APRIL 2023
ASSESSMENT BULLETIN

Assessment Quick Links

- **OPIAssessmentHelpDesk@mt.gov**
- **Test Window Calendar**
- **Test Security**
- **Student Participation & Eligibility**
- **Accessibility Resources**
- **Parent Corner**

This bulletin communication is tailored to System Test Coordinators (STC) with a lens for providing the current news, testing alerts, and changes to state assessments. We thank the Assessment Bulletin readers for the planning, preparation, training, and overall effort to support state assessment at the local level and to the meet statutory and regulatory requirements.

Table of Contents

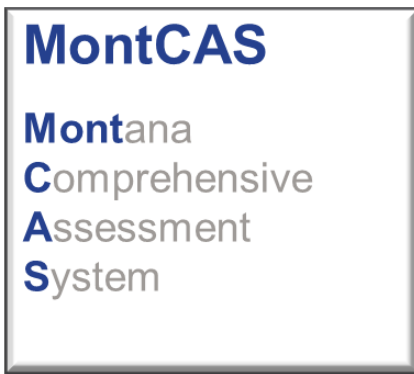Use these hyperlinks to navigate to each section of the Bulletin:

OPI News

2022-2023 OPI Test Windows

	ACCESS for ELLs	Multi-State Alternate	Alternate Science	Science	Smarter Balanced	ACT with Writing
Required Subjects	English Language Proficiency (ELP)	Math and ELA	Science	Science	Math and ELA	Math, ELA, and Science
Student Group	English learners	SwSCDs	SwSCDs	General	General	General
Grades Tested	Grades K–12	Grades 3–8, 11	Grades 5, 8, 11	Grades 5, 8	Grades 3–8	Grade 11
Test Window	Dec 5 Feb 24	Mar 13 – Apr 28	Mar 13 – Apr 28	Mar 6 – May 26	Mar 6 – May 26	Window 1: Mar 28 – Apr 5 Window 2: Apr 11 – Apr 20 Window 3: Apr 25 – May 4

Note: SwSCDs is an acronym for student with significant cognitive disabilities and 'SY' is the abbreviation for school year. The OPI will publish any changes to the test windows on the Published Test Windows. The asterisk (*) is used to signify these dates are subject to change based on new information or changed policies.

MontCAS
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April 2023
Assessment Bulletin

Page 1

Math and ELA

SBAC

Smarter
Balanced
Assessment
Consortium

This assessment opportunity is available to all students in Grades 3–8 (unless the child is eligible for the alternate) using the OPI's published guidance for test administration and test security.

[Assessment Profile](#)	[Consortium Map](#)	[Testing Calendar](#)	[Testing Time Facts](#)

Portal Link: Montana Testing Portal

Website Link: Smarter Balanced Resources

Program Overview and **Video**

Contact Cambium Help Desk at 1-877-365-7915 or e-mail at mthelpdesk@cambiumassessment.com.

Grades(s):	3 – 8
Subject(s):	Mathematics English Language Arts (ELA)
Test Time:	3 – 4 hours
Testing Window:	March 6 – May 26, 2023
Helpful Pages:	OPI Page and STC Corner Page

Testing Alerts and Updates:

Testing Window is Open
The grades 3-8 ELA and mathematics (Smarter Balanced) summative testing window opened on March 6 and will remain open through Friday, May 26.

Secure Browser Updates
If your district utilizes Apple products for testing (I.E. Mac computers) that run MacOS13 (Ventura), you will need to download the latest secure browser for testing. Check the secure browser page to verify you have the latest version downloaded ahead of testing.

IEP Status not showing up in TIDE
If you have a student that has an IEP that is not displaying correctly in TIDE, reach out to OPI Assessment Help Desk for assistance.

Frequently Asked Questions:

Q: I have a student who has been enrolled in a US for less than 12 months and has been identified as an EL (English Learner). Do I have to complete any forms to ensure they do not get counted against my district's participation rate for the ELA test?
A: A student who has been enrolled in a US school for less than 12 months qualifies for a one-time exemption from the **ELA CAT portion** of the Smarter Balanced Assessment, as they likely would not have acquired the proper academic English skills to take the assessment. Other than ensuring the EL status is marked in AIM/Infinite Campus, there is no additional paperwork required for ensuring these students don't count against your participation and accountability calculations.

Q: Why are accommodations not displaying in TIDE?
A: If the accommodations for a student with a known IEP are not displaying correctly in TIDE, or you are unable to correctly set a student's test settings, make sure that the IEP of your student in question is locked. If an IEP or 504 Plan is not locked in your SIS (e.g., Infinite Campus, PowerSchool), we are unable to pull that data when we collect the

MontCAS
Montana Comprehensive Assessment System
Montana Office of Public Instruction
opi.mt.gov

April 2023
Assessment Bulletin

Page 3

information from AIM/Infinite Campus. If this has happened, lock your student's IEP or 504 Plan and by the next upload to TIDE you will be able to correctly configure test settings.

Q: Why are some students missing in TIDE?
A: The OPI started conducting daily uploads to TIDE, per the 2022-2023 TIDE Upload Calendar, on March 6. If a student's information is incorrect, make the appropriate edits in the district's Student Information System [i.e. Infinite Campus, PowerSchool, etc.] as this syncs to AIM where the OPI pulls all student information from to upload into TIDE.

Q: How soon can I see student score reports?
A: Student score reports are available in the reporting system ten days after a student submits their ELA or mathematics summative assessment. Due to the active nature of the testing window, state averages will not be available until after the summative testing window ends.

Q: Are the individual score reports (ISRs) that are available ten days after submitting a test the official results?
A: Yes. The score reports that are available ten days after a student submits his/her subject specific statewide summative test are the official results. The only exception to this is if the student was involved in a reported testing incident that resulted in the score being invalidated. This highlights the importance of reporting all local test incidents in a timely manner to ensure all score reports available are valid and reliable.

