

# May 2024 Assessment Bulletin



This bulletin communication is tailored to System Test Coordinators (STCs) with a lens for providing the current news, testing alerts, and changes to statewide assessments.

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

- [Assessment Specific Timely Tasks](#)
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## 2023-2024 OPI Test Windows

	ACCESS for ELLs	Multi-State Alternate	Alternate Science	Science	Smarter Balanced	ACT with Writing	MAST
Required Subjects	English Language Proficiency (ELP)	Math and ELA	Science	Science	Math and ELA	Math, ELA, and Science	Math and ELA
Student Group	English Learners	SwSCDs	SwSCDs	General	General	General	General
Grades Tested	Grades K–12	Grades 3–8, 11	Grades 5, 8, 11	Grades 5, 8	Grades 3–8	Grade 11	Grades 3–8
Window Period	12 weeks	7 weeks	7 weeks	12 weeks	12 weeks	6 weeks Tues/Wed/Thurs	5 windows 3 weeks each
Anticipated* SY2023-24 Test Windows	December 4 – February 23	March 11 – April 26	March 11 – April 26	March 4 – May 24	March 4 – May 24	Window 1: March 26 – April 5	October 23- November 10
						Window 2: April 9–19	November 27- December 15
							January 29- February 16
Window 3: April 23–May 3	March 11- April 5	April 15- May 10					
Updated by the Office of Public Instruction on June 15, 2023.		<b>Putting Montana Students First</b> <b>A<sup>+</sup></b>				Note: Dates and information listed in this schedule are subject to change at any time or without notice.	

**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.

## Timely Tasks for State Assessments

The checklists below help guide the System Test Coordinator (STC) in ensuring tasks related to state assessments are completed in a timely manner.

### MontCAS (Montana Comprehensive Assessment System)

*This section pertains to general and test security tasks under the umbrella of the MontCAS program not specific to any one of the state assessments.*

- ✓ During testing windows, STCs ensure all testing incidents in the district are entered into the MontCAS Application.
- ✓ STCs enter requests for non-routine accommodations in the MontCAS Application at least 2 weeks prior to planned testing.
- ✓ After testing windows have closed, STCs ensure instances of non-participation are submitted in the MontCAS Application.
- ✓ STCs review the MontCAS Test Security Collection Schedule and plan accordingly for the district.

#### Timely Task Resources

<a href="#">MontCAS Test Security Collection Schedule</a>	This schedule includes required and timely tasks and collections specific to state assessments.
<a href="#">MontCAS Application User Guide</a>	This user guide walks STCs through the tasks within the MontCAS Application.

For links to MontCAS general and test security resources, visit the [MontCAS page](#) of the OPI State Testing website.

### Smarter Balanced Assessment (SBA)

*The SBA is the general math and reading/language arts assessment for academic achievement reporting in Grades 3 through 8.*

#### SBA Testing Window: March 4-May 24, 2024

- ✓ Ensure test settings are entered correctly in TIDE. Supports and accommodations should reflect those listed in student IEP/504 Plans. IEPs must be locked in AIM/Infinite Campus to ensure test settings are available in TIDE.
- ✓ To access testing materials, users who will be administering interim and/or summative tests must complete the 20-minute Test Administrator Certification Course within the Montana Testing Portal.
- ✓ Contact your district's Technology Coordinator to ensure Secure Browsers are updated on testing devices per the technology guidance documents on the Montana Testing Portal.
- ✓ Send out the Parent Notification Letter about 2 weeks prior to testing.
- ✓ Individual Score Reports (ISRs) are generally available in the Reporting System within 48 hours after a student submits a subject specific summative assessment.

#### Timely Task Resources

<a href="#">Usability, Accessibility, and Accommodations Guidelines</a>	This guide describes the universal tools, designated supports, and accommodations available for the Smarter Balanced assessment.
<a href="#">TIDE Maintenance Quick Guide</a>	This guide walks STCs through the steps to review district accounts in the Montana Testing Portal.
<a href="#">Operating System Support Plan for Test Delivery System</a>	This guide helps Technology Coordinators download the most current secure browsers for test administration.
<a href="#">Smarter Balanced Family Resources</a>	This site has resources for families and students, including the OPI template for family notification letters.
<a href="#">Reporting Guide</a>	This user guide provides instructions and support for users viewing student assessment performance reports in the Reporting System.

For links to Smarter Balanced general resources, visit the [Smarter Balanced page](#) of the OPI State Testing website.

