



Plan 3 - Test Security Plan

The primary goal of test security is to protect the integrity of the assessment and to ensure that results are accurate and meaningful.

Updated: 6/2025

The System Test Coordinator (STC) is required to have the Test Security Plan on record to protect the integrity and confidentiality of statewide assessments. For the required activities below, formulate the school system evidence used, along with the specific steps taken to ensure these tasks are accomplished on an annual basis. In the description, be specific about the local implementation of these policies and procedures.

10 Activities: Test Security Plan	
<input type="checkbox"/>	<p>Item 3.1) Student Data Privacy Policy: Create a plan to protect and safeguard student information (MontCAS Data Privacy by User Role and Responsibility). For example, the OPI Assessment Unit has a policy to initiate a testing irregularity if any student information (PII) is sent over a non-secure service such as email.</p>
<input type="checkbox"/>	<p>Item 3.2) Secure Content: Create a plan to ensure students, families, educators, and school leaders understand the importance of keeping test items/questions secure from unauthorized disclosure and school staff are informed of the consequences of not following test security requirements as described in the assessment-specific Test Administration Manuals and MontCAS Test Security Manual.</p>
<input type="checkbox"/>	<p>Item 3.3) Principles of Data Collection: Create a plan to ensure school leaders know what information is collected by OPI, when it is collected, how it is collected, and how the data is used to support schools (MontCAS Test Security Collection Schedule and the AIM Data Collection Schedule).</p>
<input type="checkbox"/>	<p>Item 3.4) Secure Browser: Create a plan to ensure all students are assessed through the Secure Browser or other assessment-specific requirements/allowances.</p>
<input type="checkbox"/>	<p>Item 3.5) Electronic Device Policy: In accordance with the MontCAS Test Security Manual, create a plan to ensure that all cell phones/personal electronic devices [except approved medical devices] are powered off and stored out of sight during statewide assessments and that staff are aware that no unauthorized assessment disclosure or any form of assistance is provided to students during testing.</p>
<input type="checkbox"/>	<p>Item 3.6) Student Verification: Create a plan to confirm each student is in the assigned assessment room and seat, and verify that the student has been given the correct assessment (e.g., Johnny is taking Johnny's test, test ticket verification, etc.) with the necessary testing features in place prior to answering any of the test questions.</p>
<input type="checkbox"/>	<p>Item 3.7) Test Administrator Observation: Create a plan to convey to school staff the expectations for what it means to be an active observer during testing and the proper way to monitor assessments without compromising test security, and in the event a school is selected, to be aware of the OPI's responsibility to audit test administration activities to monitor adherence to test security and best practices (see ARM 10.56.103 and assessment specific observation checklists on the OPI Test Security webpage under 'Resources').</p>
<input type="checkbox"/>	<p>Item 3.8) MontCAS Application - Test Incident Reporting: Create a plan to have school staff notify the STC with any testing incident that has the potential to impact student performance and to have the STC report the incident in the MontCAS Application (non-confidential). Ensure staff are aware of the professional consequences for failing to comply with the OPI's test administration and security requirements.</p>
<input type="checkbox"/>	<p>Item 3.9) Records Retention: Create a plan to ensure that each school building has the appropriate records-retention process and process to securely destroy assessment materials in accordance with the TAM.</p>
<input type="checkbox"/>	<p>Item 3.10) Complaint Protocol: In the event an issue arises with secure materials, create a plan to report these concerns to the OPI (e.g., use the secure MontCAS Complaint Protocol to report complaints on test materials or OPI policies).</p>

The Test Security Plan should be maintained annually in accordance with your local school district policies or the preference of the STC. Plans should be archived for a period of at least three school years as the OPI can request evidence of plans at any time throughout the school year for up to three years. If you have questions, contact the OPI Assessment Unit at 844-867-2569 or OPIAssessmentHelpDesk@mt.gov.