



Plan 5 – Test Training Plan

The primary goal of test training is to ensure the school system has a plan for proper training/certification for school personnel that assist with statewide assessments.
Updated: 6/2025

The System Test Coordinator (STC) is required to have the Test Training Plan on record to ensure the school system has a plan in place for proper training in statewide assessments for any school personnel that may assist with 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.

11 Activities: Test Training Plan	
<input type="checkbox"/>	<p>Item 5.1) Before, During, and After MontCAS Policies and Procedure Trainings: Create a plan to ensure schools have clear expectations on how to give the tests by following the assessment-specific Test Administrator Manuals, Test Coordinators Manuals, all MontCAS policies, and procedure for statewide assessments.</p>
<input type="checkbox"/>	<p>Item 5.2) Test Administrator Identification: Create a plan to identify Test Administrators who are employed by the school system (see ARM 10.56.103(2)) and are licensed educators (MontCAS Test Security Manual) that will proctor statewide assessments. Note: In the event these criteria cannot be met, there is a plan to submit to the OPI an Exemption to Administer Request.</p>
<input type="checkbox"/>	<p>Item 5.3) WIDA ACCESS and Alternate ACCESS Training and Certification Requirements: Create a plan to have the STC provide a copy of the WIDA ACCESS and/or Alt ACCESS Training log and/or other documents confirming credentials and annual training of Test Administrators to the OPI as required through the demonstration of evidence for the Title Monitoring - Common Compliance Areas.</p>
<input type="checkbox"/>	<p>Item 5.4) Montana Aligned to Standards Through-Year (MAST) Training and Certification Requirements: Create a plan to have the STC provide a copy of the KITE Training log and/or other documents confirming credentials and annual training of Test Administrators to the OPI as required through the demonstration of evidence for the Title Monitoring - Common Compliance Areas.</p>
<input type="checkbox"/>	<p>Item 5.5) Montana Science Assessment (MSA) Training and Certification Requirements: Create a plan to have the STC provide a copy of the TIDE Training log and/or other documents confirming credentials and annual training of Test Administrators to the OPI as required through the demonstration of evidence for the Title Monitoring - Common Compliance Areas.</p>
<input type="checkbox"/>	<p>Item 5.6) DLM Alternate ELA, Math, and Science Training and Certification Requirements: Create a plan to have the STC provide a copy of the DLM Training log for each content area and/or other documents confirming credentials and annual training of Test Administrators to the OPI as required through the demonstration of evidence for the Title Monitoring - Common Compliance Areas.</p>
<input type="checkbox"/>	<p>Item 5.7) ACT Training and Certification Requirements: Create a plan to have the STC provide a copy of the ACT Training log and/or other documents confirming credentials and annual training of Test Administrators to the OPI as required through the demonstration of evidence for the Title Monitoring - Common Compliance Areas.</p>
<input type="checkbox"/>	<p>Item 5.8) OPI Assessment Unit Monthly Newsletter: Create a plan to have the STC distribute the OPI Assessment Bulletin to any school staff who must be aware of these tasks and responsibilities in order to prepare for statewide assessments.</p>
<input type="checkbox"/>	<p>Item 5.9) OPI Assessment Unit MontCAS Focused Support Videos: Create a plan to have the STC share with any school staff who support them with planning, preparing, and delivering statewide assessments where to locate recorded webinars created by the OPI Assessment Unit.</p>
<input type="checkbox"/>	<p>Item 5.10) STC Workshop Series: Create a plan to have the STC complete the necessary training through the STC Workshop Series.</p>
<input type="checkbox"/>	<p>Item 5.11) Assessment Wrap: Create a plan to have the STC complete the “STC Debrief Feedback Survey” in order to provide the OPI with feedback and to obtain renewal units.</p>

The Test Training 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 us at 844-867-2569 or OPIAssessmentHelpDesk@mt.gov.