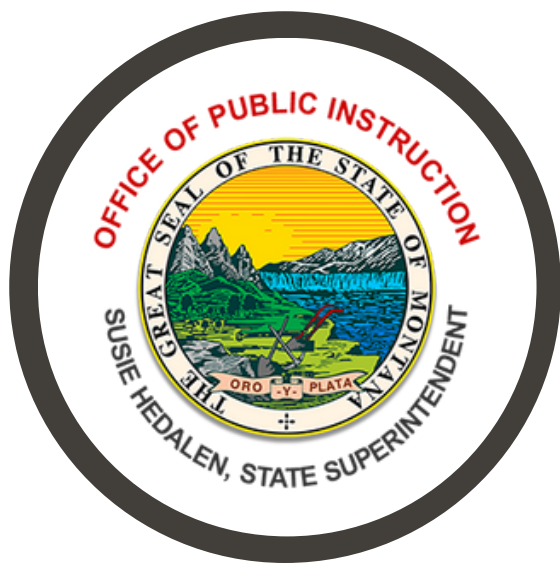


2025-2026



MONTANA OFFICE OF PUBLIC INSTRUCTION

PREPARING TO TEST SESSION 1

PRESENTED BY:

ERIN DE GRAW- ASSESSMENT SPECIALIST

TRESSA GRAVELEY- ASSESSMENT SPECIALIST

CEDAR ROSE - STATE ASSESSMENT DIRECTOR



opi.mt.gov

NORMS

- Treat each other and other's opinions with respect
- Embrace new ideas and challenge ourselves: approach discussions with an open mind, ready to explore new ideas, strategies, and perspectives
- Recognize that MAST is our statewide standardized assessment



MAST ADMINISTRATION TASKS

TEST ADMINISTRATORS

The WHY: Successful administration of the MAST.

Before Testing

- Schedule Testlets
- Train & Prepare Staff
- Prepare Student Testing Devices
- Notify Families of Testing
- User Management
- Roster Students & Enter PNPs
- Print Student Tickets & DACs
- Prepare Students to Test

During Testing

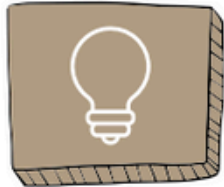
- Administer Testlets
- Monitor Testlet Completion
- Make-Up Testing
- Access & Share Student Score Reports

After Testing

- Access & Share Student Score Reports
- Reflect on the successes and challenges of administration



PREPARING TO TEST



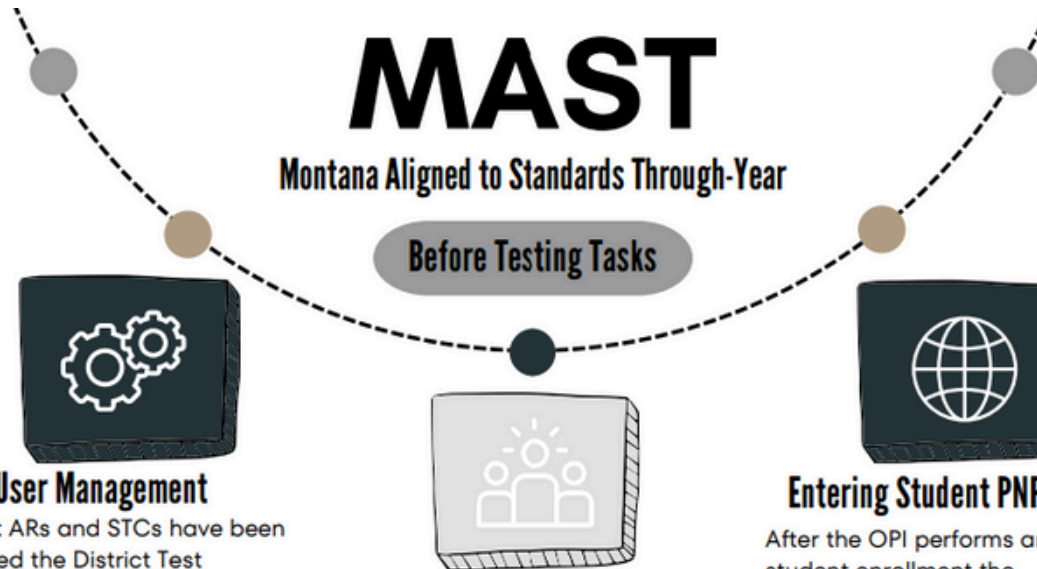
Schedule MAST Math Testlets

The MAST Scheduler Tool opens **August 4, 2025** and closes **Sept. 15, 2025**. District STCs gather scope and sequence from grade-level teachers to schedule testlets.