Smarter Balanced Tasks
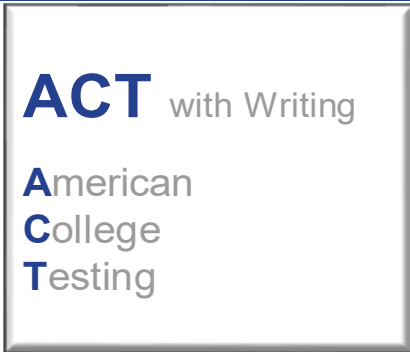
Due This Month

	Due Date	Complete
🕐	Prior to Testing	Refer to the February Bulletin (pp. 7-8) for detailed steps and links to ensure your school/district is prepared for the Smarter Balanced assessment. Steps include reviewing and verifying user roles in the Montana Testing Portal, completing the TA Certification Course, locally selecting the appropriate student test settings, updating the Secure Browsers on all student devices, and sending out the Parent Notification Letter.
🕐	**May 26, 2023**	Administer Summative Assessments: Administer the grades 3-8 ELA and math summative assessments according to district testing plans.
🕐	Report Test Incidents as needed	STCs must report any test incidents that may occur before or during testing in the MontCAS Application. Reports of non-participation should not be entered until all test opportunities have been exhausted throughout the testing window. Follow the MontCAS Test Security Collection Schedule deadlines for state reporting.

Timely Tasks

	Task	Responsibility
☑	Maintain Test Security	Adhere to the district's Smarter Balanced testing, accessibility, training, and test security plans as indicated in the MontCAS Application process.
☑	Review Score Reports	Student score reports are available in the Reporting System within ten business days after a student submits his/her subject specific summative test.

Resources and Supports

	Resource	Support with…
📋	Balanced Assessment Roadmap	This document explains the principles of a balanced assessment and consolidates all Smarter Balanced (ELA/math) tools, via links, to support educators engaging with the Instructional Cycle.
📋	Reporting System User Guide	This user guide provides instructions and support for users viewing student assessment performance reports in the Reporting System.
📋	smART	The Smarter Annotated Response Tool can be used to better understand how student writing is scored on Smarter Balanced tests and support writing instruction in your classroom.
📋	TIDE Upload Schedule	Students are uploaded into the Montana Testing Portal [i.e. TIDE] twice a week until the summative testing window opens, when uploads occur daily.

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April 2023
Assessment Bulletin

Page 4

ELA, Mathematics, and Science

ACT with Writing

American
College
Testing

This assessment opportunity is available to all students in Grade 11 (unless the child is eligible for the alternate) using the OPI's published guidance for test administration and test security.

Assessment Profile	Consortium Map	Testing Calendar	Testing Time Facts

Portal Link: PearsonAccess[Next]

Website Link: State ACT Testing and District Testing

Contact ACT Customer Care at 800-553-6244 or 319-337-1270. You can use the Email Form to send questions or visit the State ACT Testing and District Testing.

Program Overview and **Videov**

Grades(s):	11
Subject(s):	Mathematics English Language Arts (ELA) Science
Test Time:	3.5 hours
Testing Window:	Window 1: March 28 – 30 & April 4 – 6; Window 2: April 11 – 13 & April 18 – 20; Window 3: April 25 – 27 & May 2 – 4
Helpful Pages:	OPI Page and STC Corner Page

Testing Alerts and Updates:
ACT with Writing Testing Windows are Open!
The Grade 11 ACT with Writing test windows are open! Three consecutive testing windows are each two weeks long and allow Tuesday, Wednesday, and Thursday testing options. Districts/schools can review the ACT Online Testing Information for States and Districts to ensure a smooth online test administration.

Frequently Asked Questions:
Q. How can my school prepare for the move to online administration of the ACT with Writing?
A. Districts and schools can review the resources under the *Complete Site Readiness for Online Testing* under *Step 2: Configuration* of the ACT State and District Testing website.

Q: Will the PreACT be available for Grade 10 students again this year?
A. Yes, the PreACT is available at no cost to Grade 10 students in Montana schools through funding from the Office of the Commissioner of Higher Education. PreACT materials must be ordered no later than April 7, 2023. Find details on the PreACT page of the ACT State and District Testing website.

Q. What if I am missing students, or have students no longer in my school still appearing on my student list, in the PearsonAccessnext site?
A: Add or remove students to the PearsonAccessnext (PANext) site using the Add or Remove Students section of the PANext User Guide. ACT also offers a self-guided PowerPoint presentation on how to enroll and unenroll students.

Q: How do I manage the non-test portion of the ACT with Writing this year?
A: The MyACT student account is the only platform for students to submit non-test information. The OPI recommends schools host an in-school session to create the account and complete the non-test portion of the ACT. The MyACT User Guide for Test Coordinators will guide schools in creating these accounts.
State Use Questions are answered within the testing platform (TestNav) at the beginning of the online testing session. Proctors will read aloud the questions, which students will answer within the TestNav system.

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April 2023
Assessment Bulletin

Page 5

Due This Month

|	Due Date	Complete
⏰	Before Testing	If you missed ACT's Online Readiness Webinar and Q&A Session, watch the recorded version.
⏰	Before Testing	Complete Site Readiness, including mock administration and ProctorCache installation by February 15, 2023. Step 2 on the ACT MT ACT State and District website has resources for these tasks.
⏰	Before Testing	Validate configuration and freeze test environment for online testing to prepare your student devices for online testing byFebruary 15, 2023. Step 2 on the ACT MT ACT State and District website has resources for these tasks.
⏰	2 Weeks Prior to Testing	Download and customize the OPI Parent Notice Letter Template to send to parents alongside Montana's List of 14 Critical Non-Test Questions in preparation for administering the ACT with Writing.
⏰	When Materials Arrive	Distribute MyACT non-test instructions and *Taking the ACT* to all students. Students must complete the non-test information in MyACT.
⏰	Report Test Incidents as needed	STCs must report any test incidents that may occur before or during testing in the MontCAS Application. Reports of non-participation should not be entered until all test opportunities have been exhausted throughout the testing window. Follow the MontCAS Test Security Collection Schedule deadlines for state reporting.

