

FACILITATOR GUIDE

Assessment Ready MAST for Educators

To be used in conjunction with the MAST for Assessment Ready [Slides](#) and [PDF](#) links

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MAST Overview Slide 4

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

Facilitator notes

Slide 5: Review slide letting participants read through the *What is MAST?*

Slide 6: Provides a timeline to the development of MAST

Slide 7: MAST math testlet design. Testlets can range from 9-13 items with 12 testlets overall.

Slide 8: MAST ELA testlet design. Each window has a literary and informational testlet with passages increasing in complexity with each window. Testlets have 18 questions with a variety of response types.

Slide 9: ELA performance task design. Administered in window 2 as the last ELA task in the window. There are 5 non-scored items from a previous testlet and a constructed response.

Slide 10: Anchor testlet design. Administered as the last testlet in window 3. Each student will receive either a math OR ELA testlet. Score reports are not provided for anchor testlets as they are for field testing and psychometric research.

Slide 11: Overview resources. Please remind all participants to bookmark MAST portal as all MAST-related resources are housed on this site. It has all the manuals, blueprints, etc.

MAST for Test Coordinators



The Kite Educator Portal & MAST Training Slide 12

Facilitator Notes

Slide 12: MAST Educator Resources document that includes MAST tasks and resources (hyperlinked to digital document)

Slide 13: Overview of MAST testing tasks highlighting the module's three tasks (accessing the Kite Educator Portal, completing the Test Security Agreement, and completing training)

Slide 14: 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 15: Kite Educator Portal reminders. Remember to check junk/spam and the correct Montana Kite URL is being used to login.

Slide 16: Passwords need to be changed every 180 days. Kite requires multi-factor authentication as a way to protect data. Staff cell phone numbers can be used for the authentication if desired.

Slide 17: Reminder that Security Agreement must be agreed to each year. It will appear automatically.

MAST for Test Coordinators

Facilitator Guide Continued

The Kite Educator Portal & MAST Training (cont.)



Facilitator Notes (continued)

Slide 18: Test Administrator (TA) training videos are available through the MAST Training Videos document. All TAs must watch and be familiar with the practices explained in the four videos.

Slide 19: Test security is a shared responsibility! Test administrator responsibilities are listed and should be read aloud. Full list is available in Appendix H: TA Roles and Responsibilities for Test Security.

Slide 20: Documents that outline material handling, test administration, and accommodations include the MAST Test Administration Manual, MontCAS Test Security Manual, and MAST Accessibility Guides. Remember to keep materials secure when not being used for testing and **do not actively view, review, or analyze any secure items from statewide assessments, should not be reproduced, released, shared, or discussed.**

Slide 21: Questions about test administration can be answered from the manual provided. These can and should be discussed as a staff prior to testing. Coaching is providing students with any information that gives an unfair advantage to a student or group of students and is prohibited. Testing materials that could give students an unfair advantage on the tested materials should also be covered or removed during testing. Any discussing, sharing of materials digitally or reproduction by teacher or students of test content or student answers, or unauthorized access to testing material is considered a breach and should be reported to a building or system testing coordinator immediately. When in doubt, contact the OPI Assessment Help Desk.

Slide 22: List of training resource links. All MAST-related materials can be found on the MAST Portal.

MAST for Test Coordinators

Facilitator Guide Continued



Schedule Testlets Slide 23

Facilitator notes

Slide 24: Overview of the structure of MAST. ELA testlets pre-set into three windows each including an informational and literary testlet, increasing in text complexity as the year progresses, with a performance task in Window 2. The 12 math testlets, each aligned to a different strand composed of a group of grade level standards, are scheduled at the building level to align to local scope and sequence and be administered as close to instruction as possible.

Slide 25: A reminder of the testing windows (2 weeks longer) and that 3-5 math testlets will be scheduled in each window. Also note that testing is available later in the year with the anchor test administered in Window 3.

Slide 26: A list of tools that can be used when planning and scheduling math testlets.

Slide 27: A list of questions to consider going into testlet scheduling and administration for the year that may require adjustments to the 24-25 schedules and administration practices within each window.

Slide 28: Best practices for scheduling testlets for administration within each window.

Slide 29: considerations for make-up testing.

Slide 30: The instructional and testing cycle that should be used to test as close as possible to instruction to ensure students are able to demonstrate understanding and teachers can use score reports to adjust moving forward.

Slide 31-32: Testing times from the 24-25 school year and a sample of what is provided in the testing time document (found on the MAST Portal) Discuss how to use the timing data to structure administration.

Slide 33: Reflections for educators starting the year. Can be discussed as a group before testing and throughout the year.

Slide 34: Scheduling resources.