Resources

(found on [MAST Portal](#))

- [Scheduler Portal](#)
- [Scheduler Tool Manual](#)
- [MAST Scheduling Guide & FAQs for Test Coordinators](#)
- [Math & ELA Standards Blueprint](#)
- [Math & ELA Assessment Specifications](#)
- Scheduler Tool Focused Support [Video](#) and [Slides](#)



User Management

District ARs and STCs have been assigned the District Test Coordinator (DTC) role.

Districts/Schools create and maintain user accounts within the Kite Platform. *When adding teacher accounts, please use a unique value such as the teacher's SEID number or email in the Educator Identifier field.*

Resources

(found on [MAST Portal](#))

- [Kite Educator Portal Manual](#)
- [User Management Quick Reference Guide](#)
- [User Management Focused Support Video](#) and [Slides](#)

MAST

Montana Aligned to Standards Through-Year

Before Testing Tasks

Rostering Students

After the OPI performs an initial student enrollment the beginning of **Sept. 2025**, districts can begin rostering students to teachers in the Kite Educator Portal. Initial rostering should be completed at least one week before the opening of each testing window.

Resources

(found on [MAST Portal](#))

- [Kite Educator Portal Manual](#)
- [Rostering Focused Support Video](#) and [Slides](#)

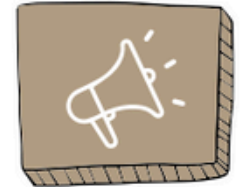
Entering Student PNPs

After the OPI performs an initial student enrollment the beginning of Sept. 2025, districts can begin entering student PNPs (accommodations) in the Kite Educator Portal. Initial entry of PNPs should be completed at least one week before the opening of each testing window.

Resources

(found on [MAST Portal](#))

- [Kite Educator Portal Manual](#)
- [MAST Accessibility Guide](#)
- [Entering Student PNPs Focused Support Video](#) and [Slides](#)



Professional Learning

- **Aug. 4th** MAST Scheduler Tool Training
- **Aug. 20th** MAST 4 Teachers
- **Sept. 4th** MAST Fall Summit 3:00 - 4:00 PM [Register HERE](#)
- **Oct. 1st, 8th, 15th** MAST Preparation Training 3:30 - 4:30 PM [Meeting Link](#)

MAST for Educators & Test Coordinators slide decks and facilitator guides are available on the [MAST Portal](#) under [MAST Training Materials](#).

Scan QR code for PDF with active links



Prepare Student Testing Devices

[MAST Portal: Install Guides](#)
[Kite Student Portal Updates](#)
[MAST Training, Install Links, & Whitelisting Document](#)

Need Help? OPI Assessment Help Desk | OPIAssessmentHelpDesk@mt.gov | 1-844-867-2569

Click on the image to access linked resources.

KITE EDUCATOR PORTAL ACCESS

OFFICE OF PUBLIC INSTRUCTION
STATE OF MONTANA
SUSIE MEDALEN, STATE SUPERINTENDENT

MONTANA ALIGNED TO STANDARDS THROUGH-YEAR (MAST) PROGRAM PORTAL

ABOUT THE PROGRAM

The Montana Aligned to Standards Through-Year (MAST) Program features a series of short, standards-aligned math and ELA tests that are administered throughout the year. The goal of this assessment is to develop a system that provides timely and relevant feedback for teachers and students, as well as comparable summative data for education leaders. This "classroom up" approach will provide flexible opportunities for students to demonstrate learning while providing actionable data to stakeholders throughout the education system.

ANNOUNCEMENTS

MAST Score Reports

During testing windows, testlet score reports for the MAST assessments that are completed and submitted between Monday and Friday will be available the following Thursday. Please note that the performance task will be human-scored. The reports for these tasks will be released on March 6 and March 13, depending on when they were completed within Window 2. To assist with understanding these reports, interpretive guides and overview videos can be found in the **Score Reports** section below.

