Access to Assessment Systems
November MontCAS Webinar

Marcy Fortner | Office of Public Instruction | Assessment Unit
Zoom Meeting Features

Meeting Topic: Glenna Emel’s Zoom Meeting
Host: Glenna Emel
Invitation URL: https://psu.zoom.us/j/165772946
Participant ID: 28

[Images of meeting features: Join Audio, Share Screen, Invite Others]
Session Objectives

• Learn to navigate the MontCAS sites and portals.
• Learn how to manage user accounts to administer the MontCAS assessments.
• Be familiar with the levels of accounts in the different portals and sites to ensure student data privacy.
• Have a list of resources to provide additional support for navigating the systems.
You want me to go where?
Assessment Overview

1. ACCESS for ELLs
   - English Language Learners

2. SBAC
   - Smarter Balanced Assessment Consortium

3. MSA
   - Montana Science Assessment

4. AMSA
   - Alternate Montana Science Assessment

5. MSAA
   - Multi State Alternate Assessment

6. ACT with Writing
   - American College Testing
There are two sites associated with the ACCESS for ELLs assessment.

- **WIDA Secure Portal**
  - Test Administrator training site
  - Test preparation, administration, and post-testing resources live here
    - Test Administrator’s Manual
    - Training Courses and Webinars

- **WIDA AMS**
  - ACCESS for ELLs test management site
  - WIDA Screener Online management site
  - Hosted by DRC (many people refer to this as the ‘DRC site’)

ACCESS for ELLs
User Management

- STCs are uploaded to the system by the OPI as ‘District Test Coordinators’
- STCs create School Test Coordinator and Test Administrator accounts
- STCs also create technology user accounts
- On the chart, the * indicates OPI role designations – not WIDA Secure Portal role designations
ACCESS for ELLs

WIDA Secure Portal (the training site)

URL: https://wida.wisc.edu/

Secure site: username and password required
- Before, during, and after testing resources
- Training courses
- Webinars
ACCESS for ELLs Training Courses

Kindergarten

Alternate ACCESS Grades 1-12

PAPER-BASED Grades 1-12

ONLINE Grades 1-12

Facilitator Toolkit

Training tiles take user to self-guided training courses to prepare for administering the ACCESS for ELLs assessments. The Facilitator Toolkit has resources designed for trainers who facilitate face-to-face trainings.

The WIDA Screener or the W-APT test materials and training can be accessed on the Screener Test Materials & Training tiles.
WIDA AMS – test management site

**URL:** [https://www.drcedirect.com/all/eca-portal-ui/welcome/WIDA](https://www.drcedirect.com/all/eca-portal-ui/welcome/WIDA)

- Secure site: username and password required
- Student management
- ACCESS for ELLs test management
- WIDA Screener Online management site
- Materials management
- Reports management
Smarter Balanced test management is located in the MT Testing Portal. The portal provides access for user management, summative and interim test management and administration, and score reporting.

Additional support for the Smarter Balanced assessment can be found on the Smarter Balanced website, and resources to support formative classroom work can be found on the Tools for Teachers site.
Assessment Management Site: MT Testing Portal
URL: https://mt.portal.cambiumast.com/
A padlock indicates a secure log in is required to gain access to the next screen.

MT Testing Portal user account hierarchy

- DA: District Administrator
- DC: District Coordinator
- SC: School Coordinator
- TE: Teacher
- TA: Test Administrator

*Tools for Teachers
# Smarter Balanced

## User Roles and Access to Montana Comprehensive Assessment Systems for 2020-2021

The following table indicates which users can access the features and tasks within each Montana Comprehensive Assessment online testing system. The corresponding user guide for each system contains complete information about each feature.

