LOGGING INTO THE MONTCAS APPLICATION

OPI Assessment Unit
Focused Support Video

Montana Office of Public Instruction
Susie Hedalen, State Superintendent

Logging into the MontCAS Application – Focused Support Video

OPI Montana Comprehensive Assessment System (MontCAS)

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MontCAS Application
Office of Public Instruction

The Montana Comprehensive Assessment System (MontCAS) Application is a restricted-use website that contains information on the state-mandated assessments. The MontCAS Application is intended for use by System Test Coordinators (STCs). The MontCAS Application allows STCs to annually supply the Office of Public Instruction (OPI) with school system information pertaining to the integrity of the assessment and provide assurance of the assessment results through standardized and secure assessment conditions. In the MontCAS Application, STCs must complete the following actions throughout the MontCAS testing cycle, that is, before, during, and after testing:

BEFORE TESTING AND PRIOR TO THE DISTRICT'S ADMINISTRATION OF STATEWIDE ASSESSMENTS
Step 1: Complete the Affirmation of Testing Security screen.

STCs affirm their compliance with the guidance defined in the MontCAS Test Security Manual and guidance published in each Test Administration Manual (TAM) for appropriate before, during, and after testing practices.

Step 2: Complete the Affirmation of School System Testing Plans screen.

STCs affirm the existence of a local records policy for maintaining test security agreements and testing plans for the system in accordance with the MontCAS Test Security Manual for a period of at least three school years.

DURING TESTING
As needed: Submit Requests for Non-Routine Accommodation Process.

STCs make requests for assessment accommodations beyond those routinely allowed. Schools must administer statewide assessments with or without accommodations based on individual student needs consistent with all state and federal laws. The OPI reviews requests and provides STCs with instructions on receiving certain accommodations on statewide assessments. The STC must submit accommodations requests at least fourteen days prior to testing.

AFTER TESTING
As required: Report Non-Participation.

STCs record the medical reasons a student did not take the statewide assessment. This information is required for any child who was enrolled in the school during the OPI-published testing window. All medical reasons must be reported to the OPI before June 10th of each academic year.

THROUGHOUT THE SCHOOL YEAR
Report 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 found in the MontCAS Test Security Manual. The OPI must be made aware of incidents within the MontCAS Application for each statewide assessment. All testing incidents must be reported to the OPI before June 10th of each academic year.

Step-by-step assistance for completing the screens within the MontCAS Application can be found in the OPI Guidance for MontCAS Application User Guide

How to File a MontCAS Complaint?
Under the OPI's policies and procedures for test security, Test Administrators and other trained school staff are not permitted to actively view, review, or analyze any secure statewide test items. However, there are occasional instances where the district may need to share concerns and comments with the OPI about the test materials, items, or policies under the MontCAS Program. In order to protect the security and confidentiality of statewide assessments, contact the OPI Assessment Unit using the secure MontCAS Complaint Protocol This allows STCs [or other concerned stakeholders] to communicate with the Assessment Unit in accordance with the resolution processes.

