

MONTANA COMPREHENSIVE ASSESSMENT SYSTEM (MONTCAS)

**GUIDELINES AND PROCEDURES
FOR CRT-SCIENCE AND CRT-ALT TEST
SECURITY
SPRING 2014**



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MONTANA COMPREHENSIVE ASSESSMENT SYSTEM (MONTCAS) GUIDELINES AND PROCEDURES FOR TEST SECURITY

PURPOSE

To maintain the integrity of the Montana Comprehensive Assessment System (MontCAS), standardized procedures must be followed so that materials are kept secure and all students take the tests under standard conditions. For purposes of accountability, results must be valid and accurate to ensure fairness among all participating schools. **This document is specific to the Spring 2014 CRT-Science and CRT-Alternate in Reading, Math, and Science.**

MontCAS requires that the test questions remain secure. To maintain the security of the tests, only authorized persons are permitted to use the test questions and stimulus passages. With the exception of questions and stimulus passages released by the Montana Office of Public Instruction (OPI) with official reports and on the OPI Web site, all test questions, as well as stimulus passages and performance tasks, are to be regarded as secure instruments and are for the sole purpose of the MontCAS. Testing personnel should not reproduce, discuss, or in any way release, share or distribute the test questions. Any other use of these materials may constitute a security breach. All test booklets and answer booklets must be returned to Measured Progress on time. Late or missing booklets constitute a serious security breach and could result in the invalidation of student results for schools and/or system.

Although the Montana Office of Public Instruction specifies the following policies and guidelines, all possible testing situations cannot feasibly be covered. If a testing issue arises that is not addressed in this document, apply the following guideline:



No student taking the test should have access to any form of assistance or material that could provide an unfair advantage.

This Guide is to be used in conjunction with the MontCAS test coordinator, test administrator, and accommodations guides and manuals. All tests must be administered in strict accordance with the instructions contained in these guides and manuals. Questions and uncertainties that cannot be answered by these materials or by your System Test Coordinator should be directed to Judy Snow, State Assessment Director, at the Office of Public Instruction.



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DEFINITIONS

Test Security is dependent on keeping materials secure and following standard procedures in administering tests. The following definitions are included for clarification.

Testing irregularity:

- Any event (before, during, or after testing) that could potentially impact the security of the test or the accuracy of the test data.
- Includes any actions or precautions that vary from directions specified by testing contractor manuals or the OPI.

Secure test materials:

- Test booklets, answer documents, and other materials as defined by OPI and testing contractors that must remain secure to preserve the integrity of the tests.
- Materials must be kept in a secure location and not copied.
- All test booklets and answer booklets must be returned to Measured Progress on time. Late or missing booklets constitute a serious security breach and could result in the invalidation of student results for schools and/or systems.

Security breach:

- Test materials copied or not kept in a secure location. For a location to be secure, the two lock system is recommended, one for the door and one for the cabinet or other container where the materials are stored.
- A violation of a testing procedure or environment that gives an unfair advantage to a student or group of students and could jeopardize the security and integrity of the tests and/or resulting data.

Coaching:

- A security breach that gives an unfair advantage to a student or group of students.
- The coaching security breach includes providing answers to students, changing student responses, suggesting students change their responses, or influencing student responses to test questions by offering hints, clues, cues, facial expressions, nods, voice inflections or any other manner of assistance that could impact a student's answers. It also includes not following the explicit directions for accommodations that are listed in the accommodations manual.

TRAINING REQUIREMENTS

- It is the responsibility of each school district to appoint a System Test Coordinator and/or designated school testing representatives. The System Test Coordinator is responsible for reviewing applicable training and assessment materials and attending training sessions as offered and provided by OPI.
- The System Test Coordinator and designated school representative are responsible for providing test administration training to all building test coordinators within their respective districts.



All persons involved with testing, including proctors, scribes, and test administrators, should receive annual training on test administration procedures and guidelines, test security, accommodations, and calculator use.

MontCAS should be administered to students only by licensed professionals who have been trained and are familiar with standardized testing procedures. Substitute teachers and student teachers should not administer the tests unless they have been trained in these procedures, and are under the direct supervision of a licensed educator. Paraprofessionals may assist with the administration when they are under the direct supervision of a licensed teacher/education.



All individuals involved with testing should be informed by their System Test Coordinator or designated testing representative of the appropriate process for reporting any form of testing irregularities or security breaches.

MATERIALS

- Test security is vitally important to the integrity of the statewide testing system and involves accounting for all secure test materials before, during, and after test administration.
- Secure test materials should be kept in locked storage when not in use and access should be limited to authorized persons who have been trained in handling secure testing materials.
- All test booklets and answer booklets must be returned to Measured Progress on time. Late or missing booklets constitute a serious security breach and could result in the invalidation of student results for schools and/or systems.

