December 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**
- **Assessment Updates**
- **Training Opportunities**
- **Requirements – Federal and State**
- **OPI Assessment Unit Contact Information**

2024-2025 OPI Test Windows

	Anticipated SY2024-25 Test Windows	Required Subjects	Student Group	Grades Tested	Window Period
Montana Aligned to Standards Through-Year (MAST)	**Window 1** October 14- November 22	Math and ELA	General	Grades 3–8	3 windows: 6 weeks each Final Anchor window: 3 weeks
	Window 2 January 13- February 21				
	Window 3 March 24- May 2				
	Window 4 (Anchor only) May 5-May 23				
ACCESS for ELLs	December 2- February 21	English Language Proficiency	English Learners	Grades K–12	12 weeks
Montana Science Assessment (MSA)	March 3- May 23	Science	General	Grades 5, 8	12 weeks
Multi-State Alternate Assessment (MSAA)	March 10- April 25	Math and ELA	SwSCDs	Grades 3–8, 11	7 weeks
Montana Alternate Science Assessment (AMSA)	March 10- April 25	Science	SwSCDs	Grades 5, 8, 11	7 weeks
ACT with Writing	**Window 1** March 25-April 4	Math, ELA, and Science	General	Grade 11	3 windows: 3 weeks each
	Window 2 April 8-18				
	Window 3 April 22-May 2				
Updated by the Office of Public Instruction on May 9, 2024.		Putting Montana Students First A+		**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 sate 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.

✓ STCs review the [MontCAS Test Security Collection Schedule](#) and plan accordingly for the district.
✓ Throughout the school year, STCs report any testing incidents that occur in the district via the [MontCAS Application](#)*.
✓ At least 2 weeks before scheduled testing, STCs submit requests for students who may need a non-routine accommodation on one or more statewide assessment(s) in the [MontCAS Application](#)*.
✓ After testing windows close, STCs report instances of non-participation in the [MontCAS Application](#)*.

Timely Task Resources

[MontCAS Test Security Collection Schedule](#)	This schedule includes required and timely tasks and collections specific to state assessments.
*[MontCAS Application User Guide](#)	*This user guide includes step-by-step instructions for entering testing incidents, requesting non-routine accommodations, and entering non-participation exemption requests.

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 was the general math and reading/language arts assessment for academic achievement reporting in Grades 3 through 8 for the final year of 2023-2024.

==**The Smarter Balanced Assessment will no longer be administered to Montana students in Grades 3-8 as of the 2024-2025 school year. The required ELA and math content areas will be assessed with the new Montana Aligned to Standards Through-Year Assessment (MAST). See MAST information in this bulletin (next section).**==

✓ Download Individual Student Reports (ISRs) from the Montana Testing Portal Reporting Tile and ensure they are provided to families alongside the Parent Score Report letter no later than Fall Parent-Teacher Conferences.
✓ Ensure that ISRs are placed in student cumulative files.

Timely Task Resources

[Accessing Score Reports Focused Support Video](#)	This 5-minute Focused Support Video will walk users through how to access the Spring 2023 Smarter Balanced Individual Score Reports.
[Reporting System](#)	Individual Student Reports (ISRs) can be downloaded from the Reporting System, located in the Montana Testing Portal.
[Reporting System User Guide](#)	This user guide provides instructions and support for users viewing student assessment performance reports in the Reporting System.
[Parent Score Report Letter](#)	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.

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

December 2024
Assessment Bulletin   ***Page 2***

Montana Aligned to Standards Through-Year (MAST) Assessment

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

Window #1 closed on November 22, 2024.
Window #2 opens on January 13, 2025, and runs through February 21, 2025.

In the Kite Educator Portal, perform these tasks:

✓ **Check enrollment:** Enrollment updates in the Kite Educator Portal will take place on December 6, December 20, and January 3 in preparation for the second testing window.

✓ **Update rostering** to reflect any student mobility in the district. Leave students who have transferred out of your district, but are still appearing in the Kite Portal un-rostered and they will be removed during the weekly exit updates.

✓ **Update PNPs** as needed to reflect changes to student educational plans.

✓ **Access student score reports**. Interpretation guides and supporting resources can be found on the MAST Portal under the Score Reports section.

