

# October 2023 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](#)
- [Assessment Updates](#)
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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<br>Tues/Wed/Thurs  | 5 windows<br>3 weeks each   |
| Anticipated*<br>SY2023-24<br>Test Windows                     | December 4 –<br>February 23        | March 11 –<br>April 26  | March 11 –<br>April 26 | March 4 –<br>May 24 | March 4 –<br>May 24 | Window 1:<br>March 26 – April 5  | October 23-<br>November 10  |
|   |                                    |   |                        |                     |                     | Window 2:<br>April 9–19  | November 27-<br>December 15 |
|   |                                    |   |                        |                     |                     |  | January 29-<br>February 16  |
| Window 3:<br>April 23–May 3                                   | March 11-<br>April 5               | April 15-<br>May 10   |                        |                     |                     |  |                             |
| Updated by the Office of Public Instruction on June 15, 2023. |                                    | <b>Putting Montana Students First</b><br><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.*

- ✓ New System Test Coordinators should contact the OPI Assessment Unit to ensure proper access to assessment portals. Confirmation from the district's Authorized Representative will be required prior to providing access to student level data in the assessment portals. Contact the OPI Assessment Unit at [OPIAssessmentHelpDesk@mt.gov](mailto:OPIAssessmentHelpDesk@mt.gov) or at 844.867.2569 for assistance.
- ✓ 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. |
|---|---|

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.*

- ✓ Ensure Individual Student Reports (ISRs) from the Spring 2023 administration are provided to families alongside the [Parent Score Report letter](#) no later than Fall Parent-Teacher Conferences. Download ISRs from the [MT Testing Portal 'Reporting' tile](#) (see [Resources page](#) for assistance in downloading ISRs).
- ✓ STCs create a new password for TIDE and review users to ensure student privacy. The [TIDE Maintenance Quick Guide](#) walks STCs through this task.

#### Timely Task Resources

|   |   |
|---|---|
| <a href="#">Reporting System</a>            | Individual Student Reports (ISRs) can be downloaded from the Reporting System, located in the Montana Testing Portal.   |
| <a href="#">Reporting System User Guide</a> | This user guide provides instructions and support for users viewing student assessment performance reports in the Reporting System.   |
| <a href="#">Parent Score Report Letter</a>  | Schools/Districts are required to share with parents how to understand score reports. This letter template can be downloaded and edited by schools/districts to deliver to families alongside the ISR to meet this requirement. |

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.*

- ✓ Rostering should occur between October 2 and October 16, 2023, for the first testing window. Students must be rostered to the subjects they will be assessed in for MAST.
- ✓ Install the Kite Student Portal application on all testing devices.
  - **Deadline: October 16, 2023.**
- ✓ STCs review user accounts in the Kite Platform. New user accounts are created, and educators no longer in the district should be inactivated.

#### MAST Timely Task Resources

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|--|--|
| <a href="#">Kite Portal Installation</a> | Installation links and whitelisting information can be found on the OPI MAST webpage under the Year 2 Teacher Resources list.  |
| <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.*

- ✓ Ensure Individual Student Reports (ISRs) from the Spring 2023 administration are provided to families alongside the [Parent Score Report letter](#) no later than Fall Parent-Teacher Conferences. Download ISRs from the [MT Testing Portal 'Reporting' tile](#) (see [Resources page](#) for assistance in downloading ISRs).
- ✓ STCs create a new password for TIDE and review users to ensure student privacy. The [TIDE Maintenance Quick Guide](#) walks STCs through this task.

### MSA Timely Task Resources

|   |   |
|---|---|
| <a href="#">Reporting System</a>            | Individual Student Reports (ISRs) can be downloaded from the Reporting System, located in the Montana Testing Portal.   |
| <a href="#">Reporting System User Guide</a> | This user guide provides instructions and support for users viewing student assessment performance reports in the Reporting System.   |
| <a href="#">Parent Score Report Letter</a>  | Schools/Districts are required to share with parents how to understand score reports. This letter template can be downloaded and edited by schools/districts to deliver to families alongside the ISR to meet this requirement. |

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.*

- ✓ Ensure Individual Student Reports (ISRs) from the Spring 2023 administration are provided to families alongside the [Parent Score Report letter](#) no later than Fall Parent Teacher Conferences. Districts received printed ISRs in late July.