# Montana Alternative Student Testing (MAST) Pilot

The MAST Pilot is the general math and reading/language arts assessment for the through-year assessment pilot program. It is administered at Grades 3-8 for schools registered for the pilot.

## For MAST Through-Year Districts

### MAST Test Window #5: April 15 – May 10, 2024

- ✓ Schedule and monitor testing at the district level to ensure completion of all assigned testlets in the corresponding testing window.
  - **Deadline: May 10, 2024.**
- ✓ Call the OPI Assessment Help Desk (844-867-2569) to have students manually enrolled or exited if the information was not reflected in the weekly state enrollment update.
  - **REMINDER: Do not share student data (e.g., name, SSID, date of birth) in emails or on voicemail messages.**

## For MAST Form B Summative Districts

### MAST Test Window: April 15 – May 10, 2024

- ✓ **Roster New Students:** Remember to update your Student Information System to reflect all student mobility in your district. If you use PowerSchool, manually sync with the state databases to update students in the Kite Portal.
- ✓ **Enter new student PNPs** (accommodations) New students transferring into your district will need PNPs entered before testing.
- ✓ **Schedule and monitor test completion** at the district level to ensure completion of all assigned testlets in the corresponding testing window which closes **May 10, 2024.**
- ✓ Call the OPI Assessment Help Desk (844-867-2569) to have students manually enrolled or exited. Within the testing window, daily enrollment updates will occur to capture any students transferring into your district. Weekly exit updates will remove students that have transferred out of your district.
  - **REMINDER: Do not share student data (e.g., name, SSID, date of birth) in emails or on voicemail messages.**

## MAST Timely Task Resources

<a href="#">MAST Through-Year Test Administration Manual</a>	Comprehensive guides that will provide you with all the essential information needed to prepare for the upcoming testing windows. These manuals include an assessment overview, guidelines for test security, details on student tools and accommodations, and other pertinent information. It is crucial to thoroughly review these manuals to ensure a smooth and successful testing process and familiarize yourself with the contents so as to understand the procedures and requirements for administering the MAST Pilot test effectively. The Test Administration Manual is continuously being reviewed & updated to capture improvements and enhancements while in extended field testing. Please refer to the Change Log on page 4 to review the most recent updates.
<a href="#">MAST Form B Summative Test Administration Manual</a>	
<a href="#">Kite Educator Portal Manual</a>	
<a href="#">Kite Student Portal Manual</a>	
<a href="#">MAST Accommodations &amp; Accessibility Crosswalk Document</a>	This document will provide guidance on how to translate Smarter Balanced accommodations into MAST PNPs (Personal Needs Profile).
Parent Score Report Letter Guidance	The <a href="#">School Score Report Dissemination Guidance</a> document helps support your district in sharing MAST student score reports to parents/guardians while in extended field testing. <b>A Parent Portal is now available to help districts share student score reports with parents/guardians.</b> Appendix E in the <a href="#">Kite Educator Portal Manual</a> will support districts in making the student-parent connection that should be completed prior to parents trying to log in to the Parent Portal. A <a href="#">Parent Portal Manual</a> can be shared with parents/guardians to provide guidance in accessing student score reports. <i>During MAST Pilot, student score reports generate approximately 10 business days after the close of the testing window.</i>
<a href="#">OPI MAST Webpage</a>	This webpage provides an overview of the MAST Assessment. Participating MAST schools can find useful information and links here.
<a href="#">Monthly OPI Compass</a>	This link provides access to all monthly OPI Compass publications. The MAST portion of the OPI Compass will provide updates, upcoming tasks, and alerts for MAST participating

For links to MAST general resources, visit the [MAST page](#) of the OPI State Testing website.

# Montana Science Assessment (MSA)

The MSA is the general science assessment for academic achievement reporting in Grades 5 and 8.

## MSA Testing Window: March 4-May 24, 2024

- ✓ Ensure test settings are entered correctly in TIDE. Supports and accommodations should reflect those listed in student IEP/504 Plans. IEPs must be locked in AIM/Infinite Campus to ensure test settings are available in TIDE.
- ✓ To access testing materials, users who will be administering interim and/or summative tests must complete the 20-minute Test Administrator Certification Course within the Montana Testing Portal.
- ✓ Contact your district's Technology Coordinator to ensure Secure Browsers are updated on testing devices per the technology guidance documents on the Montana Testing Portal.
- ✓ Send out the Parent Notification Letter about 2 weeks prior to testing.
- ✓ Individual Score Reports (ISRs) are generally available in the Reporting System within 48 hours after a student submits a subject specific summative assessment.