✓ **Share Student Score Reports with Parents/Families**: A Kite Parent Portal is available to use as part of the Kite Suite. Directions to set up the parent portal can be found in this Kite Parent Portal One-Pager. A Parent Score Report Template letter and other resources are available on the MAST Portal under the *Resources for Parents* section.

✓ **Student Survey** To gather valuable feedback regarding the student testing experience, students can participate in a short survey after the second and fourth testing windows. The survey questions will focus on their experience with the assessment and will help shape future iterations of the MAST, improving statewide assessment in evaluating student learning. A Student Survey Opt-Out template letter is available to share with parents/guardians.

Standard Setting

Montana educators are invited to participate in Standard Setting for the MAST assessment in the Summer 2025. In collaboration with other subject matter experts, Montana educators will help draft and refine performance-level descriptors to ensure these descriptors accurately reflect the competencies students must demonstrate at each performance level. Please express initial interest by filling out the linked MAST Standard Setting Recruitment Form.

MAST Timely Task Resources

Add users to Kite Platform	Refer to the MontCAS Stay Informed webpage for a MAST User Management Focused Support Video (about 8 minutes) and Presentation Slides.
	The 2024-2025 User Management Quick Reference Guide will help when making decisions for which roles to give educators.
Rostering Students	Refer to the MontCAS Stay Informed webpage for a MAST Rostering Focused Support Video (about 7 minutes) and Presentation Slides. Rostering should be continually updated to reflect student mobility within the district.
Enter PNPs	Refer to the MontCAS Stay Informed webpage for a MAST Entering Student PNPs Focused Support Videov (about 12 minutes) and Presentation Slides. Adding/modifying student PNPs should be continually updated to reflect changes to students' IEPs, 504s, and/or educational plans throughout the year. Add PNPs for qualifying students as they transfer into the district.
MAST Portal	The landing page for all MAST resources, support, and professional learning opportunities.
MontCAS Stay Informed & Find Support	On the MAST Assessment tab, a series of focused support videos will be available to support tasks associated with preparing for and administering the MAST assessment.

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

December 2024
Assessment Bulletin

Page 3

Montana Science Assessment (MSA)

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

- ✓ **Chrome Users** With the upcoming release of ChromeOS version 133 on the Stable channel in early 2025, a required setting for the secure browser will no longer be enabled by default. Beginning now, and no later than December 31, 2024, district (or school) technology staff <u>must</u> utilize one or both of the options shared in the Chrome OS Update instructions. **DEADLINE: December 31, 2024**
- ✓ NGSS Interims are now live in the MT Testing Portal.
- ✓ Download Individual Student Reports (ISRs) from the Montana Testing Portal Reporting Tile and ensure they are provided to families alongside the Parent Score Report letter no later than Fall Parent-Teacher Conferences.
- ✓ Ensure that ISRs are placed in student cumulative files.
- ✓ STCs create users in the Montana Testing Portal and create a new password for the 2024-2025 school year.

MSA Timely Task Resources

Access Individual Score Reports	This 5-minute Focused Support Video will walk users through how to access the Spring 2023 Montana Science Assessment Individual Score Reports.
Reporting System	Individual Student Reports (ISRs) can be downloaded from the Reporting System, located in the Montana Testing Portal.
Reporting System User Guide	This user guide provides instructions and support for users viewing student assessment performance reports in the Reporting System.
Parent Score Report Letter	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.
MontCAS Stay Informed & Find Support	On the Montana Science Assessment tab, a series of focused support videos will be available to support tasks associated with preparing for and administering the MSA.
TIDE Maintenance Quick Guide	This guide walks STCs through the steps to create users and set up new passwords for the school year.

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.

- ✓ The Test Accessibility and Accommodations site is now open to submit requests for accommodations.
- ✓ Ensure Grade 11 student enrollments are correct in the district's Student Information System (e.g., Infinite Campus, PowerSchool) to ensure correct students are uploaded to the testing portal. The OPI will upload students in mid-December.
- ✓ Download Individual Student Reports (ISRs) from ACT Success and ensure they are provided to families alongside the Parent Score Report letter no later than Fall Parent-Teacher Conferences.
- ✓ Ensure that ISRs are placed in student cumulative files.