<table>
<thead>
<tr>
<th>Task or Site</th>
<th>DA*</th>
<th>DC*</th>
<th>SC*</th>
<th>TE*</th>
<th>TA*</th>
<th>TFT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Managing Students</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Viewing/Exporting Test Settings</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Editing Test Settings</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Uploading Test Settings through File Uploads</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Printing Test Tickets</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Managing Users</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adding Users</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Viewing/Editing/Exporting Users**</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Uploading User through File Uploads</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Deleting Users</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td><strong>Managing Rosters</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adding Rosters</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Viewing/Editing/Exporting Rosters**</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Uploading Rosters through File Uploads</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Printing from Roster List</td>
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<td>✓</td>
<td>✓</td>
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<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Deleting Rosters</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Appeals</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Filing an Appeal</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Monitoring Test Progress</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generating Plan and Manage Testing Reports</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Generating Test Completion Rates Reports</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Generating Test Status Code Reports</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Accessing Global Features</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- **DA** - District Administrator; **DC** - District Test Coordinator; **SC** - School Test Coordinator; **TE** - Teacher; **TA** - Test Administrator; **TFT** - Tools for Teachers
- **Some roles have view-only access to this feature.**

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### Test Administration (TA) Sites

- Downloading Files from the Inbox
- Accessing TA Interface
- Accessing TA Certification Site
- Accessing Assessment Viewing Application

### Online Reporting System (ORS)

- Managing Score Reports
  - Viewing School Listing Report
  - Viewing Teacher Listing Report
  - Viewing Roster Listing Report
  - Viewing Student Listing Report
  - Viewing Individual Listing Report
- Managing Reports
  - Viewing Summary Statistics
  - Retrieving Student Results
- Searching Students
  - Searching for Students
- Reporting System
  - District Assessment Report
  - School Assessment Report
  - Teacher Assessment Report
  - Student Assessment Report
  - Managing Roster
  - Managing Test Reasons
- Tools for Teachers
  - Managing Roster
  - Managing Test Reasons
  - Managing Roster

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*Instructions:*  
- [ ] Downloading Files from the Inbox
- [ ] Accessing TA Interface
- [ ] Accessing TA Certification Site
- [ ] Accessing Assessment Viewing Application
In the Montana Testing Portal, user management takes place under the TIDE tile (Test Information Distribution Engine).

SC role and above will have access to user management in the TIDE tile.
Test Administration is accessed on the Montana Testing Portal with the “Test Administration” tile from the home page.

Both Summative and Interim test administration is found in this tile.
Using the Reporting tile, users can view and download student results and view score reports.

**District & School Level Data**

<table>
<thead>
<tr>
<th>Name</th>
<th>Number of Students</th>
<th>Average Scale Score</th>
<th>Percent Proficient</th>
<th>Percentage in Each Achievement Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Montanas</td>
<td>11065</td>
<td>2424 ±1</td>
<td>48</td>
<td>20</td>
</tr>
<tr>
<td>X District</td>
<td></td>
<td>2434 ±12</td>
<td>53</td>
<td>19</td>
</tr>
<tr>
<td>School X</td>
<td></td>
<td>2434 ±12</td>
<td>53</td>
<td>19</td>
</tr>
</tbody>
</table>

**Class Level Data**

<table>
<thead>
<tr>
<th>Name</th>
<th>SSID</th>
<th>Scale Score</th>
<th>Achievement Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2416 ±20</td>
<td>Level 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2403 ±25</td>
<td>Level 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2347 ±29</td>
<td>Level 1</td>
</tr>
</tbody>
</table>

**Student Level Data**

**Reading**

- **Target 1 (Literacy Test):** KEY DETAILS: Given an inference or conclusion, use explicit details and implicit information from the text to support the inference or conclusion provided.
- **Target 2 (Literacy Test):** CENTRAL IDEA: Identify or determine a central message, lesson or moral and explain how it is conveyed in the text through key details, key events, or the sequence of events.
- **Target 3 (Literacy Test):** WORD MEANINGS: Determine inferred meanings of words, including words with multiple meanings (academic 2 words), based on context, word relationships, word structure (e.g., common roots, affixes), or use of reference materials (e.g., beginning dictionary), with primary focus or determining meaning based on context and the academic tier 2.
Training Tiles
- Practice & Training Test Administration
- TA Practice and Training Site
- Test Administrator Certification