### MSA Timely Task Resources

<a href="#">Usability, Accessibility, and Accommodations Guidelines</a>	This guide describes the universal tools, designated supports, and accommodations available for the Montana Science Assessment.
<a href="#">TIDE Maintenance Quick Guide</a>	This guide walks STCs through the steps to review district accounts in the Montana Testing Portal.
<a href="#">Operating System Support Plan for Test Delivery System</a>	This guide helps Technology Coordinators download the most current secure browsers for test administration.
<a href="#">MSA Family Resources</a>	This site has resources for families and students, including the OPI template for family notification letters.
<a href="#">Reporting Guide</a>	This user guide provides instructions and support for users viewing student assessment performance reports in the Reporting System.

For links to MSA general resources, visit the [MSA page](#) of the OPI State Testing website.

# ACT with Writing

The ACT with Writing is the general math, reading/language arts, and science assessment for academic achievement reporting in Grade 11.

~~ACT with Writing Testing Window #1: March 26-April 5, 2024~~

~~ACT with Writing Testing Window #2: April 9-April 19, 2024~~

## ACT with Writing Testing Window #3: April 23-May 3, 2024

- ✓ Bookmark the ACT Schedule of Events and refer to it regularly during test preparation and administration. This schedule, linked below, will walk STCs through all steps needed for ACT with Writing testing.

### Window 3 Tasks

- ✓ Between April 15 and April 20, complete Site Readiness and Mock Administration.
- ✓ Starting April 17 and through May 2, create and assign students to test sessions.
- ✓ Ensure room supervisors and proctors receive training.
- ✓ Send out the Parent Notification Letter about 2 weeks prior to testing.

### ACT Timely Task Resources

<a href="#">ACT Schedule of Events - MT</a>	This schedule lists all required activities with windows and deadlines for completion.
<a href="#">PearsonAccess Next User Guide</a>	This guide walks users through the processes for preparing online test sessions, site readiness, and mock administration.
<a href="#">ACT Technical Guide for Online Testing</a>	Instructions for freezing test the test environment are found in the ACT Technical Guide for Online Testing.
<a href="#">ACT Parent Letter Template</a>	The OPI Parent Corner webpage has the OPI template parent notification letter.

For links to ACT general and test security resources, visit the [ACT page](#) of the OPI State Testing website.

## ACCESS for ELLs Assessment (ACCESS)

The ACCESS is the English Language Proficiency assessment for academic achievement reporting for English Learners (ELs) in Grades K through 12.

- ✓ **The deadline to return test materials has passed. If your district still has test materials, they must be returned to WIDA as soon as possible.**
- ✓ Watch for ACCESS for ELLs score reports. ACCESS score reporting will be available on April 26, 2024. Printed reports will arrive in districts about May 8, 2024.
- ✓ Alternate ACCESS for ELLs score reports will be available in WIDA AMS on September 12, 2024 and printed reports will arrive at districts by the end of September, 2024.
- ✓ STCs report any test incidents that occurred during ACCESS for ELLs testing in the MontCAS Application.
- ✓ STCs report any instances of non-participation for ACCESS for ELLs testing in the MontCAS Application by June 7.

### ACCESS for ELLs Timely Task Resources

<a href="#">WIDA Secure Portal</a>	Materials return instructions are found in the Test Coordinator Manual (download from WIDA Secure Portal).
<a href="#">MontCAS Application User Guide</a>	This guide has step-by-step instructions for reporting testing incidents and non-participation in the <a href="#">MontCAS Application</a> .
<a href="#">WIDA AMS</a>	Access ISRs (individual score reports) via this site. STCs should receive an email with further information in the coming weeks.

For links to ACCESS general and test security resources, visit the [ACCESS page](#) of the OPI State Testing website.

## Multi State Alternate Assessment (MSAA)

The MSAA is the alternate math and reading/language arts assessment for academic achievement reporting in Grades 3 through 8 and 11 for students with significant cognitive disabilities.

