



CRT-Science & CRT-Alt Materials

Tim Greenlaw

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January 2014

Montana OPI Assessment/Data Conference

About This Training

This training will be broken into several sections:

1. Test Preparation for System and School Test Coordinators
2. Receipt and Distribution of CRT Test Material from Measured Progress
3. Test Preparation: Student Labels & Answer Booklet Coding
4. Test Administration
5. Post Test and Returning Materials to Measured Progress



Test Preparation for System and School Test Coordinators

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Prior to receiving materials

- Go to <http://opi.mt.gov/curriculum/MontCAS/>
- Familiarize yourself with the CRT and CRT-Alt section of the site, in particular the contents located in the Test Administration tab.
- Identify students who need to be registered for the CRT Alternate Assessment by January 15.
- Identify students who qualify to use test accommodations for the CRT-Science administration
- Order large print test booklets if needed
- Make sure your local student information is current and accurate and has been uploaded to AIM by January 24 for student label creation
- Plan training with all staff involved with test administration using appropriate OPI resources



Prior to receiving materials

Alternate Assessment Registration

- System Test Coordinators who have not already registered eligible students for the CRT - Alternate can do so January 2 – 15 using Measured Progress' iServices website.

Large Print Ordering

- Large print test booklets can be ordered from Measured Progress' iservices website.
 - Note: pre-ordered large print test booklets will arrive with the test shipment shipped from Measured Progress on February 7. Large print test booklets can also be ordered as an additional material after your primary shipment arrives.

Plan for Accommodations

Important Resources and References

Measured Progress' iServices website

To access iServices go to <http://iServices.MeasuredProgress.org>

- Select “Montana” or “Montana Alternate Assessment“ from the drop down menu
- Select a service:
 - Registration for upcoming CRT and CRT-Alternate test development meetings
 - CRT Alternate Registration
 - Order Large Print Test Booklets
 - Access the online reporting system (MARS)
 - Download additional forms and manuals
 - Order additional testing material
 - Request a UPS pickup for the return of your testing material
 - Online Test Security Agreement

Test Security

- Be familiar with the Test Security Guidelines
- All System Test Coordinators and school principals/authorized representatives must each complete an online test security agreement after testing. The agreements will be online at the Web address: <http://iservices.measuredprogress.org>.

Important Contacts

For information regarding:

- CRT and CRT-Alternate programs
- Assessment policy issues
- Test security, and accommodation Contact:
 - Judy Snow, Montana State Assessment Director, Office of Public Instruction
 - Phone: (406) 444-3656
 - E-mail: jsnow@mt.gov

For general information regarding:

- CRT and CRT - Alternate shipping and receiving
- Ordering additional materials
- Montana Assessment Reporting system (MARS)
- Upcoming Measured Progress sponsored events contact:
 - Measured Progress Montana Service Center
 - (888) 792-2741
 - E-mail: greenlaw.timothy@measuredprogress.org

Important Dates*

- December 16, 2016 - Test coordinator's and administration manuals are posted online.
- February 3, 2014 - System Test coordinators can download CRT-Alternate test booklets
- February 14, 2014 - Test Materials will begin to arrive at system offices via UPS
- February 17 – March 25, 2014 - CRT – Alternate test window
- March 3 – March 25, 2014 - CRT test window
- Monday, March 10 , 2014 - Reminder: is the first day of Day Light Savings time. Some schools may choose not to test on this day.
- March 27, 2014 - Last day to ship return materials
- April 1, 2014 - Used Answer Booklets must be received at Measured Progress
Note: Used Answer Booklets received after this date could delay the reporting of all results or impact individual district or school AYP results.

*Complete list of dates on pg. 3 of Test Coordinator Manual



Receipt and distribution of CRT Test material from Measured Progress

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Receiving Test Materials

Materials will be shipped on Feb 7, 2014

- All material is shipped to system offices.
 - The System Test Coordinator should be notified immediately upon receipt of test material.
- Materials are packed by school and by grade.
- Test materials quantities determined by enrollment plus a small overage
- CRT-Alternate Materials will be included in this shipment
 - To receive CRT-Alternate materials students must have been registered on MP registration site during the Fall/Winter registration windows.

