Montana Office of Public Instruction (OPI) MontCAS Application User Guide

Table of Contents

Introduction

The Montana Comprehensive Assessment System (MontCAS) Application is a restricted-use website that contains information on the state-mandated MontCAS assessments. The MontCAS Application is intended for use by System Test Coordinators (STC). The MontCAS Application allows STCs to annually supply the Office of Public Instruction (OPI) with school system information pertaining to the integrity of the assessment and provide assurance of the assessment results through standardized and secure assessment conditions.

In the MontCAS Application, STCs must complete the following actions:

Affirmation of Testing Security	STCs affirm their compliance with the guidance defined in the **MontCAS Test Security Manual** and guidance published in each Test Administration Manual (TAM) for appropriate before, during, and after testing practices.
Affirmation of School System Testing Plans	STCs affirm the existence of a local records policy for maintaining test security agreements and testing plans for the system in accordance with the **MontCAS Test Security Manual** for a period of at least three school years.
Requests for Non-Routine Accommodation Process	STCs make requests for assessment accommodations beyond those routinely allowed. Schools must administer statewide assessments with or without accommodations based on individual student needs consistent with all state and federal laws. The OPI reviews requests and provides STCs with instructions on receiving certain accommodations on statewide assessments. The STC must submit accommodations requests at least fourteen days prior to testing.
Report Testing Incident	STCs report any test security incident immediately to the OPI or based on the reporting periods specified by the severity of the incident found in the **MontCAS Test Security Manual.** The OPI must be made aware of incidents within the MontCAS Application for each state-mandated assessment: ACCESS for ELLs (or WIDA), Montana Science Assessment (MSA), Alternate Montana Science Assessment (AMSA), Montana Aligned to Standards Through-Year (MAST) Assessment, Multi-State Alternate Assessment (MSAA), and ACT with Writing. All testing incidents must be reported to the OPI before June 10th of each academic year.
Ordering Paper Testing Materials	STCs and/or school Principals order paper versions of the statewide assessments for the small percentage of students for whom this support is required per the student's IEP/Section 504 Plan or English Learner Plan.
Report Non-Participation	STCs record the medical reasons a student did not take the statewide assessment. This information is required for any child who was enrolled in the school during the OPI-published testing window. All medical reasons must be reported to the OPI before June 10th of each academic year.

If you have any questions, contact: OPI Assessment Help Desk at (844) 867-2569 or **OPIAssessmentHelpDesk@mt.gov**.

Following are step-by-step instructions for each of the actions to be completed in the MontCAS Application.
- **New User Login Instructions**
- **Affirmation of Testing Security**
- **Affirmation of School System Testing Plans**
- **Requesting Accommodations not routinely allowed**
- **Reporting Testing Incidents**
- **Ordering Paper Testing Materials**
- **Reporting Non-Participation**

New User Login Instructions

When a System Test Coordinator is confirmed by the system's Authorized Representative, the new STC is assigned a unique username enabling him/her to access the MontCAS Application. The username is sent to the STC via email.

Purpose: Logging into the MontCAS Application for new users differs slightly than the login process for returning users.

Requirement: This section of MontCAS is required only for new users in the MontCAS Application.

