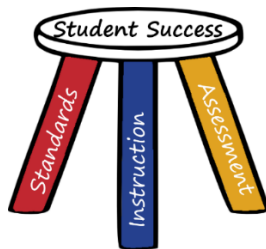


MAY 2023 ASSESSMENT BULLETIN



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](#)
- [ACT News](#)
- [AMSA News](#)
- [MontCAS News](#)
- [MSAA News](#)
- [ACCESS for ELLs / WIDA Screener](#)
- [Smarter News](#)
- [MSA News](#)
- [NAEP and International](#)

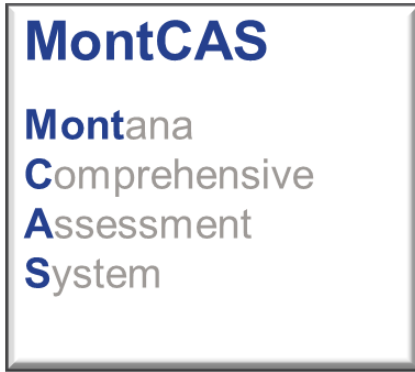
OPI News

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 News



This section pertains to any updates or news under the umbrella of the MontCAS program not specific to any one state assessment.

Portal Link: [MontCAS Application](#)

Specific usernames and passwords allow access to confidential school and student data. All educators involved in the administration of state assessments are responsible for maintaining the privacy and security of all student records as specified in the federal [Family Educational Rights and Privacy Act \(FERPA\)](#) and by state law.

Per OPI policy, the STC is the only user that the OPI registers at the beginning of the year within the [Test Delivery Systems \(or TDS\)](#). This person is the OPI's single point of contact for all assessment-related communications, and the person in the district responsible for ensuring test security policies are followed by verifying the five test plans are completed and the Test Security Agreement has been signed in the [MontCAS Application](#).

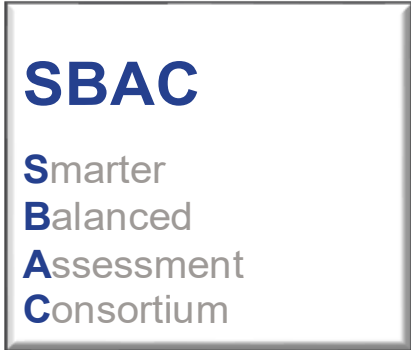
Testing Incidents and Non-Participation Reporting

With summative testing windows closing, district System Test Coordinators must ensure that any testing incidents (or irregularities) have been submitted in the MontCAS Application no later than June 9, 2023 per the [MontCAS Test Security Collection Schedule](#). Additionally, any instances of non-participation within the district must also be reported in the application by June 9, 2023. For step-by-step instructions for submitting testing incidents and non-participation, see the [MontCAS Application User Guide](#).

What Does Participation and Non-Participation Mean For State Assessments?

Participation in state assessments 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.
 - o 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.
 - o 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](#) and [Six Things Stakeholders Should Know about Participation and Testing in Montana](#)).



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](#)

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

Website Link: [Smarter Balanced Resources](#)



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

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 Closes Friday, May 26.

The grades 3-8 ELA and mathematics (Smarter Balanced) summative testing window will close on 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 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: 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

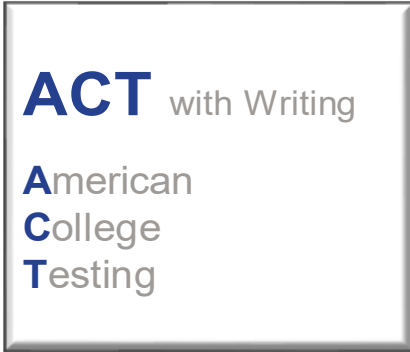
Due Date		Complete
	Prior to Testing	Refer to the February Bulletin (pp. 7-8) for detailed steps and links to ensure your school/district is prepared for the Smarter Balanced assessment. Steps include reviewing and verifying user roles in the Montana Testing Portal, completing the TA Certification Course, 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	<u>Administer Summative Assessments:</u> Administer the grades 3-8 ELA and math summative assessments according to district testing plans.
	Two Weeks After Testing	<u>Review Student Summative Score Reports:</u> Student score reports are available in the Reporting System within ten business days after a student submits his/her subject specific summative test.
	June 9, 2023	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
<input checked="" type="checkbox"/>	Maintain Test Security	Adhere to the district's Smarter Balanced testing, accessibility, training, and test security plans as indicated in the MontCAS Application process.