UPS and should deliver boxes to system offices on or after February 14, 2014

- If you do not receive all your expected material by February 19, 2014 contact the Measured Progress Service Center

(For more information see page 4 of the *Test Coordinators Manual*)

Test Materials

Boxes of test materials for each school and grade in a system contain:

1. Memo
2. Materials Summary
3. Student labels – sorted by grade, teacher, student
4. Form for unused barcode labels
5. CRT Test Coordinators Manual (TCM)
 - 1 manual for each school packed with the lowest grades materials
6. Test Administrators Manuals (TAM)
 - 1 per grade for each school, plus 1 for every 20 students enrolled
7. Special Handling Envelope
8. UPS ground label for returning test booklets and CRT-Alternate materials
9. “For Return of Used Answer Documents” envelope(s)
10. Flat box with pre-affixed UPS 2Day RS label for returning used Answer Booklets
11. Test booklets (large print & Braille)
12. Answer Booklets
13. CRT–Alternate Return Materials:
 - White plastic envelopes 1 per student, checklist, survey and return instructions
14. CRT–Alternate Test Material Kits
 - Grade-specific accordion folders with test materials
 - 1 per school, or use old kits from previous years

System Inventory

System offices will receive material boxes:

- For all schools within that system in grades 4, 8 and 10
- Any school that had registered a student for the CRT Alt
 - Ensure that materials for all school and grade combinations expected to test have been received
 - Distribute boxes to schools

Box Inventory

Box Inventory

- Open boxes and inventory contents immediately
- Verify that the quantities you received match the quantities listed on the Material Summary Form.
 - Count your test booklets, the count should match the quantity listed the on the Materials Summary Form, record this number for reference when preparing to return test booklets after testing.

If you find a discrepancy contact Measured Progress immediately

Test Booklets

- Under no circumstances should test booklets or marked Answer Booklets be reviewed, circulated, duplicated, or discussed. The only exception is for the administrator who needs to read to the student who is taking the test with a modality accommodation.
- Test booklets are secure material, this means that they are confidential as noted above and that all test booklets received by a system/school must be returned to Measured Progress.
- If a test booklet is damaged or destroyed for any reason, document the booklet number and notify OPI and Measured Progress

Additional Materials

- Additional Materials may only be ordered if you have already received a shipment.
- To order materials you will need the schools MP Ship Code. This code may be found on the Material Summary Form. (see example on next slide)
- Additional CRT test booklets and Answer Booklets, may be ordered via *iServices* from the day you receive your material until March 21.
- Additional Alternate materials can only be ordered by calling or emailing Tim Greenlaw at Measured Progress
- Additional large print test booklets are ordered as an additional material on the *iServices* page, orders received after March 10 will not be processed.
- Additional shipping materials may be ordered until March 24.
- Additional manuals and forms can be downloaded from the OPI website or the *iServices* website

Material Summary Example

MP Ship Code



50 Education Way
Dover, NH 03820

MATERIAL SUMMARY

Ship To:

MP Ship Code: 000000000207936	Date Packed: 02/14/2008		
Contract: 102300	Contract Name: MONICAS 2007-2008	Administration: 2007 - 2008	
County Code:	County Name:	SU Code:	Superintendent Unit Name:
District Code: 0997	District Name: Wibaux K-12 Schools		
School Code: 1789	School Name: Wibaux 7-8	Grade: 08	Enrollment: 6
Total Boxes Shipped:		2	

Box Label: 000000211547001 Content	Unit	Qty Shipped	Qty Received	Qty Returned
Grade 8 Test Booklets	EA	10		
Return of Answer Document Box(es) with Attached 2-Day RS Label	EA	1		
Grade 8 Student Response Booklet	EA	10		

Box Label: 000000211547002 Content	Unit	Qty Shipped	Qty Received	Qty Returned
Grade 8 Set of Student Labels	EA	1		
Return Service Labels - Ground	EA	1		
Special Handling Envelope	EA	1		
Grade 8 Return of Used Answer Document Envelope	EA	1		
Memo	EA	1		
Grade 8 Test Administration Manual	EA	1		
Form for Voided Barcode Labels	EA	1		
Material Summary	EA	1		

MP Ship Code: * 000000000207936 * Page: 1 of 1



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov





Test Preparation: Student Labels & Answer Booklet Coding

3

Student Labels and Label usage

Label Data was extracted from AIM. All students enrolled at your school in AIM on January 24, 2014 should have a label.

