



The Authorized Representative is required to designate a System Test Coordinator (STC). The STC is the single point of contact for 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 that:

- I will communicate to the System Test Coordinator the responsibilities of the role, including the completion of test security agreements and testing plans.
- I will ensure our School System adheres to the [MontCAS Collection Schedule](#) and complies with the MontCAS Application reporting requirements.

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 to maintain the integrity of all state assessments and 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 that:

- I will notify all school staff of the state required assessments and ensure all test administrators (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.
- 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.
- 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.
- 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.
- 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.
- 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.

Montana school districts are required to notify parents/guardians of planned assessments and of individual student reports in a timely manner.

In accordance with the OPI's parent/guardian notice requirements, I certify that:

- 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](#).
- I will ensure our schools notify parents/guardians about their child's academic performance on assessments promptly after the results are released.