Timely Tasks

	Task	Responsibility
☑	Become familiar with online testing format and prepare your district early	Review the resources found under the Complete Site Readiness for Online Testing heading under Step 2: Configuration of the Montana ACT State and District Testing website.
☑	Attend the "Online Reporting Spring 2023 Changes" webinar	This Q&A session provides Test Coordinators with an overview of how and where to access score reports. The webinar is scheduled for April 19, 2023.

Resources and Supports

	Resource	Support with…
📋	ACT State and District Testing	This is the Montana specific site for the ACT with Writing. The site provides resources for each step of the testing process for before, during, and after testing.
📋	ACT Success	The Success site provides access to student, school, and district level score reports. It also provides access to the Test Accommodations and Accessibilities (TAA) site. **Reporting will move from PANext to the Success site for this coming spring's reports.**
📋	TAA User Guide	The Test Accessibility and Accommodations User Guide assists users with the steps to request accommodations and/or supports for the ACT with Writing.
📋	Accommodations Office Hours	Have a question or need information or assistance in requesting an accommodation or support for a student? Join the ACT Accommodations Office Hours beginning November 9 and running through April 12, 2023. ACT representatives will be present to answer questions. See the Accommodations Office Hours schedule for specific dates.
📋	Performance Levels	The established proficiency levels for the ACT math and reading/language arts sub-tests in 2017 for ESSA accountability and reporting purposes are noted below. New this year the OPI has established proficiency levels for the ACT science sub-test for ESSA accountability and reporting purposes.

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April 2023
Assessment Bulletin

Page 6

Alternate Assessment for ELA and Math

MSAA

Multi
State
Alternate
Assessment

Portal Link: MSAA System

Website Link: MSAA Consortia

Program Overview and **Video**

This assessment opportunity is available to only Students with Significant Cognitive Disabilities (SwSCD) in Grades 3–8 and 11 using the OPI's published guidance for test administration and test security.

Assessment Profile	Consortium Map	Testing Calendar	Testing Time Facts

Contact Cognia Help Desk Hotline: 1-866-834-8879
MSAAServiceCenter@MeasuredProgress.org .

Grades(s):	3 – 8 and 11
Subject(s):	Mathematics English Language Arts (ELA)
Test Time:	5 – 6 hours The test is not designed to be completed in one sitting as tests may be paused and resumed as often as necessary. A break may consist of a few minutes to a few days.
Testing Window:	March 13 – April 28, 2023
Helpful Pages:	OPI Page and STC Corner Page

Testing Alerts and Updates:
Students eligible to participate in alternate assessments make up approximately 1.0% of the total student population. The decision to move a special education student to an alternate assessment has significant implications for the path that a student will take in their K–12 school career. It means the student is not able to participate in the general education curriculum even when provided with accommodations. A student who participates in alternate assessment requires a modified curriculum.

Testing Windows are Open!
The Grades 3–8 and 11 alternate ELA and mathematics [MSAA] summative testing window opened on March 13 and remains open through Friday, April 28, 2023.

Frequently Asked Questions:
Q: What if my student in showing up in the MSAA system?
A: If you are not seeing an alternate student in the MSAA system ensure 1) the student's IEP is in a "locked" state in AIM/Infinite Campus, and 2) the Alternate Assessment is selected in the IEP. If both of these steps are confirmed, reach out to the OPI Assessment Help Desk for assistance. Do not include student identifying information (e.g., name, SSID, birthdate, etc.) in the email. **Do NOT** add students locally as this could result in the invalidation of a student's test.

Q: How long does it take to complete the MSAA test?
A: Every student is different and has varying degrees of stamina and levels of ability to stay on task. TAs may pause testing to take a break at any time. A test session for a student may consist of one or two items at a time, or 10 or more items. The Test is not timed and can be paused for a variety of reasons, including frustration, lack of engagement, refusal to participate, or sickness. The TA may pause and resume the administration of the test as often as necessary during the test window. A break may consist of a few minutes to a few days, depending on the student's needs.

Q: I need to be added as a user in the MSAA system. Can you help me?

MontCAS
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April 2023
Assessment Bulletin

Page 7

A: Per OPI policy to ensure student data privacy, all System Test Coordinators (STC) were provided a district-level account in the MSAA System on February 22, and it is the responsibility of STCs to create any additional users within the MSAA System using the TC User Guide [p. 15–24].

Q: When can I get MSAA Score Reports?
A: MSAA Score Reports can be downloaded from the MSAA System from late July through early September and should be downloaded and saved locally at the school/district.

MSAA Tasks

Due This Month

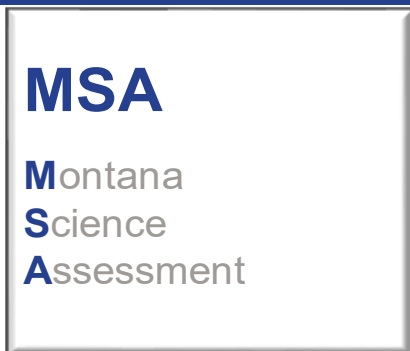|	Due Date	Complete
🕐	Maintain Throughout the School Year	Ensure the alternate assessment checkbox on the IEP is marked within the local Student Information System (i.e., Infinite Campus). The checked alternate flag is the only way the OPI can identify alternate students to place them in the appropriate portals.
🕐	March 13 – April 28, 2023	Administer the Grades 3–8 & 11 ELA and mathematics alternate assessment according to district testing plans.
🕐	Before Testing	Administer ELA or math practice tests using the Sample Items available on the MSAA System Portal to ensure students and test administrators are familiar with the format and accessibility features of the alternate assessment prior to administering the summative assessment.
🕐	Two weeks prior to Testing	Per A.R.M. 10.56.102(6), customize the OPI Parent Notice Letter Template and send to parents in preparation for administering Grades 3-8 and 11 ELA and math (i.e., MSAA) alternate statewide assessments.
🕐	Prior to Testing	All Test Administrators must complete the training modules and pass the final quiz with an 80% proficiency prior to accessing testing materials. Test Coordinators must complete the training modules but are not required to complete the final quiz.
🕐	Report Test Incidents as needed	STCs must report any test incidents that may occur before or during testing in the MontCAS Application. Reports of non-participation should not be entered until all test opportunities have been exhausted throughout the testing window. Follow the MontCAS Test Security Collection Schedule deadlines for state reporting.