### MSAA Testing Window: March 11-April 26, 2024

- ✓ STCs ensure users are added to the portal as needed and ensure all TAs complete required training modules prior to administering the assessment. The final quiz must be passed with an 80% proficiency prior to accessing testing materials.
- ✓ Send the Parent Notification Letter about 2 weeks prior to testing.
- ✓ Ensure the alternate assessment flag is checked and the IEP is locked in AIM/Infinite Campus for all students qualifying for the alternate assessment. They cannot be added to the portal if these items are not completed.
- ✓ Contact the OPI Assessment Help Desk (844-867-2569) if you are missing students in the MSAA portal. Remember not to leave student identifying information such as names, initials, SSIDs, or other similar data on a voicemail or in an email.
- ✓ Individual Score Reports (ISRs) are available roughly 12 weeks after the assessment in the MSAA Online Reporting System. Districts are responsible for downloading the score reports file, printing individual student reports, and ensuring they are provided to parents/guardians in a timely manner.

### MSAA Timely Task Resources

<a href="#">MSAA System Portal</a>	This is the test management and training portal for the MSAA. ISRs are also accessed in this portal.
<a href="#">Test Coordinator Manual</a>	This guide has instructions for adding users to the portal and outlines required training modules. Find manual on the MSAA System Portal once open.
<a href="#">MSAA Parent Corner</a>	This site has the OPI template for the MSAA Parent Score Report Letter.

For links to MSAA general and test security resources, visit the [MSAA page](#) of the OPI State Testing website.

# Alternate Montana Science Assessment (AMSA)

The AMSA is the alternate science assessment for academic achievement reporting in Grades 5, 8, and 11 for students with significant cognitive disabilities.

## AMSA Testing Window Closes April 26, 2024

- ✓ The AMSA Testing Window closed April 26, 2024. Ensure all Grade 5, 8, and 11 alternate students have completed testing by that date.
- ✓ Ensure the alternate assessment flag is checked and the IEP is locked in AIM/Infinite Campus for all students qualifying for the alternate assessment to ensure they are correctly uploaded to the Montana Testing Portal.
- ✓ Ensure test settings are entered correctly in TIDE. Supports and accommodations should reflect those listed in student IEP/504 Plans.
- ✓ **New this year:** to access testing materials, users who will be administering interim and/or summative tests must complete the Alternate Montana Science Assessment Test Administrator Certification Course within the Montana Testing Portal.

### AMSA Timely Task Resources

<a href="#">Usability, Accessibility, and Accommodations Guidelines</a>	This guide describes the universal tools, designated supports, and accommodations available for the AMSA.
<a href="#">Operating System Support Plan for Test Delivery System</a>	This guide helps Technology Coordinators download the most current secure browsers for test administration.

For links to AMSA general and test security resources, visit the [AMSA page](#) of the OPI State Testing website.

# National Assessment of Educational Progress (NAEP)

The NAEP assessment is administered ONLY in selected schools and students in mathematics and reading in Grades 4 and 8. Participation is required under the Every Student Succeeds Act for any district receiving Title 1 funding.

- ✓ [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 is always looking to recruit retired educators to conduct the assessments at grades 4, 8, and 12 for the upcoming assessment cycles. No-one knows how schools work better than educators. They'll receive paid time and mileage for local driving from home to schools and back. NAEP is always collecting contact information of interested individuals at <https://www.workNAEP.com>. For NAEP 2026, NAEP will hire Assessment Administrators (AAs) in October 2025 to attend a 3- to 5-day virtual training in November 2025 and again in December. AAs will work school hours, when work is available, between January – March 2026. For more information, visit [NAEP is hiring](#) or contact Shantel Niederstadt, NAEP State Coordinator at [sniederstadt@mt.gov](mailto:sniederstadt@mt.gov) or 444-3450.

### NAEP Timely Task Resources:

No Timely Tasks This Month	
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For links to NAEP general resources, visit the [NAEP page](#) of the OPI State Testing website.

## Assessment Updates

### **\*\*ELA and Mathematics Update\*\***

The MAST assessment is in an Extended Field-Testing phase this current school year. MAST will operationalize as the state general population math and ELA assessment for Grades 3-8 in School Year 2024-2025.

### **\*\*Montana Science Reminder\*\***

The Montana Science Assessment (MSA) is required for all students in Grades 5 and 8, unless participating in alternate assessments.

## Training Opportunities

Training Opportunities for the 2023-2024 school year are included below. System Test Coordinators can place these on calendars and save the date.



### OPI Assessment Monthly Webinar

During the 2023-2024 school year, the OPI Assessment Team will offer a Monthly Focused Webinar from August 2023 through May 2024. The focused webinar is designed to support educational practitioners such as district and school-level personnel involved in local state assessment and local data-driven decision-making actions and/or continuous improvement processes. New for the 2023-2024 school year, the monthly webinar will include a 15-minute “Learning Lab” in which presenters will walk attendees step-by-step through a key timely task.

