

Roles and Responsibilities for Test Security Information: Authorized Representatives and School Principals

This document provides information on the responsibilities of Authorized Representatives/School Principals 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 Authorized Representative/Principal for a school participating in the mandated MontCAS assessments is responsible for ensuring that school personnel handling testing materials and/or administering the assessment(s) have received appropriate training regarding testing security and test administration.

All MontCAS assessments require 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 Montana Office of Public Instruction with official reports and on the OPI Web site, all test questions are to be regarded as secure and are for the sole purpose of administering statewide summative assessments for accountability purposes under federal and state law. Any other use of these materials requires the prior written consent of the Montana Office of Public Instruction.

As the Authorized Representative/Principal, you are required to certify you have received training/information in test security including appropriate use of accommodations in order to facilitate monitoring of them. You must also certify that before handling test materials or administering MontCAS assessments, all educators in your school involved with these assessments will be provided training and information to assist them in their professional responsibility as educators to maintain the security of the test and test materials. It is essential that professional educators receive training on test security and administration 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 Appendix A in the *MontCAS Test Security Manual* and can be found on the [OPI Statewide Testing Web Page](#). It, or a similar one, should be used to record training and attendees to document for System Test Coordinators. The completed log should be kept in accordance with your local school district policies.

Roles and Responsibilities for Test Security Information: Authorized Representatives and School Principals

As the Authorized Representative/Principal, you will certify that the training of educators in your school district included the following:

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*)
 - 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.

2. KEY INFORMATION FOR 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.

Roles and Responsibilities for Test Security Information: Authorized Representatives and School Principals

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*.

3. REPORTING A TESTING IRREGULARITY OR SECURITY BREACH

- **Reporting Testing Incident(s):** System Test Coordinators report any test security incident immediately to the Montana Office of Public Instruction within the [MontCAS Application](#) 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 state-mandated assessment (i.e., ACCESS for ELLs (or WIDA), CRT-Science, CRT-Science Alt, Multi-State Alternate Assessment (MSAA), Smarter Balanced, and ACT with Writing). System Test Coordinators must follow the reporting times specified in the *MontCAS Test Security Manual*.
- 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.

Roles and Responsibilities for Test Security Information: Authorized Representatives and School Principals

- 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 Montana Office of Public Instruction. 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 Montana Office of Public Instruction at 844.867.2569 or OPIAssessmentHelpDesk@mt.gov.

4. SUBMITTING THE AGREEMENT

The Authorized Representative should submit a screen shot of the Test Security and Student Privacy Assurance after it has been signed in the TEAMS Application, an image of the which can be found on pages 5 and 6 of this document. The screen shot copy should be maintained in accordance with your local school district policies or the preference of the System Test Coordinator for a period of at least three school years. The Montana Office of Public Instruction can request signed TSAs at any time throughout the school year.

**Roles and Responsibilities for Test Security Information:
Authorized Representatives and School Principals**
Terms of Employment Accreditation Master Schedule

Welcome CPA045 DistrictAuthorizedRepresentative - Sign Out

 Home
  Generate SEID
  System
  School
  Reports
  Submit Screen
  SEID Search

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

Roles and Responsibilities for Test Security Information: Authorized Representatives and School Principals

(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:

<https://apps3.opi.mt.gov/TEAMS/frmAssessment.aspx>

2/3

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 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.