



Test Security Collection Schedule

School Year 2025-2026

MontCAS Montana Comprehensive Assessment System
Montana Office of Public Instruction

Start Date	End Date	Collection	Action Needed	Resource / Supports
6/1/2025	8/15/2026	School System reviews the OPI published test window for each required MontCAS statewide assessment	School reviews the OPI Published Test Windows for each required MontCAS statewide assessment.	OPI Published Test Window
8/1/2025	8/15/2025	Authorized Representative (AR) System Test Coordinator (STC) Verification Request <i>(Note: STC is the sole person responsible for managing the suite of MontCAS assessments that are required under the Elementary and Secondary Education Act and state law (ARM 10.56.101).</i>	AR verifies and updates the OPI with STC contact information in Infinite Campus .	<ul style="list-style-type: none"> MontCAS Test Security Manual Ethical Behaviors Guidance
8/1/2025	9/1/2025	STC MontCAS Registration <i>(Note: The MontCAS Application is a restricted-use website that contains information on the state-mandated MontCAS assessments intended for use by the STC.)</i>	OPI provides the STC with access to MontCAS based off the AR Fall designation.	MontCAS Application MontCAS Instructional Guide
8/1/2025	9/1/2025	STC Manages Users in the Secure Assessment Portals	OPI provides the STC with access to the secure restricted-use assessment portals. School systems are required to manage users at the local level.	MontCAS Data Privacy Policy
8/1/2025	9/1/2025	STC Affirmation of School System Testing Security and Testing Plans <i>(The STC affirms the system compliance with the guidance defined in the MontCAS Test Security Manual and guidance published in each Test Administration Manual (TAM) for appropriate practices before, during, and after testing.)</i>	<ul style="list-style-type: none"> STC completes the affirmations of test security and that testing plans are in place for the district prior to the first administration of a statewide assessment. 	Checklists <ul style="list-style-type: none"> MontCAS Test Administration Plan MontCAS Test Accessibility Plan MontCAS Test Security Plan MontCAS Data Use Plan MontCAS Test Training Plan
8/1/2025	9/1/2025	STC Affirmation of Testing Security <i>(Note: This must be completed before the first scheduled statewide assessment in the district - see the OPI Published Test Window for content assessments and alerts.)</i>	STC completes the Testing Security Agreement section of the MontCAS Application to assure the OPI of compliance with test security.	MontCAS Application STC Test Security Agreement
9/04/2025	9/25/2025	STC Attends the MAST Virtual Summit and STC Workshop Series	STC attends the annual assessment training to receive technical assistance to administer the state required assessments.	MAST Virtual Summit STC Workshop Series
5/18/2026	6/30/2026	STC Completes the 2026 Assessment Debrief Survey	If applicable, STCs complete this form to receive renewal units for training from the 2025-26 administration.	Assessment Debrief Survey (TBD)
6/1/2025	2/28/2026	STC verifies quality assurance report. <i>(Note: The OPI will sample schools to observe MontCAS assessments using a standardized quality assurance checklist.)</i>	If applicable, STCs verify quality assurance checklist.	Quality Assurance Checklist

Testing Window Based Tasks and Deadlines

- STC Requests for Non-Routine Accommodations:** *The OPI will review requests and provide instruction on receiving certain accommodations on statewide assessments. The STC must submit accommodations requests at least ten days prior to testing. Resource: [MontCAS Instructional Guide](#)*
- STC Reports Non-Participation:** *This information is required for any child who was enrolled in the school during the MontCAS- published assessment window. Resources: [MontCAS Instructional Guide](#); [Six Things Stakeholders Should Know About Participation](#)*
- STC Reports Testing Incidents:** *Follow the reporting times specified in the MontCAS Test Security Manual Resource: [MontCAS Test Security Manual](#)*

DLM ELA/math: Fall Window (September 8, 2024-December 19, 2025)

8/1/2025	12/5/2025	STC Requests for Non-Routine Accommodation Process	If applicable, STCs make requests for assessment accommodations beyond those routinely allowed.
12/19/2025	1/9/2026	STC Reports Non-Participation	STCs record the reasons a student did not take the state-mandated assessment.
8/1/2025	1/9/2026	STC Reports Testing Incident	STCs report any test security incident immediately to the OPI or based on the reporting periods specified by the severity of the incident.