Interim Assessment Tiles
- Interim Assessment Resources
- Interim Assessment Viewing Application

Resource Tiles
- Tools for Teachers
- Manuals for Online Testing

Inbox Tile

Remaining tiles on the Smarter Balanced Home Page
MSA and AMSA

Montana Science Assessment

Alternate Montana Science Assessment

Assessment management site: Montana Testing Portal
URL: https://mt.portal.cambiumast.com

- Same portal as the Smarter Balanced assessment
- Same user hierarchy
Tiles for science mirror the Smarter Balanced tiles in the Montana Testing Portal.

Montana Science Assessment

Alternate Montana Science Assessment
The MSAA system is currently down. It will be accessible by users in March.

URL: https://www.msaaassessment.org/user?destination=tap/users

- Secure user access
- Everything in one place for test management
- Second site – consortia site
Tabs include:

- **Test Status Summary** – the area in which users can manage testing and check on test status
- **Students** – the student management area (the OPI uploads students)
- **Sample Items** – to view sample items for the assessment
- **Organizations** – a list of the schools attached to your district
- **Users** – the area for user management
Preparing for testing

Sample items and videos for best practices as well as writing rubrics, can be found on the main MSAA site.  
https://www.msaaassessment.org/tap/sample-items

Instructional supports and resources for the MSAA are available on the NCSC Wiki site:  
https://wiki.ncscpartners.org/index.php/Main_Page
In the MSAA system:
- STCs are referred to as TCs (Test Coordinators)
- TAs are referred to as TAs (Test Administrators)
The Organization tab provides STCs with information about the organizational ID, Child organizations, users, and students.

**Organization tab**

The Users tab is the screen in which STCs will add the TA user accounts for their districts and school.

**Users tab**

The Students tab can be used to view and confirm student profiles.

**Students tab**
New Role: **Trusted Agent** - usually the district’s Superintendent

- Gives access to PearsonAccess\textsuperscript{next} (PANext)
- Gives access to Test Accessibility and Accommodations site (TAA)

https://success.act.org/s/
ACT with Writing

PearsonAccess Next (PA\textsuperscript{Next})

Welcome to Your Testing Program
Navigating Your ACT State Testing Webpage
Features, Organization, and Resources

Test Accessibility & Accommodations (TAA)

- Examinee details
- Test date information
- Reason for request
- Educational plan details
- Requested accommodations/supports
- Required documentation

State of Montana
ACT State Testing

Welcome to Your Testing Program
Navigating Your ACT State Testing Webpage
Features, Organization, and Resources
ACT with Writing

PearsonAccess\textsuperscript{Next} (PA Next)

URL: https://testadmin.act.org/customer/index.action

- Secure site – username and password required
  - Test Management – Online and Paper
    - Student Management
    - User Management
ACT with Writing

PA Next: “Contacts” versus “Users”

**Contact**
- Receives ACT communications
- Must also be a ‘user’
- Only 2 may be entered in the system
- ‘District Coordinator’ and ‘Test Administrator’

**User**
- Can perform tasks in PA Next
- Does not receive ACT communication
- ‘Room Supervisor’ and ‘Technology Coordinator’
The OPI uploads STCs to the system as District Test Coordinators – ‘DTC’. The DTC is a user and a contact and the STC then adds school level staff.

- If there is an ACT Test Coordinator at the district, he/she is added as a ‘user’ and a ‘contact’.

- Added as ‘users’ for online testing.
- Will not receive ACT communications.

- Added as ‘users’ for online testing.
- Will not receive ACT communications.
In addition to User Management, this tab is used for student management and materials ordering. Tasks under these items are assigned by ACT and ‘Contacts’ will receive communication about when and how to complete them.

The ‘Testing’ icon is used only for systems electing to administer the ACT with Writing online. Online test management is completed here.

