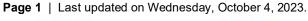# 2023–2024 School Year | STC Workshop Series

The purpose of the "STC Workshop Series" is to provide each Montana school district System Test Coordinator (STC) with the opportunity to learn the "how-to's" for each of the assessment related components listed below. STC participants will leave this three-day series with content to complete the four required testing plans (Test Administration Plan, Test Accessibility Plan, Test Security Plan, Data Use Plan, and Test Training Plan) and be provided with step-by-step instructions on how to accomplish the various STC activities. The OPI Assessment Team will share some tips and tricks to accomplish said activities and invite veteran STCs to share their experience(s) as well.

## Thursday, October 5, 2023 – State Assessment Overview

| Register Link | Session | Time | Topic Focus |
|---|---|---|---|
| [Register Link] | Session 1 | 9:00 AM – 10:00 AM | **Introduction to STC Workshop Series**<br>• How to engage in the STC Workshop and where to find resources.<br>• Overview of the current testing landscape in Montana<br>• STC Bootcamp Course<br>• Using past district testing plans |
| [Register Link] | Session 2 | 11:00 AM – 12:00 PM | **User Roles and Responsibilities**<br>• STC role and responsibilities<br>• Other user roles and responsibilities |
| [Register Link] | Session 3 | 1:00 PM – 2:00 PM | **Testing Systems**<br>• Test delivery portals and corresponding assessments<br>• Creating structures for easy access to portals<br>• Controlling access to portals<br>• School system access set-up |
| [Register Link] | Session 4 | 3:00 PM – 4:00 PM | **Establishing Student Need to Determine Eligibility and Participation Expectations in Assessments**<br>• Policies and procedures for participation in state assessments<br>• Student eligibility for testing<br>• Participation criteria for Alternate Assessments<br>• Participation criteria for English Language Learners<br>• Non-participation |
| | Office Hours | 4:00 PM – 4:30 PM | Open time for breakout sessions for questions about today's sessions (continuation of Session 4) |

## Friday, October 6, 2023 – Targeted Assistance

| Register Link | Session | Time | Topic Focus |
|---|---|---|---|
| Schedule Link | Targeted Assistance | 7:30 AM- 10:30 | Use the link to schedule individual time with the OPI Assessment Team for questions and help. |

## Tuesday, October 10, 2023 – Targeted Assistance

| Register Link | Session | Time | Topic Focus |
|---|---|---|---|
| Schedule Link | Targeted Assistance | 7:30 AM- 10:30 | Use the link to schedule individual time with the OPI Assessment Team for questions and help. |

# <u>2023–2024 School Year</u> | STC Workshop Series

The purpose of the "STC Workshop Series" is to provide each Montana school district System Test Coordinator (STC) with the opportunity to learn the "how-to's" for each of the assessment related components listed below. STC participants will leave this three-day series with content to complete the four required testing plans (Test Administration Plan, Test Accessibility Plan, Test Security Plan, and Test Training Plan) and be provided with step-by-step instructions on how to accomplish the various STC activities. The OPI Assessment Team will share some tips and tricks to accomplish said activities and invite veteran STCs to share their experience(s) as well.

## Thursday, October 12, 2023 – Assessment Administration

| Register Link | Session | Time | Topic Focus |
|---|---|---|---|
| [Register Link] | Session 5 | 9:00 AM – 10:00 AM | **Assessment Setup and Preparation by Test Delivery System for Smarter Balanced, MSA, AMSA, and ACT**<br>• Before, during, and after assessment activities for assessments in the Montana Testing Portal (SBA, MSA, & AMSA)<br>• Registering a school and students to test<br>• Successful ACT preparation and administration<br>• Planning aids and resources |
| [Register Link] | Session 6 | 11:00 AM – 12:00 PM | **Assessment Setup and Preparation Needs by Test Delivery System for MSAA and ACCESS for ELs**<br>• Before, during, and after assessment activities for the MSAA and ACCESS tests<br>• Planning aids and resources<br>• Non-participation procedures for alternate assessments |
| [Register Link] | Session 7 | 1:00 PM – 2:00 PM | **Student Supports and Accommodations**<br>• Universal Design for Learning (UDL)<br>• Ensuring inclusion to the fullest extent for special population students (IEP/504/English Learners)<br>• Montana's Three Tiers of Accessibility for All Learners<br>• District review and test setting setup<br>• Helping students gain comfort and familiarity with the testing systems<br>• Resources and tools available for practice |
| [Register Link] | Session 8 | 3:00 PM – 4:00 PM | **Communication with Score Reports**<br>• Notice requirements<br>• Privacy risks<br>• Providing timely access to school results<br>• Strategies for delivering score reports |
| | Office Hours | 4:00 PM – 4:30 PM | Open time for breakout sessions for questions about today's sessions (continuation of Session 8) |

