Smarter Balanced Test Security Information
for Teachers and Test Administrators

The information in this document is provided to all educators who handle testing materials and/or administer the Smarter Balanced assessments.

The Montana Comprehensive Assessment System (MontCAS) requires that the test questions remain secure. To maintain the security of the tests, only authorized persons are permitted to use the test questions. With the exception of test questions released by the Montana Office of Public Instruction with official reports and on the OPI Web site, all test questions are to be regarded as secure instruments and are for the sole purpose of the Montana Smarter Balanced testing. Any other use of these materials requires the prior written consent of the Montana Office of Public Instruction.

As a professional educator, it is appropriate that you receive training on test security and administration so that you can fulfill your professional obligations. It is the responsibility of a professional educator to maintain the security of the test and the test materials. Please understand that a security breach or serious testing irregularity could result in disciplinary action up to and including revocation of a professional license for the person responsible for the breach and/or it could result in invalidated student.

The following is key information you should receive in training about test security and test administration before handling materials or administering the assessments.

**Test materials must be kept secure when not being used for testing**
- Test materials must be kept secure when not being used for testing.
- Test materials must not be reproduced (unless directed to do so for specific circumstances or assessments) or in any way released without the written consent of the Montana Office of Public Instruction.
- Test questions may not be shared or discussed.

**In the testing classroom**
- What constitutes coaching?
- What constitutes a security breach/serious testing irregularity?
- What materials can and cannot be displayed in the testing classrooms?
Reporting a Testing Irregularity or Security Breach

- A suspected testing irregularity should be reported immediately to the System Test Coordinator, principal, and OPI within 3 days in person or by phone.
- The Testing Irregularity Form (TIR) is to be completed online in the MontCAS Online Reporting System by the System Test Coordinator within 5 days of the incident.
- If there is concern about ramifications from local reporting of an irregularity or breach, a paper form may be completed and submitted directly to the State Assessment office. A copy can be found in Appendix G of the 2018 Test Security Guidelines and Procedures.

  It can be faxed or mailed to:
  OPI State Assessment Division, P.O. Box 202501, Helena, MT 59620 or FAX: 406-444-3924.
  If you have questions, please contact the State Assessment office, 844-867-2569 or OPIAssessmentHelpDesk@mt.gov.

Accommodations

- There is no standard accommodation (including oral presentation) that provides an opportunity for a student to request or receive help on a specific word, phrase, line, pronunciation, definition, item, question, answer choice, or any part of the assessment.
- Standard accommodations do not override standard administration of the Smarter Balanced assessment or the need for independent work by the students.
- Allowable standard accommodations for the Smarter Balanced that are described in a student’s IEP/504 Plan should match those used during the administration of the Smarter Balanced assessment.
- Non-standard accommodations for the Smarter Balanced that are described in a student’s IEP/504 Plan should be used during the administration of the Smarter Balanced.
- Accommodations coded with * are suggested as appropriate for Limited English Proficient (LEP) students.
- ** Accommodations are intended for use with students identified as IEP/504/LEP. These accommodations must be listed in the student’s IEP, 504 plan, or LEP plan.
  - In unusual circumstances, approval may be requested for a general education student (not identified as IEP/504/LEP) to be administered the Smarter Balanced with an accommodation keyed with **. In most cases, these are students who may have a medical emergency at the time of testing. In medical emergency cases, please contact the OPI State Assessment office at 844-867-2569 or OPIAssessmentHelpDesk@mt.gov.
  - For prospective cases in which the request is not related to a medical emergency, the four guidelines below should be followed.
    - The accommodation has been in place and used regularly in classroom instruction for at least three consecutive months.
    - A team made the decision about the appropriateness of the accommodation for instruction and formalized assessments.
    - There are data to demonstrate the effectiveness of the accommodation for the student on formalized assessments.
    - The accommodation is used in the administration of ALL other formalized assessments such as MAPS, chapter tests, unit tests, and other tests administered to groups of students. OPI is providing an online system to request approval. System Test Coordinators have received instructions to submit the requests.
Follow procedures provided during training and in the following documents:

- 2018 Test Administrator Manual
- 2018 Test Security Guidelines and Procedures
- 2018 Copy of Testing Irregularity Report (TIR)
- OPI Accommodations Manual and Guidance Memo