The ‘Reports’ icon provides access to reports in the following categories:
- Student and Registration reports
- Online Testing reports
- Orders & Shipment Tracking reports
ACT with Writing

ACT State and District Testing: Montana Page

The ACT Test
Learn about the administration of the ACT test.

Welcome to Your Testing Program

PreACT
Information about the administration of the PreACT.
ACT with Writing

Important Links

Orientation
- Get oriented with the testing program.

Configuration
- Configure testing setup and systems.

Verification
- Verify needs for accommodations and/or supports.

Preparation
- Prepare for testing.

Administration
- Administer the test successfully.

Transportation
- Transport materials and data to ACT.

Interpretation
- Interpret score reports and test data.

Important Dates and Information
Spring 2021 testing will be required for all Montana juniors according to Montana’s normal testing requirements. The Montana ACT test will be updated with the Spring 2021 Schedule of Event by November 1.

Test Dates
- The ACT Taken on Paper
  - Test Window 1: March 23, 2021
  - Test Accommodations Window 1: March 23-26, 2021 and March 29 - April 2, 2021
  - Test Window 2: April 6, 2021
  - Test Accommodations Window 2: April 6-9, 2021 and April 12-16, 2021
  - Test Window 3: April 20, 2021

- The ACT Taken Online
  - Test Window 1: March 23-25, 2021 and March 30 - April 1, 2021
  - Test Window 2: April 6-8, 2021 and April 15-17, 2021
  - Test Window 3: April 20-22, 2021 and April 27-29, 2021

Contact Information
- ACT General Questions
  - 800.553.6244, ext. 2800
- Contact Form
  - Accommodations:
    - 800.553.6244, ext. 1788
    - ACTStateAccom@mact.org
- State Code: 27

State Policy Questions
- OPI Assessment: 844.860.7271
- Website: Montana Office of Public Instruction

Documents will be replaced as they become available for spring 2021 testing.

Important Links

TAA Site

Schedule of Events

PANext
New Online Reporting site

Score Reporting

Accessed via Success.ACT.org

Helpful Tools

ACT Test Scores and Reports

Many ways to look at the data

Program:
- The ACT (All Data)

Summary Statistics
- Summarize composite or subject-specific score data. Statistics include total number of students, total number of valid student scores, mean, standard deviation, minimum, and maximum. (State)

Data Tools
- Create a frequency distribution for composite or subject-specific scores. Distributions include frequencies, cumulative frequencies, percents, and cumulative percents. (State)
- Create a two-way cross tabulation of your data to examine interrelations between categorical variables. Cross-tab reports can be viewed for two score variables or between a score and a demographic variable. (State)
- Plot students’ performance for two different scores. A correlation coefficient is displayed to indicate the strength of the relationship. Use zoom and selectable regions to identify students who appear to be outliers and drill to the roster for further information. (State)

Historical Data

Year:
- ✔ 2020-2021
- 2019-2020
- 2018-2019
- 2017-2018
Help Desk Contacts

ACCESS for ELLs
- WIDA AMS (DRC) site
  - 1-866-276-7735
  - help@wida.us
- WIDA Secure Portal
  - 1-866-276-7735
  - help@wida.us

Smarter Balanced, Montana Science and Alternate Montana Science Assessment
- Montana Testing Portal Montana Help Desk
  - 1-877-365-7915
  - mthelpdesk@cambiumassessment.com

MSAA – Multi State Alternate Assessment
- MSAA Service Center
  - 1-866-834-8879
  - MSAAServiceCenter@cognia.org

ACT with Writing
- PA Next and ACT State and District Testing Montana Page
  - 1-800-553-6244, ext. 2800 (general)
  - 1-800-553-6244, ext. 1788 (accommodations)
  - ACTStateAccoms@act.org (accommodations)
Questions?

Office of Public Instruction
Assessment Division
OPIAssessmentHelpDesk@mt.gov
844-867-2569