- A student label is valid when the state student ID matches the student being tested regardless of the accuracy of the other information on the label. All demographic or label data errors should be reported to the AIM staff at OPI immediately.
- If you did not receive a label for a student you must bubble Boxes A, B, D & E on page 1 of the Answer Booklet
- Teacher information was also included in the AIM extract. If a teacher name was included in the AIM “sortby” field this will be printed on the label
- The CRT AIM count date is March 11. Enrollment and participation updates need to be completed in AIM by March 21, corrections to data may continue to be updated until April 25. Keeping your AIM data correct and up to date will ensure the accurate reporting of participation and assessment results*

* Reporting errors that are identified as the result of improper coding in AIM or on the Student Answer Booklet will not be rectified in MARS. Any errors identified as the result of improper handling by Measured Progress will be fixed and results will be re-posted on MARS

Student Labels

Example of Students Barcode Label

Student Last, First M	Dis-Sch Code
Teacher: Teachers Name	Grade: 04
	
1234567890	
School Name	SSID: 1234-567-890

Unused Barcode Label form

- One form will be included in each school/grade shipment (this form may be copied or downloaded)
- This form is used to identify those students who you received a barcode label you did not use for any reason
- The form is school specific but not grade specific, thus multiple grades can be included on one form (in some cases only one form may be needed per school)
- Return the form (loose) in any grades “Used Answer Document” box.

Student Answer Booklets

- Grade 3, 5, 6 & 7 – Alternate
 - Separate Answer Document

- Grade 4, 8 & 10 – Science & Alternate
 - CRT-Alt included

- Use of markers and highlighters
 - Encouraged as long as the area to be bubbled is left unmarked

- Page 1 bubbling
 - Label vs. no label
 - Grades 4, 8 & 10 Test Booklet Form Number

**MONTANA COMPREHENSIVE ASSESSMENT SYSTEM (MONTCAS)
CRT and CRT - ALTERNATE SPRING 2012**

All "required" information in Boxes A-E must be bubbled if there is no student ID label.

A STUDENT NAME (Required)		B SCHOOL CODE(S) (Required)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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<p>ANSWER BOOKLET GRADE 8</p> <p>TEACHER NAME: _____</p> <p>F FORM (COVER OF TEST BOOKLET) <i>(Required with or without label)</i></p> <p>1 2 3 4</p>
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If you did not receive a label for a student or it was damaged, boxes A, B, D & E must be bubbled.

Required for grades 4, 8 & 10

Printed on the cover of each test booklet is a form number (1-4.)
The test booklet form that a student tests with must be bubbled here in Box F.

Affix Student Label here

Transferring Scores

Large Print and Braille

- Students taking the CRT in the large print or Braille format may mark their responses in the actual test booklets.
- If this was done the test administrator must transfer the student's responses from the Test Booklet to the student's Answer Booklet if the student is to receive a score.

Transferring Scores

- For students who took the CRT-Alternate, scores **must** be transferred from the Test Booklet to the Answer Booklet
- Also, the yellow teacher questionnaire should be bubbled in the state use only in the section of the answer booklet (Page 2).

**GRADE 8 CRT - ALTERNATE
READING**

1. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	6. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	11. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	16. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	21. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0
2. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	7. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	12. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	17. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	22. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0
3. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	8. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	13. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	18. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	23. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0
4. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	9. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	14. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	19. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	24. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0
5. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	10. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	15. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	20. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	