Estimated time to complete: less than 5 minutes

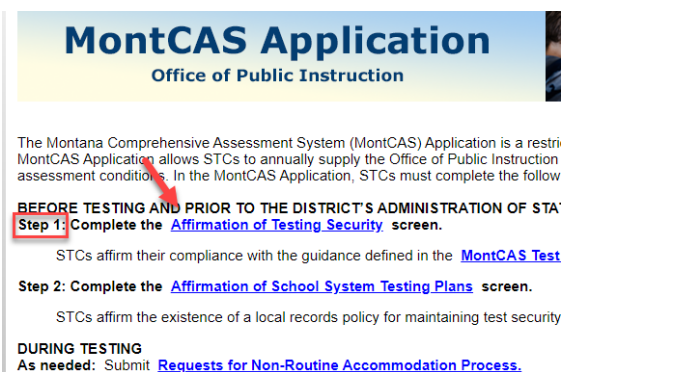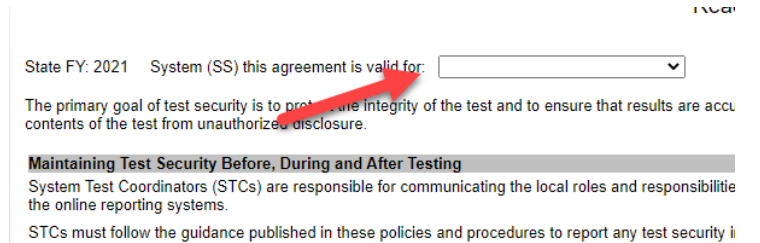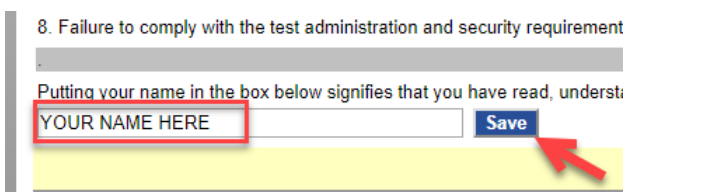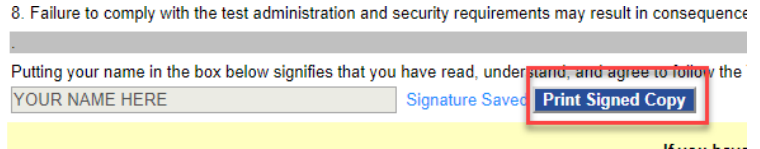|	
1. The MontCAS Application is accessed via the OPI Secure Portal. Go to the **OPI Secure Portal** and enter the username sent you via email. 2. Click the "Reset Password" in the lower portion of the login box. 3. Check your email inbox for your new OPI login information and follow the instructions provided in the email.	

Affirmation of Testing Security

Everyone who works with the Montana Comprehensive Assessment System (MontCAS) statewide assessments, communicates test results, and/or receives testing information is responsible for test security. For more resources to support the completion of this required collection, visit the **Test Security Policies page** on the **OPI Statewide Testing website**.

Purpose: STCs affirm their compliance with the guidance defined in the MontCAS Test Security Manual and guidance published in each Test Administration Manual (TAM) for appropriate before, during, and after testing practices.

Requirement: This section of MontCAS is required annually.

Estimated time to complete: 15 minutes

1. Log into the **MontCAS Application.** 2. Select the 'Affirmation of Testing Security' link from the home page, Step 1. (**Note**: this is the System Test Coordinator's electronic Test Security Agreement (TSA).)	
3. Select your system from the drop-down menu.	
4. After reading the agreement, type your name in the box at the bottom of the page and click **'Save'**.	
5. After clicking save, you may choose to print the signed copy by clicking on the **'Print Signed Copy'** button that appears after saving your signature.	

(**Note:** The OPI can request records of these agreements at any time. We encourage you to maintain a record of the TSA for a period of at least three years. These records are also used for **Title Monitoring - Common Compliance Areas**.)

Affirmation of Testing Plans and Building Test Security Agreements

For more resources to support the completion of this required collection, visit the **Test Security Policies page** on the **OPI Statewide Testing website**.

Purpose: STCs affirm their compliance with the guidance defined in the MontCAS Test Security Manual and guidance published in each Test Administration Manual (TAM) for appropriate before, during, and after testing practices.

Requirement: This section of MontCAS is required annually.

Estimated time to complete: 15 minutes to complete the MontCAS form – time to develop/complete the actual plans will vary.

