

FACILITATOR GUIDES

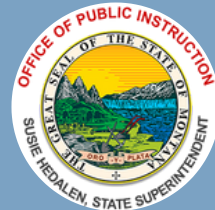
MAST for Test Coordinators

To be used in conjunction with the MAST for Test Coordinators Presentation
[Slides](#) and [PDF](#) links

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Module 1: Slide 4

MAST Overview

Objectives

- Identify the key goals of MAST
- Understand the initial development timeline of MAST
- Understand the organization of MAST testlets
- Compare and contrast math and ELA testlets
- Find resources for MAST

Facilitator notes

Slide 6: review slide letting participants read through the *What is MAST?*

Slide 7: provides a timeline to the development of MAST

Slide 8: MAST Design for 2025-2026 School year. Note there are only 3 windows.

Anchor testlet will be assigned at the end of Window 3.

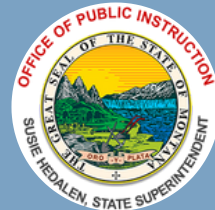
Slide 9: provides the dates for the three Windows. Please note that windows are now 8 weeks long. This would be a good opportunity to reinforce the idea that Math testlets should be spread out throughout the testing window.

Slides 10-13: Overview of the design elements of each of the testlet types.

Slides 14: MAST portal: Please remind all participants to bookmark this site. It has all the manuals, blueprints, resources, etc.

Slide 15: Kite Educator Portal: Educators MUST use this portal for administering and monitoring testlets. This is a unique URL for Montana MAST.

Slide 16: Student portal: Needs to be downloaded on each student testing device



Module 2: Slide 18

Scheduling and the Scheduler Tool

Objectives

- Understand the scheduling flexibilities of math testlets
- Identify key personnel that will support the scheduling process
- Create a plan for collecting information required for submitting math testlet schedules
- Ensure access to the MAST Scheduler
- Disseminate testing schedules to all involved personnel

Facilitator Notes

Slide 19: Review Objectives

Slide 20: Key points for scheduling

- Testing windows are two weeks longer in the 2025-2026 school year with similar start dates
- **Last year's schedules will rollover into the same windows within the scheduler tool**
- If no changes are made during the editing period, testlets will remain in the same windows as last year
- STCs can add building level users to schedule testlets at the school level, but final submission must be done by the STC

Slide 21: A reminder of how testlets are distributed throughout the year and the flexibility of scheduling Math testlets that best aligns with curriculum and pacing

Slide 22: A reminder of the testing windows (2 weeks longer) and how many math testlets need to be scheduled in each window

Slide 23: Think through who needs to be included in math testlet scheduling

Slide 24: Considerations for resources to be used in scheduling

Slide 25: The Math Schedule Worksheet and Math Standard Blueprints/Appendix B can be used together to help plan scheduling

MAST for Test Coordinators

Facilitator Guide Continued



Module 2 cont.

Facilitator Notes (continued)

Slide 26-27: Further considerations for gathering stakeholders and discussion questions for the group

Slide 28: Scheduler Access: Use language on slide to guide log in to Scheduler Tool

Slide 29: Use language on slide and click path in graphic to aid in accessing test schedule

Slides 30-37: Step by step walkthrough of scheduling.

Slide 38: Final check before scheduling testlets. **Reminder: Once schedules have been published and the scheduling window is closed, no changes may be made for the school year.**

Slides 39-40: Publishing and printing schedules: step by step directions on slides

Slide 41: Think through who needs the testing schedule

Slide 42: Reflections for throughout the year. Is schedule working? Do teachers want testlets in different windows for the next year.

MAST for Test Coordinators

Facilitator Guide Continued



Module 3: Slide 44

User Management

Objectives

- Access the Kite Educator Portal
- Understand the roles, rights, and responsibilities of within the Kite Educator Portal
- Add building level users to the Kite Educator Portal
- Add test administrators to the Kite Educator Portal

Facilitator notes

Slide 45: Overview of MAST testing tasks

Slide 47: Accessing Kite educator portal. Bookmark the link that is available on the MAST portal page. Googling “Kite” and selecting from the search results may bring you to a different state’s portal.

Slide 48: Reminder that Security Agreement must be agreed to each year. It will appear automatically

Slide 49: Passwords need to be changed every 180 days

Slides 50-53: Overview of the User roles in the Kite platform. Review to see what level of access and capabilities each user has and which roles will best serve your district and schools.

Slides 54-57: Reviews two types of ways to add users: Manual or Upload Method.

Please note: The Educator Identifier field is required when Teacher is selected as role. It is suggested to use the teacher’s SEID for this field

Slide 58: Other tasks that test coordinators can accomplish with user management. For security purposes: **Please ensure any users no longer at your district are deactivated.**

MAST for Test Coordinators

Facilitator Guide Continued



Module 4: Slide 60

Rostering Students

Objectives

- Understand the purpose of rostering and implications for reporting
- Ensure teachers are added to the Kite Educator Portal
- Create a roster assigned to a teacher
- Assign every student to a math and ELA roster

Facilitator notes

Slide 61: Overview of MAST testing tasks

Slide 63: ALL STUDENTS NEED TO BE ROSTERED

Slide 64: Reviews which users have the capability to roster students. Please review all the points on this slide regarding rostering, especially the naming convention for rosters

Slides 65-66: Rostering steps: Manual or upload methods

Slide 67: Editing an existing roster: step by step directions to edit

Slide 68: Rostering Questions and reminders. Read through each one and consider if it impacts your school/district and how you will roster.