TEST ACTIVITY ADMINISTRATION INFORMATION

Content exposure/generalization	YES	Assessment materials used	YES
1. The materials used and/or the information assessed in these test activities was new to the student.	<input type="radio"/>	15. Materials consisted primarily of written text.	<input type="radio"/>
2. The materials used and/or the information assessed in these test activities has been introduced to the student several times prior to scoring.	<input type="radio"/>	16. Materials were primarily nontext (e.g., pictures/videos, read objects).	<input type="radio"/>
3. The materials used and/or the information assessed in this test activity is very familiar to the student.	<input type="radio"/>	17. How helpful were the test activity materials in the material kit on a scale of 1 (not very helpful) – 4 (extremely helpful)?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
Test implementation		18. Did you use the materials CD provided in the materials kit?	
4. The student completed the test activity.	<input type="radio"/>	<input type="radio"/>	
5. The student completed the evidence templates, and they are attached to the CRT-Alternate Test Booklet.	<input type="radio"/>	19. If you used the materials CD, how helpful was it on a scale of 1 (not very helpful) – 4 (extremely helpful)?	
6. Student's name is written on the evidence templates.	<input type="radio"/>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	
7. The Teacher Recording Sheet for each piece of student evidence is completed.	<input type="radio"/>	Individualized adaptations used	
8. Student's name is written on the Teacher Recording Sheets.	<input type="radio"/>	20. Assistive technologies (e.g., AlphaSmart, calculator, Braille switch, IntelliKeys keyboard, etc.)	
9. Did you view the teacher training CD provided with the test materials before administering the test?	<input type="radio"/>	21. Software programs (e.g., word prediction programs, Writing with Symbols, etc.)	
10. How valuable was the teacher training CD on a scale of 1 (not very valuable) – 4 (extremely valuable)?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	22. Presentation adaptations (teacher reads or signs, e-textbook, large print, etc.)	
Administration time		23. Response adaptations (student dictates to teacher, student uses picture symbols, etc.)	
		24. Other (please indicate):	
		<input type="radio"/>	
Administration time			
11. Set-up/planning time		Total time	
<input type="radio"/> ½ hr. <input type="radio"/> 3 hr.		<input type="radio"/> ½ hr. <input type="radio"/> 3 hr.	
<input type="radio"/> 1 hr. <input type="radio"/> 4 hr.		<input type="radio"/> 1 hr. <input type="radio"/> 4 hr.	
<input type="radio"/> 2 hr. <input type="radio"/> 5 hr. or more		<input type="radio"/> 2 hr. <input type="radio"/> 5 hr. or more	
12. Time directly administering the assessment		13. Test administration sessions	
<input type="radio"/> ½ hr. <input type="radio"/> 2 hr.		<input type="radio"/> 1 day <input type="radio"/> 4 days	
<input type="radio"/> 1 hr. <input type="radio"/> 3 hr. or more		<input type="radio"/> 2 days <input type="radio"/> 5 days	
13. Test administration sessions		<input type="radio"/> 3 days <input type="radio"/> 6 or more days	
<input type="radio"/> 1 day <input type="radio"/> 4 days		14. How often did you use the breaks in the assessment?	
<input type="radio"/> 2 days <input type="radio"/> 5 days		<input type="radio"/> Always	
<input type="radio"/> 3 days <input type="radio"/> 6 or more days		<input type="radio"/> Sometimes	
14. How often did you use the breaks in the assessment?		<input type="radio"/> Never	
<input type="radio"/> Always			
<input type="radio"/> Sometimes			
<input type="radio"/> Never			

15



Test Administration

4

Test Administration Manual

The Test Administration Manual (TAM) should be read by all staff involved with administering the CRT.

Important topics include:

- Instructions for Test Administrators.
- The manual contains “scripts” that should be read to all students before all test sessions.
 - Use of the test “script” helps insure a uniform test taking experience for all Montana students.
 - Test Security
 - Suggested Testing times
 - Accommodations usage



Post Test and Returning Materials to Measured Progress

5

Post Administration

- After Testing
- Collect materials and verify that you have an answer booklet for each student tested
- Inventory Test Booklets
 - OPI requires that all test booklets be returned to Measured Progress
- Make sure that the answers for students who used a large print test booklet have been bubbled into the Answer Booklet that was included with it
- Verify that each Student Answer Booklet has a barcode label or has the appropriate name and Student ID bubbled on page 1
- Check page 2 for appropriate coding
- Complete online test security agreement

Test Security Agreement

- The test security Agreement is online at
 - iservices.measuredprogress.org
 - Select the system and your role
 - Enter the requested information
 - Note the link to the documentation

Montana CRT – Test Security Agreement

Select your System:

System:

Select your role within the system:

System Test Coordinator	School Principal/Authorized Representative	Exit
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Montana CRT – System Test Coordinator Test Security Agreement

Please fill in information below. The required fields are marked with an asterisk.

* System Name:

* Contact Name:

* Contact Phone:

* Have you read and complied with [System Test Coordinator Agreement documentation](#) posted on the OPI website? Yes No

Hyperlink to open in a separate window

Test Security Agreement Cont.

- A confirmation page will show all entered information
- Be sure to click confirm to complete the process

Montana CRT – Test Security Agreement

Please click the "Confirm" button to save and submit information. Use the "Back" button if you need to correct your entry before submitting.

System Name: 0919: Absarokee Public Schools
School Name: 1775: Absarokee 7-8
Contact Name: DS
Contact Phone Number: (333)333-9999
Title: Principal
Have you read and agreed to the security documentation on the OPI website? Yes

Please click the "Confirm" button to submit information.



