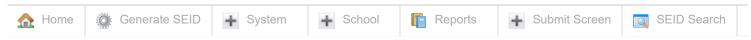
Terms of Employment Accreditation Master Schedule

Welcome CPA045 DistrictAuthorizedRepresentative - Sign Out



Montana Comprehensive Assessment System

Current Year: 2020-2021 7/1/2020 - 6/30/2021

County: Beaverhead ➤ System: Lima K-12 Schools (0202) ➤

Montana Comprehensive Assessment System

Authorized Representative Testing Security Agreement

The primary goal of test security is to protect the integrity of the assessment and to ensure that results are accurate and meaningful. The Authorized Representative (or AR) is responsible for assigning roles and responsibilities to school district staff to support state testing. The Authorized Representative must designate the System Test Coordinator (or STC) and ensure all staff have been properly trained in standardized testing protocols: test administration, test security, student privacy, student eligibility and participation, and the appropriate use of accommodations prior to testing. These standardized testing protocols are essential in obtaining reliable and valid scores for accountability and reporting purposes. All assurances on this screen are further defined with the federal and Montana state provisions explained in the AR TEAMS TSA User Guide.

Check the 11 assurance boxes below to signify that you have read, understand, and will ensure that your School System follows the directive.

Maintaining Test Security Before, During, and After Testing

I understand that these standardized testing protocols are part of my professional responsibility to ensure reliable and valid scores for accountability and reporting purposes. These responsibilities are as follows:

Designate System Test Coordinator

The Authorized Representative is required to designate the System Test Coordinator. The System Test Coordinator is the single point of contact of all assessment-related materials and alerts and will coordinate the administration of state assessments required under federal and state law.

In accordance with the OPI's System Test Coordinator Designation Policy, I certify:

completion of test security agreements and system testing plans (ie., administration, test security, accessibility, and training plans.)								O Yes	No				
												 \bigcirc	

I will ensure our School System adheres to the **MontCAS Collection Schedule** and complies with the **MontCAS Application** reporting requirements.

O C Yes No

Standardized Testing

In order to obtain accurate achievement information, all public schools and those private schools seeking accreditation must administer the state assessments per the published OPI standardized testing procedures. These testing guidelines have been developed by the OPI for school use in order to maintain the integrity of all state assessments. Following these guidelines will ensure no student has access to any form of assistance or material that could provide an unfair advantage.

In accordance with the OPI's standardized testing procedures, I certify:

I will notify all school staff of the state required assessments and ensure all test administrators



(or proctors) are trained, li	icensed educators employed by our School System.		
	ol System keeps detailed records of the annual training(s) (e.g., Training aff receive before assigning test delivery system accounts for school	Yes	O No
accordance with all state/f	ol System annually administers the required state assessments in federal laws and regulations, and all test administrators (or proctors) fol procedures exactly as written, including reading the scripts verbatim.	ow O	O No
	ol System has provided testing locations free from distractions and istructional aides/posters), and have tested all required technology befores.	ore O Yes	O No
mobile device use (unless	ol System has an electronic device policy for state testing to prevent requested through the OPI) so no unauthorized assessment disclosure provided to students during testing.	e or O	O No
	ol System buildings have the appropriate records-retention process to at materials (e.g., hard copy and electronic versions of tests) and annua ring, and after testing.	l Ç Yes	O No
I will notify our School Confidential Test Incider the professional consequerequirements.		O No	
	Parent/Guardian Notice		
Montana school districts a student reports in a timely	are required to notify parents/guardians of planned assessments and no manner.	tify paren	ts/guardians of individual
In accordance with the O	PI's parent/guardian notice requirements, I certify:		
	ols inform parents/guardians about their child's participation in the requi the OPI's customizable sample notice letters .	red O Yes	O No
I will ensure our school assessments promptly after	n O Yes	O No	
	5	ave All	Assurance Responses
	Confirm System Test Coordinator		
Confirm your System Tes	st Coordinator, to serve as:		
the data steward for matest, and	of contact for all assessment-related communications, nanaging local users within the restricted web-based assessment report standardized testing procedures (i.e., proctoring, safeguarding, securing)		
Employee:	Select 🗸		
First Name:			
Last Name:			

CoordinatorType:	System Test Coordinator			
Phone #:	() -			
Email:				
Address:				
City:	State:	MT		Zip:
			Save Systen	n Test Coordinator

If a change must be made to the System Testing Coordinator during the school year, contact the OPI Assessment Division by OPIAssessmentHelpDesk@mt.gov or (844) 867-2569 to report the change.

If you have any questions, contact the OPI Assessment Division by OPIAssessmentHelpDesk@mt.gov or (844) 867-2569 to report the change.