Secure test materials should not be duplicated in any form, and test questions should not be discussed.

MAINTAINING STANDARDIZED TESTING PROCEDURES

All MontCAS test administration materials, policies, and guidelines should be reviewed before any tests are administered. Tests must be administered in strict accordance with the instructions and policies contained in these materials. Directions should not be modified in any way, unless specified in individualized education plans (IEPs) or plans for students with limited English proficiency (LEP) or eligible for services under section 504.

If at any point there is a testing irregularity or any concern that the security or integrity of the test has been jeopardized, follow the procedures outlined in this guide (beginning on page 8).

Test administrators are responsible for ensuring that no child is given an unfair advantage in the administration of the MontCAS; therefore,

Do NOT... * Unless specified as an accommodation for an individual student	
Do NOT...	allow students to have cell phones, headphones,* or other electronic communication devices in testing areas.
Do NOT...	allow students to use dictionaries, Thesauri, or reference sources.*
Do NOT...	allow students to use calculators when not specified.
Do NOT...	coach or provide feedback to students before, during, or after testing.
Do NOT...	influence, alter, or interfere with a test response in any way or instruct a student to do so.
Do NOT...	fill in any unanswered questions or provide actual answers.
Do NOT...	give students access to secure test questions prior to testing or discuss test questions at any time.
Do NOT...	copy or reproduce any portion of the secure test materials, or provide answer keys.
Do NOT...	deviate from the procedures specified in the MontCAS test coordinator and administrator manuals. (NOTE: There may be some cases in which the OPI requires procedures different from those in the manuals published by the test contractors. DO follow the OPI procedures.)
Do NOT...	instruct students to deviate from these guidelines.
Do NOT...	leave students unattended with testing materials or to take them unaccompanied to another location.
Do NOT...	allow students to go back to previous test sections to review, complete, or revise answers.
Do NOT...	allow students to re-test once they have started or completed a test section.
Do NOT...	provide accommodations other than those specified and allowed in MontCAS accommodations guidance.
Do NOT...	exclude eligible students from taking the tests.
Do NOT...	participate in, direct, aid, counsel, assist, encourage, or fail to report any of the acts prohibited in this section.



Test administrators are not allowed to answer any questions related to the contents of the test. If a student asks a question, the test administrator may respond, "I'm sorry I can't help you; just do your best."

Do...	maintain a positive attitude about testing before, during and after testing.
Do...	follow test security and administration guidelines.
Do...	make sure if a test section is started that it is finished in the same day.
Do...	cover or remove bulletin boards, posters, or other instructional displays that could aid students during testing.**
Do...	account for all test booklets and answer documents and keep them in a secure location.
Do...	scribe exact student responses, including incorrect responses, when scribing is a specified accommodation. Include all grammatical and punctuation errors when scribing answers to constructed response questions.
Do...	transcribe exact student responses, including incorrect responses, when a student's test booklet has been damaged or an alternate format has been used (such as Braille).
Do...	keep voice inflections neutral in the event a required and allowable test accommodation is to read portions of the test aloud.
Do...	minimize distractions during testing, including intercom announcements.
Do...	place "Do not disturb" signs on doors where testing is occurring.
Do...	allow students rest room breaks in advance of testing.
Do...	check to see if all eyeglasses and/or hearing devices are working and being used, if needed.
Do...	make sure the testing environment is comfortable and has appropriate lighting.
Do...	monitor students as they test.
Do...	utilize testing proctors at a recommended ratio of one proctor to not more than 30 students.
Do...	account for and return all secure test materials as specified in test coordinator and administrator manuals.
Do...	report testing irregularities/security breaches.
Do...	follow procedures for reporting as specified.
Do...	clear main/home screen of calculators both before and after calculator use sessions.

** Anything that could guide a student to an answer should be covered or removed. This includes instructional items that are not available to all students taking the test such as graphic organizers or multiplication tables. In addition to the need for students to work independently, no students should have any form of assistance or material that other students do not have. The tests are standardized and the testing process is standardized. Any deviations from the process might compromise valid assumptions.

ACCOMMODATIONS

The 2014 CRT Accommodations Manual and Accommodations Guidance Memo are posted online. Click on the accommodations tab on the following link:

http://opi.mt.gov/curriculum/MontCAS/#gpm1_5

The following reminders should be addressed during training and monitored closely to avoid a testing irregularity.

