

Roles and Responsibilities for Test Security Information: System Test Coordinators

This document provides information on the responsibilities of the System Test Coordinator and gives key information on the standardized test administration procedures and test security policies. This guidance is applicable for all Montana Comprehensive Assessment System (MontCAS) restricted-use reporting systems and online test administration systems.

1. RESPONSIBILITIES

The System Test Coordinator is responsible for the training of educators handling testing materials and/or administering the required MontCAS assessment(s). The System Test Coordinator has oversight for all administration activities including direction for school district staff responsibilities and providing online access to secure restricted-use online test administration portals and reporting test security incidents to the Montana Office of Public Instruction (OPI). Test security is essential to obtain reliable and valid scores for accountability purposes.

MontCAS requires that the test questions remain secure. To maintain the security of the tests, only authorized persons are permitted to use the test questions. With the exception of test questions released by the OPI with official reports and on the OPI web site, all test questions are to be regarded as secure instruments and are for the sole purpose of MontCAS testing. Any other use of these materials requires the prior written consent of the OPI.

The System Test Coordinator must certify online he/she has received and provided training in test security, handling of test materials, test administration, accommodations, and calculator use to the appropriate educators in the School System, such as Authorized Representatives/Principals, Building Coordinators, and Test Administrators and have communicated to the appropriate educators that it is their professional responsibility to maintain the security of the test and test materials. It is essential that professional educators complete training on test security and administration prior to testing in order to fulfill their professional obligations. It is the responsibility of a professional educator to maintain the security of the test and the test materials and to follow prescribed test administration procedures.

For your convenience, a training log template is included in the *MontCAS Test Security Manual*, Appendix F. It, or a similar one, should be used to record trainings and attendees. The completed log should be kept at each school in accordance with the local school district policies or the preference of the System Test Coordinator for a period of at least three school years. The OPI can request copies of training logs at any time throughout the school year.

Please advise all professional educators including the Authorized Representative/Principals, Building Coordinator, and Test Administrators in the School System to download the *Roles and Responsibilities Letters* from the OPI website and submit their agreements in accordance with the OPI policy and local school district policies. In addition, the System Test Coordinator should provide the link to the test security information for all teachers.

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2. KEY INFORMATION FOR TEST ADMINISTRATION TRAINING

Follow procedures for materials handling, test administration, test security, and accommodations as outlined in the following documents:

- *Test Administrator Manual (assessment-specific)*
- *MontCAS Test Security Manual*
- *MontCAS Accessibility and Accommodation Guidelines (assessment-specific)*
- *MontCAS Accommodations Manual and Guidance Memo*
- *Test Coordinators Manual {if applicable (assessment-specific)}*

Test Materials

- Test materials must be kept secure when not being used for testing.
- Test materials must not be reproduced (unless directed to do so for specific circumstances or assessments) or in any way released without the written consent of the Montana Office of Public Instruction.
- Test questions may not be shared or discussed.

In the Testing Classroom

- What constitutes coaching?
- What constitutes a security breach?
- What materials can and cannot be displayed in the testing classrooms?

Accommodations Reminders

- **Allowable Accommodations:** These are described in a student's IEP/504 Plan and should match those used during the administration of the statewide assessments. Standard accommodations do not override standard administration of the MontCAS assessments or the need for independent work by the students. There is no standard accommodation (including oral presentation) that provides an opportunity for a student to request or receive help on a specific word, phrase, line, pronunciation, definition, item, question, answer choice or any part of the assessment.
- **Accommodations Not Routinely Approved:** These must be submitted through the request for accommodation appeals process in the [MontCAS Application](#). For questions, please contact the OPI Assessment Division, OPIAssessmentHelpDesk@mt.gov or 844.867.2569.
- **Follow Published Accessibility and Accommodations Guidelines:** Adhere to the assessment-specific guidance for accessibility and accommodations as defined by the test company and published by the OPI on the website and the requirements in the *MontCAS Test Security Manual*.

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3. KEY INFORMATION FOR TEST SECURITY TRAINING

The System Test Coordinator is the sole person responsible for managing the administration of the suite of MontCAS assessments that meet federal accountability requirements under the Elementary and Secondary Education ACT and state law (ARM 10.56.101). The System Test Coordinator should:

- Attend the annual training sessions offered and provided by OPI to remain current with the MontCAS test administration and test security policies.
- Communicate roles and responsibilities to all authorized staff.
- Oversee test administration and test security activities including supplying direction for school district staff responsibilities and providing online access to secure restricted-use online test administration portals.
- Facilitate training and record completed training(s) to ensure school staff in the district have completed the OPI-specified training and are familiar with the assessment-specific standardized testing procedures found in the assessment-specific Test Administration Manuals.
- Use the centralized restricted-use online [MontCAS Application](#) to confirm compliance with test security, supplying testing dates, requesting accommodation appeals, reporting non-participation statuses, and reporting any testing incidents.