## Friday, October 13, 2023 - Targeted Assistance

| Register Link | Session | Time | Topic Focus |
|---|---|---|---|
| Schedule Link | Targeted Assistance | 7:30 AM- 10:30 | Use the link to schedule individual time with the OPI Assessment Team for questions and help. |

## Monday, October 16, 2023 – Targeted Assistance

| Register Link | Session | Time | Topic Focus |
|---|---|---|---|
| Schedule Link | Targeted Assistance | 7:30 AM- 10:30 | Use the link to schedule individual time with the OPI Assessment Team for questions and help. |

# 2022–2023 School Year | STC Workshop Series

The purpose of the "STC Workshop Series" is to provide each Montana school district System Test Coordinator (STC) with the opportunity to learn the "how-to's" for each of the assessment related components listed below. STC participants will leave this three-day series with content to complete the four required testing plans (Test Administration Plan, Test Accessibility Plan, Test Security Plan, and Test Training Plan) and be provided with step-by-step instructions on how to accomplish the various STC activities. The OPI Assessment Team will share some tips and tricks to accomplish said activities and invite veteran STCs to share their experience(s) as well.

## Thursday, October 26, 2023 – Testing Plans & Security

| Register Link | Session | Time | Topic Focus |
|---|---|---|---|
| [Register Link] | Session 9 | 9:00 AM – 10:00 AM | **Overview of Testing Plans and Establishing Critical Partners**<br>• State and federal requirements for each testing plan<br>• Critical partners<br>• Building a team<br>• Educating the district on student assessments |
| [Register Link] | Session 10 | 11:00 AM – 12:00 PM | **Creating Testing Plans**<br>• Creating district testing plans<br>• Specific documentation examples for each testing plan<br>• Appropriate evidence for districts of all sizes |
| [Register Link] | Session 11 | 1:00 PM – 2:00 PM | **Monitoring, Tracking Completion, and Test Security**<br>• Ensuring active monitoring during test sessions<br>• Local monitoring resources<br>• OPI site monitoring<br>• Tracking assessment completion<br>• Testing incident examples and process |
| [Register Link] | Session 12 | 3:00 PM – 4:00 PM | **MontCAS Application and Continuous Improvement**<br>• State Assessment Collections in the MontCAS Application and Continuous Improvement Processes<br>• Responsibilities within the MontCAS Application<br>• Instructions and timeline for completing each task<br>• Finding or corrective action in a school system<br>• Collections for state assessment and schedule of events |
| | Office Hours | 4:00 PM – 4:30 PM | Open time for breakout sessions for questions about today's sessions (continuation of Session 12) |

## Friday, October 27, 2023 – Targeted Assistance

| Register Link | Session | Time | Topic Focus |
|---|---|---|---|
| Schedule Link | Targeted Assistance | 7:30 AM-10:30 | Use the link to schedule individual time with the OPI Assessment Team for questions and help. |

## Monday, October 30, 2023 – Targeted Assistance

| Register Link | Session | Time | Topic Focus |
|---|---|---|---|
| Schedule Link | Targeted Assistance | 7:30 AM-10:30 | Use the link to schedule individual time with the OPI Assessment Team for questions and help. |

## We are here to help. Contact us.

**Email:** Assessment Help Desk | Phone: 1-844-867-2569 | Assessment Team