SCORE REPORTS

- Classroom-Level Score Report Interpretive Guide
- Student-Level Score Report Interpretive Guide
- School Textlet Report Interpretive Guide
- District Textlet Report Interpretive Guide
- Classroom-level video
- Student-level video
- Kite Parent Portal One-Pager

STANDARDS AND MANUALS

- MAST Accessibility Guide: 2024-2025 School Year
- MAST Accommodations & Accessibility Crosswalk Document
- MAST Test Administration Manual: 2024-2025 School Year
- 2024-2025 User Management Quick Reference Guide
- MAST Before Testing Tasks
- Math Assessment Specifications
- ELA Assessment Specifications
- Kite Educator Portal Manual
- Kite Student Portal Manual

HELP DESK

For all help desk inquiries please contact: kite-support@ku.edu

Kite Support Desk: (800) 277-6933
7:30 a.m. – 4:00 p.m. MST

CEI Assessment Help Desk: CEIAssessmentHelpDesk@mt.gov (544) 567-2565

For content or test design queries please contact: mast@newmontclan.org

MAST TRAININGS

MAST Trainings

LIVE LISTENING / FEEDBACK SESSIONS

We have designed user feedback cycles throughout the school year to ensure continuous improvement of the MAST. These sessions will serve as an opportunity for users like you to share feedback, suggestions, and experiences to help us enhance the usability of the MAST. We value your input and encourage you to participate in these live listening/feedback sessions. Live listening/feedback sessions for MAST Through-Year participating districts:

*Please note that the **Zoom link** will be the same for all sessions.

- Window 1: December 4, 2024 @ 3:30-4:30 p.m.
- Window 2: February 26, 2025 @ 3:30-4:30 p.m.

SYSTEMS (TECH PLATFORMS)

- Kite@ Student Practice Test Username: tech_demo Password: MA725
- Kite Educator Portal

KITE TRAINING VIDEOS

- Test Administrator (TA):
- Authorized Representative (AR):
- Parent Resources
- System and Building Test

Access the Kite Educator Portal through the MAST Portal. Googling "Kite" and selecting from the search results may bring you to a different state's portal

Kite Educator Portal



KITE EDUCATOR PORTAL

Each year you must agree to the Security Agreement.
It will appear automatically each year.


Kite Educator Portal

Role: District Test Coordinator Organization: Demo District Assessment Program: Testlet

SETTINGS MANAGE TESTS INTERIM REPORTS DASHBOARD SURVEYS HELP

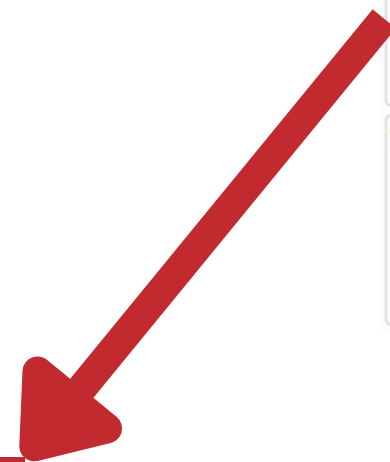


My Profile



Quick Links

- Students
- Rosters
- Extracts



My Profile

Overview Edit Display Name Change Password Change Default Role **Security Awareness** **Security Agreement** Security Renewal/Expiration

The Kite Suite provides opportunities for flexible assessment administrations and materials options. However, all assessments, if applicable, delivered during the school year are secure.

Test administrators and other educational staff who support implementation and reporting are responsible for following the Kite test security standards.

- Assessments and secure testing materials, including student reports, are not to be stored or saved on computers or personal storage devices, shared via email or other file sharing systems, or reproduced by any means.
- Except where explicitly allowed, as described in Test Administrative Manuals and supporting User Guides, electronic materials used during an assessment administration are not to be printed. Please adhere/ refer to your state's security policy regarding the distribution of scored student reports.
- Those who violate the Kite security standards may be subject to their state's regulations or state education policy governing test and data security.
- Educators are encouraged to use resources provided by Kite Suite, including practice activities and released test materials, to prepare themselves and their students for the assessments, when applicable.
- Users will not give out, loan or share their password with anyone. Allowing others access to an Educator Portal account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.

Questions about security expectations should be directed to the local assessment coordinator.

I have read this security agreement and agree to follow the standards.

Save



KITE EDUCATOR PORTAL



My Profile

Quick Links

- Students
- Rosters
- Extracts

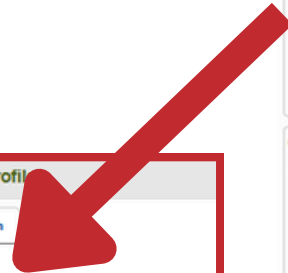
My Profile

Overview Edit Display Name Change Password Change Default Role Security Awareness Security Agreement Security Renewal/Expiration

CURRENT PASSWORD: NEW PASSWORD: CONFIRM PASSWORD:

Save

Kite passwords must be changed every 180 days. An automated email will notify you of the needed change.