Timely Tasks

	Task	Responsibility
☑	Maintain Test Security	Adhere to the district's testing, accessibility, training, and test security, and data use plans as indicated in the MontCAS Application process.

Resources and Supports

	Resource	Support with…
📋	Alternate Assessment Eligibility Guidelines	Effective this 2022-2023 school year, this document explains the OPI's policies and procedures for assessing students with significant cognitive disabilities (SwSCDs) using Montana's Alternate Assessments.
📋	Eligibility Criteria Worksheet for Alternate Students	Effective for the 2022-2023 school year, this form is designed to assist IEP teams in determining whether a student should participate in the alternate assessments.
📋	Formative Resources	Sample items accompanied with comprehensive Teacher Guides are available on the MSAA System Portal, which are designed as formative teaching resources for educators.
📋	MSAA 2023 Test Administration Manual (TAM)	The MSAA Test Administration Manual (TAM) for all information regarding the test administration.
📋	MSAA 2023 TC User Guide	The Test Coordinator User Guide should be utilized by school/district test coordinators overseeing school/district testing.
📋	TIES Center- Resources	The TIES Center is the national technical assistance center on inclusive practices and policies with resources on teaching students with significant disabilities (SwSCD).

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April 2023
Assessment Bulletin   **Page 8**

Science

MSA

Montana
Science
Assessment

This assessment opportunity is available to all students in Grades 5 and 8 (unless the child is eligible for the alternate) using the OPI's published guidance for test administration and test security.

Assessment Profile	Consortium Map	Testing Calendar	Testing Time Facts

Portal Links: Montana Testing Portal

Website Link: MontCAS Science

Contact Cambium Help Desk at 1-877-365-7915 or e-mail at mthelpdesk@cambiumassessment.com

Program Overview and Video

Grades(s):	5 and 8
Subject(s):	Science
Test Time:	1.5 – 2 hours
Testing Window:	Mar 6 – May 26, 2023
Helpful Pages:	OPI Page and STC Corner Page

Testing Alerts and Updates:
Testing Window Open
The Montana Science Assessment summative testing window for grades 5 and 8 opened on March 6 and will remain open until May 26.

Test Administrator Certification Course
There are specific Test Administration (TA) certification courses for the Science assessments. Ensure that if you are administering the MSA in addition to the AMSA you take both TA Certification Courses.

IEP Status not showing up in TIDE
If you have a student that has an IEP that is not displaying correctly in TIDE, reach out to OPI Assessment Help Desk for assistance.

Frequently Asked Questions:
Q: When will score reports for the MSA be available, and how do I access them?
A: Student score reports are available in the reporting system ten days after a student submits their summative science assessment. Due to the active nature of the testing window, state averages will not be available until after the summative testing window ends.

Q: Are the individual score reports (ISRs) that are available ten days after submitting a test the official results?
A: Yes. The score reports that are available ten days after a student submits his/her subject specific statewide summative test are the official results. The only exception to this would be if the student was involved in a reported testing incident that would result in the score being invalidated. This highlights the importance of reporting all local test incidents in a timely manner to ensure that all score reports available are valid and reliable.

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MontCAS
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Montana Office of Public Instruction

April 2023
Assessment Bulletin

Page 9

MSA Tasks

Due This Month

	Due Date	Complete
🕐	Before Testing	Refer to the February Bulletin (pp. 7-8) for detailed steps and links to ensure your school/district is prepared for the Smarter Balanced assessment. Steps include reviewing and verifying user roles in the Montana Testing Portal, completing the TA Certification Course, locally selecting the appropriate student test settings, updating the Secure Browsers on all student devices, and sending out the Parent Notification Letter.
🕐	**March 7th-May 27th**	Administer Montana Science Assessment Administer the Grades 5 and 8 summative science assessment according to district testing plans.
🕐	Report Test Incidents as needed	STCs must report any test incidents that may occur before or during testing in the MontCAS Application. Reports of non-participation should not be entered until all test opportunities have been exhausted throughout the testing window. Follow the MontCAS Test Security Collection Schedule deadlines for state reporting.

MSA Timely Tasks

	Task	Responsibility
☑	Review Curriculum/Plan Instruction	Ensure alignment of local curriculum to the Montana Content Standards and plan instruction using data-driven practices.
☑	Update Student Information in AIM	Ensure that student demographic information is up to date for the 2022-2023 school year. All 504 plans, IEPs, and EL designations need to be up to date in AIM.

Resources and Supports

	Resource	Support with…
📋	Reporting System Training Module	This module provides an overview of the Reporting System. It includes information on navigating the Reporting System for Summative and Interim Tests, using the Student Portfolio report, setting up reports, and /generating Individual Student Reports (ISRs) and Student Data Files.
📋	Reporting System User Guide	This user guide provides instructions and support for users viewing student interim assessment and summative assessment performance reports in the Reporting System.
📋	Teacher Learning Hub	Use the courses on the Teacher Learning Hub to understand the Montana Science Standards, teach students how to utilize real-world data, and more!
📋	TIDE Upload Schedule	Students are uploaded into the Montana Testing Portal [i.e. TIDE] twice a week until the summative testing window opens, when uploads occur daily.

MontCAS
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Montana Office of Public Instruction
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April 2023
Assessment Bulletin   **Page 10**

Alternate Assessment: Science

AMSA

Alternate
Montana
Science
Assessment
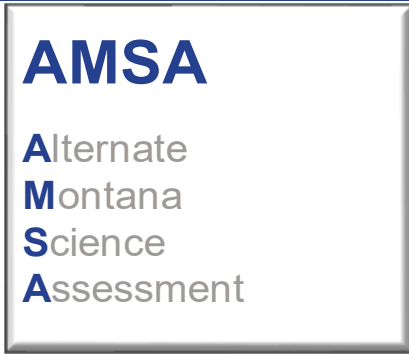
This assessment opportunity is available to only students with significant cognitive disabilities in Grades 5, 8, and 11 using the OPI's published guidance for test administration and test security.

