

# Terms of Employment Accreditation Master Schedule

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## Montana Comprehensive Assessment System

Current Year: 2020-2021

7/1/2020 - 6/30/2021

County:  System:

## 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:

I will communicate to the System Test Coordinator the responsibilities of this role, include the completion of test security agreements and system testing plans (ie., administration, test security, accessibility, and training plans.)  Yes  No

I will ensure our School System adheres to the [MontCAS Collection Schedule](#) and complies with the [MontCAS Application](#) reporting requirements.  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  Yes  No

(or proctors) are trained, licensed educators employed by our School System.

I will ensure our School System keeps detailed records of the annual training(s) (e.g., Training logs and materials) our staff receive before assigning test delivery system accounts for school users.  Yes  No

I will ensure our School System annually administers the required state assessments in accordance with all state/federal laws and regulations, and all test administrators (or proctors) follow the standardized testing procedures exactly as written, including reading the scripts verbatim.  Yes  No

I will ensure our School System has provided testing locations free from distractions and assistive supports (e.g., instructional aides/posters), and have tested all required technology before administering assessments.  Yes  No

I will ensure our School System has an electronic device policy for state testing to prevent mobile device use (unless requested through the OPI) so no unauthorized assessment disclosure or any form of assistance is provided to students during testing.  Yes  No

I will ensure our School System buildings have the appropriate records-retention process to securely store assessment materials (e.g., hard copy and electronic versions of tests) and annual testing records before, during, and after testing.  Yes  No

I will notify our School System of the Test Security Hotline and the options to submit to the OPI a **Confidential Test Incident Report (TIR)** electronically or via the hotline at 406-444-2474, and of the professional consequences for failing to comply with the OPI's test administration and security requirements.  Yes  No

## Parent/Guardian Notice

Montana school districts are required to notify parents/guardians of planned assessments and notify parents/guardians of individual student reports in a timely manner.

**In accordance with the OPI's parent/guardian notice requirements, I certify:**

I will ensure our schools inform parents/guardians about their child's participation in the required state assessments using the OPI's customizable **sample notice letters**.  Yes  No

I will ensure our schools notify parents/guardians about their child's academic performance on assessments promptly after the results are released.  Yes  No

[Save All Assurance Responses](#)

## Confirm System Test Coordinator

**Confirm your System Test Coordinator, to serve as:**

- the OPI's single point of contact for all assessment-related communications,
- the data steward for managing local users within the restricted web-based assessment reporting systems used to administer each test, and
- the local liaison for all standardized testing procedures (i.e., proctoring, safeguarding, securing, and reporting state test information).

**Employee:**

**First Name:**

**Last Name:**

**CoordinatorType:**

**Phone #:** (  )  -

**Email:**

**Address:**

**City:**  **State:**  **Zip:**

**Save System 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](mailto: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](mailto:OPIAssessmentHelpDesk@mt.gov) or (844) 867-2569 to report the change.