

The System Test Coordinator (STC) is required to have the Test Administration Plan on record annually to ensure the school system administers statewide assessments consistently and with fidelity. For the required activities below, formulate the school system evidence used, along with the specific steps taken to ensure these tasks are accomplished on an annual basis. In the description, be specific about the local implementation of these policies and procedures.

10 Activities: Test Administration Plan	
<input type="checkbox"/>	<p>Item 1.1) Test Administration Manuals (TAM): Read the assessment-specific test administration manuals (TAMs) found on the assessment-specific testing portal and create a plan with educators who will administer statewide assessments on how to follow the instructions exactly per the published guidelines and to read the scripts verbatim during test delivery to ensure each administration is conducted in standardized and consistent manner throughout each classroom and the state of Montana as a whole (see Standardized Test Administration Guidelines).</p>
<input type="checkbox"/>	<p>Item 1.2) Assessment Dates and Timing: Create a plan to ensure all schools place assessments on the school calendar during the OPI published test windows and that each statewide assessment is scheduled with enough time to permit students to have multiple testing opportunities throughout the window in the event of student absence[s] and to encourage breaks as needed by the learner.</p>
<input type="checkbox"/>	<p>Item 1.3) Testing Location: Create a plan to identify appropriate testing locations where the environment is conducive for test taking (e.g., comfortable, appropriate lighting, and quiet) and to allow students the ability to focus and fully demonstrate their knowledge and skills related to grade-level content standards.</p>
<input type="checkbox"/>	<p>Item 1.4) Build an Assessment Team: Create a plan to have school leaders identify school staff who can assist with testing and communicate about roles (e.g., who is authorized, who knows how to do this, who can help with, and who is available when before, during, and after testing) and that each staff member knows what assessments are required by state and federal law (e.g., Elementary and Secondary Education Act and Administrative Rules for Montana Chapter 56).</p>
<input type="checkbox"/>	<p>Item 1.5) AR Role: Create a plan to have the AR review the applicable "Roles and Responsibilities Letters" and affirm their compliance with test security as indicated in the Infinite Campus system – Assessment Screen for Test Security and Student Privacy Assurances collection. .</p>
<input type="checkbox"/>	<p>Item 1.6) STC Role: Create a plan to have the STC review the applicable "Roles and Responsibilities Letters" and affirm their compliance with test security as defined in the annual MontCAS Application – Test Security Agreement and Testing Plan collection (ARM 10.56.103).</p>
<input type="checkbox"/>	<p>Item 1.7) BC Role: Create a plan to have the BC review the applicable "Roles and Responsibilities Letters" and complete the annual test security agreement process within each online test delivery system before accessing the system and have the STC provide a copy of the district's local test security agreements/non-disclosure records and/or other documents assuring the OPI of the local test security procedures [as required] through the demonstration of evidence for the Title Monitoring - Common Compliance Areas.</p>
<input type="checkbox"/>	<p>Item 1.8) TA Role: Create a plan to have the TA review the applicable "Roles and Responsibilities Letters" and complete the annual test security agreement process within each online test delivery system before accessing the system and have the STC provide a copy of the district's local test security agreements/non-disclosure records and/or other documents assuring the OPI of the local test security procedures [as required] through the demonstration of evidence for the Title Monitoring - Common Compliance Areas.</p>
<input type="checkbox"/>	<p>Item 1.9) Parent Participation Notice: Create a plan to notify parents/guardians about the importance of assessments including: (a) the purpose; (b) the source of the requirement; (c) when the information about student performance is provided to teachers and parents; (d) how teachers, principals, and district officials use the information about student performance; and (e) how parents can use that information to help their child before testing takes place (e.g., ARM 10.56.102(6)) and OPI Parent Corner Page).</p>
<input type="checkbox"/>	<p>Item 1.10) Handling Parent Refusals: Create a plan to ensure families are aware of the importance of statewide assessments and what participation policies are possible as in the state of Montana there is no "opt out" law, and state law requires all students in public and accredited non-public schools to participate in statewide testing (Six Things Stakeholders Should Know About Participation and Testing in Montana).</p>

The Test Administration Plan should be maintained annually in accordance with your local school district policies or the preference of the STC. Plans should be archived for a period of at least three school years as the OPI can request evidence of plans at any time throughout the school year for up to three years. If you have questions, contact the OPI Assessment Unit at 844.867.2569 or OPIAssessmentHelpDesk@mt.gov.