- Accommodations are determined on an individual basis.
- There is no standard accommodation (including oral presentation) that provides an opportunity for a student to request or receive help on a specific word, phrase, line, pronunciation, definition, item, question, answer choice or any part of the assessment.
- Standard accommodations do not override standard administration of the CRT or the need for independent work by the students.
- Allowable standard accommodations for the CRT that are described in a student's IEP/504 Plan should match those used during the administration of the CRT.
- Non-standard accommodations for the CRT that are described in a student's IEP/504 Plan should be used during the administration of the CRT.
- Accommodations coded with * are suggested as appropriate for Limited English Proficient (LEP) students.
- Accommodations coded with ** are intended for use with students identified as IEP/504/LEP. These accommodations must be listed in the student's IEP, 504 plan, or LEP plan.
 - In unusual circumstances, approval may be requested for a general education student (not identified as IEP/504/LEP) to be administered the CRT with an accommodation keyed with **. In most cases, these are students who may have a medical emergency at the time of testing. In medical emergency cases, please contact Judy Snow, 406-444-3656 jsnow@mt.gov



For prospective cases in which the request is not related to a medical emergency, the four guidelines below should be followed.

1. The accommodation has been in place and used regularly in classroom instruction for at least three consecutive months.
2. A team made the decision about the appropriateness of the accommodation for instruction and formalized assessments.
3. There are data to demonstrate the effectiveness of the accommodation for the student on formalized assessments.
4. The accommodation is used in the administration of ALL other formalized assessments such as MAPS, chapter tests, unit tests, and other tests administered to groups of students.

Instructions for the online process to request approval will be provided to System Test Coordinators in a separate document.

UNFORESEEABLE CIRCUMSTANCES

In the event a student suffers from an unforeseeable circumstance immediately before or during testing, the student may be provided with allowable standard accommodations as appropriate. Please contact the OPI Assessment Office with any questions. Examples of unforeseeable circumstances are:

Injuries—If a student is unable to write or needs special accommodations to participate in the testing, please refer to the accommodations guidance. The student may require a standard accommodation coded **. If that is the case, please contact the OPI Assessment Office.

Illness—A student may not return to interrupted test sessions which the student has begun except in rare cases, when a student becomes ill during a session and partially completes it. In those, such as nosebleeds or coughing spells, the student may return to the session as long the student completes the session the same day. If the student cannot return to the session and complete it, it is a medical emergency and qualifies for an AYP appeal in June 2014. Please keep careful records. In both cases, if there are sessions the student has not begun, the student must take those within the specified window.

Damaged materials—In the event an answer document is damaged and unable to be scored, answers may be transcribed to a new answer document as long as student answers are transferred exactly the same. If the document is damaged during a test section, the student may continue to answer the questions on a new answer document (ensuring the student is using the same form of test booklet) at the number they left off. Previous answers can later be transcribed by a trained test administrator. Please contact the State Assessment Director for guidance.

Interruptions/emergencies—In the event that testing is interrupted due to an emergency, the System Test Coordinator should be notified. If students are able to resume testing after the emergency, the time should be extended so that the students are allowed full time allocation. If, however, the test is interrupted during a timed portion, consult with your System Test Coordinator who should contact the State Assessment Director for guidance.

Disruptive students—If a student becomes disruptive during testing, the student may be removed from the testing location so that other students can continue testing without the disruption. If the disruptive student is unable to finish the test section (session) at that time, that section (session) may not be continued on a different day. However, the student may finish the section (session) in a different location on the same day.

Student refusal/non-compliance—If a student refuses to test, refuses to complete a test, or engages in random marking or bubbling, the answer document must still be sent with used answer documents for scoring.

Cheating—Students should not be allowed to share information with or obtain information from other students in any way. All instances involving cheating should be reported.



Please note that due to the limitless possibilities of testing circumstances, not all situations can be addressed. Please direct all questions to your System Test Coordinator or the state assessment director.

SECURITY DOCUMENTATION FOR THE CRT AND CRT-ALT

Consistent test administration is necessary for accurate test results. And, it is essential for educators handling test materials and administering the tests to receive training and understand correct procedures.

As a reminder and a guide, the OPI provides three documents, one for educators who handle the materials and/or administer the test, one for System Test Coordinators who handle materials and provide training, and one for school principals who oversee the testing environment in their schools. In addition, a training log template is also provided.

- These documents are intended to provide advanced knowledge of possible consequences of a security breach or a serious testing irregularity. Using these documents in the manner outlined below insures that all educators involved in testing have been given the opportunity to know and understand their responsibilities and consequences regarding test security. The responsibilities and consequences remain the same with or without the documents; however, the forms are a vehicle to provide the information to the responsible parties.

- For the spring 2014 CRT and CRT-Alternate test administration, System Test Coordinators and principals involved with CRT or CRT-Alternate testing and/or administration are required to provide documentation of training. Copies of the three memos and the training log template listed below are posted online. Click on the security tab at the following link:
http://opi.mt.gov/curriculum/MontCAS/#gpm1_5

Memo 1

Test Administration and Security Information Memo for teachers describes their responsibilities. Each teacher administering the CRT or CRT-Alternate must receive the memo prior to or during training before the distribution of materials and test administration.