Packing Instructions

(see TCM for more detailed instructions)

Used Answer Booklets are to be returned in the boxes labeled “For the Return of Used Answer Documents.” Boxes must be shipped to Measured Progress no later than March 27, 2014. Boxes should include:

- Grade specific “For Return of Used Student Answer Documents” envelopes containing used answer booklets
- “Special Handling” envelopes (if necessary)
- Completed Voided or Unused Barcode Label Form (if necessary)

Used Answer Booklets must be received by Measured Progress by April 2 to insure on time release of test results

Packing Instructions for the CRT Test Booklets and Unused Materials for return to Measured Progress

(see page 15-17 of TCM for more detailed instructions)

- Test Booklets
- Put all test booklets and unused materials into the boxes, seal and apply the UPS ground labels that you received in the initial shipment
- March 27, 2014 is the deadline to ship booklets and unused materials (including Answer Booklets): CRT Test Booklets and unused Answer Booklets are to be kept secure, inventoried, and accounted for prior to returning them to Measured Progress. Any missing booklets are considered a security breach and will be treated as a serious testing irregularity and could impact AYP results.

Packing Instructions for CRT-Alternate Test Material for return to Measured Progress

[\(see page 15-17 of TCM for more detailed instructions\)](#)

Materials should be packaged separately in the white plastic envelopes (one for each student) marked “For Return of CRT-Alternate test Materials.” The envelope should contain:

- Used or unused student answer booklet
- CRT-Alternate Test Booklet
- Teacher Recording Evidence Form (in the Test Booklet)
- Materials Replacement form (if necessary)

Return completed CRT-Alternate Assessment envelopes to your system test coordinator for shipment to Measured Progress.

The accordion file material kits should be retained in a secure location at the system office for future CRT-Alternate test administrations.

Returning Test Materials to Measured Progress

It is never too early to return materials!

Two shipping methods for materials

- **UPS 2nd Day Air – Used CRT Student Answer Booklets**
 - Label is pre-affixed to the grade specific “For Return of Used Answer Document” boxes
- **UPS Ground – Used and unused CRT Test Booklets, unused CRT material and CRT-Alternate Return Envelopes**
 - Ground labels were included with testing material. Please remove the original shipping label and place the UPS Return Service label on the original shipping containers
 - A CRT-Alternate return envelope was provided for each student registered for the alternate assessment

Return to Measured Progress via UPS

Primary ways to arrange a UPS pick-up:

- Option 1 – use iServices to arrange next day pick-up
- Option 2 – Call UPS directly to arrange a pick-up
- Option 3 – give pre-labeled boxes to any UPS driver

Reporting

- Montana Analysis and Reporting System (MARS)
 - Assessment results will be reported by noon on June 3, 2014.
 - Access MARS via the *iServices* website
 - <http://iservices.measuredprogress.org>
- Passwords will remain the same
 - Password information may only be obtained from OPI
 - New password requests are to be through OPI
- Parent letters and labels will be shipped the first week of September
- PDF files of the parent letters will be posted on the reporting section of MARS

Contact Information:

Assessment materials

Administrators:

Contact Your System Test Coordinator

System Test Coordinators:

For questions regarding materials, shipments and return procedures, contact Measured Progress:

Montana Service Center at (888)792-2741

Tim Greenlaw

Phone: 1-800-431-8901 x2309

Fax: 1-866-283-2197

E-mail: greenlaw.timothy@measuredprogress.org

Policy, Accommodation and Security procedures

Judy Snow

Phone: 1-406-444-3656

jsnow@state.mt.us

Montana Comprehensive Assessment System Spring 2014 Science CRT

All Aboard: OPI Assessment/Data Conference
January 2014
Judy Snow, State Assessment Director



Agenda

Background

Materials posted online

Online reporting programs

- OPI MontCAS Reporting
- Measured Progress

Administration

Accommodations

Test Security



Transitions Spring 2014

CRT and CRT-Alternate

- Science CRT and CRT-Alternate, grades 4,8 and 10 through 2016.
- Reading and Math Alternate, grades 3-8 and 10
- State, district, school, and student reports

Smarter Balanced Assessment Consortium Field Test

- Mathematics and English Language Arts (ELA)
- Grades 3-8 and 11
- No reports



MontCAS CRT and CRT-Alt Website

The screenshot shows the website's navigation menu on the left, which includes links for 'Welcome to ...', 'MontCAS Presents', 'Newsletters: JUMP', 'Assessment Conference', 'CRT & CRT-Alt', 'ELP', 'ACT', 'SMARTER/New Alternate Assessment (NCSC)', and 'Archives Directory'. Below the menu is a 'JUMP Newsletter' section with a 'Click Here to' link.

