

AIM User Guide:
*State Assessment
Test Settings*

THIS GUIDE EXPLAINS THE
PROCESS FOR ENTERING STATE
ASSESSMENT TEST SETTINGS
RECORDS INTO INFINITE CAMPUS.

TOPICS COVERED IN THIS QUICK
REFERENCE GUIDE INCLUDE:

- FREQUENTLY ASKED
QUESTIONS
- DIRECT ENTRY METHOD
FOR ENTERING THIS DATA
- ADDITIONAL RESOURCES
AVAILABLE

HELPFUL LINKS:

- [EL TOOL GUIDE](#)
- [ENTERING SECTION 504
STUDENTS](#)
- [MONTCAS POLICIES AND
PROCEDURES FOR
PARTICIPATION IN STATE
ASSESSMENTS](#)
- [EXCEL SPREADSHEET
DETAILING TEST SETTINGS
AND ACCOMMODATIONS](#)
- [APPENDIX Y: CODES FOR
TEST
ACCOMMODATIONS/SETTI
NGS](#)

REFERENCES:

- [ARM 10.56.104](#)
- [FEDERAL REGULATION
CFR §200.6 INCLUSION
OF ALL STUDENTS](#)
- ESSA 1111(b)(2)(B)(vii)

State Assessment Test Settings

2021-2022

[AIM User Guide](#)

The State Assessment Test Settings tab allows districts to track State Assessment Test Settings for EL supports and Section 504 accommodations. A student must be an active participant in EL or Section 504 in order to utilize this tool. If the student has an IEP, State Assessment Test Settings must be documented in their IEP. Students can be an active participant in both EL and Section 504 and report data in this tool.

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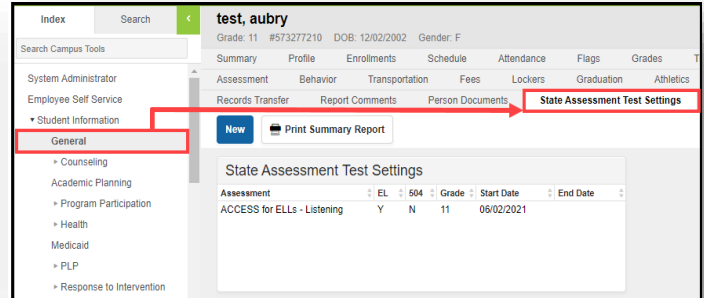
FAQ:

1. **How often do I need to review students' EL and 504 accessibility support plans?** EL and 504 accessibility support plans should be reviewed on an annual basis. For ELs the OPI recommends a review of the EL supports when the EL team meets at the school/district level to review. A recommended time to review accommodations and supports is in the spring when the ACCESS for ELLs results reports are delivered.
2. **Can a State Assessment Test Setting record be created if the student is both an EL and 504 participant?** Yes. A record can be created if a student has an active EL record and an active 504 record. In such cases, both the EL and 504 boxes would be checked when creating the record.
3. **Where can I check to see if a student has an active 504 record?** Under the Index > Student Information > Program Participation > Section 504 module. If a student has a 504 record, it will show here. If the student does not have a Section 504 record created, it must be entered into this module *before* a State Assessment Test Settings record can be created.
4. **Where can I check to see if a student has an active EL record?** The EL Tool resides inside its own module located under Index> Student Information> Program Participation> English Learners (EL). The EL record must be active inside this module. Please review the [EL Tool Guide](#) for more information.

All Districts: Direct Entry Method

NOTE: A validation warning will appear preventing the user from saving a state assessment test settings record if the student does not have an active EL and/or 504 record. To add a new State Assessment Test Settings record:

1. Navigate to the Index.
2. Select **Student Information**.
3. Select **General**.
4. Enter the name of the student in the search field, last name, then first name. Click **Go**.
5. The State Assessment Test Settings tab should appear at the top. Select it.
6. Click the **New** button. The State Assessment Test Settings Detail editor will appear below. (Pictured here to the right).
7. Mark the **EL Student** and/or **504 Student** checkboxes to indicate the student is actively participating in these services.
8. Select the **Current Grade** for the student.
9. Enter the **State Date**. This date must fall within an active EL and/or 504 record. This date also corresponds to the date the student was approved to receive their test settings. *The end date will automatically populate with a date that is one full year from the entered start date. This end date is also the expiration date for the approved test settings.*
10. Next, select the State Assessment from the drop down menu.