[Assessment Profile](#)	[Consortium Map](#)	[Testing Calendar](#)	[Testing Time Facts](#)

Portal Link: [Montana Testing Portal](#)

Website Link: [MontCAS Science](#)

[**Program Overview**](#) and [**Video**](#)

Contact Cambium Help Desk at 1-877-365-7915 or e-mail at mthelpdesk@cambiumassessment.com

Grades(s):	5, 8 and 11
Subject(s):	Science
Test Time:	1.5 – 2 hours To accommodate for diverse student needs, the test can be paused for a break and resumed as often as necessary. A break in the test can be anywhere from a few minutes to a few days, depending on student needs.
Testing Window:	Mar 13 – Apr 28, 2023
Helpful Pages:	[OPI Page](#) and [STC Corner Page](#)

Testing Alerts and Updates:
Students eligible to participate in alternate assessments make up approximately 1.0% of the total student population. The decision to move a special education student to an alternate assessment has significant implications for the path a student takes in their K–12 school career. It means the student is unable to participate in general education curriculum even when provided accommodations. A student participating in alternate assessments requires a modified curriculum.

Testing Window Open!
The Alternate Montana Science Assessment summative testing window for grades 5, 8, and 11 opened on March 13, 2023 and remains open through Friday, April 28, 2023.

Frequently Asked Questions:
Fixed Form and Alternate Response Options
Questions received last year have resulted in modifications to the fixed form. Only students who are eligible for the fixed form will have this accommodation available. Districts who require fixed form for students must select "fixed form option" during set-up to print the test for their students. Alternate Response Kits must be requested from the OPI.

Q: When will score reports for the AMSA be available, and how do I access them?
A: Student score reports are available in the [reporting system](#) ten days after a student submits their AMSA summative assessment.

Q: Where do I find test administration resources?
A: All resources [i.e., technology requirements] can be accessed on the [Montana Testing Portal](#) without having to log into the system. For more information on the design and construction of the Science Alternate Assessment visit the [Science Assessment in Montana Website.](#)

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April 2023
Assessment Bulletin   *Page 11*

AMSA Tasks

Due This Month

	Due Date	Complete
🕐	Maintain Throughout the School Year	Ensure that the alternate assessment checkbox on the IEP is marked within the local Student Information System (i.e., Infinite Campus). The checked alternate flag is the only way the OPI can identify alternate students to place them in the appropriate portals.
🕐	Before Testing	Refer to the February Bulletin (pp. 7-8) for detailed steps and links to ensure your school/district is prepared for the Smarter Balanced assessment. Steps include reviewing and verifying user roles in the Montana Testing Portal, completing the TA Certification Course, locally selecting the appropriate student test settings, updating the Secure Browsers on all student devices, and sending out the Parent Notification Letter.
🕐	**March 13th-April 28th**	Administer Alternate Montana Science Assessment Administer the Grades 5, 8, and 11 summative science assessment according to district testing plans.
🕐	Report Test Incidents as needed	STCs must report any test incidents that may occur before or during testing in the MontCAS Application. Reports of non-participation should not be entered until all test opportunities have been exhausted throughout the testing window. Follow the MontCAS Test Security Collection Schedule deadlines for state reporting.

AMSA Timely Tasks

	Task	Responsibility
🕐	Identify Students who will take the AMSA	Ensure that students who are eligible to take the AMSA participate in spring testing. Review the OPI's Participation Policies and Accessibility and Inclusion links to ensure that equitable opportunities are given to all students. The Eligibility Criteria Worksheet for Alternate Students is a form to assist IEP teams in determining whether a student should participate in the alternate assessments.
🕐	Administer Practice Tests	Administer practice tests using the Practice and Training Test Administration tile to ensure students and test administrators are familiar with the format and accessibility features of the alternate assessment prior to administering the summative assessment.
🕐	Maintain Test Security	Adhere to the district's testing, accessibility, training, test security, and data use plans as indicated in the MontCAS Application process.

Resources and Supports

	Resource	Support with…
📋	Montana Testing Portal	This portal includes access to TIDE, TA Certification, Reporting, and Practice and Training Tests. Materials are available to utilize before, during, and after testing.
📋	Eligibility Criteria Worksheet for Alternate Students	Effective for the 2021-2022 school year [see Alternate Assessments Based on Alternate Academic Achievement Standards [AA-AAAS]]. This form is designed to assist IEP teams in determining whether a student should participate in the alternate assessments.

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April 2023
Assessment Bulletin   *Page 12*

English Language Proficiency Assessment

ACCESS for **ELLs**

English
Language
Learners

This assessment opportunity was available to all students in Grades K–12 who are indicated to take the assessment based on the results of the WIDA Screener (unless the child is eligible for the alternate) using the OPI's published guidance for test administration and test security.

| Assessment Profile | Consortium Map | Testing Calendar | Testing Time Facts |

Portal Link: Assessment Management System (AMS)

Website Link: Training and Resources

Program Overview and Video

Contact WIDA Training and Resources at 1.866.876.7735 or e-mail help@wida.us.

Contact WIDA Assessment Management Site at 1.855.787.9615 or email at WIDA@datarecognitioncorp.com

Grades(s):	K–12
Subject(s):	English Proficiency Assessment (ELP)
Test Time:	4 – 4.5 hours
Testing Window:	Dec. 5, 2022 – Feb. 24, 2023
Helpful Pages:	OPI Page and STC Corner Page

Testing Alerts and Updates:
The testing window for the 2022-2023 school year has now closed. All materials must be returned to WIDA/DRC.

Alternate ACCESS for ELLs Field Test Window Open
Districts with alternate EL students will have received test materials for the required Alternate ACCESS for ELLs Field Test. The testing window opened on February 14th and remains open through April 17th. For more information, and for guidance, review the information on the Alternate ACCESS for ELLs Field Test website.

