

Preparation for Testing

Review the following tasks to verify your school is prepared for the summative test windows. Please work with the appropriate district, school, and technological personnel ahead of time to complete these tasks. It is highly recommended these be completed **before** your planned testing day to ensure a smooth testing experience for your students. The following is a high-level checklist of essential tasks to complete prior to testing. For a full checklist, refer to the assessment-specific Test Administration Manual, [click here for all Test Administration resources](#).

Pre-Testing Essentials Checklist

1. Download 20-21 Secure Browser

Download the 20-21 Secure Browser on all student machines used for testing. The browser and all technological requirements can be found on the portal. [Click here for the 20-21 Secure Browser](#). Ⓜ*NOTE* The Secure Browser used for the 19-20 school year will not work. You must download the latest 20-21 Secure Browser.

2. Check All Student Machines

Verify all student testing machines are configured correctly to support a secure testing experience through the Secure Browser. [Click here for all technological requirements and configurations based on operating system](#). This is an essential step as there are some applications that will prevent the Secure Browser from launching. **Note:** It is vital all apps and settings are correctly disabled/enabled ahead of time to prevent any delays in Secure Browser access.

3. Verify Proctor Certification And Sign Virtual Test Security Agreement (TSA)

Make sure your Test Administrators are trained and certified to proctor assessments and have the correct user roles to perform the functions assigned to them. System Test Coordinators may verify certification and agreements: login to the [Montana Testing Portal - TIDE](#) select [Users] > [View/Edit/Export Users] > [Select the Role (e.g., TE)] > [Search] > [View]. If either the “Completed TA Cert. Course” flag or the “Test Security Agreement” flag are marked “N”, share these steps with your staff (i.e., [Steps to Become Certified to Proctor Test](#)).

The Test Security Agreements are located in the [Montana Testing Portal](#) and need to be signed before administering any assessment. To complete this task, the TSA is located in the [TIDE](#) under the “General Resources” tab.

4. Verify Student Settings in TIDE

In the Fall 2020, the OPI rolled over student test settings for Smarter Balanced, Montana Science Assessment (MSA), and Alternate MSA from the previous spring to support schools with the back-to-school needs for using interims. Schools must administer these assessments with or without accommodations based on individual student needs consistent on an annual basis ([ARM 10.56.104](#)). View the [MontCAS Monthly Focused Webinar: Meaningful Participation and Student Supports](#) to learn more about verifying and setting up student test settings for each assessment.

Verify all student information and test settings are correct in [Montana Testing Portal - TIDE](#). All test settings must be enabled in TIDE prior to a student entering the test in order for them to be available. Some test settings cannot be edited by a user with role lower than “SC”. The list of [User Roles and Access](#) document describes the permissions allowed for each Montana Testing Portal role. You must have a “School/District Coordinator” role to edit TIDE accommodations in test settings. [Click here to access the TIDE User Guide](#).

Ⓜ*NOTE* All accommodations require an IDEA/IEP or Section 504 plan. This flag must be set for a student before an accommodation can be updated in TIDE. Click here for [Usability, Accessibility, and Accommodations Guidelines](#).

5. Download and Review TAMs

Download and review the Test Administration Manual for your planned assessment. Become familiar with the administration steps ahead of testing day so you are comfortable with the process and flow of the test. It is highly recommended you have a copy of this available during testing to ensure you are accurately and securely walking students through the test experience, [click here for all Test Administration Resources](#).