The main content area features a text block explaining the CRT and CRT-ALT tests, aligned with Montana content standards and Alternative Achievement Standards (AAS). It states that students in grades 3-8 and 10 take the CRT or CRT-ALT in reading and math, while students in grades 4, 8, and 10 take the CRT in science. Data on test results and participation is available on the [Montana Report Card](#) and the [GEMS](#) site.

To the right of the text is the 'CRT&ALT' logo, which consists of the text 'CRT&ALT' in blue with a stylized orange sunburst above the ampersand.

Below the text and logo is a navigation bar with tabs for 'Test Administration', 'CRT Tests', 'CRT-Alt Tests', and 'Test Results'. Underneath this bar is a secondary navigation bar with links for 'Updates', 'Enroll', 'Administration', 'Security', 'Accommodations', and 'Training'.

OPI Website Online Materials

CRT and CRT/Alt January 2014 JUMP

CRT Test Coordinators Manual

CRT Test Administration Manual

CRT-Alt Test Administration Manual

OPI Accommodations Manual and Guidance Memo

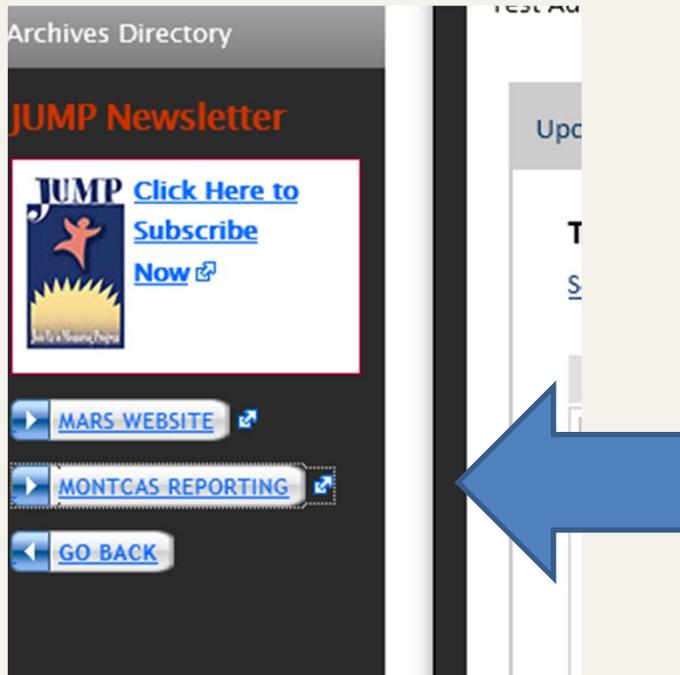
Test Security Documents

- **Guidelines**
- **Information memo for teachers and test security agreements for principals and test coordinators**
- **Checklist for Quality Assurance Template**
- **Training Log Template**
- **Printable Test Irregularity Report (TIR)**

Training power points and webinars—to be posted by January 31, 2014.

http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1_7

OPI Online Reporting Systems



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

MontCAS

Test Irregularity Report (TIR)

February 19 – April 15, 2014

Non-participation of enrolled students

February 19 – April 15, 2014

Requests for accommodations coded **for non IEP/504/ELL students

Deadline is February 3, 2014

OPI Montana Comprehensive Assessment System (MontCAS)

A screenshot of the login form for the OPI Montana Comprehensive Assessment System (MontCAS). The form is titled "Log In" and contains two input fields: "User Name:" and "Password:". A "Log In" button is located to the right of the password field. Below the input fields, there is a link that says "Forgot your password? A new one will be e-mailed to you."