1. Log into the **MontCAS Application.** 2. Select the 'Affirmation of School System Testing Plans' link from the home page, Step 2.	**Office of Public Instruction** The Montana Comprehensive Assessment System (MontCAS) Application is a restricte MontCAS Application allows STCs to annually supply the Office of Public Instruction (C assessment conditions. In the MontCAS Application, STCs must complete the followin **BEFORE TESTING AND PRIOR TO THE DISTRICT'S ADMINISTRATION OF STATE** Step 1: Complete the _Affirmation of Testing Security_ screen. STCs affirm their compliance with the guidance defined in the _MontCAS Test S_ Step 2: Complete the _Affirmation of School System Testing Plans_ screen. STCs affirm the existence of a local records policy for maintaining test security a **DURING TESTING** As needed: Submit _Requests for Non-Routine Accommodation Process._
3. Select your **System** from the drop-down menu. 4. Check the box for each item you have completed. 5. Once all items are completed, type your name in the box at the bottom of the page and click **'Save'**. 6. You may print a copy of this document using the **'Print Signed Copy'** button after clicking **'Save'.**	State FY: 2024 System (SS) this agreement is valid for The OP Test Security Agreements (TSAs) must be electronically signed by all school distri described below and for maintaining records of these TSAs in accordance with the All MontCAS required TSAs are submitted electronically as of the 2020-2021 ☐ **Schools Leaders** (i.e., Principal(s) and Building Coordinator(s) (BC)) must si • Each testing portal for which the School Leader has an online user account, or • Via the electronic _MontCAS Staff in Supporting roles TSA_ if the School Lea ☐ **Test Administrators (TA)** must sign the electronic TSA in each testing portal ☐ **Additional Supporting Roles and School Staff** who assist with or handle a The statements listed below are applicable to all required state assessments for th **Select below to indicate you agree with the statement:** ☐ Yes, our school district has a current _Testing Administration Plan_ in place. ☐ Yes, our school district has a current _Testing Accessibility Plan_ in place. ☐ Yes, our school district has a current _Testing Security Plan_ in place. ☐ Yes, our school district has a current _Testing Training Plan_ in place. ☐ Yes, our school district has a current _Data Use Plan_ in place. **Putting your name in the box below signifies that you have read, understand** [_____] **Save**

(**Note:** The OPI can request records of these agreements at any time. We encourage you to maintain a record of the TSA for a period of at least three years. These records are also used for **Title Monitoring - Common Compliance Areas**.)
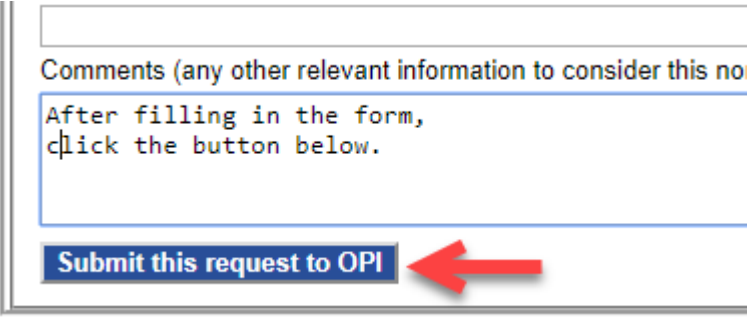
Requesting Non-Routine Accommodations: Step-by-Step

The purpose of accessibility supports is to eliminate the effects of student barriers that prevent them from demonstrating what they know and can do. For more resources to support the completion of this collection, visit the OPI Assessment Unit's **Accessibility Resources page** (**Note**: this is not required if the accommodation is permitted within the accommodation guidelines).

Purpose: STCs make requests for assessment accommodations beyond those routinely allowed. This information is required for any child who requires accommodation(s) that are documented within their IEP/504 plans and not described as routine accommodations for the assessment.

Requirement: This section of MontCAS is required annually as needed.

Estimated time to complete: varies dependent on the amount of information needing to be included