Note: MontCAS Test Security Collection Schedule dates are subject to change without notice. We provide regular updates in the monthly [Assessment Bulletin](#) newsletter. **Questions? – Contact the OPI Assessment Help Desk at 1-844-867-2569 or Email OPIAssessmentHelpDesk@mt.gov.**

MAST: Window 1 (October 13, 2024-December 5, 2024)

8/1/2025	11/21/2025	STC Requests for Non-Routine Accommodation Process	If applicable, STCs make requests for assessment accommodations beyond those routinely allowed.
12/5/2025	12/12/2025	STC Reports Non-Participation	STCs record the reasons a student did not take the state-mandated assessment.
8/1/2025	12/12/2025	STC Reports Testing Incident	STCs report any test security incident immediately to the OPI or based on the reporting periods specified by the severity of the incident.

WIDA ACCESS and Alternate ACCESS (January 5, 2025-March 6, 2025)

8/1/2025	2/20/2026	STC Requests for Non-Routine Accommodation Process	If applicable, STCs make requests for assessment accommodations beyond those routinely allowed.
3/6/2026	3/13/2026	STC Reports Non-Participation	STCs record the reasons a student did not take the state-mandated assessment.
8/1/2025	3/13/2026	STC Reports Testing Incident	STCs report any test security incident immediately to the OPI or based on the reporting periods specified by the severity of the incident.

Mast: Window 2 (January 12-March 6, 2025)

12/6/2025	2/20/2026	STC Requests for Non-Routine Accommodation Process	If applicable, STCs make requests for assessment accommodations beyond those routinely allowed.
3/6/2026	3/13/2026	STC Reports Non-Participation	STCs record the reasons a student did not take the state-mandated assessment.
12/6/2025	3/13/2026	STC Reports Testing Incident	STCs report any test security incident immediately to the OPI or based on the reporting periods specified by the severity of the incident.

DLM ELA/Math: Spring Window (February 2-May 15, 2025)

DLM Science (February 2-May 15, 2025)

12/20/2025	5/1/2026	STC Requests for Non-Routine Accommodation Process	If applicable, STCs make requests for assessment accommodations beyond those routinely allowed.
5/15/2026	5/22/2026	STC Reports Non-Participation	STCs record the reasons a student did not take the state-mandated assessment.
12/20/2025	5/22/2026	STC Reports Testing Incident	STCs report any test security incident immediately to the OPI or based on the reporting periods specified by the severity of the incident.

Montana Science Assessment (March 2-May22, 2025)

8/1/2025	5/8/2026	STC Requests for Non-Routine Accommodation Process	If applicable, STCs make requests for assessment accommodations beyond those routinely allowed.
5/22/2026	6/5/2026	STC Reports Non-Participation	STCs record the reasons a student did not take the state-mandated assessment.
8/1/2025	6/5/2026	STC Reports Testing Incident	STCs report any test security incident immediately to the OPI or based on the reporting periods specified by the severity of the incident.

ACT with Writing (Window 1: March 24-April 3, 2025; Window 2: April 7-17, 2025; Window 3: April 21-May 1, 2025)

5/1/2026	5/8/2026	STC Reports Non-Participation	STCs record the reasons a student did not take the state-mandated assessment.
8/1/2025	5/8/2026	STC Reports Testing Incident	STCs report any test security incident immediately to the OPI or based on the reporting periods specified by the severity of the incident.

MAST: Window 3 (March 30-May 22, 2025)

3/7/2026	5/8/2026	STC Requests for Non-Routine Accommodation Process	If applicable, STCs make requests for assessment accommodations beyond those routinely allowed.
5/22/2026	6/5/2026	STC Reports Non-Participation	STCs record the reasons a student did not take the state-mandated assessment.
5/23/2026	6/5/2026	STC Reports Testing Incident	STCs report any test security incident immediately to the OPI or based on the reporting periods specified by the severity of the incident.