opi.mt.gov

January 2014



Measured Progress Online Reporting System

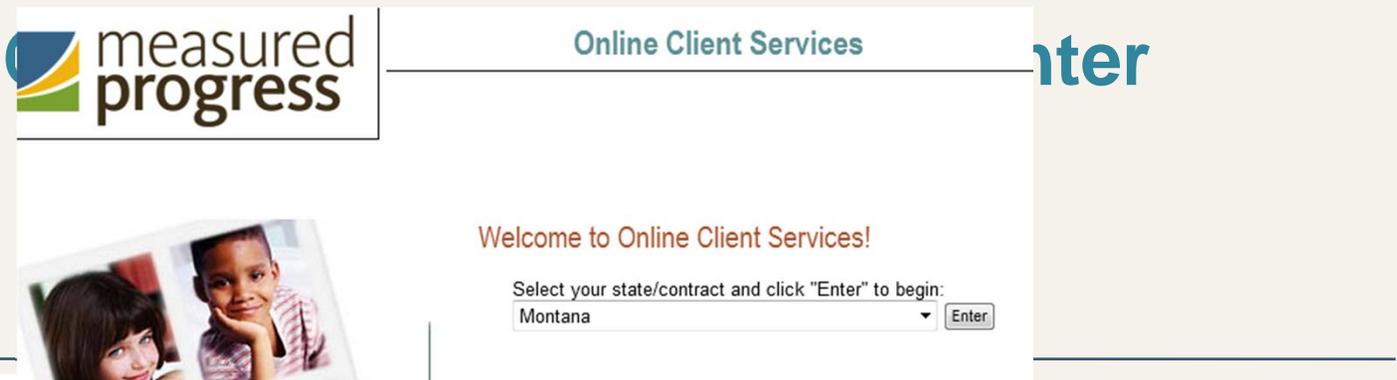
Test Security Agreements

- Principals/Authorized Representatives
- System Test Coordinators

After testing completed

March 10 – April 3, 2014

<http://iservices.measuredprogress.org/>



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Denise Juneau, State Superintendent

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Test Administration

Set school testing window

Set training schedule

Train staff

- Maintain training log
- Use Quality Assurance Checklist

Identify students to be tested

- Be sure students are enrolled at your school and that your student information is current and correct in AIM

Identify students who will be taking the CRT-Alternate

Schedule preparation time for the CRT-Alternate

Make arrangements for accommodations

Make arrangements for make-up testing

Use and meet timelines in January CRT/CRT-Alt JUMP

Plan
Ahead
d



Reminders



Delays in accurate AIM data entry or return of used Answer Booklets could impact timely reporting of results and/or impact individual district or school results. All dates are in the CRT/CRT-Alt January 2014 *JUMP*.

Any missing Test Booklets or delays in returning them to Measured Progress are considered a security breach and will be treated as a serious testing irregularity and could impact results.

Accommodation Guidelines

The Accommodations Manual and Guidelines Memo will help you with the following:

The accommodation is determined and requested on an **individual** basis.

The accommodation has been in place and **used regularly** in classroom instruction for at least three consecutive months.

A **team** made the decision about the appropriateness of the accommodation for instruction and formalized assessments.

There are **data** to demonstrate the effectiveness of the accommodation for the student on formalized assessments.

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.

Accommodations Reminders

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/LEP Plan should match those used during the administration of the CRT.

- **Requests for standard accommodations coded **for non IEP/504/ELL students. Deadline is February 3, 2014**

Non-standard accommodations must be specified in an IEP/504/ELL plan.

Small Group Administration

No more than 15 students

Oral presentation, no more than 3- 5 students

Assessment results support the accommodation for each student.

Documentation of remedial reading services and/or special education and supplementary aids and services.

Through all formal classroom assessment, it has been determined and documented that the student benefits from oral presentation as her/his way of learning.

Should be a low-incidence accommodation.

Science

Tests, including items and answer choices, may be read aloud to a student by the Test Administrator as a standard accommodation. No approval is necessary.

Eligibility for Accommodation Use for the CRT General Population

General Student Population	Parameters for use of Standard Accommodations	Parameters for Use of Nonstandard Accommodations
<p>General student population</p>	<ul style="list-style-type: none"> • Can be used, must be based on individual student need and not an instructional strategy determined for a group of students. • Must be a practice routinely used by this student in classroom instruction and assessment for at least 2-3 months prior to testing; • Accommodation(s) used must be coded in the Student Answer Booklet on page 2. • **Accommodations intended for students with IEPs /504 or LEP plans only. Approval is required for general education students using the online approval program. 	<ul style="list-style-type: none"> • Not allowed under any circumstances.