As found on Page 2 of the “Roles and Responsibilities for Test Security Information: Authorized Representatives and School Principals”, the System Test Coordinator certifies in the [MontCAS Application](#) the district-wide training of educators including:

1. Each educator involved in the assessments received a copy of *Roles and Responsibilities for Test Security Information: Teachers and Test Administrators*.
2. Test security, handling of materials, test administration, accommodations, and calculator use -
 - a. Keeping testing materials secure;
 - b. Not reproducing, discussing, or in any way releasing, sharing, or distributing test questions, stimulus passages, or performance tasks;
 - c. What constitutes a security breach (specified in the *MontCAS Test Security Manual* and Test Security Power Point found on the [OPI Statewide Testing Web Page](#));
 - d. Information that a security breach could result in disciplinary action up to and including revocation of a professional license for the person responsible for the breach and that a security breach could invalidate student scores and impact annual accountability determination(s).
3. Procedures for materials handling and test administration outlined in the *assessment-specific Test Administrator Manuals, Accessibility and Accommodations Manuals, Online System User Guides*, and the *MontCAS Test Security Manual* must be followed.

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4. REPORTING AND DOCUMENTING TEST SECURITY INCIDENTS

MontCAS Reporting: The [MontCAS Application](#) is a restricted-use website that contains information on the mandated summative assessments. The [MontCAS Application](#) is intended for use by the System Test Coordinators only. The [MontCAS Application](#) allows STCs to annually supply the OPI with School System information pertaining to the integrity of the assessment and provide assurance of the assessment results through standardized and secure assessment conditions.

In the MontCAS Application, the System Test Coordinator must complete the following actions:

- **Affirmation of Testing Security.** Affirm compliance with the guidance defined in the *MontCAS Test Security Manual* and guidance published in each Test Administration Manual (TAM) for appropriate before, during, and after testing practices.
- **Supply Assessment Dates.** Indicate within the OPI-published test window(s) for each statewide assessment the dates each test will be given in the school building (or site).
- **Requests for Accommodation Process:** Make requests for assessment accommodations beyond those routinely allowed. The OPI will review requests and provide instruction on receiving certain accommodations on statewide assessments. Schools must administer statewide assessments with or without accommodations based on individual student needs consistent with all state and federal laws.
- **Report Non-Participation.** Record the reasons a student did not take the mandated summative assessment(s). This information is required for any child who was enrolled in the school during the OPI-published test window.
- **Report Testing Incident.** Report any test security incident immediately to the OPI or based on the reporting periods specified by the severity of the incident. These reporting guidelines can be found in the *MontCAS Test Security Manual*. The OPI must be made aware of incidents within the [MontCAS Application](#) for each summative assessment (i.e., ACCESS for ELLs (or WIDA), CRT-Science, CRT-Science Alt, MSAA, Smarter Balanced, and ACT with Writing).
 - To assist you in collecting the information needed to submit online, a copy of the form is included in Appendix A of the *MontCAS Test Security Manual*.
 - If additional time is necessary, the reporting individual should call the OPI at 844.867.2569 or write to OPIAssessmentHelpDesk@mt.gov to request an extension of time to send in the testing incident.
 - If there is concern about ramifications from local reporting of an irregularity or breach, a confidential paper form may be completed and submitted directly to the OPI. A copy of the paper form can be found in Appendix G of the *MontCAS Test Security Manual*. It can be mailed or faxed to:

Ashley McGrath
Montana Office of Public Instruction
P. O. Box 202501
Helena, MT 59620-2501
or FAX: 406-444-3924

- If you have questions, please contact the OPI Assessment Division at 844.867.2569 or OPIAssessmentHelpDesk@mt.gov.

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5. SUBMITTING THE TEST SECURITY AGREEMENT

In the [MontCAS Application](#) under the “Test Security” tab, the System Test Coordinator affirms their compliance with the practices for standardized test administration and test security and in maintaining secure conditions for testing before-, during-, and after-testing. The annual test security agreement will be maintained in the [MontCAS Application](#) in accordance with the OPI’s policies for a period of at least three school years. The Montana Office of Public Instruction will monitor completion of the test security agreements before testing throughout the school year.