

## **Roles and Responsibilities for Test Security Information: Authorized Representatives and School Principals**

This document provides information on the responsibilities of Authorized Representatives/School Principals and gives key information on the standardized test administration procedures and test security policies. This guidance is applicable for all Montana Comprehensive Assessment System (MontCAS) restricted-use reporting systems and online test administration systems.

### **1. RESPONSIBILITIES**

The Authorized Representative/Principal for a school participating in the mandated MontCAS assessments is responsible for ensuring that school personnel handling testing materials and/or administering the assessment(s) have received appropriate training regarding testing security and test administration.

All MontCAS assessments require 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 and are for the sole purpose of administering statewide summative assessments for accountability purposes under federal and state law. Any other use of these materials requires the prior written consent of the Montana Office of Public Instruction.

As the Authorized Representative/Principal, you are required to certify you have received training/information in test security including appropriate use of accommodations in order to facilitate monitoring of them. You must also certify that before handling test materials or administering MontCAS assessments, all educators in your school involved with these assessments will be provided training and information to assist them in their professional responsibility as educators to maintain the security of the test and test materials. It is essential that professional educators receive training on test security and administration in order to fulfill their professional obligations. It is the responsibility of a professional educator to maintain the security of the test and the test materials and to follow prescribed test administration procedures.

For your convenience, a training log template is included in Appendix A in the *MontCAS Test Security Manual* and can be found on the [OPI Statewide Testing Web Page](#). It, or a similar one, should be used to record training and attendees to document for System Test Coordinators. The completed log should be kept in accordance with your local school district policies.

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As the Authorized Representative/Principal, you will certify that the training of educators in your school district included the following:

1. Each educator involved in the assessments received a copy of *Roles and Responsibilities for Test Security Information: Teachers and Test Administrators*.
2. Test security, handling of materials, test administration, accommodations, and calculator use -
  - a. Keeping testing materials secure;
  - b. Not reproducing, discussing, or in any way releasing, sharing, or distributing test questions, stimulus passages, or performance tasks;
  - c. What constitutes a security breach (specified in the *MontCAS Test Security Manual* and 2015 Test Security Power Point);
  - d. Information that a security breach could result in disciplinary action up to and including revocation of a professional license for the person responsible for the breach and that a security breach could invalidate student scores and impact annual accountability determination(s).
3. Procedures for materials handling and test administration outlined in the *assessment-specific Test Administrator Manuals, Accessibility and Accommodations Manuals, Online System User Guides*, and the *MontCAS Test Security Manual* must be followed.

## **2. KEY INFORMATION FOR TRAINING**

**Follow procedures for materials handling, test administration, test security and accommodations as outlined in the following documents:**

- *Test Administrator Manual (assessment-specific)*
- *MontCAS Test Security Manual*
- *MontCAS Accessibility and Accommodation Guidelines (assessment-specific)*
- *MontCAS Accommodations Manual and Guidance Memo*
- *Test Coordinators Manual {if applicable (assessment-specific)}*

### **Test Materials**

- 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.

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### In the Testing Classroom

- What constitutes coaching?
- What constitutes a security breach?
- What materials can and cannot be displayed in the testing classrooms?

### Accommodations Reminders

- **Allowable Accommodations:** These are described in a student's IEP/504 Plan and should match those used during the administration of the statewide assessments. Standard accommodations do not override standard administration of the MontCAS assessments or the need for independent work by the students. 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.
- **Accommodations Not Routinely Approved:** These must be submitted through the request for accommodation appeals process in the [MontCAS Application](#). For questions, please contact the OPI Assessment Division, [OPIAssessmentHelpDesk@mt.gov](mailto:OPIAssessmentHelpDesk@mt.gov) or 844.867.2569.
- **Follow Published Accessibility and Accommodations Guidelines:** Adhere to the assessment-specific guidance for accessibility and accommodations as defined by the test company and published by the OPI on the website and the requirements in the *MontCAS Test Security Manual*.

