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### MontCAS Online Reporting System Available

The MontCAS Online Reporting System has been updated and is now available. System test coordinators will use this system to request **\*\*standard accommodations for the CRT Science, request non-standard accommodations for all MontCAS Assessments\***, report testing irregularities, and report reasons for non-participation for all MontCAS Assessments\*.

\* Except ACT

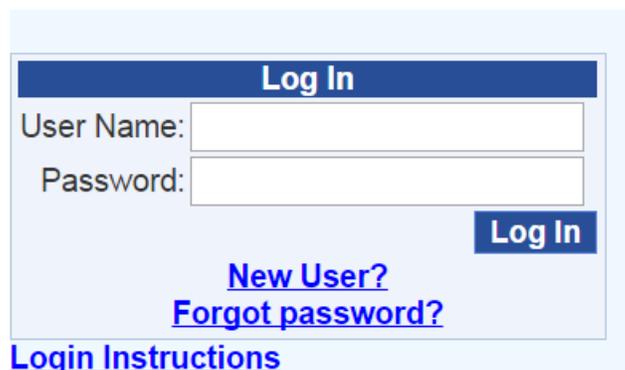
### Accessing the MontCAS Online Reporting System

System test coordinators have access to the MontCAS Online Reporting System at the following link:

<https://apps.opi.mt.gov/MontCAS/frmLogin.aspx>.

After following the link, click on the Forgot Username link. In most cases, your username will be the first letter of your last name, followed by your last name (for example, jsmith). Enter your email address to receive a temporary password. Please note, you may need to check your junk or spam folders for the email containing your password.

Please change your password once you have logged in.



### Trouble Logging In?

If you are having trouble logging in, please contact the OPI Help Desk at 406-444-0087 or OPI-HelpDesk@mt.gov.

### Requesting **\*\*standard accommodations for the CRT Science**

The window to request (double starred) **\*\*standard accommodations for the CRT Science for general education students is February 17-March 3.**

To make a request:

Hover your mouse over “Data Entry”.

Click “Enter Accommodation Request”.

Select the student’s school system, school, grade, State Student ID (SSID), and

System (SS): Absarokee Public Schools - 0919 School (SC): Absarokee 7-8 - 1775

Request Date: 2/11/2015

Select Grade: [dropdown]

Enter student State ID: [input] [Please click to check if State ID is correct](#)

Content Area:  
 Science

Select the **\*\*Standard Accommodation** :

- 12. **\*\* Magnification:** Student uses equipment to magnify test materials.
- 13. **\*\* Student (not groups of students) wears equipment to reduce environmental noises.**
- 14. **\*\* Template:** Student uses a template.
- 15. **\*\* Amplification:** Student uses amplification equipment (e.g., hearing aid or auditory trainer) while taking test.
- 16. **\*\* Writing Tools:** After the student completes typing a constructed response, the test administrator transfers appropriate space in the Answer Booklet word-for-word exactly as the student typed it.
- 17. **\*\* Voice Activation:** The student speaks a response into a computer equipped with voice activation software.

content area.

Check the box(es) next to the needed accommodation(s).

Answer the four questions before submitting your request.

Please refer to the spring [2015 Science CRT Accommodations Guidance Memo](#) and the [2014 Accommodations Manual](#) for information on \*\*standard accommodations for general education students.

### New: Requesting Non-standard accommodations for Smarter and the Science CRT

Requests to use non-standard accommodations will now be made online using the MontCAS Online Reporting System. The window to make non-standard accommodation requests is February 17-March 18.

To make a request:

- Hover your mouse over “Data Entry”.
- Click “Enter Non Standard Accommodation Request”.
- Select the student’s school system, school, grade level, SSID, and content area.
- Enter the non-standard accommodation you are requesting and the reason(s) the student needs the accommodation.
- Confirm that the accommodation is listed in the student’s IEP.

The screenshot shows a web form with the following fields and options:

- System (SS): [Dropdown menu]
- School (SC): [Dropdown menu]
- Request Date: 2/11/2015
- Select Grade: [Dropdown menu]
- Enter student State ID: [Text input field]
- Content Area:  English Language Arts  Math
- Enter the requested non-standard accommodation(s): [Text area]
- Enter the reason for the non-standard accommodation(s): [Text area]
- Please confirm the requested accommodation listed in the student's IEP:  Yes  No

Please refer to the spring [2015 Science CRT Accommodations Guidance Memo](#) and the [2014 Accommodations Manual](#) for information on nonstandard accommodations, and the [Smarter Usability, Accessibility, and Accommodations Guidelines](#).

### Reporting Student Non-Participation

System Test Coordinators will be able to enter reasons for non-participation of students from February 17-May 31.

To report non-participation:

- Hover your mouse over “Data Entry”.
- Click “Enter Reasons for Non-Participation”.
- Select the school system and school and then use the search filters to narrow your list of students.
- Click the “Select” button next to the appropriate student.

The screenshot shows a search interface with the following elements:

- System (SS): Absarokee Public School
- Last Name: [Text input field]
- Grade: All [Dropdown menu]
- Apply Filter button
- Be patient - this gets done message
- Students without reasons entered table:

State ID	Last Name	First Name	Middle Name	Grade	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	08	Select
[Redacted]	[Redacted]	[Redacted]	[Redacted]	07	Select
[Redacted]	[Redacted]	[Redacted]	[Redacted]	08	Select



**\*New:** The program now has the option of choosing a category that explains what kind of incident it was (ex. administration incidents) and category option that describes what happened during the incident ( ex. Classroom activity was not presented prior to Performance Task.) instead of describing the incident in the text box. If more than one category and/or option applies to your incident or the available options are not relevant to your incident, you can provide additional information in the “Provide additional information if needed” text box.

Please select the category and category option that best describe your incident. If more than one category and/or option applies to your incident or the available options are not relevant to your incident, you can provide additional information in the “Provide additional information if needed” text box.

**Select a category:**

Administration Incidents

**Select a category option:**

Classroom activity was not presented prior to Performance Task.

**Provide an explanation for the selection of Other:**

**Provide additional information if needed:**