

# Montana Comprehensive Assessment System

## System Testing Coordinator Testing Security Agreement

Read below and indicate that you understand and will follow all requirements.

State FY [\(Drop down here\)](#)

System (SS) [\(Drop down here\)](#)

The primary goal of test security is to protect the integrity of the test and to ensure that results are accurate and meaningful. Test security is essential to uphold the quality of the tests, which are used to make important inferences about students' academic performance and progress, and to protect the contents of the test from unauthorized disclosure.

### Maintaining Test Security Before, During and After Testing

System Test Coordinators (STCs) are responsible for communicating the local roles and responsibilities of state test administration to all licensed professionals administering Montana assessments and all personnel handling any component of state tests or accessing any student information through the online reporting systems.

STCs must follow the guidance published in these policies and procedures to report any test security incidents specified in the [MontCAS Test Security Manual](#).

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the OPI must take every step to ensure the security and confidentiality of the state assessments.

**The STC must read, electronically sign, and submit this Test Security Agreement (TSA) before the test windows open for the MontCAS suite of state assessments.**

I understand that standardized test administration and test security are part of my professional responsibility to ensure reliable and valid scores for accountability purposes. I understand that, as STC, I am the single point of contact for the OPI for all assessment related materials and alerts, and I will coordinate the administration of state assessments under the Elementary and Secondary Education Act. These responsibilities are as follows:

1. Accredited school systems are annually required to administer state assessments consistently and with fidelity. I will ensure the required [MontCAS Test Administration Plan](#) is in place for the school system. I will:
  - a) inform all authorized personnel involved in testing of their role and responsibilities for administering state assessments following the [MontCAS Authorized User Policy](#) and the Test Administration Manual before assigning test delivery system accounts for school users.

2. All students must have equal opportunity to take the state assessments. I will ensure the required [MontCAS Test Accessibility Plan](#) is in place for the school system. I will:
  - a. ensure state assessments are administered with or without accommodations, based on individual student needs and consistent with all state and federal laws and regulations.
  - b. ensure accommodations and supports for students with Individualized Education Programs (IEPs) are followed in strict accordance with the IEP Team's recommendation for state testing, including participation in the alternate assessment based on alternate academic achievement standards for students with significant cognitive disabilities.
  - c. ensure English Learners (ELs) are appropriately identified and annually monitored for individual student progress in acquiring academic English, consistent with all state and federal laws and regulations.
3. Annual training for test administrators includes the [MontCAS Test Security Manual](#) and the test security requirements from the Test Administration Manuals. In accordance with our school system's [MontCAS Test Security Plan](#), I:
  - a. understand the OPI has a responsibility to observe test administration activities to ensure state assessments are administered in a consistent and standardized manner throughout Montana, in order to uphold the quality and integrity of the assessments.
  - b. will ensure annual training includes the consequences of not following the state assessment test security requirements described in the [MontCAS Test Security Manual](#).
4. Prior to testing, all school staff must be trained in standardized testing protocols for test administration, test security, student privacy, student eligibility, and meaningful participation in state assessments, as appropriate for the role they play in the school(s). In accordance with our school system's [MontCAS Test Training Plan](#), I will:
  - a. ensure our test administrators receive annual training following the Test Administration Manual as documented in the training log, which is maintained for a period of at least three years.
  - b. ensure annual training includes:
    - i. student confidentiality and a plan to protect and safeguard student information (see [MontCAS Data Privacy Policy](#));
    - ii. meaningful participation for all students using a three-tiered approach to gauge student accessibility needs for participating in the state assessments.
5. The primary goal of data use is to ensure assessment results are used to help the district address specific needs and continuous improvement processes. In accordance with our school system's [MontCAS Data Use Plan](#) I will:
  - a. Ensure that there is in place, for each state assessment:

- i. a plan to notify parents/families as soon as practicable after the administration of the assessment with information regarding student achievement on the academic assessments,
      - ii. a plan to download the ISR, school, and district score reports;
      - iii. a plan to place the ISR in the student's cumulative file per ARM 10.55.909.
    - b. ensure the district has a plan in place (where applicable) to communicate with stakeholders the resolution process(es) used by the school system for previous year's incidents, non-participation, irregularities, appeals, alerts, and/or non-routine accommodations.
  6. If my district has a high school, prior to administering the ACT with Writing, I will:
    - a. read the Technical Assistance on [Student Privacy for State and Local Education Agencies When Administering College Admissions Examinations](#) document.
    - b. notify parents/guardians of assessment requirements (resources can be found on the OPI Statewide Testing website under the [Parent Corner page](#)).
    - c. inform parents/guardians about testing transparency including the voluntary nature of the ACT Non-Test Questions survey.
    - d. inform parents/guardians about the State Use Non-Test Questions and the intended data use surrounding answered questions; and about the entities that can have access to the answered non-test questions.
    - e. inform parents/guardians about how non-test student information will be used by the Montana University System.
  7. I will collect and maintain electronic copies of the Test Security Agreements and Training Certifications for all users that responsible for handling state test materials or accessing student information for a period of at least three years.
  8. I will protect the contents of the test from any improper access and/or disclosure and will handle all secure hardcopy and online test materials in accordance with the OPI's student confidentiality and assessment-specific policies.
  9. I understand that, in the event an unforeseen testing incident arises, it is my responsibility to report the incident immediately to the OPI via the secure access [MontCAS Application](#).
  10. I understand that failure to comply with the test administration and security requirements may result in consequences, up to reporting findings to the Montana Board of Public Education for further action.
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Putting your name in the box below signifies that you have read, understand, and agree to follow the Testing Security Agreement requirements. You do not need to send in a paper form.

Type electronic signature in box and click save.