## 3. REPORTING A TESTING IRREGULARITY OR SECURITY BREACH

- **Reporting Testing Incident(s):** System Test Coordinators report any test security incident immediately to the Montana Office of Public Instruction within the [MontCAS Application](#) or based on the reporting periods specified by the severity of the incident. These reporting guidelines can be found in the *MontCAS Test Security Manual*. The OPI must be made aware of incidents within the MontCAS Application for each state-mandated assessment (i.e., ACCESS for ELLs (or WIDA), CRT-Science, CRT-Science Alt, Multi-State Alternate Assessment (MSAA), Smarter Balanced, and ACT with Writing). System Test Coordinators must follow the reporting times specified in the *MontCAS Test Security Manual*.
- To assist you in collecting the information needed to submit online, a copy of the form is included in Appendix A of the *MontCAS Test Security Manual*.
- If additional time is necessary, the reporting individual should call the OPI at 844.867.2569 or write to [OPIAssessmentHelpDesk@mt.gov](mailto:OPIAssessmentHelpDesk@mt.gov) to request an extension of time to send in the testing incident.

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- If there is concern about ramifications from local reporting of an irregularity or breach, a confidential paper form may be completed and submitted directly to the Montana Office of Public Instruction. A copy of the paper form can be found in Appendix G of the *MontCAS Test Security Manual*. It can be mailed or faxed to:

Ashley McGrath  
Montana Office of Public Instruction  
P. O. Box 202501  
Helena, MT 59620-2501

or FAX: 406-444-3924

- If you have questions, please contact the Montana Office of Public Instruction at 844.867.2569 or [OPIAssessmentHelpDesk@mt.gov](mailto:OPIAssessmentHelpDesk@mt.gov).

### **4. SUBMITTING THE AGREEMENT**

The Authorized Representative/Principal Test Security Agreement (TSA) found on Page 5 of this document should be maintained in accordance with your local school district policies or the preference of the System Test Coordinator for a period of at least three school years. The Montana Office of Public Instruction can request signed TSAs at any time throughout the school year.

## Roles and Responsibilities for Test Security Information: Authorized Representatives and School Principals

<b>Authorized Representative/Principal Test Security Agreement</b>	
<p>The school system Authorized Representative (AR), usually the district superintendent, is the role that is responsible for submitting official educational program documents and reports to the Office of Public Instruction (OPI). The AR will designate school system authorized access to online portals and ensure local compliance with the OPI's standardized policies and procedures for test administration. Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the OPI must take every step to assure the security and confidentiality of the state test materials. All personnel involved in testing must maintain test security. Upon completion, please maintain records of your School System Authorized Representative Test Security Agreement.</p>	
<b>Initial Each Statement</b>	<b>Local assurances of school system standardized training and procedures for test security in compliance with the OPI's guidance:</b>
	1. I certify that our school system will annually administer the OPI's statewide assessments for accountability to all students in accordance with the guidance published by the OPI.
	2. I certify that our school system shall use the information published by the OPI to inform parents about statewide assessments.
	3. I certify that I have reviewed the <b>MontCAS Test Security Manual</b> .
	4. I certify that I have identified a System Test Coordinator (STC) as our school system's single point of contact for all OPI communications for statewide testing via the <a href="#">OPI Central Data Update Form (Contacts) Application</a> .
	5. I certify that I have informed the STC of their role and responsibility for coordinating the required statewide assessments within our school system.
	6. I certify that I have informed the STC of their responsibility to facilitate training for test administration and reporting test security incidents to the OPI and test publishers per the requirements of the assessment-specific <b>Test Administration Manuals and MontCAS Test Security Manual</b> , as necessary.
	7. I certify that I will ensure all of our test administrators (or proctors) are Montana Board licensed educator professionals have completed the OPI-specified test administration training, are familiar with standardized testing procedures, and are employed by our school system.
	8. I certify that the school system will maintain records of local signed test security agreements for building coordinators (e.g., principals) and test administrators (or proctors) for a period of at least three school years.
	9. I certify that I have directed our STC to report incidents to the OPI via the <a href="#">Montana Comprehensive Assessment System (MontCAS) Application</a> in the event of an unforeseen testing incident.
	10. I certify that our school system will keep any reports about the tests, including student scores, confidential and secure by following the <b>MontCAS Test Security Manual</b> and <a href="#">OPI Student Records Confidentiality Policy</a> .
	11. I certify our school system staff will follow the <b>Ethical Testing Behavior Guidance</b> published by the OPI for the accurate, valid, and reliable reporting of student-level statewide assessment data in accordance with ARM 10.55.603, ARM 10.56.101, and § 20-7-104, MCA.
<b>SCHOOL SYSTEM USE ONLY</b>	
<b>School System Name</b>	
<b>Authorized Representative Full Name (Printed)</b>	
<b>Signature</b>	<b>Date</b>
This form is to be kept as a testing record for period of at least three school years and it does not need to be sent to the OPI or its test publishers unless requested.	