shall be included in the lists regardless of grade. Note: This task is for schools selected for age 13 only.

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

Timely Tasks

	Task	Responsibility
<input checked="" type="checkbox"/>	Reserve Space	Schedule assessment sessions and reserve space at your school for the NAEP assessment.
<input checked="" type="checkbox"/>	Notify Parents of Selected Students	NAEP School Coordinator reviews the parent/guardian letter for their school mailing (Task 6).

Resources and Supports

	Resource	Support with...
	Registering for NAEP	This resource provides step-by-step instructions to complete Task 1: Register on MyNAEP.
	Provide School Information	This resource provides step-by-step directions to complete Task 2: Provide School Information.

Questions? Contact:

Assessment Help Desk		
 E-mail	 Phone	 Website
naephelp@westat.com	800-283-6237	Nation's Report Card

NAEP/International Alerts

This section pertains to any updates or news for the national or international assessments. There are no special alerts at this time.

Resources and Supports

Parents Corner

Resource		Description
	MT Starting Smarter	Share this link with parents to help them better understand their child's Smarter Balanced score reports.
	Smarter Balanced Interpretive Guide – color Smarter Balanced Interpretive Guide - greyscale	This guide should be sent home to parents with student ISRs to help parents understand student results. The guide can also be used to assist teachers at parent/teacher conferences.
	MARS User Guide	This resource provides step-by-step instructions for using the MARS.
	CRT-Science Interpretive Guide	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).

Resources and Supports

Professional Development

	2019-20 MontCAS Updates Monthly Webinar	Join the OPI Assessment Team the third Wednesday of each month from 3:30-4:30 for the MontCAS Updates webinar series. The first webinar will be held on Wednesday, September 18, 2019. Login information can be found on the Statewide Testing Page of the OPI website. Webinar content will include updates to all assessment programs, required tasks for assessment and test security, and other related assessment news. A question and answer period will be scheduled towards the end of each webinar.
	Request Professional Development/Training	If you have any school-specific training needs, please make your request to the OPI Assessment Team using the Assessment Professional Development/Training Request Form. All requests will be processed and considered by the OPI Assessment Team using key criteria.
	Available on the Teacher Learning Hub	Implementing Smarter Balanced Interim Assessments Training on the Smarter Balanced Interim Assessments that will enable school systems in Montana to implement interim assessments.
	2020 OPI Data and Assessment Conference	2020 OPI Data and Assessment Conference – January 13-14, 2020 Information for the annual Data and Assessment Conference added to this site as it becomes available.

Resources and Supports

Contact Us — The Faces of the Assessment Unit



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