ACT Timely Task Resources

TAA User Guide	This guide includes the steps for submitting accommodations requests in the Test Accessibility and Accommodations site.
Pearson Access[next]	The PANext site opens on November 4 and is the portal in which districts manage the ACT with Writing.
Access ACT Score Reports	This 3-minute Focused Support Video will walk users through how to access the Spring 2023 ACT with Writing Individual Score Reports.
Parent Score Report Letter	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.
ACT Success	Individual Score Reports can be downloaded from this site.
Understanding Your ACT Scores	This site provides resources for families and educators to understand and use ACT with Writing scores.
MontCAS Stay Informed & Find Support	On the ACT with Writing tab, a series of focused support videos will be available to support tasks associated with preparing for and administering the ACT with Writing.

For links to ACT general and test security resources, visit the ACT page of the OPI State Testing website.

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

December 2024
Assessment Bulletin   *Page 4*

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 ACCESS for ELLs testing window is open! The window closes February 21, 2025.

- ✓ Ensure proper training is assigned and completed in the WIDA Secure Portal prior to administering the ACCESS for ELLs. Training must be completed bi-annually.
- ✓ Send the Parent Notification Letter home to parents 1-2 weeks before the district/school plans to test.
- ✓ The final student upload was completed in November. **If you have students missing from the WIDA AMS portal, contact the OPI Assessment Help Desk at 844.867.2569 to have eligible students manually entered.** DO NOT SHARE STUDENT INFORMATION (i.e., name, SSID, initials, etc.) IN AN EMAIL OR ON A VOICEMAIL.
- ✓ **Ensure materials counts are correct.** Districts received materials during the last week of November. If your district needs additional materials, order them via the WIDA AMS portal using the instructions in ACCESS Online Materials.
- ✓ Download Individual Student Reports (ISRs) from WIDA AMS and ensure they are provided to families alongside the Parent Score Report letter no later than Fall Parent-Teacher Conferences.
- ✓ Ensure that ISRs are placed in student cumulative files.
- ✓ Download Alternate ACCESS for ELLs score reports from WIDA AMS and ensure they are provided to families alongside the Parent Score Report letter no later than Fall Parent-Teacher Conferences.

ACCESS for ELLs Timely Task Resources

Access ACCESS for ELLs Individual Score Reports	This 4-minute Focused Support Video will walk users through how to access the Individual Score Reports for the ACCESS for ELLs from school year 2023-2024.
Parent Score Report Letter	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.
ACCESS for ELLs Interpretive Guide for Score Reports	This document explains the types of scores reported by the ACCESS for ELLs for students in kindergarten through Grade 12.
Report Retrieval Guide	This guide will walk you through the process to retrieve and download ACCESS for ELLs reports in WIDA AMS.
ACCESS for ELLs: Understanding Your Child's Scores	This flyer, in multiple languages, can be sent home to families alongside the ISR to help parents understand what scores mean, and how they are used.
AMS Technical Enhancements for SY24/25	If you were unable to join the webinar, view this recorded version to ensure the school/district is up to date on changes in the WIDA AMS.
MontCAS Stay Informed & Find Support	On the ACCESS for ELLs/WIDA Screener tab, a series of focused support videos will be available to support tasks associated with preparing for and administering the ACCESS for ELLs.
23/24 Alternate ACCESS Score Report Resources	This article covers everything you need to know about the 23/24 Alternate ACCESS Score Reports, including what to consider as you review reports and what happened at the Alternate ACCESS Standard Setting Study Event.

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.

- ✓ Ensure Individual Student Reports (ISRs) are provided to families alongside the Parent Score Report letter no later than Fall Parent-Teacher Conferences.
- ✓ Ensure that ISRs are placed in student cumulative files.
- ✓ Ensure IEP/504 Plans are locked, the Alternate Flag is indicated, and statewide assessments are noted in the IEP.

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

December 2024
Assessment Bulletin

Page 5

MSAA Timely Task Resources

MSAA System Portal	ISRs are accessed via this portal. ==The ISRs must be downloaded between July 15 and September 6, 2024.==
Parent Score Report Resources	Resources for parents to help them understand MSAA score reports can be found on this site.
Parent Score Report Letter	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.
MontCAS Stay Informed & Find Support	On the MSAA & AMSA (Alternates) tab, a series of focused support videos will be available to support tasks associated with preparing for and administering the MSAA.