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Facilitator Guide Continued



Module 5: Slide 70

Entering PNP Settings

Objectives

- Identify the differences between universal, designated supports, and accommodations
- Ensure accommodations and designated supports reflect student need and daily learning environment
- Accurately enter accommodations and designated supports

Facilitator notes

Slide 71: Overview of MAST testing tasks

Slide 73: PNP Overview, which students should have PNP settings and which users can set PNPs in the portal

Slides 74-75: What are the types of supports and best practices for students using a support.

Slides 76-79: Where to set PNPs and a walk through of how to set PNPs in the portal

Slide 80: PNP Questions

MAST for Test Coordinators

Facilitator Guide Continued



Module 6: Slide 82

Notifying Families about Testing

Objectives

- Notify parents/guardians of student participation in statewide assessments.
 - **Federal Requirement:** Provide parents with transparency on testing including participation requirements, time requirements, and information available from the assessments in a timely manner (ESSA Section 1112).
 - **State Requirement:** Notify parents using OPI guidance on the assessment purpose, requirement, and individual student performance including how these data will be used (ARM 10.56.102(6)).

Facilitator notes

Slide 83: Overview of MAST testing tasks

Slides 85-87: Overview of the Notice of Testing Letter to parents/guardians and Montana's participation requirements, specifically that there is no "opt out" law. Parents may refuse to have their child participate in statewide testing, but it will count negatively against the school's participation rate.

MAST for Test Coordinators

Facilitator Guide Continued



Module 7: Slide 89

Preparing Test Administrators

Objectives

- Support Test Administrators in preparing to administer MAST testlets
 - Access the Kite Educator Portal
- Train Test Administrators: Roles & Responsibilities, and Test Security
- Test Security Agreement
- Support TAs in scheduling testlets within testing windows
- Share MAST resources
- Utilize OPI-provided *Resources for TAs/Teachers* training material (*available Summer 2025*)

Facilitator notes

Slide 90: Overview of MAST testing tasks

Slide 93: Accessing Kite Educator Portal: reminders about activation email and login email

Slide 94: Accessing Kite Educator Portal (use the unique URL from MAST portal page and bookmark. Googling “Kite” may take you to another state’s portal)

Slide 95: Information about Test Security Training

Slides 96-97: Key information about Test security, protocols and accessibility and which manuals to refer to

Slide 98: Test administrator Test Security Agreement

Slides 99-100: Best practices for scheduling testlets and using score reports within an instructional cycle

Slide 101: Student practice tests

MAST for Test Coordinators

Facilitator Guide Continued



Module 8: Slide 103

Preparing Student Testing Devices

Objectives

- Prepare Student Testing Devices prior to assessment
 - Identify any changes to the Kite Student Portal
 - Identify actions for updating student testing devices prior to upcoming administration
 - Identify who should be involved (e.g. IT team, etc.)

Facilitator notes

Slide 104: Overview of MAST testing tasks

Slides 106-107: Kite Student Portal Updates

Slide 108: Install guides and link to updates

MAST for Test Coordinators

Facilitator Guide Continued



Module 9: Slide 109

Monitoring Testlet Completion

Objectives

- Monitor Testlet Completion within window
 - Meet federally mandated standardized testing completion guidelines in accordance with section 1111(c)(4)(E)(iii).
 - Identify and understand different methods of monitoring testlet completion.

Facilitator notes

Slide 110 Overview of MAST testing tasks

Slide 112: Multiple Methods for Monitoring Completion

Slide 113 Dashboard Method: High level completion across district level. **Shows the number of students who have completed ALL testing.**

Slides 114-115: Using a data extract. Method is the most efficient and effective method to find individual students. Screen shots and step by step directions

Slides 116-117: Using Test Monitor Screen: Screen shots and step by step directions

Slide 118: Test Status Report (using for Student Mobility): Screen shots and step by step directions. Allows you to see which testlets a student has available to take.

Slide 119: General and Completion outreach: timing and purpose

Slide 120: Module 9 resources

MAST for Test Coordinators

Facilitator Guide Continued



Module 10: Slide 121

Score Reports: Types and Accessing

Objectives

- Understand how to access score reports
- Understand the different types of score reports
- Interpreting and utilizing student score reports

Facilitator notes

Slide 122: Overview of MAST testing tasks

Slide 124: Accessing score reports

Slide 125 : Types of Score reports and when available

Slides 126-135: Types of reports with examples shown: Student, Classroom, School, District, and Summative (coming soon)

Slides 136-137: Guidelines and Resources

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Facilitator Guide Continued



Module 11: Slide 138

Sharing Score Reports with Families

Objectives

Distribute Score Reports to Families (Why and how)

- **Federal Requirement:** Provide timely individual student reports to parents, teachers, and principals and include the results on local report cards (ESSA Section 1111).
- **State Requirement:** statewide assessment public results must include a clear statement of the purpose, subject areas assessed, description of proficiency levels, and the percentage of students who participated in the assessments (ARM 10.56.105(2)) and (§20-7-104, MCA). School districts must also place individual student reports in the student's cumulative file per ARM 10.55.909.
- Share individual **student testlet** and **summative score reports with parents/guardians**

Facilitator notes

Slide 139: Overview of MAST testing tasks

Slides 141-142: Why distribute individual student score reports and MAST Parent Score report template letter to use

Slide 143: Methods to distribute Individual Score Reports

Slides 144-152: Accessing and setting up Kite Parent Portal

Slides 153: Resources