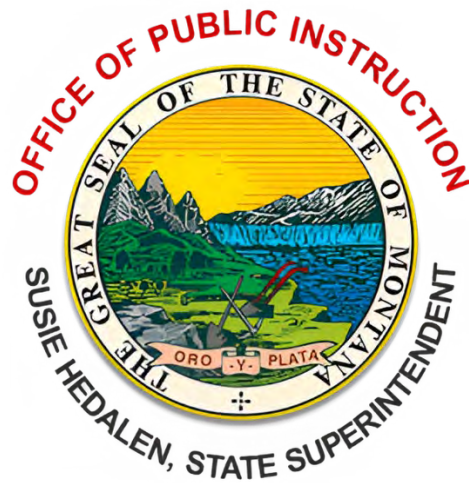




OFFICE OF PUBLIC INSTRUCTION

MontCAS User Guide

Reviewed August 2025

Contents

INTRODUCTION3

NEW USER LOGIN INSTRUCTIONS4

AFFIRMATION OF TESTING SECURITY5

AFFIRMATION OF TESTING PLANS AND BUILDING TEST SECURITY AGREEMENTS6

REQUESTING NON-ROUTINE ACCOMMODATIONS.....7

REPORTING NON-PARTICIPATION.....8

REPORTING TESTING INCIDENTS9

INTRODUCTION

The Montana Comprehensive Assessment System (MontCAS) Application is a restricted-use website that contains information on the state-mandated MontCAS assessments. The MontCAS Application is intended for use by System Test Coordinators (STC). The MontCAS Application allows STCs to annually supply the Office of Public Instruction (OPI) with school system information pertaining to the integrity of the assessment and provide assurance of the assessment results through standardized and secure assessment conditions.

In the MontCAS Application, STCs must complete the following actions:

Affirmation of Testing Security

STCs affirm their compliance with the guidance defined in the [MontCAS Test Security Manual](#) and guidance published in each Test Administration Manual (TAM) for appropriate before, during and after testing practices.

Affirmation of School System Testing Plans

STCs affirm the existence of a local records policy for maintaining test security agreements and upload district testing plans for the system in accordance with the [MontCAS Test Security Manual](#) for a period of at least three years.

Requests for Non-Routine Accommodations

STCs make requests for assessment accommodations beyond those routinely allowed. Schools must administer statewide assessments with or without accommodations based on individual student needs consistent with all state and federal laws. The OPI reviews requests and provides STCs with instructions on receiving certain accommodations on statewide assessments. The STC must submit accommodations requests at least fourteen weekdays prior to testing.

Report Testing Incidents

STCs report an test security incident immediately to the OPI or based on the reporting periods specified by the severity of the incident found in the [MontCAS Test Security Manual](#). The OPI must be made aware of incidents within the MontCAS Application for each statewide assessment: WIDA ACCESS, Alternate ACCESS, Montana Science Assessment (MSA), Montana Aligned to Standards Through Year (MAST), DLM Alternate ELA/math, DLM Alternate Science, and ACT with Writing. All testing incidents must be reported to the OPI for each assessment testing window by the deadline indicated in the [MontCAS Collection Schedule](#).

Report Non-Participation

STCs record the medical reasons a student did not take the statewide assessment. This information is required for any child who was enrolled in the school during the OPI-published testing window. All medical reasons must be reported to the OPI for each assessment testing window by the deadline indicated in the [MontCAS Collection Schedule](#).

Following are step-by-step instructions for each of the actions to be completed in the MontCAS Application.

- [New User Login Instructions](#)
- [Affirmation of Testing Security](#)
- [Affirmation of School System Testing Plans](#)
- [Requesting Accommodations not routinely allowed](#)
- [Reporting Testing Incidents](#)
- [Reporting Non-Participation](#)

Note: The OPI can request records of these agreements at any time. We encourage you to maintain a record of the TSA for a period of at least three years. These records are also used for [Federal Grants Monitoring – Common Compliance Areas](#).

NEW USER LOGIN INSTRUCTIONS

When a System Test Coordinator is confirmed by the system's Authorized Representative, the new STC is assigned a unique username enabling him/her to access the MontCAS Application. The username is sent to the STC via email.

Purpose: Logging into the MontCAS Application for new users differs slightly from the login process for returning users.

Requirement: This section of the user guide is required only for new users in the MontCAS Application.

1. The MontCAS Application is accessed via the OPI Secure Portal. Go to the OPI Secure Portal and enter the username sent you via email. 2. Click the "Reset Password" link in the lower portion of the login box. 3. Check your email inbox for your new OPI login information and follow the instructions provided in the email.	OPI Secure Portal Bookmark this page or store it in your favorites, so you can easily navigate here to access the majority of your OPI applications. 1 Username password Login 2 Contact the Helpdesk Reset Password How to Reset Your Password and Other Frequently Asked Questions User Access Request Forms
--	---

AFFIRMATION OF TESTING SECURITY

Everyone who works with the Montana Comprehensive Assessment System (MontCAS) statewide assessments, communicates test results, and/or receives testing information is responsible for test security. For more resources to support the completion of this required collection, visit the [Test Security page](#) on the [OPI Statewide Testing website](#).