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.



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}](#)

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](#).

Website Link: [State ACT Testing and District Testing](#)



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

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:

Testing windows close soon!

The third and final testing window for the ACT with Writing closes on May 4, 2023. If your school has any Grade 11 students who have not yet completed the ACT with Writing, plan to test by May 4.

Frequently Asked Questions:




Q. When will score reports be available and where can I find them?

A. Schools and districts will be able to access Student and High School Reports in 5 to 8 weeks following the receipt of student test responses on the *ACT Test Scores and Reports* tab on the [ACT Success site](#). Individual Score Reports will be received by schools and districts by June 30, 2023. See the [ACT Score Report Schedule](#) for detailed information. Students who created MyACT accounts can access their scores through their MyACT account and while those officially may not be available for 5 to 8 weeks after testing, they can typically be accessed within about 10 days after testing. Students will receive an email notifying them when their scores are available.

Note: School districts must save student score reports and place reports in the cumulative files (see [ARM 10.55.909](#)) and ensure they are made available to parents/guardians.

ACT with Writing Tasks




Due This Month

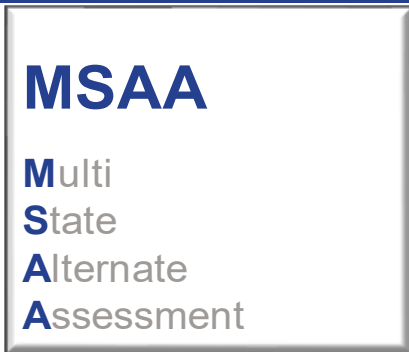
Due Date		Complete
	Purge Online Test Content	If your school/district used Proctor Caching for the online mode of testing, all testing content must be purged from devices used for testing.
	May 12, 2023	Return all ACT with Writing testing materials per the instructions in the Test Coordinator's Manual. All materials must be received by ACT no later than May 12 th .
	Five to Eight Weeks After Testing	ACT with Writing score reports will be available in the ACT Success site in about 5-8 after testing has been completed. Students can access their electronic score report via their MyACT account. Review the ACT Score Reports Schedule for more information about ACT with Writing score report timelines.

Timely Tasks

Task		Responsibility
<input checked="" type="checkbox"/>	Report incidents of non-participation	STCs must submit requests for medical exemptions for students who did not participate in the ACT with Writing due to a medical reason. Requests must be submitted in the MontCAS Application no later than June 9, 2023.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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 was presented on April 19, 2023, but you can view the recording you missed it.

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.
	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.



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

Portal Link: [MSAA System](#)

Website Link: [MSAA Consortia](#)



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

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:

Testing Window is Closed!

The Grades 3–8 and 11 alternate ELA and mathematics [MSAA] summative testing window opened on March 13 and closed on Friday, April 28, 2023.


Frequently Asked Questions:

Q: When and where can I get MSAA Score Reports?

A: MSAA Score Reports can be downloaded from the [MSAA System](#) from late July through early September and must be downloaded and saved locally at the school/district. Schools/districts must provide score reports to parents/families in a timely manner, preferably no later than fall Parent Teacher Conferences.

MSAA Tasks





Due This Month

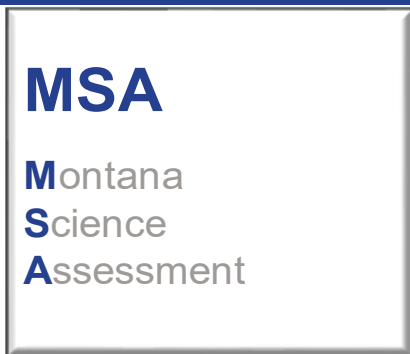
Due Date	Complete
 None at this time	

Timely Tasks

Task	Responsibility
<input checked="" type="checkbox"/> Report incidents of non-participation	STCs must submit requests for medical exemptions for students who did not participate in the ACT with Writing due to a medical reason. Requests must be submitted in the MontCAS Application no later than June 9, 2023.
<input checked="" type="checkbox"/> 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.