State Assessment Test Settings

Assessment: EL 504 Grade Start Date End Date

State Assessment Test Settings Detail

Program Participation

Student must be an active participant in EL or 504 to document State Assessments Test Settings here. If the student has an IEP, State Assessment Test Settings must be documented in their IEP.

EL Student 504 Student *Current Grade *Start Date End Date

*State Assessment

Montana State Test Settings

Test Settings

ACCESS for ELLs - Listening

ACCESS for ELLs - Speaking

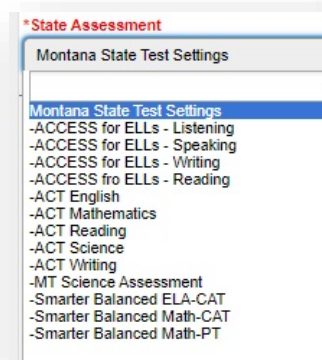
ACCESS for ELLs - Reading

ACCESS for ELLs - Writing

ACT English

ACT Mathematics

ACT Reading



11. Based on the **State Assessment** option selected, the corresponding **Test Settings** field will become white, allowing you to select the applicable Test Settings for the student. In the example pictured to the right, ACT Reading was selected from the State Assessment menu, thus the ACT Reading Test Settings field turned from grey to white which means it is now editable and test settings can be selected.

12. There are several test settings that can be selected for a student. To view the list of test settings available, click on the **Test Settings** field that corresponds to the **State Assessment** you selected. The drop down menu will appear. Choose any Test Settings that are applicable to the student.

13. Click Save.

14. Repeat this process for any additional State Assessment Test Setting record that may be required for the student.

NOTE: A validation warning will appear preventing the user from saving a state assessment test settings record if the student does not have an active EL and/or 504 record.

New **Save** **Delete** **Print Summary Report**

State Assessment Test Settings Detail

Program Participation

Student must be an active participant in EL or 504 to document State Assessments Test Settings here. If the student has an IEP, State Assessment Test Settings must be documented in their IEP.

EL Student 504 Student *Current Grade *Start Date End Date

*State Assessment
-ACT Reading

Test Settings

ACCESS for ELLs - Listening

ACCESS for ELLs - Speaking

ACCESS for ELLs - Reading

ACCESS for ELLs - Writing

ACT English

ACT Mathematics

ACT Reading

ACT Science

ACT Writing

MT Science Assessment

New **Save** **Delete** **Print Summary Report**

Program Participation

Student must be an active participant in EL or 504 to document State Assessments Test Settings here. If the student has an IEP, State Assessment Test Settings must be documented in their IEP.

EL Student 504 Student *Current Grade *Start Date End Date

*State Assessment
-ACT Reading

Test Settings

ACCESS for ELLs - Listening

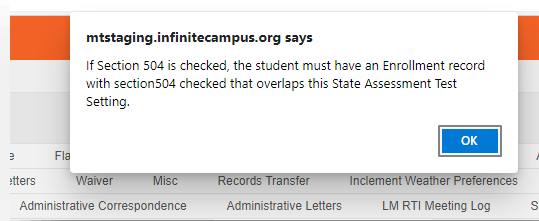
ACCESS for ELLs - Speaking

ACR01: Adaptive Equipment or Furniture
ACR02: Administration at Optimum Time of Day
ACR03: Administration from Home or Care Facility
ACR04: American Sign Language (Directions Only)
ACR05: Audio Amplification
ACR06: Audio Recording
ACR07: Breaks
ACR08: Color Contrast
ACR09: Computer for Writing Essays and Constructed Responses
ACR11: Dictate Responses
ACR13: English Braille American Edition EBAA/Nemeth
ACR14: Extended Testing Time (50)%
ACR15: Familiar Setting (Specify)
ACR16: Food or Medication for Individuals with Medical Need
ACR17: Individual Administration
ACR18: Large Block Answer Sheet
ACR19: Large print
ACR10: Cued Speech
ACR12: Double time over multiple days

ACT Science

ACT Writing

MT Science Assessment



Additional Resources:

- [Handout for EL Supports Math/ELA/Science](#)
- [Excel Spreadsheet Detailing Test Settings and Accommodations](#)
- [Appendix Y: Codes for Test Accommodation and Settings](#)

For assistance with assessment related questions, contact the Assessment Help Desk at 844-867-2569 or OPIAssessmentHelpDesk@mt.gov

For assistance with AIM, contact the AIM Help Desk at 877-424-6681 OR 406-444-3495 OR [Submit an AIM Help Desk Ticket](#)