

The **MontCAS Online Reporting System** has three reports for MontCAS required assessments:

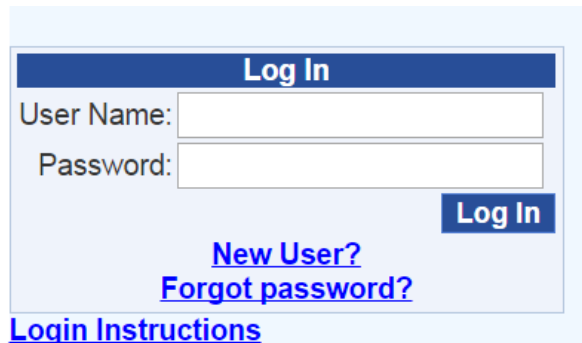
Non-standard accommodations, Non-participation and Testing irregularities

### Accessing the MontCAS Online Reporting System

System test coordinators have access to the MontCAS Online Reporting System at the following link:

<https://apps.opi.mt.gov/MontCAS/frmLogin.aspx>.

After following the link, click on the Forgot Username link. In most cases, your username will be the first letter of your first name, followed by your last name (for example, jsmith). If the system doesn't recognize your username, add 1 to it (for example, jsmith1). Enter your email address to receive a temporary password. Please note, you may need to check your junk or spam folders for the email containing your password. Please change your password once you have logged in.



The screenshot shows a login form with a blue header bar labeled "Log In". Below the header are two input fields: "User Name:" and "Password:". To the right of the "Password:" field is a blue button labeled "Log In". Below the input fields are two blue links: "New User?" and "Forgot password?". At the bottom left of the form is a blue link labeled "Login Instructions".

**Trouble Logging In?** Please contact the OPI Help Desk at 406-444-0087 or OPIHelpDesk@mt.gov.

### Requesting Non-standard accommodations for Smarter, CRT Science, and ACT Non-College Reportable

- Hover your mouse over "Data Entry".
- Click "Enter Non Standard Accommodation Request".
- Select the student's school system, school, grade level, SSID, and content area.
- Enter requested non-standard accommodation and reason(s) student needs the accommodation.
- Confirm that the accommodation is listed in the student's IEP.

Please refer to the most current [CRT Accommodations Guidance Memo](#), the [2014 Accommodations Manual](#), the [Smarter Usability, Accessibility, and Accommodations Guidelines](#), [ACT Non-College Reportable Accommodations Administration Manual](#) for information on non-standard accommodations.

### Reporting Student Non-Participation for all required MontCAS Assessments

- Hover your mouse over "Data Entry".
- Click "Enter Reasons for Non-Participation".
- Select the school system and school, then use the search filters (grade, last name and/or state ID) to narrow your list of students.
- Click the "Select" button next to the appropriate student.
- Once a student is selected, you will be able to select the content area(s) the student did not participate in and select a reason.
  - If you select Medical Reason or Other, you will also be required to provide an explanation.
  - If a student was enrolled in your school but attended a day treatment center, please select the "Other" option.
- LEP students who did not participate in the 2015-2016 ACCESS for ELLs or the Alternate ACCESS for ELLs will need to be reported here as well.

**Reporting a Test Security Incident for all MontCAS assessments except Smarter, for which TIDE should be used.**

- Notify OPI by phone or email within 3 days of the incident.
- Within 5 days of the incident, log into the MontCAS Online Reporting System.
- Hover your mouse over “Data Entry”.
- Click on “Enter Testing Irregularity”.
- Complete the fields applicable to the assessment during which the incident occurred.
- Choose a category and option that describes the incident.\*
- Enter SSID and form number (when applicable)
- To add an additional student, enter the SSID in the space provided and click the button to verify the SSID.
- Repeat until all students are added.

\*If more than one category and/or option applies to your incident or the available options are not relevant to your incident, please enter additional information in the “Provide additional information if needed” text box.

Please complete the entire form to add a new incident. NOTE: The incidents listed above are at the System and School that are selected.

System (SS): <input type="text"/>	School (SC): <input type="text"/>
Date of Incident: <input type="text"/>	Test: <input type="text"/> <input type="text"/>
Has OPI been contacted regarding this incident? <input type="radio"/> Yes <input type="radio"/> No	Person completing this report: username
Grade: <input type="text"/>	Content Areas: <input type="checkbox"/> Reading/ELA <input type="checkbox"/> Math <input type="checkbox"/> Science

Please select the category and category option that best describes the incident. If more than one category and/or category option pertain to the incident, please add them to the “Provide additional information if needed” text box.