MAST for Test Coordinators

Facilitator Guide Continued



Verifying Student Rosters and PNPs Slide 35

Facilitator notes

Slide 36: Explains what a roster is and why is it important (test assignment, monitoring, and score report access. Only building and district users can assign students to teacher rosters.

Slide 37: Explains a student's PNP (Personal Needs Profile). PNPs set a students designated supports and accommodations before testing. Only students with 504 and IEP plans can use accommodations for testing, and students using designated supports in daily learning experiences may use them for statewide testing. Only district and building users can set a student's PNP, but teachers can and should view and verify student PNPs before testing to ensure they are accurate.

Slides 38: Screen in the Kite Educator Portal where Test Administrators can view and verify student PNPs.

Slide 39: Examples of universal tools, designated supports, and accommodations. Embedded supports are provided in the testing platform, while non-embedded supports are provided outside of the portal with in the environment or by the test administrator.

Slide 40: Considerations for supports. MAST testing shouldn't feel different than any other testing for students. Environment, accommodations, and supports should mirror what students regularly experience.

Slide 41: If PNPs are not set correctly, STOP TESTING and contact a building or district test coordinator.

Slide 42: Roster and PNP resources.

MAST for Test Coordinators

Facilitator Guide Continued



Print Student Test Tickets & DACs Slide 43

Facilitator notes

Slide 44: A screenshot of how to use a data extract to print testing tickets for students. This will generate a PDF or an CSV file.

Slide 45: A screenshot of how to print testing tickets from the test monitor screen. This is not available until the window is open and is not available after a student completes the specific testlet.

Slides 46: Where to find Daily Access Codes (DACs). Found under “Manage Tests” and “Daily Access Codes”.

Slides 47: Resources for printing student tickets and DACs.

MAST for Test Coordinators

Facilitator Guide Continued



Preparing Students to Test Slide 48

Facilitator notes

Slide 49: A place for discussion of how you are currently preparing students for assessments.

Slide 50-52: Considerations for preparing students to test.

Slide 53: The toolbox available in Kite for students to use during testing. Discuss how it can help students during testing.

Slide 54: Instructions on how to access practice tests. Practice tests include a technology test that has simple questions to help support navigation and tool usage. The content and grade-specific practice tests are similar to what students see across testlets.

Slide 55: Suggestion for a script to use with students before testing to help them not get bogged down with a question.

Slide 56: Preparing students to test resources.

MAST for Test Coordinators

Facilitator Guide Continued



Administer Testlets Slide 57

Facilitator notes

Slide 58: What is needed to administer a testlet (student testing tickets, DACs, Test Administration Script). View of the Test Monitor screen in the Kite Educator Portal and what can viewed in it.

Slide 59: A place for discussion of what is currently in place for monitoring assessments.

Slide 60-62: Best practices and considerations for administering testlets.

Slide 63: Testlet administration resources.

MAST for Test Coordinators

Facilitator Guide Continued



Monitor Testlet Completion Slide 64

Facilitator notes

Slide 65: How to use a Data Extract for monitoring completion. Note that a link to a short video is included that focuses on how to filter the generated file for students that have not completed testlets.

Slide 66: How to use the Test Monitor Screen for monitoring student testing.

Slide 67: Considerations for monitoring testlet completion.

Slides 68: Monitor Testlet Completion resources.

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Access & Share Student Score Reports Slide 69

Facilitator notes

Slide 70: How to access score reports. Ensure teachers see the triangle next to “Testlet Report” that allows a dropdown of additional score report types.

Slide 71: Overview of the types of reports available and cadence of release. Testlet reports will be available at the student and classroom levels the Thursday after the week testing is completed. School and District reports are available after each window. Summative reports for the 2024-25 school year will be released in October.

Slide 72: 2024-2025 score reports previously shared Bands (norm-referenced). The 2025-2026 score reports will share Performance Levels (criterion-referenced). Performance aligns with overall performance, not specifically as it relates to proficiency on the standards assessed.

Slide 73-81: Student and Classroom-level reports.

Slide 82-83: A place for discussion on how score reports are currently being shared with students and what reflection/goal setting is taking place.

Slide 84: Considerations for helping students make sense of their data.

Slide 85-91: A overview and framework for data chats with students.

Slide 92-93: The importance of sharing score reports with families and ways to distribute (either hard copy or through the Kite Parent Portal). Testlet reports should be shared with parents in a timely manner.

Slide 94: Ideas for data chats with families.

Slide 95: Access and share score reports resources.

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Reflect on Successes and Challenges Slide 96

Facilitator notes

Slide 97: Questions to ask going into the school year to create a positive framework for administration, data use, and addressing challenges.

Slide 98: Questions for the middle/end of the year to promote reflection and adjustment.