Eligibility for Accommodation Use for the CRT

Students with IEPs or 504 Plans

Students with IEPs or 504 Plans	Parameters for use of Standard Accommodations	Parameters for use of Non-Standard Accommodations
<p>Students with IEPs or 504 Plans</p>	<ul style="list-style-type: none"> • Can be used, based on individual student need. • Need for accommodation is documented in the student's IEP/504 Plan. • 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. • Accommodation(s) used must be coded in the Student Answer Booklet on Page 2. • Accommodations coded ** can be used. 	<ul style="list-style-type: none"> • Can be used if need for accommodation is documented in the student's IEP/504 Plan; • Accommodation(s) used must be coded in the Student Answer Booklet on Page 2; • Student's results for content area will not be calculated in the averages for AYP determination. • Student will be considered a non-participant in the calculation of the AYP participation rate. • Non-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.



Eligibility for Accommodation Use for the CRT--LEP Students

LEP Students	Parameters for use of Standard Accommodations	Parameters for use of Non- Standard Accommodations
<p>LEP Students</p>	<ul style="list-style-type: none"> • Can be used, based on individual student need; • Must be a practice routinely used by this student in classroom instruction and assessment for at least 2-3 months prior to testing; • Accommodation(s) used must be coded in the Student Answer Booklet on page 2. 	<ul style="list-style-type: none"> • Can be used if need for accommodation is documented in the student's IEP/504 Plan or after consultation with the OPI state assessment director and the OPI bilingual specialist. • Accommodation(s) used must be coded in the Student Answer Booklet on Page 2;

Standardized Test Administration

=

Valid and Reliable Results



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Test Security

Training

- **Test Security Guidelines**
 - Do and Do not lists
- **Teacher Information Memo**
- **Test Security Agreements**
 - System Test Coordinators
 - Principals/Authorized Representatives
- **Maintain training log**
- **Use Quality Assurance Checklist**

**Meet
Deadlines**

Secure storage and handling of materials

Communication

Test Security Guidelines

“**Do NOT**” activities are listed in the *Guidelines and Procedures for Test Security*

- **Do not** answer questions related to the test

“**Do**” activities are also listed in the *Guidelines*

- **Do** cover or remove bulletin boards and instructional aids
- **Do** ensure that no student has any form of assistance or material that other students in the state do not have.

Test Security Information and Agreements

All educators should expect and receive training specified on the Teacher Information Sheet

System Test Coordinators Agreement

- **Training** educators who handle testing materials and/or administer the assessment(s)
- Securing materials
- Notifying OPI of testing irregularities

http://opi.mt.gov/pdf/Assessment/security/14TestSecurityInfo_TestCoord.pdf

Principals/Authorized Representatives

- Insuring that school personnel who handle testing materials and/or administer the assessment(s) have received appropriate **training** regarding testing security and test administration.
- Providing secure locations for testing materials
- Fostering standard administration procedures and appropriate climate for testing

http://opi.mt.gov/pdf/Assessment/security/14TestSecurityInfo_PrincipalsAR.pdf



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Teacher Information Sheet Training

Key Issues: Test administration, test security, accommodations

Test materials must be kept secure when not being used for testing.

Test materials must not be reproduced (unless directed to do so for specific circumstances or assessments) or in any way released without the written consent of the Office of Public Instruction.

Test items may not be shared or discussed.

All test booklets and answer booklets must be returned to Measured Progress on time.

In the testing classroom:

- What constitutes coaching?
- What materials can and cannot be displayed in the testing classrooms?
- Accommodations with expanded reminders

A copy for each person administering the CRT or CRT-Alt should be printed and distributed prior to training.

http://opi.mt.gov/pdf/Assessment/security/14TestSecurityInfo_Teachers.pdf

Test Irregularity Reporting Process

Online Reporting

2014 Test Security Manual, pages 8 -10

Report by phone to OPI within three days of the incident

Complete online report within five days of the incident

Reporting window: February 19 – April 15, 2014

Communication—Notify the following:

- **System Test Coordinator**
- **Principal**
- **Superintendent**

Other Testing Situations

Montana Youth ChalleNGe Academy

Job Corps

Montana Digital Academy

Home Schooled Students

Home Bound Students

Students Who Move

Students in Treatment Centers

Students Who Do Not Participate

Frequently Asked Questions

Make up Tests

- Sequence of sessions when one session is missed?

Test administration personnel

- Who should administer the CRT and the CRT-Alt?

Disruptive students?

OPI Contact Information

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