Select a category: <input type="text"/>	Select a category option: <input type="text"/>
	Provide an explanation for the selection of Other: <input type="text"/>
Provide additional information if needed: <input type="text"/>	Educators involved and their roles: <input type="text"/>

Each student is checked against AIM to ensure that the state id entered is valid. You must check each student. When finished, the entire incident will need to be submitted.

Enter student State ID to check:  Student’s Test Form Number:

**Please click to check if State ID is correct**

To add an additional student, enter the State ID, the form number (if applicable), and click the button to verify the State ID.

For your convenience, we have included the following tables.

The rows with bolded print indicate use of the MontCAS Online Reports.

## Online Reporting and Registration for MontCAS

	AIM	MontCAS Online Reports	OPI MontCAS	Measured Progress	Other
SMARTER: Student Registration	X				
SMARTER: Student registration for designated supports and accommodations				X (TIDE)	
SMARTER: Students who move	X				
<b>SMARTER: Non-standard accommodations requests</b>		X			
SMARTER: Testing Irregularities				X	
SMARTER: Test submission and test security agreements				X	
CRT: Student registration	X				
CRT: Students who move	X				
<b>CRT: Testing Irregularities</b>		X	X		
CRT: Test security agreements				X	
CRT ALT: Student registration	X				
CRT ALT: Students who move	X			X	
<b>CRT ALT: Testing Irregularities</b>		X	X		
CRT: Test security agreements				X	
MSAA (new name for NCSC): Student Registration	X				
MSAA (new name for NCSC): Students who move	X			X	
<b>MSAA (new name for NCSC): Testing irregularities</b>		X	X		
MSAA (new name for NCSC): Test security agreements*			X		*Info in following table
WIDA**			X		**Info in following table
ACT: Student Registration	X				
<b>ACT: Testing Irregularities</b>		X	X		
<b>All Spring 2016 MontCAS Assessments: Non-participation reason</b>		X			



## Links to MontCAS Online Reporting and Registration

AIM	Use system/school login
<b>MontCAS Online Report</b> <ul style="list-style-type: none"> <li>• Smarter Online Reports</li> <li>• CRT, CRT-Alt, and ACT Testing Irregularities</li> </ul>	<a href="https://apps.opi.mt.gov/MontCAS/frmLogin.aspx">https://apps.opi.mt.gov/MontCAS/frmLogin.aspx</a>
MontCAS OPI	<a href="mailto:akoehler2@mt.gov">akoehler2@mt.gov</a> ; <a href="mailto:yfield@mt.gov">yfield@mt.gov</a> ; <a href="mailto:jsnow@mt.gov">jsnow@mt.gov</a> ; <a href="mailto:yfield@mt.gov">yfield@mt.gov</a> ; <a href="mailto:pbirkeland@mt.gov">pbirkeland@mt.gov</a> ; <a href="mailto:jsnow@mt.gov">jsnow@mt.gov</a>
Measured Progress Help Desk for Smarter/ CRT/CRT-Alt	888-792-2741, <a href="mailto:montanahelpdesk@measuredprogress.org">montanahelpdesk@measuredprogress.org</a>
Measured Progress <ul style="list-style-type: none"> <li>• Smarter Test and Test Security Agreement</li> <li>• Test submission</li> <li>• Designated supports and Accommodations</li> </ul>	<a href="https://mtsmarter.measuredprogress.org/portal/">https://mtsmarter.measuredprogress.org/portal/</a>
Measured Progress: CRT and CRT-Alt Test Security Agreements	<a href="http://iservices.measuredprogress.org/">http://iservices.measuredprogress.org/</a>
*MSAA (new name for NCSC) Test Security Agreements	Test administrators and System Tests Coordinators (STC) sign the agreements provided by MSAA. STC's keep copies of signed agreements on file. OPI may request copies of the agreements.
**WIDA	Test Administrators and System Test Coordinators sign an electronic agreement at first log in to the <a href="http://www.wida-ams.us">www.wida-ams.us</a> assessment management system.