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.

- ✓ Download Individual Student Reports (ISRs) from the Montana Testing Portal Reporting Tile and ensure they are provided to families alongside the Parent Score Report letter no later than Fall Parent-Teacher Conferences.
- ✓ Ensure that ISRs are placed in student cumulative files.
- ✓ STCs create users in the Montana Testing Portal and create a new password for the 2024-2025 school year.
- ✓ Ensure IEP/504 Plans are locked, the Alternate Flag is indicated, and statewide assessments are noted in the IEP.

AMSA Timely Task Resources

Access Individual Score Reports	This 5-minute Focused Support Video will walk users through how to access the Spring 2023 Alternate Montana Science Assessment Individual Score Reports.
Reporting System	Individual Student Reports (ISRs) can be downloaded from the Reporting System, located in the Montana Testing Portal.
Reporting System User Guide	This user guide provides instructions and support for users viewing student assessment performance reports in the Reporting System.
Parent Score Report Letter	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.
MontCAS Stay Informed & Find Support	On the MSAA & AMSA (Alternates) tab, a series of focused support videos will be available to support tasks associated with preparing for and administering the AMSA.
TIDE Maintenance Quick Guide	This guide walks STCs through the steps to create users and set up new passwords for the school year.

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 to students in mathematics and reading in Grades 4, 8, and 12. 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.

From October 7, 2024 to May 23, 2025, NAEP will administer two operational assessments: long-term trend (LTT) and main NAEP. The LTT program is a paper-based assessment for ages 9, 13, and 17 in mathematics and reading with three separate windows. Main NAEP is a digitally based assessment for grades 4, 8, and 12 in mathematics and reading from January to March. NAEP Representatives will provide significant support to schools by bringing necessary supplies and administering the assessment. NAEP-selected district authorized representatives and testing coordinators have been notified via email of their selection.

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

December 2024
Assessment Bulletin

Page 6

✓ LTT School Coordinator: Preassessment Tasks
  ○ **Deadline: Before Assessment Planning Meeting (APM)**

NAEP Timely Task Resources:

NAEP 2025 in Your School: Age 9 and 17 Long-Term Trend	This document provides an overview of Long-Term Trend (LTT) Age 9 & 17 and responsibilities of the NAEP State Coordinator, NAEP Representatives, Principal, and School Coordinator.
Task 4: Schedule Assessment Planning Meeting (APM) – Video and Presentation Slides	This short video (3:05 min) walks users through the steps to schedule a virtual meeting with the NAEP team to review the assessment plan.
Task 5: Provide Student Information – Video and Presentation Slides	This video (8:40 min) walks users through the steps to review the student sample and assess the participation of SD and/or EL students by providing relevant testing needs and accommodations.
Long-Term Trend (LTT) Inclusion Policy for Students with Disabilities (SD)	This document provides the inclusion policy for Students with Disabilities (SD).
Long-Term Trend (LTT) Inclusion Policy for English Learners (EL)	This document provides the inclusion policy for English learners (EL).
Task 6: Assessment Logistics – Video and Presentation Slides	This short video (2:59 min) walks users through the steps to answer school specific questions about logistics and details the NAEP Assessment Team needs to follow to ensure the assessment runs smoothly.
Task 8: Notify Parents/Guardians – Video and Presentation Slides	This short video (3:15 min) walks users through the steps to notify the parents/guardians at least one week before the assessment date.
Task 10: Support Assessment Activities – Video and Presentation Slides	This short video (1:30 min) walks users through the steps to supply appointment cards, teacher notification letters, and a list of NAEP-sampled students for necessary school staff.

For links to NAEP general resources, visit the NAEP page of the OPI State Testing website.

Assessment Updates

MAST Update: New Test Administration Manual (TAM) for Window #2

An updated TAM for MAST will be posted for Window #2. Additional updates include an updated MAST Web Portal, District & School Completion Dashboard, and Completion Rates at the School and Student levels. Watch for more information regarding these updates in the weekly outreach sent to district STCs and ARs.