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.
 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).



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](#)

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

Website Link: [MontCAS Science](#)



[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 Closes May 26, 2023.

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.

Content Advisory Committee (CAC) Recruitment

The OPI Assessment unit is seeking interested science educators to take part in our Content Advisory Committee meeting taking place on June 12 and 13, 2023. Specific recruitment materials are forthcoming, but if you would like to express interest in participating, contact the [OPI Assessment Help Desk](#) (844.867.2569).

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.

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 the student in question is locked. If an IEP or 504 Plan is not locked in your Student Information System (i.e., Infinite Campus, PowerSchool), we are unable to pull that data when we collect the information from AIM. 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.

MSA Tasks





Due This Month

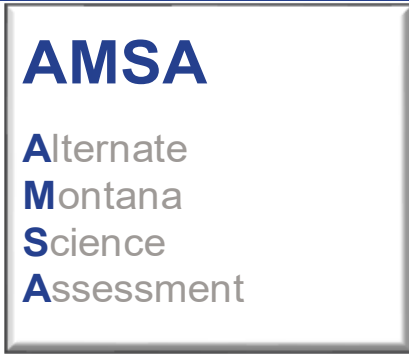
Due Date		Complete
	Before Testing	Refer to the February Bulletin (pp. 7-8) for detailed steps and links to ensure your school/district is prepared for the Smarter Balanced assessment. Steps include reviewing and verifying user roles in the Montana Testing Portal, completing the TA Certification Course, locally selecting the appropriate student test settings, updating the Secure Browsers on all student devices, and sending out the Parent Notification Letter.
	March 6 th -May 26 th	<u>Administer Montana Science Assessment</u> 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
<input checked="" type="checkbox"/>	Review Curriculum/Plan Instruction	Ensure alignment of local curriculum to the Montana Content Standards and plan instruction using data-driven practices.
<input checked="" type="checkbox"/>	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.



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:

Testing Window Open!

The Alternate Montana Science Assessment summative testing window for grades 5, 8, and 11 opened on March 13, 2023 and closed on Friday, April 28, 2023.


Frequently Asked Questions:

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.

AMSA Tasks





Due This Month

Due Date	Complete
 None at this time	

AMSA Timely Tasks

Task	Responsibility
<input checked="" type="checkbox"/> Report incidents of non-participation	STCs must submit requests for medical exemptions for students who did not participate in the ACT with Writing due to a medical reason. Requests must be submitted in the MontCAS Application no later than June 9, 2023.
<input checked="" type="checkbox"/> 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.

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.
 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.



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 \(AMS\)](#)

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

Website Link: [Training and Resources](#)

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



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

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:
Score Report Delivery**

WIDA has announced that ACCESS for ELLs score reports are now available online, and printed score reports should be delivered by May 10, 2023. [ARM 10.55.909](#) requires that these reports are included in student educational records and [ARM 10.56](#) and federal law require that these reports are shared with parents/guardians, and provided for EL teams and teachers.

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.

Q. How do I know if a transfer student was previously identified as an EL?

A. District Clerks must request EL records for transfer students, as these are not automatically carried over with student profiles. The [AIM EL Tool Guide](#) contains instructions for requesting records. Past ACCESS scores should be available in WIDA AMS, but if you have difficulty finding them, reach out to the [Assessment Help Desk](#) for assistance.

ACCESS for ELLs 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!
	June 9, 2023	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 9, 2023. Follow the MontCAS Test Security Collection Schedule deadlines for state reporting.
	June 9, 2023	Report incidents of non-participation in the MontCAS Application .