Memo 2

Memo to System Test Coordinators agreements outlines their responsibilities or test security, training, and distribution of materials. After testing, each System Test Coordinator will go online to certify that the requirements have been met.

- <http://iservices.measuredprogress.org/>
- Select Montana, then Test Security Agreement, then scroll to system in the System Test Coordinator column.

Memo 3

Memo to school principals/authorized representatives specifies responsibilities for test security and test administration training and distribution of materials in their schools. After testing, each principal/authorized representative will go online to certify that the requirements have been met.

- <http://iservices.measuredprogress.org/>
- Select Montana, then Test Security Agreement, then scroll to school in the Principal/Authorized Representative column

Training Log Template

Please use this log, or a similar one, to record trainings and attendees. It should be kept at each school with the principal/authorized representative.

PROCEDURE FOR REPORTING TESTING IRREGULARITIES AND/OR SECURITY BREACHES

- Any concern about breaches in test security, testing irregularities, and/or noncompliance with test administration procedures must be reported immediately to the school principal/authorized representative, System Test Coordinator, and OPI by phone or in person within three days of the incident. The district superintendent should also be notified. The Testing Irregularity Form (TIR) is to be completed online within five days of the incident. Instructions for the online process to report a testing irregularity are provided to System Test Coordinators in a separate document.
- To assist in collecting the information needed to submit online, a screen shot of the online form is included in Appendix B of this manual. Appendix C has a list of Tips for completing the online form.
- If additional time is necessary, the reporting individual should call the State Assessment Director to request an extension.
- If there is concern about ramifications from local reporting of an irregularity or breach, a paper form may be completed and submitted directly to the State Assessment Director. A pdf copy is online for this purpose. Click on the security tab at the following link: http://opi.mt.gov/curriculum/MontCAS/#gpm1_5 It can be faxed or mailed to:

Judy Snow, OPI, P. O. Box 202501, Helena, MT 2501 or FAX: 406-444-0743. If you have questions,
please contact Judy Snow, State Assessment Director, 406-444-3656 or jsnow@mt.gov

Appendix A

All of the following documents are available online in pdf format.

Click on the security tab at the following link: http://opi.mt.gov/curriculum/MontCAS/#gpm1_5

- Test Security and Administration Memo to Teachers
- Test Security and Administration Memo to System Test Coordinators
- Test Security and Administration Memo to Principals/Authorized Representatives
- Training Log Template

Appendix B

Screen Shot of Online Testing Irregularity Report

This application is not open at this time.
 All school and system personnel involved in the administration of the CRT and the CRT-Alternate and the accompanying materials must report immediately any violation or suspected violation of test security, administration policies and guidelines, and/or confidentiality. School or system staff should notify their System Test Coordinator and School Principal if they witness or suspect an irregularity has occurred. The System Test Coordinator should notify OPI within 3 days by telephone or email and should complete the online form within 5 days.

The testing irregularities page provides the functionality for schools to enter irregularities discovered during the test materials and testing windows and receive OPI feedback on each event in a timely manner.

No incidents have been entered for this school.

Please complete the entire form to add a new incident. **NOTE:** The incidents listed above are at the System and School that are selected.

System (SS): **School (SC):**

Date of Incident: **Test:**

Has OPI been contacted regarding this incident? Yes No

Person completing this report: username

Grade: **Content Areas:** Reading Math Science

Describe the incident:

Describe the handling of the incident:

Educators involved and their roles:

Enter student State ID to check: **Student's Test Form Number:** **Please click to check if State ID is correct**

No students have been entered.

Submit this incident to OPI

If you have any questions, contact: Ashley Makowski at (406) 444-3511 or AMakowski@mt.gov

Appendix C

Tips for Completing the Testing Irregularity Report

- Test-Coordinators may access the online Testing Irregularities Report by going to the MontCAS System website: <https://apps.opi.mt.gov/MontCAS/frmLogin.aspx>.
- Every question on the Testing Irregularities Report must be answered before it can be submitted to OPI.
- Drop-down lists are provided for some questions.
- When completing your description of the incident and how it was handled, use as many details as possible, including names of parties (not student names) involved and number of tests affected.
- A button has been provided that will allow you to check the Student ID number before you submit the form.
- Once you have completed the form, click the Submit button located at the bottom of the page.
- You will receive email verification that your form as been submitted and you will be given the option to print the request.
- Your request will be added to the “Submitted Requests” list on the Accommodations page. (If this is your first form using the MontCAS System, the list will simply be a message saying “No incidents have been entered for this school”).