Beginning July 25, 2025, Kite Educator Portal will require multifactor authentication as a way to further protect sensitive data and systems. Staff cell phone numbers can be entered proactively so that users can transition to the cell phone option, if desired, once the text feature is implemented.



MAST ADMINISTRATION TASKS

TEST ADMINISTRATORS

The WHY: Successful administration of the MAST.

Before Testing

- Schedule Testlets
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During Testing

- Administer Testlets
- Monitor Testlet Completion
- Make-Up Testing
- Access & Share Student Score Reports

After Testing

- Access & Share Student Score Reports
- Reflect on the successes and challenges of administration





USER MANAGEMENT

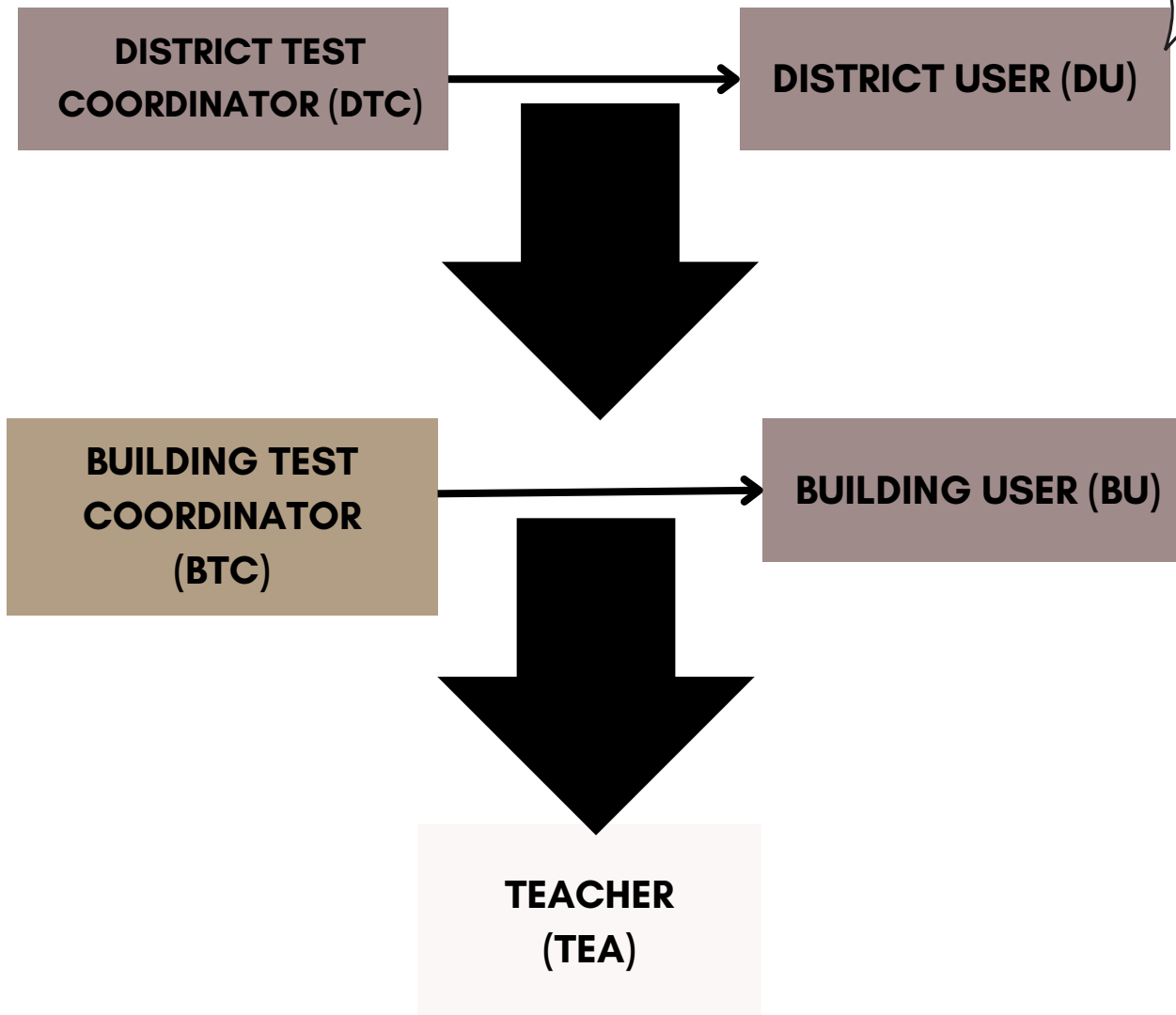


USER MANAGEMENT

User Management

ROLES IN THE KITE PLATFORM

Users may assign any user role to the right and below their own role



USER MANAGEMENT

District Level

CAPABILITIES IN THE KITE PLATFORM

DISTRICT TEST COORDINATOR (DTC)