Frequently Asked Questions:
Q: I have a new student who is a possible EL, and it is after the testing window closed. What do I do?
A: Review the Home Language Survey reviewed, and if appropriate, administer the WIDA Screener. If the screener results indicate the student is an EL student, ensure an EL Plan is in place and EL services are provided.

Q: I'm new to EL education and assessment. Where do I start?
A: Check out the OPI English Learners Page for resources related to general guidance, professional resources, classroom resources, and family and community engagement resources. The English Learner Guidance for School Districts is the OPI's primary document explaining state policies for identifying, serving, and assessing ELs. For more information or for help with multilingual education, please reach out to Destin Markland, Title III State Coordinator 406-444-0044.

MontCAS
Montana Comprehensive Assessment System
Montana Office of Public Instruction
opi.mt.gov

April 2023
Assessment Bulletin

Page 13

WIDA Tasks

Due This Month

	Due Date	Complete
🕐	Return Materials	All materials must be shipped by **March 3, 2023**. If you have not already done so, send these in now!
🕐	Administer the Alternate Access for ELLs Field Test	If you have alternate ELs in your district, make sure your district has plans to administer the required Alternate ACCESS for ELLs Field Test. For more information, navigate to the Alternate ACCESS for ELLs Field Test website
🕐	Report Test Incidents and Non-Participation as needed	STCs must report any test incidents that may occur before or during testing in the MontCAS Application. Reports of non-participation must be entered by June 1, 2023. Follow the MontCAS Test Security Collection Schedule deadlines for state reporting.

ACCESS for ELLs Timely Tasks

	Task	Responsibility
☑	Administer Home Language Survey	As students enroll, districts must administer the Home Language Survey. Read the 2022-2023 English Learner Guidance for School Districts and EL Tool Guide for more information.
☑	Screen Potential ELs	Districts screen potential ELs within 14 days of enrollment using an approved WIDA screener. Mark newly identified students and transfer students correctly in AIM. AIM Data includes: (1) Home Primary Language (HPL), (2) Language of Impact (LOI), (3) EL identification (within 30 days), (4) Date identified as EL, (5) Date identified as proficient, and (6) 2 years of monitoring after exiting EL status.
☑	Place ELs and Notify Families	EL identification: Newly identified ELs receive an EL designation in AIM and parents/guardians receive a placement letter within the first 30 days of enrollment.

Resources and Supports

	Resource	Support with…
📋	2022-2023 English Learner Guidance for School Districts	The guidance document describes the OPI's policies and procedures required to serve EL students in the state of Montana. These requirements fall under the authority of both state and federal laws and regulations.
📋	EL Tool Guide for AIM	This document guides AIM users through the EL program features in AIM, including how to request records transfers, enroll newly identified EL students, and exit proficient students from the program designation.
📋	Standardized Entrance-Service-Monitor-Exit Procedures for ELs	This checklist walks administrators through the standardized procedures for identifying, serving, monitoring, and exiting English learners.
📋	Alternate ACCESS for ELLs Field Test website	WIDA created this website to assist schools and districts in ensuring the required Alternate ACCESS for ELLs field test is administered correctly. The website will answer all of your questions about the new Alternate ACCESS for ELLs.
📋	ACCESS for ELLs Interpretive Guide for Score Reports	This document is designed to help educators interpret ACCESS for ELLs score reports for communications with families and for their own instructional purposes.
📋	Alternate ACCESS Interpretive Guide for Score Reports	This document is designed to help educators interpret Alternate ACCESS for ELLs score reports for communications with families and for their own instructional purposes.

MontCAS
Montana Comprehensive Assessment System
Montana Office of Public Instruction
opi.mt.gov

April 2023
Assessment Bulletin   *Page 14*

NAEP

National
Assessment of
Educational
Progress

This assessment is administered to ONLY selected schools and students in mathematics and reading at Grades 4 and 8 (unless the child is eligible for the alternate).
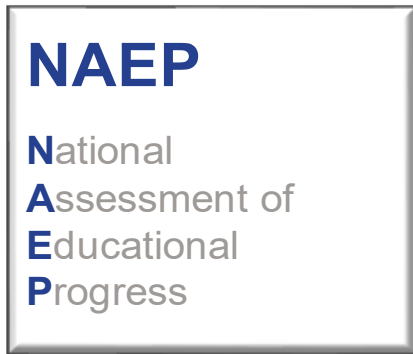
Assessment Profile	Nationwide Trends	Testing Calendar	Testing Time Facts

Portal Link: MyNAEP Testing Portal

Website Link: NAEP

Contact Shantel Niederstadt at SNiederstadt@mt.gov or 406-444-3450.

NAEP Help Desk at 1-800-283-6237 or naephelp@westat.com

Program Overview and **Video**

	LTT Age 13	**NAEP 2023 Field Test**
Grade(s)/Age:	Age 13	4, 8 & 12
Subject(s):	Mathematics & Reading	Mathematics, Reading & Science
Test Time:	90 minutes	120 minutes
Testing Window:	Oct. 10 - Dec. 16, 2022	Mar. 20 - Apr. 14, 2023
Mode:	Paper-Based Assessment	Digital-Based Assessment
Helpful Pages:	OPI Page and STC Corner Page	

Testing Alerts and Updates:
National Assessment of Educational Progress (NAEP) is a congressionally mandated program administered by the National Center for Education Statistics (NCES) within the U.S. Department of Education. The National Assessment Governing Board (NAGB) oversees and sets policy for NAEP.

NAEP 2023 is complete. Thank you to the schools who participated. We appreciate your support and service in bringing high-quality assessment and education to our Montana students. The NAEP 2023 program was a field test to explore an online assessment platform and transition to different devices, such as Chromebooks, that may be more familiar to students. Schools' participation helped to ensure that upcoming digitally based NAEP assessments are valid and reliable measures of student achievement using authentic, meaningful, and efficient technologies based on practices used within the schooling environment. Results will not be publicly released but will be used to inform the future of NAEP and its pathway towards innovation.