Purpose: STCs affirm their compliance with the guidance defined in the MontCAS Test Security Manual and guidance published in each TAM for appropriate before, during, and after testing practices.

Requirement: This section of the MontCAS Application is required annually.

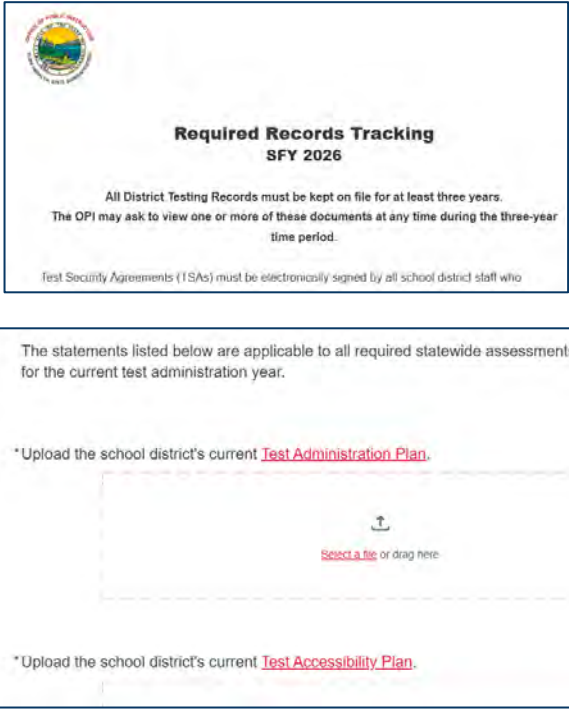
1. Log into the MontCAS Application. 2. Select the 'Affirmation of Testing Security' link from the home page, Step 1. {{Note: this is the STCs electronic Test Security Agreement (TSA).}}	
3. The link will populate a form to complete to record your agreement with the test security policies and procedures.	

AFFIRMATION OF TESTING PLANS AND BUILDING TEST SECURITY AGREEMENTS

For more resources to support the completion of this required collection, visit the [Test Security page](#) on the [OPI Statewide Testing website](#).

Purpose: STCs affirm their compliance with the guidance defined in the MontCAS Test Security Manual and guidance published in each TAM for appropriate before, during, and after testing practices.

Requirement: This section of the MontCAS Application is required annually.

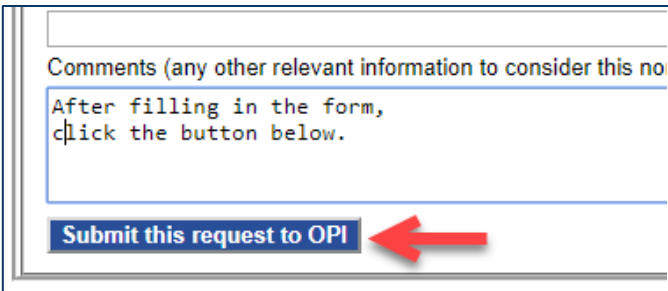
1. Log into the MontCAS Application. 2. Select the 'Affirmation of School System Testing Plans' link from the home page, Step 2.	
3. The link will populate a form to complete to record your agreement with the test security policies and procedures. 4. The last page of the form requires the STC to upload the district's five testing plans.	

REQUESTING NON-ROUTINE ACCOMMODATIONS

The purpose of accessibility supports is to eliminate the effects of student barriers that prevent students from demonstrating what they know and can do. For more resources to support the completion of this collection, visit the OPI Assessment Unit's Accessibility Resources page.

Purpose: STCs make requests for assessment accommodations beyond those routinely allowed. This information is required for any student who requires accommodation(s) that are documented within their IEP/504 Plans and not described as routine accommodations for the assessment (Note: this is not required if the accommodation is permitted within the accommodations guidelines).

Requirement: This section of the MontCAS Application is required annually as needed.

1. Log into the MontCAS Application. 2. Hover over 'Data Entry' and select 'Enter Accommodations Not Routinely Approved Request'. Note: The request screen can also be accessed by clicking on the "Requests for Non-Routine Accommodation Process" under the "During Testing" section on the home page.	
3. Fill in the form with as much detail as possible. The system will require you to check the student's SSID. 4. Once completed, click on the 'Submit this request to OPI' button at the bottom of the page.	