### ACT Timely Task Resources

|  |   |
|--|---|
| <a href="#">Online Reporting Help</a>      | This site has documents to assist users in accessing the electronic ISRs in the ACT Success site.   |
| <a href="#">Parent Score Report Letter</a> | Schools/Districts are required to share with parents how to understand score reports. This letter template can be downloaded and edited by schools/districts to deliver to families alongside the ISR to meet this requirement. |

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.

- ✓ Review EL score reports from the 2022-2023 test administration. Exit students who attained an overall composite score of 4.7 or higher from AIM. Notify families of this change in status and confirm a monitoring plan is in place for two years to ensure language development and academic achievement continues to progress at grade level.
- ✓ Ensure Individual Student Reports (ISRs) from the 2022-2023 administration are provided to families alongside the [Parent Score Report letter](#) no later than Fall Parent Teacher Conferences.
- ✓ Ensure the [Home Language Survey](#) is included in new student packets to determine if students should complete the WIDA Screener located on the [WIDA AMS site](#).
- ✓ Screen potential ELs **within 30 days of enrollment**. If identified as an EL based on the Screener score, update the EL record for the student in AIM.

### ACCESS Timely Task Resources

|   |   |
|---|---|
| <a href="#">ACCESS for ELLs Interpretive Guide for Score Reports</a>  | This document is designed to help educators interpret ACCESS for ELLs score reports for communications with families and for their own instructional purposes.  |
| <a href="#">Alternate ACCESS Interpretive Guide for Score Reports</a> | This document is designed to help educators interpret Alternate ACCESS for ELLs score reports for communications with families and for their own instructional purposes.  |
| <a href="#">Parent Score Report Letter</a>                            | Schools/Districts are required to share with parents how to understand score reports. This letter template can be edited by schools/districts and delivered to families alongside the ISR to meet this requirement. |
| <a href="#">Home Language Survey</a>                                  | This new Home Language Survey form is the required form for Montana schools and districts. Ensure the form is sent home with all newly enrolled students, regardless of grade level.                                |

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.

- ✓ Individual student reports (ISRs) from spring 2023 administration must be provided to families alongside a [Parent Score Report letter](#) no later than fall Parent Teacher conferences. If your district failed to download the ISRs from the MSAA portal, contact the OPI Assessment Unit at 844.867.2569 or [OPIAssessmentHelpDesk@mt.gov](mailto:OPIAssessmentHelpDesk@mt.gov).

|  |   |
|--|---|
| <a href="#">Parent Score Report Letter</a> | Schools/Districts are required to share with parents how to understand score reports. This letter template can be downloaded and edited by schools/districts to deliver to families alongside the ISR to meet this requirement. |
|--|---|

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.

- ✓ Ensure Individual Student Reports (ISRs) from the Spring 2023 administration are provided to families alongside the [Parent Score Report letter](#) no later than Fall Parent-Teacher Conferences. Download ISRs from the [MT Testing Portal 'Reporting' tile](#) (see [Resources page](#) for assistance in downloading ISRs).

- ✓ STCs create a new password for TIDE and review users to ensure student privacy. The [TIDE Maintenance Quick Guide](#) walks STCs through this task.

