Start Date	End Date	Collection	Action Needed	Resource / Supports
5/1/2024	9/30/2025	**School System reviews the OPI published test window for each required MontCAS statewide assessment.**	School reviews the OPI Published Test Windows for each required MontCAS statewide assessment.	OPI Published Test Window
9/1/2024	10/1/2024	**Authorized Representative (AR) System Test Coordinator (STC) Verification Request.** (*Note*: STC is the sole person responsible for managing the suite of MontCAS assessments that are required under the Elementary and Secondary Education Act and state law (*ARM 10.56.101*).)	AR verifies and updates the OPI with STC contact information in Infinite Campus.	• Test Security and Student Privacy Assurance • MontCAS Test Security Manual • Ethical Behaviors Guidance
9/1/2024	10/1/2024	**STC MontCAS Registration.** (*Note*: MontCAS Application is a restricted-use website that contains information on the state-mandated MontCAS summative assessments intended for use by the STC.)	OPI provides the STC with access to MontCAS based off the AR Fall designation.	MontCAS Application MontCAS Instructional Guide
9/1/2024	10/1/2024	**STC Manages Users in the Secure Assessment Portals.**	OPI provides the STC with access to the secure restricted-use assessment portals. School systems are required to manage users at the local level.	MontCAS Data Privacy Policy
8/1/2024	10/1/2024	**STC Affirmation of School System Testing Security and Testing Plans.** (STCs affirms the system compliance with the guidance defined in the MontCAS Test Security Manual and guidance published in each Test Administration Manual (TAM) for appropriate practices before, during, and after testing.)	• STC completes the **Required Records Tracking** section of the MontCAS Application for the Test Security Agreement collection at all roles. • STC completes the school system **MontCAS Testing Plans** to assure the OPI of compliance with the test security.	• AR Roles and Responsibilities Letter • TA Roles and Responsibilities Letter • MontCAS Test Administration Plan • MontCAS Test Accessibility Plan • MontCAS Test Security Plan • MontCAS Test Training Plan • MontCAS Data Use Plan
8/1/2024	10/1/2024	**STC Affirmation of Testing Security.** (*Note*: *This must be completed before the first scheduled assessment*. MAST testing opens 10/14/2024 – see the OPI Published Test Window for content assessments and alerts.)	STC completes the Testing Security Agreement section of the MontCAS Application to assure the OPI of compliance with the test security.	MontCAS Application STC Test Security Agreement
10/03/2024	10/24/2024	**STC Attends the STC Workshop Series**	STC attends the annual assessment training to receive technical assistance to administer the state required assessments.	STC Workshop Series
10/1/2024	5/8/2025	**STC Requests for Non-Routine Accommodation Process.** (*Note*: The OPI will review requests and provide instruction on receiving certain accommodations on state assessments. The STC must submit accommodations requests at least ten days prior to testing.)	If applicable, STCs make requests for assessment accommodations beyond those routinely allowed.	MontCAS Instructional Guide
3/1/2025	6/10/2025	**STC Reports Non-Participation.** (*Note*: This information is required for any child who was enrolled in the school during the MontCAS-published assessment window.)	STCs record the reasons a student did not take the state-mandated summative assessment.	• MontCAS Instructional Guide • Six Things Stakeholders Should Know About Participation
9/1/2024	6/10/2025	**STC Reports Testing Incident.** (*Note*: Follow the reporting times specified in the MontCAS Test Security Manual.)	STCs report any test security incident immediately to the OPI or based on the reporting periods specified by the severity of the incident.	MontCAS Test Security Manual
5/13/2025	6/30/2025	**STC Completes the 2025 Assessment Debrief Survey.**	If applicable, STCs complete this form to receive renewal units for training from the 2024-25 administration.	Assessment Debrief Survey (TBR)
6/1/2024	2/28/2025	**STC verifies quality assurance report.** (*Note*: OPI will sample schools to observe MontCAS assessments using a standardized quality assurance checklist.)	If applicable, STCs verify quality assurance checklist.	Quality Assurance Checklist

Note: MontCAS Test Security Collection Schedule dates are subject to change without notice. We provide regular updates in the monthly "Assessment Bulletin" newsletter. If you are not currently receiving the Assessment Bulletin and would like to, you can subscribe by filling out the subscription form.
Questions? – Contact the OPI Assessment Help Desk at 1-844-867-2569 or Email OPIAssessmentHelpDesk@mt.gov.