The NCES has begun preparing for the 2024 assessment cycle and will conduct NAEP and various international assessments and studies during the 2023-24 school year. The NAEP-selected school sample will be available in May and schools will be notified before the end of the school year.

The NAEP 2024 program will include digitally based assessments, administered on tablets, in mathematics and reading assessments at grades 4, 8 and 12 and science at grade 8 from **January 29 to March 8, 2024**. Each student will be only assessed in one subject. NAEP representatives will bring all necessary materials and equipment to schools. Participation is required under the Every Student Succeeds Act (or ESSA) for any district receiving Title 1 funding.

Frequently Asked Questions:
Q. When will I receive the 8 renewal units?
A. Once School Coordinators have successfully completed all NAEP tasks and the school has completed the

MontCAS
Montana Comprehensive Assessment System
Montana Office of Public Instruction
opi.mt.gov

April 2023
Assessment Bulletin

Page 15

NAEP assessment. Within a week of the school's assessment completion, the School Coordinator will receive a thank you email with a link to the NAEP 2023 Feedback for Improvement survey. School Coordinators will receive a certificate of 8 renewal units upon the completion of the survey.

Q. Why are some schools selected frequently?
A. The probability (or chance) of being selected for the NAEP sample depends on the size of the student enrollment at each school. Generally, if a school is chosen frequently it is because the school's enrollment in the grade constitutes a relatively large proportion of the state's student population. Therefore, large schools are more likely to be selected than smaller ones.

NAEP Tasks

Due This Month

	Due Date	Complete
🕐	04.14.23	NAEP 2023 Feedback for Improvement survey

Timely Tasks

	Due Date	Complete
☑	None at this time	

Resources and Supports

	Resource	Support with…
📋	NAEP State Assessment Sample Design FAQs	These are frequently asked questions about the NAEP state assessment sample design.
📋	Selecting Schools for Participation in State-Level NAEP	This document provides steps used to select a sample of public schools and students.

MontCAS
Montana Comprehensive Assessment System
Montana Office of Public Instruction
opi.mt.gov

April 2023
Assessment Bulletin   **Page 16**

Webinars and Educator Resources

The Technical Assistance and Training Opportunities for the 2022-2023 school year are included below. System Test Coordinators can place these on calendars and save the date (STC Workshop Series and MontCAS Focused Webinar Series).

OPI Assessment Monthly Webinar

During the 2022-2023 school year, the OPI Assessment Team will offer a Monthly Focused Webinar for 1-hour on Wednesdays. The focused webinar is designed to support educational practitioners such as district and school-level personnel involved in local assessment and local data-driven decision-making actions and/or continuous improvement processes. These 1-hour sessions are designed for educational practitioners to learn more about balanced assessments systems and strategies for implementing high-quality local assessment/data literacy practices including creating local systems around data-driven decision-making. A total of 10 webinars will be offered from September 2022 to June 2023 as published in the FY2023 Monthly Focused Webinar Plan. **Attendees are eligible for 1-hour of renewal.**

- **April 12:** Trends Happening in Assessment [Register]
- **May 10:** Meaningful Score Reports [Register]

Technical Advisory Committee (TAC) News

The Montana Technical Advisory Committee (TAC) serves as a consulting group to the Montana Office of Public Instruction (OPI) to ensure the validity and reliability of the test scores and fairness in testing all students. Members of the TAC are highly regarded national, state, and local experts who have been widely published in their respective fields and have a good combination of various expertise to contribute to the OPI. TAC biographies are published on the OPI's Statewide Testing Page.

STC Workshop Series

The purpose of the "STC Workshop Series" is to provide each Montana school district System Test Coordinator (STC) with the opportunity to learn the "how-to's" for each of the assessment related components they are responsible for. STC participants will leave this three-day series with content to complete the four required testing plans and be provided with step-by-step instructions on how to accomplish the various STC activities. The OPI Assessment Team will share some tips and tricks to accomplish said activities and invite veteran STCs to share their experience(s) as well.

The STC Workshop Series was held over three days in October, 2022 for a total of 12 sessions to support new and veteran STCs with the planning, preparation, and test management needs for the 2022-2023 school year. Recorded versions of the workshop sessions can be viewed on the STC Workshop Series website.

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What are the requirements for accountability this year ESEA-ESSA Section 1111(c)?

- Montana restarted its federal accountability systems in the 2021-2022 school year.
- All accountability and school identification requirements are in effect.
- Data from this year's state assessments will be used within the OPI's accountability process for annual meaningful differentiation of schools.
- **Participant** = must have **(1)** a valid score and be **(2)** assigned a proficiency level (see 34 CFR 200.2(a)(b)(1)(i)). All students, including students with disabilities, are required by state and federal law to take part in the OPI's state assessments with or without accommodations. All students are expected to take part in state assessments in one of three ways:
    - Participate in the general education assessments <u>without</u> accommodations.
    - Participate in the general education assessments <u>with</u> accommodations.
    - Participate in Alternate Assessments when the participation criteria are met.
- To see a list of schools who were previously identified for targeted and comprehensive status, visit the OPI's ESSA Information and Documents Page. The federal accountability process for school identification using the 2021-2022 state assessment data is planned to commence this Fall.

What are the requirements for reporting this year ESEA-ESSA Section 1111(h)?

- Any instances where it was unsafe for a student to participate in the state assessment due to COVID reasons or for medical reasons must be reported to the OPI using the "Medical Exemption" policy as defined within the MontCAS Policies and Procedures for Participation in State Assessments.

What does participation and non-participation mean for state assessments?

Participation is necessary to ensure the data are representative and reflective of the population. When participation rates fall below the state and federal requirements, bias can be introduced into the student knowledge, skill, and ability estimates, thus reducing the overall confidence we have in the data and ultimately interfering with the inferences that can be made about student achievement.