Montana Science Assessment Update

Chrome users must complete needed updates by December 31, 2024 to accommodate the upcoming release of ChromeOS Version 133 on the Stable channel. See the Montana Science Assessment section of this bulletin for more information.

Note the updated home page of the Statewide Testing website

Based on feedback from the field, the OPI Assessment Unit is providing an STC Checklist on the homepage of the Statewide Testing website. The checklist is updated weekly to include all tasks districts and schools should be completing.

ACCESS for ELLs Update

The process for retrieving Individual Score Reports has changed. See the ACCESS for ELLs section of this bulletin for a guiding document. WIDA AMS has undergone an update. Watch for changes!

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

December 2024
Assessment Bulletin   *Page 7*

Training Opportunities

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

OPI Assessment Focused Support Videos Series

Beginning this 2024-2025 school year, the OPI Assessment Unit is introducing a series of Focused Support Videos. These short videos are posted on the Stay Informed & Find Support page of the Statewide Assessment webpages. Most of the videos are under 10 minutes and will provide support for all statewide assessments.

Watch for videos to be added throughout the school year as we progress through the before, during, and after testing phases.

If you are looking for support and don't see it in the assessment program accordions, reach out to the OPI Assessment Help Desk (or 844.867.2569) for further assistance.

OPI Assessment Unit Office Hours

During the 2024-2025 school year, the OPI Assessment Unit will be available for open office hours. There is no registration required for these virtual assistance opportunities and OPI Assessment Specialists can provide support for statewide assessments, testing portals, test security, and testing plans.

Monthly Assessment Office Hours
October 2024 through June 2025
Zoom Link
First Tuesday of every month: 8:00-9:00 a.m.
Third Thursday of every month: 3:00-4:00 p.m.

NEW! System Test Coordinators Basics HUB Course Now Available!

This self-paced course is available in the Teacher's Learning Hub. Throughout the modules, you will gain the knowledge you need to fulfill your role as the System Test Coordinator for your district. You will be provided with 15 hours of Professional Development Units upon completion. Visit the Teacher's Learning Hub to register for the course.

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.

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

December 2024
Assessment Bulletin

Page 8

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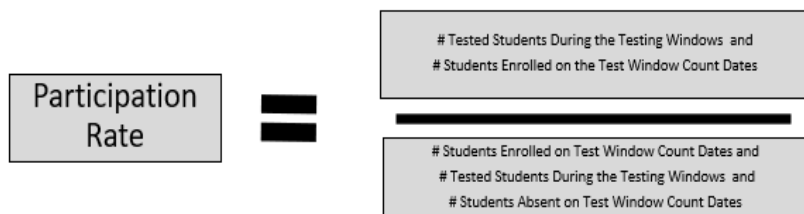
What are the requirements for reporting this year ESEA-ESSA Section 1111(h)?

- 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).

$$\text{Participation Rate} = \frac{\text{\# Tested Students During the Testing Windows and \# Students Enrolled on the Test Window Count Dates}}{\text{\# Students Enrolled on Test Window Count Dates and \# Tested Students During the Testing Windows and \# Students Absent on Test Window Count Dates}}$$

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.

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

December 2024
Assessment Bulletin

Page 9

OPI's Recommended Roles and Responsibilities

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

OPI Assessment Unit Contact Information

Teaching and Learning Department ⬤ Phone: 844-867-2569 ⬤ Email: OPIAssessmentHelpDesk@mt.gov

Assessment Team

Cedar Rose	**Marcy Fortner**	**Tressa Graveley**
State Assessment Director Cedar.Rose@mt.gov	Assessment Specialist MFortner@mt.gov	Assessment Specialist Tressa.Graveley@mt.gov

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

December 2024
Assessment Bulletin

Page 10

Dylan Conway	**Erin de Graw**	**Shantel Niederstadt**
Assessment Specialist	Assessment Specialist	NAEP State Coordinator
Dylan.Conway2@mt.gov	Erin.deGraw@mt.gov	SNiederstadt@mt.gov

Additional Contacts

EL Support Specialist
Serena Wright
Serena.Wright@mt.gov

Accessibility Support Specialist
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://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the Office of Civil Rights (OCR) that serves your area.

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

December 2024
Assessment Bulletin   **Page 11**