OFFICE OF PUBLIC INSTRUCTION
THE GREAT SEAL OF THE STATE OF MONTANA
SUSIE HEDALEN, STATE SUPERINTENDENT

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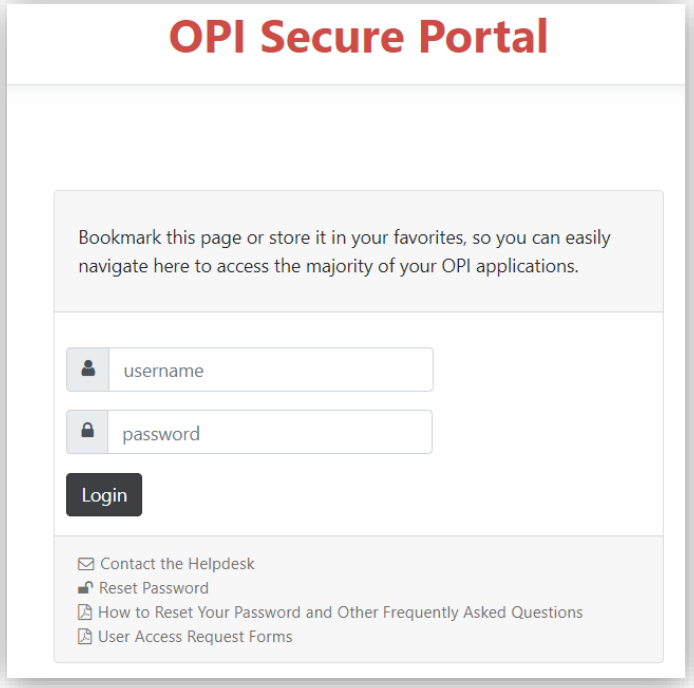
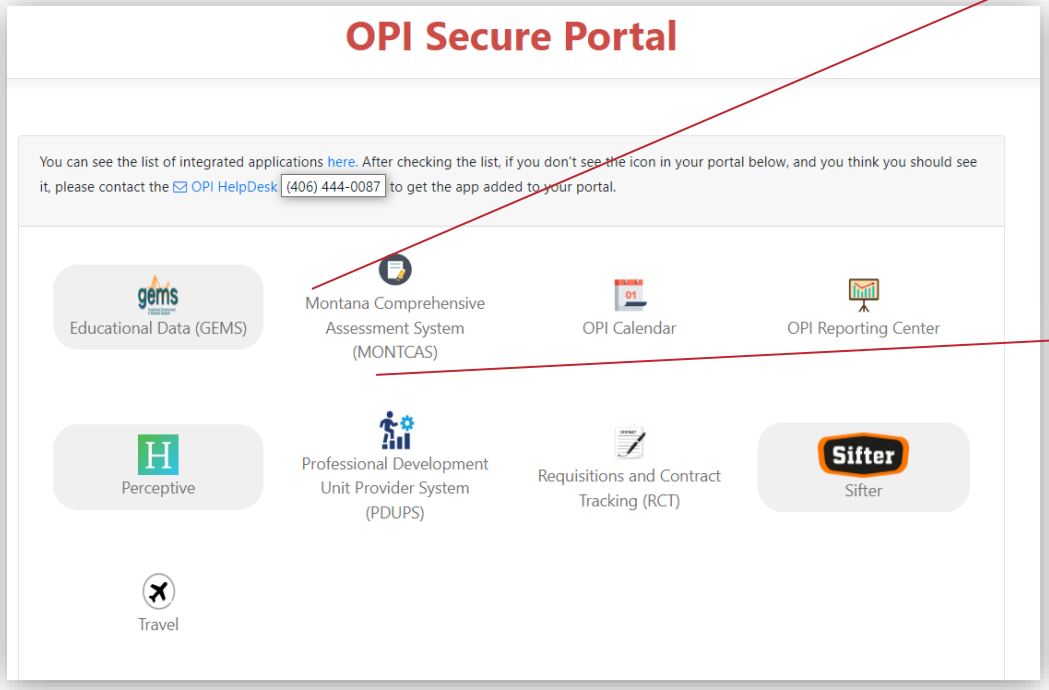
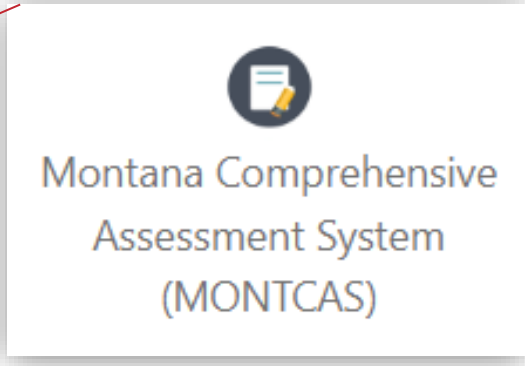
The MontCAS Application is accessed via the OPI Secure Portal.

OPI Secure Portal url: https://apps.opi.mt.gov/osp/default







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LIVE WALKTHROUGH

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- Follow instructions in email
  - Set up a password
- Bookmark this site for easy access later.

Can’t get logged in?
Contact the OPI IT HelpDesk.

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Questions?

Contact the OPI Assessment Unit:
opiassessmenthelpdesk@mt.gov

844.867.2569