- In Montana, there is no "opt out" law, and both state law and accreditation rules require all students in public and accredited non-public schools to participate in state testing.
- The OPI recognizes there are circumstances beyond the control of the school that may result in non-participation. In those rare cases, the district must report the reason for non-participation to the OPI using the MontCAS Application.
- The figure on participation below is used to show how the calculation is made for participation rates for a school which is displayed on the Montana ESSA Report Card and within the accountability differentiation process.
    - Per the OPI's policies and federal reporting, only students with "medical exemptions" can be removed from the denominator, meaning all other instances of non-participation (or absence) impact the school's participation rate.
    - The state factors the requirement for 95 percent student participation in mathematics and reading/language arts assessments into the statewide accountability system. Students who meet participation requirements and who do not test are assigned a score of "Novice" and designated as a non-participant for accountability purposes (see ESSA State Plan, MontCAS Policies and Procedures for Participation in State Assessments, and Six Things Stakeholders Should Know about Participation and Testing in Montana).
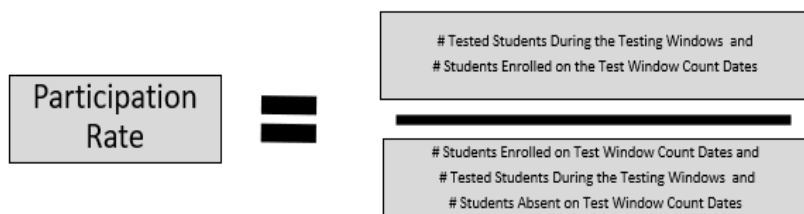
Eligible Student Population = All students enrolled during the testing window whether or not they were present for the full academic year except students who did not participate in the assessments due to significant medical emergencies (34 CFR 200.2(a)(b)(1)(i)).

Non-Participant = Did not participate. This is a student who was expected to test but did not for whatever reason and their non-participation status will count negatively against the school's participation rate (e.g., parent refusal).

opi.mt.gov
MontCAS
Montana Comprehensive Assessment System
Montana Office of Public Instruction

April 2023
Assessment Bulletin

Page 18

OPI's Recommended Roles and Responsibilities

Authorized Representative Role:	The individual designated to comply and/or enforce activities in connection with federal legal requirements (see 34 CFR §99.3). Authorized Representatives appoint STCs as the single point of contact for all assessment-related matters and testing alerts within the school system. • Authorized Representatives must complete the electronic assurance for data privacy and STC designation within the TEAMS Application each year. Check the TEAMS page for data collection deadlines and guidance.
System Test Coordinator Role:	This role serves as the data steward for managing local users within the restricted web-based TDS portals used to deliver each test. This role also serves as the local liaison for all standardized testing procedures (i.e., proctoring, safeguarding, securing, and reporting state test information) and ensuring staff are trained and certified to administer state assessments. • STCs must sign the electronic test security agreement and the testing plan assurances in the MontCAS Application by the dates specified in the "MontCAS Test Security Collection Schedule 2021-22".
Building Coordinator Role:	Assigned by the AR and/or STC and is typically a licensed non-instructional person such as principals, vice principals, counselors, or other staff members. This person coordinates state assessments in the school building. • All staff with TIDE Testing Portal accounts will be required to sign an electronic TSA. All staff with WIDA accounts, ACT accounts, and MSAA accounts will also be required to sign an electronic TSA or non-disclosure agreement (NDA) to gain access to the online test administration and reporting sites.
Test Administrator Role:	This person is assigned by the STC and/or BC and is a licensed educator such as a classroom teacher. The OPI further recommends that the Test Administrator is familiar to the students, so students feel more comfortable in the testing environment. TAs follow and administer the tests in accordance with the assessment-specific Test Administration Manuals. • All staff with TIDE Testing Portal accounts will be required to sign an electronic TSA. All staff with WIDA accounts, ACT accounts, and MSAA accounts will also be required to sign an electronic TSA or non-disclosure agreement (NDA) to gain access to the online test administration and reporting sites.
Technology Coordinator Role:	This person ensures the secure browser is installed properly to administer the online assessments via the test delivery systems and that all system requirement setup and requirements have been completed before testing. More information about these roles can be found in the MontCAS Test Security Manual.
Staff in Supporting Roles	All staff within the district who may assist with state assessments (e.g.:, storing ACT materials, sending score reports home, and scribes) will sign the MontCAS Test Security Agreement for Supporting Roles. The TSA should be electronically signed prior to the opening of the state assessment test windows.

More information about local roles and responsibilities can be found on the OPI's Test Security Page under the "Resources" column for "Roles and Responsibilities Letters". The STC is responsible for maintaining records of TSAs at each level for a period of up to three years as the OPI may request copies of them within that time period.

MontCAS
Montana Comprehensive Assessment System
Montana Office of Public Instruction
opi.mt.gov

April 2023
Assessment Bulletin   *Page 19*

Assessment Team

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OPI Assessment Unit Mission Statement

1. **Mentor** schools through the local roles and responsibilities related to administering state assessments in compliance with federal and state law.
2. **Foster** critical partnerships with stakeholders to build strong local assessment and data practices.
3. **Measure** student participation, proficiency, and progress on state content standards over time and help monitor and address educational needs for all learners.
4. **Provide** meaningful, timely, accurate, understandable, and transparent information to the public and families on achievement indicators and to support education information processes at the local and state level.
5. **Help** the public understand performance on achievement indicators and inequities across schools, so all students have equitable opportunities to access high-quality education.
6. **Advance** teaching and learning through the implementation of balanced systems and continuous improvement processes.
7. **Offer** high-quality technical assistance and professional learning to support test administration and implementation of equitable balanced assessment systems.
8. **Pursue** excellence using the highest professional and technical standards for evidence-based practices and data-driven decision-making.

Accommodation statement for publications

The OPI is committed to providing reasonable accommodations to people with disabilities. If you need a reasonable accommodation, require an alternate format, or have questions concerning accessibility, contact the OPI ADA Coordinator, 406-444-3161, opiada@mt.gov, or call 711 for assistance.

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Human Resource Manager
406-444-2673
OPIpersonnel@mt.gov

For further information on notice of nondiscrimination, call 1-800-421-3481 or visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the Office of Civil Rights (OCR) that serves your area.