

# 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 five 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 these activities and invite veteran STCs to share their experience(s) as well.

## Day 1 | Thursday, October 3, 2024 | Focus: State Assessment Overview and Focus on MAST Assessment

Register Link	Session	Time	Topic Focus
<a href="#">[Register Link]</a>	Session 1	9:00 AM – 10:00 AM	<b>Introduction to STC Workshop Series &amp; Testing Landscape</b> <ul style="list-style-type: none"><li>• How to engage in the STC Workshop and where to find resources.</li><li>• Overview of the current testing landscape in Montana</li><li>• Update on OPI Assessment Unit Support</li><li>• Using past district testing plans</li></ul>
<a href="#">[Register Link]</a>	Session 2	11:00 AM – 12:00 PM	<b>Best Practices for User Roles and Testing Portals</b> <ul style="list-style-type: none"><li>• STC role and responsibilities</li><li>• Test delivery portals and corresponding assessments</li><li>• Controlling access to portals</li><li>• School system access set-up</li></ul>
<a href="#">[Register Link]</a>	Session 3	1:00 PM – 2:00 PM	<b>MAST Overview and Set-Up</b> <ul style="list-style-type: none"><li>• Overview of MAST purpose and timeline</li><li>• MAST user roles and responsibilities</li><li>• Kite Portal access and tasks</li><li>• Scheduling reminder</li></ul>
<a href="#">[Register Link]</a>	Session 4	3:00 PM – 4:00 PM	<b>Using MAST to Support Learning</b> <ul style="list-style-type: none"><li>• MAST Administration</li><li>• Accessing MAST score reports</li><li>• Using MAST score reports for learning</li><li>• Incorporating MAST into a comprehensive assessment system</li></ul>

## Day 2 | Thursday, October 10, 2024 | Focus: Testing Plans and Test Security

Register Link	Session	Time	Topic Focus
<a href="#">[Register Link]</a>	Session 5	9:00 AM – 10:00 AM	<b>Overview of Testing Plans and Establishing Critical Partners</b> <ul style="list-style-type: none"><li>• State and federal requirements for each testing plan</li><li>• Critical partners and building a team</li><li>• Educating the district on student assessments</li><li>• Positive testing culture and practices</li></ul>
<a href="#">[Register Link]</a>	Session 6	11:00 AM – 12:00 PM	<b>Creating Testing Plans</b> <ul style="list-style-type: none"><li>• Creating district testing plans</li><li>• Specific documentation examples for each testing plan</li><li>• Appropriate evidence for districts of all sizes</li></ul>



<a href="#">[Register Link]</a>	<b>Session 7</b>	1:00 PM – 2:00 PM	<b>Monitoring, Tracking Completion, and Test Security</b> <ul style="list-style-type: none"> <li>• Tracking assessment completion</li> <li>• Ensuring active monitoring during test sessions</li> <li>• Local monitoring resources</li> <li>• OPI Site Monitoring</li> <li>• Testing incident examples and process</li> </ul>
<a href="#">[Register Link]</a>	<b>Session 8</b>	3:00 PM – 4:00 PM	<b>MontCAS Application and Continuous Improvement Processes</b> <ul style="list-style-type: none"> <li>• State Assessment Collections in the MontCAS Application</li> <li>• Instructions and timeline for completing each task</li> <li>• Finding or corrective action in a school system</li> <li>• Collections for state assessment and schedule of events</li> </ul>

## Day 3 | Thursday, October 24, 2024 | Focus: Test Set-Up, Participation, and Student Supports

Register Link	Session	Time	Topic Focus
<a href="#">[Register Link]</a>	<b>Session 9</b>	9:00 AM – 10:00 AM	<b>Establishing Student Need to Determine Eligibility and Participation Expectations in Assessments</b> <ul style="list-style-type: none"> <li>• Policies and procedures for participation in state assessments</li> <li>• Student eligibility for testing</li> <li>• Participation criteria for Alternate Assessments</li> <li>• Participation criteria for English Language Learners</li> </ul>
<a href="#">[Register Link]</a>	<b>Session 10</b>	11:00 AM – 12:00 PM	<b>Assessment Setup and Preparation by Test Delivery System (MSA, AMSA, and ACT with Writing)</b> <ul style="list-style-type: none"> <li>• Before, during, and after assessment activities for assessments in the Montana Testing Portal (MSA and AMSA)</li> <li>• Registering a school and students to test</li> <li>• Successful ACT with Writing preparation and administration</li> <li>• Planning aids and resources</li> </ul>
<a href="#">[Register Link]</a>	<b>Session 11</b>	1:00 PM – 2:00 PM	<b>Assessment Setup and Preparation by Test Delivery System (MSAA and ACCESS for ELLs)</b> <ul style="list-style-type: none"> <li>• Before, during, and after assessment activities for the MSAA and ACCESS assessments</li> <li>• Planning aids and resources</li> <li>• Non-participation procedures for alternate assessments</li> </ul>
<a href="#">[Register Link]</a>	<b>Session 12</b>	3:00 PM – 4:00 PM	<b>Student Supports and Accommodations</b> <ul style="list-style-type: none"> <li>• Universal Design for Learning (UDL)</li> <li>• Ensuring inclusion to the fullest extent possible for special population students (IEP/504/English Learners)</li> <li>• Montana's Three Tiers of Accessibility for all learners</li> <li>• District review and test setting setup</li> </ul>

**We are here to help. Contact us.**

Email: [Assessment Help Desk](#) | Phone: 1-844-867-2569 | [Assessment Team](#)

