

Roles and Responsibilities for Test Security Information: Test Administrators

This document provides information on the responsibilities of Test Administrators and other educators handling test materials. It 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 Test Administrator responsible for administering the required MontCAS assessments is responsible for ensuring he/she has completed training on test security, test administration and accommodations. It is the professional responsibility and obligation of educators administering MontCAS assessments to maintain the security of the test and test materials.

The 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 Montana Office of Public Instruction (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 the MontCAS testing. Any other use of these materials requires the prior written consent of the OPI.

The Test Administrator must receive training on test security and administration in advance of testing so he/she can take all the necessary precautions to maintain the validity and reliability of the MontCAS assessments. Test security is essential to obtain reliable and valid scores for reporting and accountability purposes. It is the responsibility of a professional educator to maintain the security of the test, test questions, and the test materials at all times. Please understand that a test security breach or serious testing irregularity could result in disciplinary action up to and including revocation of a professional license for the person responsible for the breach and/or the test scores of individual students or entire classes to be invalidated.

2. KEY INFORMATION FOR TEST ADMINISTRATION

The following is key information you should receive in training about test security and test administration before handling materials or administering the assessments. **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)}*

Roles and Responsibilities for Test Security Information: Test Administrators

Test materials must be kept secure when not being used for testing

- 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/serious testing irregularity?
- 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:** The System Test Coordinator must submit these 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. KEY INFORMATION FOR TEST SECURITY TRAINING

As found on Page 2 AND 3 of the “Roles and Responsibilities for Test Security Information Letters” for Authorized Representatives/School Principals and the System Test Coordinator, the Test Administrator must also confirm the following:

1. Received and reviewed a copy of *Roles and Responsibilities for Test Security Information: Test Administrators and Teachers*.
2. Completed training in advance of testing about test security, handling of materials, test administration, accommodations, and calculator use including:
 - 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 PowerPoint found on the [OPI Statewide Testing Web Page](#));

Roles and Responsibilities for Test Security Information:

Test Administrators

- 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. Trained on 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* which must be followed.

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* specifically in Appendix K. 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.
- 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.

Roles and Responsibilities for Test Security Information: Test Administrators

4. SUBMITTING THE TEST ADMINISTRATOR AGREEMENT

The Test Administrator should submit the electronic Test Security Agreement in each state assessment portal in which the Test Administrator has a user account. An electronic copy of these agreements 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 agreements at any time throughout the school year.

NOTE: The completed electronic form should be forwarded to your System Test Coordinator unless specified differently in the local school district policy(ies).