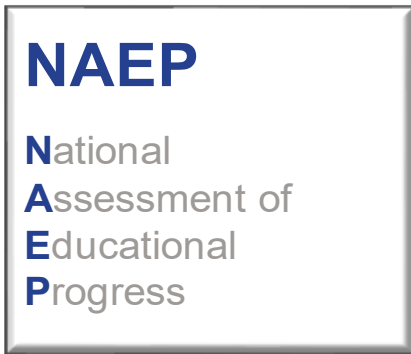
ACCESS for ELLs Timely Tasks

Task		Responsibility
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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.

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](#)

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

Website Link: [NAEP](#)

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.

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 this month in hopes of notifying districts before the end of the school year.

The NAEP 2024 program will include digitally based assessments 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 only be assessed in one subject. NAEP representatives will bring all necessary materials and equipment to schools. If schools are willing and able, then NAEP may use the schools' own internet connections.

Frequently Asked Questions:

Q. Is NAEP required?


A. Yes. Participation is required under the Every Student Succeeds Act (or ESSA) for any district receiving Title 1 funding.

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
	None at this time	

Timely Tasks

Due Date		Complete
<input checked="" type="checkbox"/>	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.
	An Overview of NAEP	Here is an overview of the NAEP program complete with definitions, descriptions, and examples of NAEP items.

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.**

- **May 10:** Meaningful Score Reports [[Register](#)]
- **June 7:** Wrapping Up and Looking Forward [[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](#).

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 without accommodations.
 - Participate in the general education assessments with 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.

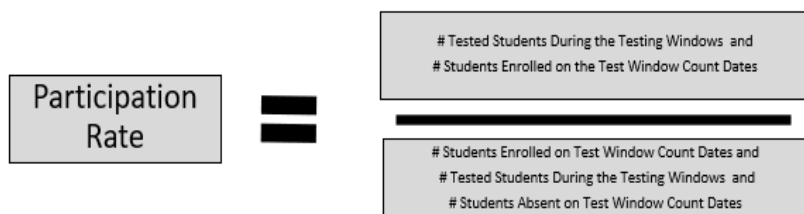
What are the requirements for reporting this year ESEA-ESSA Section 1111(h)?

- 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's Recommended Roles and Responsibilities

Authorized Representative Role:	<p>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.</p> <ul style="list-style-type: none"> 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:	<p>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.</p> <ul style="list-style-type: none"> 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:	<p>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.</p> <ul style="list-style-type: none"> 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:	<p>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.</p> <ul style="list-style-type: none"> 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:	<p>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.</p>
Staff in Supporting Roles	<p>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.</p>

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.

Assessment Team

Assessment Unit

Teaching and Learning Department

Phone: 844-867-2569

Email:

OPIAssessmentHelpDesk@mt.gov

State Testing General Sites:

[OPI Statewide Testing Website](#)

[STC Corner Site](#)

Cedar Rose

State Assessment Director

Cedar.Rose@mt.gov



Marcy Fortner

Assessment Specialist

MFortner@mt.gov



Austin Waldbillig

Assessment Specialist

Austin.Waldbillig@mt.gov



Traci Sgrignoli

Assessment Specialist

Traci.Sgrignoli@mt.gov



Shantel Niederstadt

NAEP State Coordinator

SNiederstadt@mt.gov



Additional Contacts

Tools for Teachers State Leads

Stephanie Swigart

Stephanie.Swigart@mt.gov

Sonja Whitford

Sonja.Whitford@mt.gov

EL Support Specialist

EL Specialist

Destin Markland

Destin.Markland@mt.gov

Accessibility Support Specialist

Student Support Services

Mercee Cislo

Mercee.Cislo@mt.gov

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.

Nondiscrimination statement

The Office of Public Instruction does not discriminate based on race, color, national origin, sex, disability, marital status, religion, creed, pregnancy, childbirth, sexual orientation, gender identity or expression, political beliefs, genetic information, military service or veteran's status, culture, social origin or condition, ancestry, or age in its programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies:

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

For further information on notice of nondiscrimination, call 1-800-421-3481 or visit <http://wdcrobcopl01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the Office of Civil Rights (OCR) that serves your area.