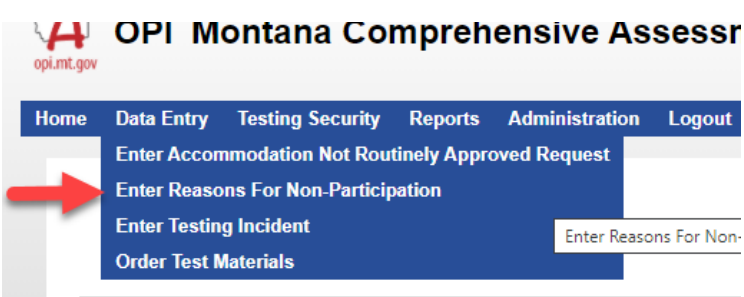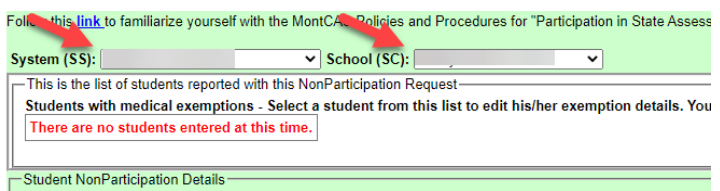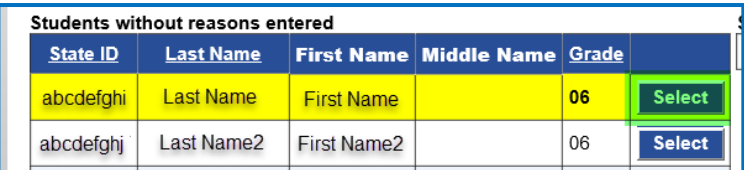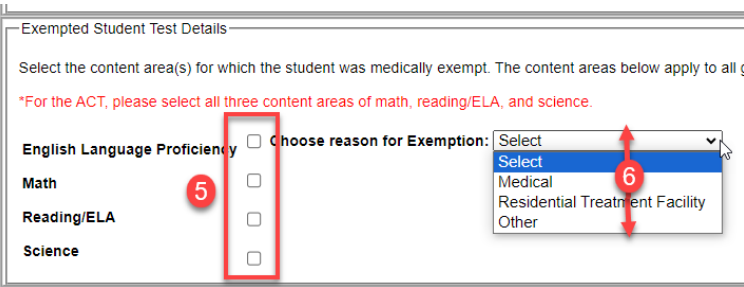|	
1. Log into the **MontCAS Application**. 2. Hover over 'Data Entry' and select 'Enter Accommodations Not Routinely Approved Request'. (The request screen can also be accessed by clicking on the link titled "**Requests for Non-Routine Accommodation Process**" under "During Testing" on the Home Page.)	
3. Fill in the form with as much detail as possible. The system will require you to check the SSID (if one is entered). 4. Once completed, click on the **'Submit this request to OPI'** button at the bottom of the page.	
(**Note:** If applicable, these records can be used for **Title Monitoring - Common Compliance Areas**.)	

Reporting Non-Participation: Step-by-Step

Everyone who works with the MontCAS statewide assessments, communicates test results, and/or receives testing information is responsible for test integrity. On this screen, enter non-participation information for students qualifying for medical exemptions only. Anything not considered a medical exemption will be reported as non-participation for both state and federal accountability purposes. See the **MontCAS Policies and Procedures for Participation in Statewide Assessments** and the **Alternate Assessment Eligibility Guidelines** for guidance in using medical exemption reasons. For accountability, school districts must annually assess all students and in instances of special circumstance may not fall below the 95 percent threshold or 95 percent threshold for student subgroups. The OPI may reach out to schools falling below 95% participation to request additional information. For more resources to support the completion of this required collection, visit the **OPI's Statewide Testing Student Eligibility and Participation Page.**
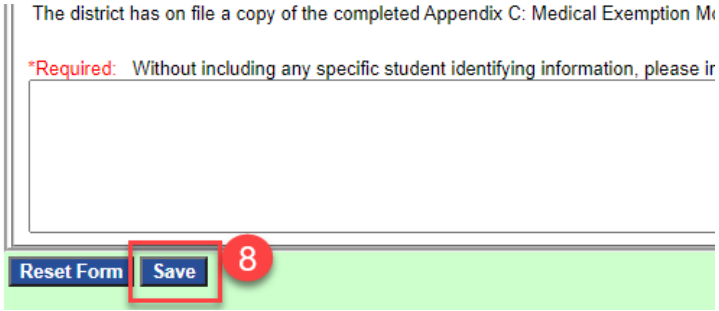
Purpose: STCs record the reasons a student did not take the state-mandated summative assessment. This information is required for any child who was enrolled in the school during the MontCAS-published assessment window.

Requirement: This section of MontCAS is required annually.