A total of 10 webinars will be offered as published in the [MontCAS Monthly Webinar Schedule](#). **Attendees are eligible for 1-hour of renewal.**

- **May 8, 2024: Meaningful Score Reports** [\[Register\]](#)
  - **Learning Lab: Accessing Score Reports across the Testing Portals**



### STC Workshop Series

The OPI Assessment Unit hosted the third annual STC Workshop Series in 12 sessions over three days in October 2023. The workshop was presented to provide each Montana school district System Test Coordinator (STC) with the opportunity to learn the “how-to’s” for assessment related responsibilities.

If you missed the live sessions, recorded versions of each session are posted on the [STC Workshop Series website](#). In addition to the recorded sessions, the presentation slides, resource lists, and frequently asked questions are also posted on the site.



### STC Hub Course

During the 2023-2024 school year, the OPI Assessment Team will offer a STC Course on the Teacher Learning Hub. Watch for more information, including how to register, on the OPI State Assessment [“Stay Informed” web page](#) under the “Professional Development” tab.

# Federal and State Requirements

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

- 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.

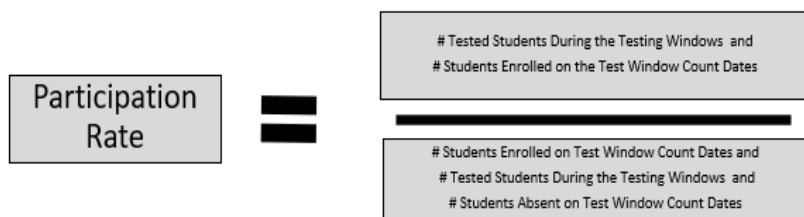
## What are the requirements for reporting this year ESEA-ESSA Section 1111(h)?

- Any instances where it was unsafe for a student to participate in the state assessment 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).

**Reporting Requirement:** Montana school districts are required to provide parents/guardians with individual student reports in a timely manner. To understand and address the specific academic needs of students, it is required under state and federal law to provide individual student interpretive, descriptive, and diagnostic reports regarding achievement. This allows families, teachers, and other school leaders to address individual student needs regarding student proficiency and progress as soon as is practicable after the assessment is given. Family resources and sample letters can be found on the [Parent Corner page](#)



**Federal Requirement:** provide timely individual student reports to parents, teachers, and principals and include the results on local report cards ([ESSA Section 1111](#)).

**State Requirement:** statewide assessment public results must include a clear statement of the purpose, subject areas assessed, description of proficiency levels, and the percentage of students who participated in the assessments ([ARM 10.56.105\(2\)](#) and [§20-7-104, MCA](#)). School districts must also place individual student reports in the student’s cumulative file per [ARM 10.55.909](#).

## OPI’s Recommended Roles and Responsibilities

<p><b>Authorized Representative Role:</b></p>	<p>The individual designated to comply and/or enforce activities in connection with federal legal requirements (see <a href="#">34 CFR §99.3</a>). 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"> <li>Authorized Representatives must confirm STC designation within Infinite Campus each year. Check the <a href="#">OPI AIM Unit webpage</a> for data collection deadlines and guidance.</li> </ul>
<p><b>System Test Coordinator Role:</b></p>	<p>This role serves as the data steward for managing local users within the restricted web-based <a href="#">TDS portals</a> 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"> <li>STCs must sign the electronic test security agreement and the testing plan assurances in the <a href="#">MontCAS Application</a> by the dates specified in the <a href="#">“MontCAS Test Security Collection Schedule”</a>.</li> </ul>
<p><b>Building Coordinator Role:</b></p>	<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"> <li>All staff with <a href="#">TIDE Testing Portal accounts</a> 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.</li> </ul>
<p><b>Test Administrator Role:</b></p>	<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"> <li>All staff with <a href="#">TIDE Testing Portal accounts</a> 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.</li> </ul>
<p><b>Technology Coordinator Role:</b></p>	<p>This person ensures the secure browser is installed properly to administer the online assessments via the test delivery systems and that all system setup and requirements have been completed before testing. More information about these roles can be found in the <a href="#">MontCAS Test Security Manual</a>.</p>
<p><b>Staff in Supporting Roles</b></p>	<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 <a href="#">MontCAS Test Security Agreement for Supporting Roles</a>. The TSA should be electronically signed prior to the opening of the state assessment test windows.</p>

# OPI Assessment Unit Contact Information

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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](mailto: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](mailto: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.