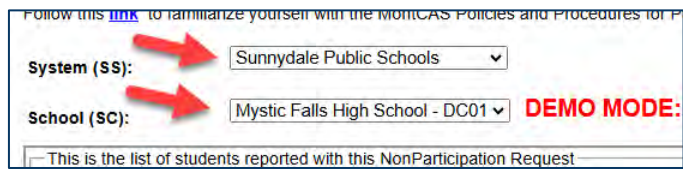
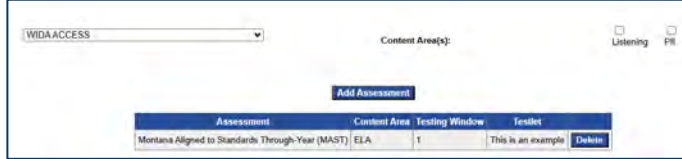
REPORTING NON-PARTICIPATION

Everyone who works with MontCAS statewide assessments, communicates test results, and/or received testing information is responsible for test integrity. On this screen, enter non-participation information for students qualifying for medical exemptions only. Anything not considered a medical exemption will be reported as non-participation for both state and federal accountability purposes. See the [MontCAS Policies and Procedures for Participation in Statewide Assessments](#) and the [Alternate Assessment Eligibility Guidelines](#) for guidance in using medical exemption reasons.

For accountability, school districts must annually assess all students and in instances of special circumstance, may not fall below the 95 percent threshold or 95 percent threshold for student subgroups. The OPI may reach out to schools falling below 95% participation to request additional information. For more resources to support the completion of this required collection, visit the OPI's Statewide Testing [Student Participation and Eligibility page](#).

Purpose: STCs record the reasons a student did not take the state-mandated assessment. This information is required for any student who was enrolled in the school during the MontCAS published assessment window(s).

Requirement: This section of the MontCAS Application is required annually as needed.

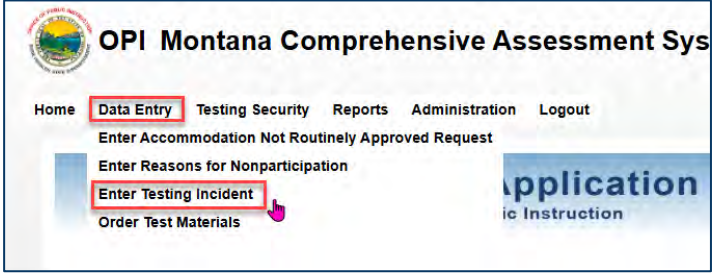
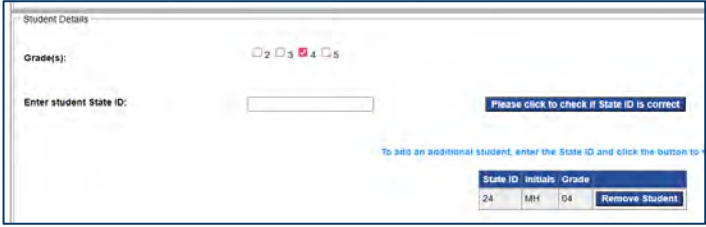
1. Log into the MontCAS Application. 2. Hover over 'Data Entry' and select 'Enter Reasons for Non-Participation'.	
3. Select your system and the school in which the student is/was enrolled from the drop-down menus.	
4. Select the grade level of the student and enter the student's SSID and click the 'Please click to check if the State ID is correct' button. 5. Choose the reason for the exemption.	
6. In the 'Exempted Student Test Details' section, select all assessments and content areas in which the selected student did not test. Note: The student record can be edited later to submit another report for a test administered at a later date.	
7. Complete the 'Medical Reason' section completely, answering all questions and including as much information as possible. 8. When all questions have been answered, click 'Save' at the bottom of the screen. 9. Repeat steps 4-8 for each student being reported.	

REPORTING TESTING INCIDENTS

For more resources to support the completion of this required collection, visit the [Test Security page](#) on the OPI [Statewide Testing website](#).

Purpose: STCs report any test security incident to the OPI based on the reporting periods specified by the severity of the incident. The OPI must be made aware of incidents within the MontCAS Application for each state-mandated assessment (WIDA ACCESS, Alternate ACCESS, Montana Science Assessment (MSA), Montana Aligned to Standards Through Year (MAST), DLM Alternate ELA/math, DLM Alternate Science, and ACT with Writing).

Requirement: This section of the MontCAS Application is required annually as needed.

1. Log into the MontCAS Application. 2. Hover over 'Data Entry' and select 'Enter Testing Incident' from the drop-down menu. Note: The test incident reporting screen can also be access by clicking on the "Report Testing Incident" link under the "Throughout the School Year" heading on the home page.	
3. Fill in the form in its entirety. Providing as much detail as possible may eliminate the need for the OPI to contact the district for more information. The system will require you to check the SSID if one is entered.	
4. Once completed, click the 'Submit this incident to OPI' button at the bottom of the page.	