Estimated time to complete: 10 minutes per student

1. Log into the **MontCAS Application.** 2. Hover over 'Data Entry' and select 'Enter Reasons For Non-Participation'. (**Note**: The non-participation reporting screen can also be accessed by clicking on the link titled "**Report Non-Participation**" under 'After Testing' on the Home Page.)	
3. Select your system and the school in which the student is/was enrolled from the drop-down menus.	
4. From the list of students below, click the '**Select**' button to the right of the name of the student you're reporting. This will highlight the student's name and bring up a list of content areas next to the table.	
5. In the "Exempted Student Test Details" section, select all content areas in which the selected student did not test. *Note that the student record can be edited later to submit a second report for a test that is administered at a later date.*	

6. Select the reason for the exemption request from the dropdown menu. Once the exemption request is selected from the dropdown menu, a section will populate below the Exempted Student Test Details section.	
7. Complete the exemption reason section completely, answering all questions and including as much information as possible. 8. When all questions are answered, click **'Save'** at the bottom of the screen. 9. Repeat Steps 5 through 8 for each student being reported.	The district has on file a copy of the completed Appendix C: Medical Exemption Mo *Required: Without including any specific student identifying information, please in Reset Form Save 8
(**Note:** These records can be used for **Title Monitoring - Common Compliance Areas**.)	

Reporting Testing Incidents: Step-by-Step

For more resources to support the completion of this required collection, visit the **Test Security Policies page** on the **OPI Statewide Testing website**.

Purpose: STCs report any test security incident immediately to the OPI based on the reporting periods specified by the severity of the incident. The OPI must be made aware of incidents within the MontCAS Application for each state-mandated assessment (i.e., ACCESS for ELLs (or WIDA), Montana Science Assessment (MSA), Alternate Montana Science Assessment (AMSA), Multi State Alternate Assessment (MSAA), Montana Aligned to Standards Through-Year (MAST) Assessment, and ACT with Writing).

Requirement: This section of MontCAS is required annually as needed.

Estimated time to complete: 10 minutes per student, but may vary dependent upon amount of additional information needed

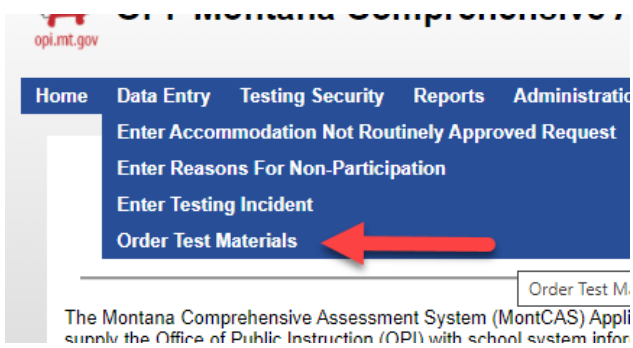|	
1. Log into the **MontCAS Application.** 2. Hover over 'Data Entry' and select 'Enter Testing Incident' from the drop-down menu. (**Note**: The test incident reporting screen can also be accessed by clicking on the link titled "**Report Testing Incident**" under 'Throughout the School Year' on the Home Page.)	
3. Fill in the form in its entirety. Providing as much detail as possible may eliminate the need for the OPI to contact you for more information. The system will require you to check the SSID (if one is entered). 4. Once completed, click the **'Submit this incident to OPI'** button at the bottom of the page.	
(**Note:** These records can be used for **Title Monitoring - Common Compliance Areas.**)	

Ordering Paper Materials: Step-by-Step

In accordance with Test Administration Manual (TAM), the STC may request paper materials for students who require this option within their educational plan. If the school has a paper need not cited in the students' educational plan, the school may follow the **Request for Test Variance Process.**

Purpose: STCs order paper versions of the statewide assessments for the small percentage of students for whom this support is required per the student's IEP/Section 504 Plan or English Learner Plan. The OPI will review and approve or reject the order request.

Requirement: This section of MontCAS is required annually as needed.

Estimated time to complete: 10 minutes per student, but may vary dependent upon amount of additional information needed

1. Log into the **MontCAS Application.** 2. Hover over 'Data Entry' and select 'Order Test Materials' from the drop-down menu.	
3. Fill in the form in its entirety. Providing as much detail as possible may eliminate the need for the OPI to contact you for more information. The system will require you to check the SSID (if one is entered). 4. Once completed, click the **'Submit this request to OPI'** button at the bottom of the page.	

Direct questions about MontCAS Application tasks to the OPI Assessment Unit at 844-867-2569 or **OPIAssessmentHelpDesk@mt.gov**.