### AMSA Timely Task Resources

|   |   |
|---|---|
| <a href="#">Reporting System</a>            | Individual Student Reports (ISRs) can be downloaded from the Reporting System, located in the Montana Testing Portal.   |
| <a href="#">Reporting System User Guide</a> | This user guide provides instructions and support for users viewing student assessment performance reports in the Reporting System.   |
| <a href="#">Parent Score Report Letter</a>  | Schools/Districts are required to share with parents how to understand score reports. This letter template can be edited by schools/districts and delivered to families alongside the ISR to meet this requirement. |

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.*

- ✓ Designated NAEP School Coordinators must log in and set up your [NAEP AMS](#) account and answer the questions in the *School Information* section.
  - **Deadline: September 29, 2023**
- ✓ Designated NAEP School Coordinators must designate a NAEP onsite Technology Coordinator completing the Google [form](#).
  - **Deadline: September 29, 2023**

### NAEP Timely Task Resources

|  |   |
|--|---|
| <a href="#">2024 NAEP In Your School Grades 4 and 8 Math and Reading</a>     | This guide provides an overview of NAEP in Your School for Grades 4 and 8 Math and Reading.                             |
| <a href="#">2024 NAEP In Your School Grade 8 Science</a>                     | This guide provides an overview of NAEP in Your School for Grade 8 Science.   |
| <a href="#">2024 NAEP in Your School Grade 12 Math and Reading</a>           | This guide provides an overview of NAEP in Your School for Grades 12 Math.  |
| <a href="#">Assessment Management System (AMS) Registration Instructions</a> | This guide provides NAEP School Coordinators with step-by-step instructions to log in and set up an account in the AMS. |

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

## Assessment Updates

### **\*\*Test Security Update\*\***

New this year, the System Test Coordinator (STC) will no longer be designated within the OPI TEAMS Collection. The STC will be reported within Infinite Campus. The deadline to make this official designation is December 15, 2023. For additional information or questions, reach out to the OPI AIM Unit at 877.424.6681 or [submit a help desk ticket](#).

### **\*\*Alternate ACCESS for ELLs Update\*\***

The redesigned Alternate ACCESS for ELLs is launching for the 2023–24 WIDA testing year. Explore the [WIDA Alternate ACCESS Updates](#) webpage to learn about what’s new, when things are happening, and more.

## 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.



### STC Workshop Series

The schedule for this year’s “STC Workshop Series” has been posted. The workshop is intended to provide each Montana school district System Test Coordinators (STCs) with the opportunity to learn the “how-to’s” for assessment related responsibilities. The OPI Assessment Team will share tips and tricks to accomplish required activities and invite veteran STCs to share their experience(s) as well. Attendees are eligible for professional development units for sessions attended.

The [STC Workshop Series](#) will include four sessions each day on October 5, October 12, and October 26, 2023 for a total of 12 sessions intended to support new and veteran STCs with the planning, preparation, and test management needs for the 2023-2024 school year.



### 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.**

- **October 11, 2023: System Access Across Assessments and Set Up** [\[Register\]](#)
  - **Learning Lab: Rostering Students**



### 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

**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](#).

### 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.

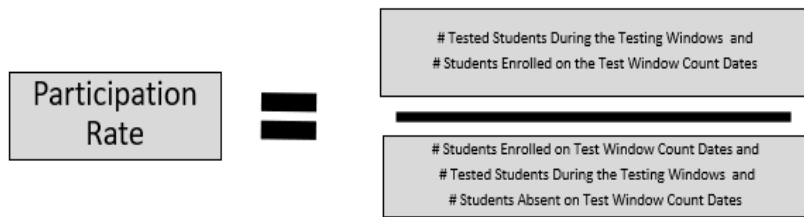
### What are the requirements for reporting this year ESEA-ESSA Section 1111(h)?

- 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).

## OPI's Recommended Roles and Responsibilities

|  |   |
|--|---|
| <b>Authorized Representative Role:</b> | <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>  |
| <b>System Test Coordinator Role:</b>   | <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>   |
| <b>Building Coordinator Role:</b>      | <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>  |
| <b>Test Administrator Role:</b>        | <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> |
| <b>Technology Coordinator Role:</b>    | <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>  |
| <b>Staff in Supporting Roles</b>       | <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

## Assessment Team

Teaching and Learning Department ● Phone: 844-867-2569 ● Email: [OPIAssessmentHelpDesk@mt.gov](mailto:OPIAssessmentHelpDesk@mt.gov)

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### Additional Contacts

#### Tools for Teachers State Leads

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#### EL Support Specialist – Interim

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#### Accessibility Support Specialist

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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

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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.