Testing Location and Schedule Recommendations

These testing location and schedule recommendations have been derived from the Alternate Montana Science Assessment Test Administration Manual (TAM) in conjunction with the Alternate Montana Science Assessment's testing time data, and Montana's data forensic analysis on science assessment results.

I. Space and Technology Recommendations

School Space Recommendation(s)	Environment that minimizes distractions and disruptions for students (e.g., computer lab, library, classroom, or cafeteria).
	Room is conducive to a proper test environment/free from distractions (e.g., quiet, orderly, comfortable, adequate lighting and ventilation, and seating arranged to discourage student-to-student interactions).
	Place "Do Not Disturb" signs on doors where testing is occurring. Cover or remove bulletin boards, posters, or other instructional display that could aid students during testing.
	Location similar to the classroom environment and familiar to students. The person administering the test MUST remain in the room at all times and monitor students throughout testing in an unobtrusive fashion.
Technology Recommendation(s)	Prepare for online tests by completing the 4 steps below. **Step 1:** Set up test administrator workstations **Step 2:** Set up student workstations **Step 3:** Configure your network **Step 4:** Configure assistive technologies
	Install the Secure Browser (Download the Secure Browser)
	Troubleshoot technical problems during the tests (know who to contact): Montana Help Desk (mthelpdesk@cambiumassessment.com or 1-877-365-7915).

II. State Average State Testing Times

Per Montana Code Annotated (§20-1-301), students in grades 4–12 are required to have a minimum of 1,080 annual hours of instruction. The average child will spend less than one percent of instructional time on the state assessments. All other assessments administered to students are determined at the school district and building level.

Figure 1

State Tested Grades													
	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
Alternate Montana Science Assessment						1-2 hrs			1-2 hrs			1-2 hrs	
Note: These testing times are an average of the students who have taken the Alternate Montana Science Assessment. Individual students may require more or less time to complete the Alternate Montana Science Assessment.													

III. Schedule and Sequencing Recommendation

Most students participating in the Alternate Montana Science Assessment will receive an online Computer Adaptive Test (CAT) as their assessment. Some students, per accommodations, may have a different test form. When developing a testing schedule, use estimated testing times to calculate the number of days and time needed to complete the assessment in each content area and grade. These estimates do not account for any time needed to start computers, load secure browsers, and/or log in students. This assessment takes on average ~90 minutes to complete. It is highly encouraged to have planned breaks built into the testing schedule, but these timing estimates do not include breaks. The test can be paused and administered over multiple class periods or days as needed. Districts may elect different session and sequence orders based on their individualized needs.

Questions about the recommended testing location, session and schedule for the Alternate Montana Science Assessment should be directed to the OPI Assessment Help Desk at 1.844.867.2569, or e-mail us at OPIAssessmentHelpDesk@mt.gov.