

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. This document is for training and informational purposes only and is not intended to be used as the district's Test Security Agreement.

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 (OPI) 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 assessments for accountability purposes under federal and state law. Any other use of these materials requires the prior written consent of the OPI.

As the Authorized Representative/Principal, you are required to certify you have received training/information in test security including appropriate use of accommodations 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 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.

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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)*
- *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 OPI.
- 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?

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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, contact the OPI Assessment Unit at 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 OPI 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, Montana Science Assessment, Alternate Montana Science Assessment, Multi-State Alternate Assessment (MSAA), Montana Aligned to Standards Through-Year (MAST) assessment, 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.

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- If there is concern about ramifications from local reporting of an irregularity or breach, a [confidential electronic form](#) may be completed and submitted directly to the OPI. If you have questions, please contact the OPI Assessment Division at 844.867.2569 or OPIAssessmentHelpDesk@mt.gov.
- 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 Infinite Campus system. 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 OPI can request signed TSAs at any time throughout the school year.