

# Completing Affirmation of Testing Security in the MontCAS Application

OPI Assessment Unit Focused Support Video

# OPI Assessment Unit - MontCAS Focused Support Video

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## Statewide Assessments

- **Montana Aligned to Standards Through-Year (MAST) Assessment** – ELA and mathematics
- **ACCESS for ELLs** – English Proficiency
- **Montana Science Assessment (MSA)** - science
- **Multi-State Alternate Assessment (MSAA)** - ELA and mathematics
- **Alternate Montana Science Assessment (AMSA)** - science
- **ACT with Writing** – ELA, mathematics, and science

[MontCAS Application](#)

[MontCAS Test Security Manual](#)

**LIVE**  
**WALKTHROUGH**

**OPI Secure Portal**

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## Test Security

### Who is Responsible for Test Security?

Everyone who works with the Montana Comprehensive Assessment System (MontCAS) statewide assessments, communicates test results, and/or receives testing information is responsible for test security. This includes:

- Montana Office of Public Instruction (OPI) staff;
- Authorized Representatives (or School System Superintendents);
- System Test Coordinators (STCs);
- Building Coordinators (or School Principals);
- Test Administrators (or Educators);
- Students, parents, and the community at large; and
- Certified and non-certified public school staff.

Test security guidelines have been developed by the OPI to be used by STCs, Authorized Representatives/Building Coordinators, and TAs in order to maintain the integrity of all MontCAS assessments. Following these guidelines will ensure no student has access to any form of assistance or material that could provide an unfair advantage. The primary goal of test security is to protect the integrity of the assessment and to ensure that results are accurate and meaningful.

Policies	Resources	Training Supports
<ul style="list-style-type: none"> <li>▪ <a href="#">MontCAS Test Security Manual</a> - Describes the standardized test administration and test security procedures to be used by each accredited school.</li> <li>▪ <a href="#">MontCAS Test Security Collection Schedule</a> - This document is the MontCAS data collection schedule and timeline.</li> <li>▪ Authorized Representatives must complete the electronic assurance for data privacy and STC designation within the Infinite Campus system.</li> <li>▪ <a href="#">MontCAS Application</a> is a restricted-use website that contains information on the MontCAS state assessments. It is intended for use by STCs unless otherwise specified and the following actions must occur annually:               <ul style="list-style-type: none"> <li>▪ <a href="#">Affirmation of Testing Security - STC Test Security Agreement</a> - STCs must complete the annual online agreement. (There are two sections on test security for STCs to complete.)</li> </ul> </li> <li>▪ <a href="#">Affirmation of School System Testing Plans</a> - STCs must affirm schools have MontCAS Testing Plans in place.               <ul style="list-style-type: none"> <li>▪ <a href="#">Checklist: Test Administration Plan</a></li> <li>▪ <a href="#">Checklist: Test Accessibility Plan</a></li> <li>▪ <a href="#">Checklist: Test Security Plan</a></li> <li>▪ <a href="#">Checklist: Data Use Plan</a></li> <li>▪ <a href="#">Checklist: Test Training Plan</a></li> </ul> </li> <li>▪ <a href="#">Requests for Non-Routine Accommodation Process</a> (where appropriate)</li> <li>▪ <a href="#">Report Testing Incident</a> (where appropriate)</li> <li>▪ <a href="#">Ordering Paper Testing Materials</a> (where appropriate)</li> <li>▪ <a href="#">Report Non-Participation</a> (where appropriate). For more information, visit the <a href="#">Student Eligibility and Participation Page</a>.</li> <li>▪ <a href="#">Online Test Security Agreements</a> in each test delivery system:               <ul style="list-style-type: none"> <li>▪ <a href="#">Montana Testing Portal - Word version TSA</a></li> <li>▪ <a href="#">MSSA Portal - Word version TSA</a></li> <li>▪ <a href="#">ACT - Word version TSA</a></li> <li>▪ <a href="#">WIDA - Non-Disclosure and User Agreement</a></li> <li>▪ <a href="#">MontCAS Test Security Agreement for Supporting Roles</a> - form is for staff without test delivery accounts (e.g., handling materials, etc.).</li> <li>▪ <a href="#">Title Monitoring Assessment Compliance</a> - schools selected for Title monitoring will complete sections CC-H to CC-K on implementation of state assessments.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Infinite Campus AR Assurances</a> - Authorized Representatives confirm STCs annually within Infinite Campus. This designation is important as the STC is the OPI's single point of contact for all assessment-related communications. The individual will serve as the data steward for managing local users within the test delivery systems and serve as the local liaison for all standardized testing procedures.</li> <li>▪ The "Roles and Responsibilities Letters" outline the responsibilities the school and district level roles must be aware of for proper test security.               <ul style="list-style-type: none"> <li>▪ <a href="#">Authorized Representative/Building Principal Roles and Responsibilities for Test Security</a></li> <li>▪ <a href="#">STC Roles and Responsibilities for Test Security</a></li> <li>▪ <a href="#">TA Roles and Responsibilities for Test Security</a></li> </ul> </li> <li>▪ <a href="#">MontCAS Application User Guide</a> - step-by-step instructions for completing the required STC tasks.</li> </ul> <p><b>OPI Site Observations and Local Monitoring Checklists</b></p> <p>It is the OPI's and district's joint responsibility to monitor testing practices and follow the MontCAS Test Security Manual guidelines to promote fair, approved, and standardized practices. These checklists can be used by OPI staff and districts to ensure test administration activities are conducted in a standardized and consistent manner.</p> <ul style="list-style-type: none"> <li>▪ <a href="#">ACCESS for ELLs 2.0 Checklist</a></li> <li>▪ <a href="#">Alternate MSA Checklist</a></li> <li>▪ <a href="#">MSA Checklist</a></li> <li>▪ <a href="#">MSAA Checklist</a></li> <li>▪ <a href="#">MAST Assessment Checklist</a></li> <li>▪ <a href="#">ACT with Writing Checklist</a></li> </ul> <p><b>Sample MontCAS Testing Plans</b></p> <p>Participate in the <a href="#">STC Workshop Series</a> to receive suggestions and tips to complete plans including sample strategies.</p>	<ul style="list-style-type: none"> <li>▪ <a href="#">MontCAS Test Security Portal</a> - materials provided in this toolkit allow STCs (or presenters) to facilitate a training session so TAs can be trained in Test Security.</li> <li>▪ <a href="#">MontCAS Ethical Testing Behavior Guidance</a> - This document allows you to explore the dos and don'ts of test security.</li> <li>▪ <a href="#">MontCAS Test Administration Training Log</a> - this resource can be used to affirm training for all persons involved in handling and administering the assessments. The OPI encourages STCs to use this or a similar training log to ensure all staff involved in state assessments have been properly trained and certified to proctor state assessments.</li> </ul>

# Test Security Page

Questions?

Contact the OPI Assessment Unit:  
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