Assigned to Authorized Representative (ARs) & System Test Coordinators (STCs) by the OPI

At the district level, DTCs:

- Manage Users: Add/modify DUs, BTCs, BUs, and TEAs
- Roster Students to Teachers
- Add/Modify Student PNPs
- Administer & Monitor Testlet Completion
- Set Up Kite Parent Portal: Add/Modify Student-Parent Connection
- View Student Score Reports

Assigns
Building &
Classroom Roles

Assigns

DISTRICT USER (DU)

Assigned to District Coordinators assisting with MAST tasks

At the district level, DUs:

- Manage Users: Add/modify BTCs, BUs, and TEAs
- All other Kite capabilities are the same as the DTC

Assigns
Building &
Classroom
Roles



USER MANAGEMENT

School Level

CAPABILITIES IN THE KITE PLATFORM

BUILDING TEST COORDINATOR (BTC)

Assigned to Building Principals or other Building Coordinators

At the building level, BTCs:

- Manage Users: add/modify BUs and TEAs across the school.
- Roster Students to Teachers
- Add/Modify Student PNPs
- Administer & Monitor Testlet Completion
- View student score reports of all students within the school.

Assigns

BUILDING USER (BU)

Assigned to Special Education teachers/specialists that will administer testlets & access student score reports across multiple grade levels

At the building level, BUs:

- Same Kite capabilities as a BTC except unable to add/modify users.

Assigns
Classroom Roles



USER MANAGEMENT

Classroom Level CAPABILITIES IN THE KITE PLATFORM

TEACHER (TEA)

Must be assigned to Test Administrators with rosters

At the building level, TEAs:

- Verify Student Information Prior to Testing (Rosters & PNPs)
- Provide Opportunities for Students to Utilize the Kite Practice Test
- Administer & Monitor Testlet Completion
- View Student Score Reports for students rostered to them



USER MANAGEMENT

Users rolled-over from the 2024-2025 school year

User Management

METHODS TO ADDING/MODIFYING USERS

MANUAL METHOD TO ADD USERS

The screenshot shows the 'Add User' form in the Kite Educator Portal. The form is divided into two main sections: 'User Information' and 'Organization & Roles'. The 'User Information' section includes fields for 'FIRST NAME', 'LAST NAME', 'EMAIL ADDRESS', and 'EDUCATOR IDENTIFIER'. The 'Organization & Roles' section includes dropdown menus for 'STATE', 'ASSESSMENT PROGRAM', 'ROLE', 'DISTRICT', and 'SCHOOL'. A red circle with the number 3 is placed over the 'Add User' button at the top. A red circle with the number 4 is placed over the 'User Information' section. A red circle with the number 5 is placed over the 'ROLE' dropdown menu. A red circle with the number 6 is placed over the 'Add' button at the bottom. A red circle with the number 7 is placed over the 'Save' button at the top right.

UPLOAD METHOD TO ADD USERS

The screenshot shows the 'Upload Users' form in the Kite Educator Portal. The form is titled 'Upload Users: Select Criteria'. It includes dropdown menus for 'STATE', 'DISTRICT', and 'SCHOOL'. A red circle with the number 1 is placed over the 'Upload Users' button at the top. A red circle with the number 2 is placed over the 'File' field. A red circle with the number 3 is placed over the 'Select File' button. A red circle with the number 4 is placed over the 'Upload' button. Below the form is a table with columns for 'Uploaded', 'Status', 'Created/Updated', 'Rejected', 'Alerts', and 'File'. The table is currently empty, showing 'No records available.' at the bottom.

Directions for each method can be found in the [Kite Educator Portal Manual](#).



USER MANAGEMENT

MANUAL METHOD TO ADD USERS

1. Select Settings.
2. Select Users.
3. Select the Add User tab.
4. Enter the user's first name, last name, and email address.
5. Choose the appropriate organization and role for the new user.
6. Select Add. The table will populate below.
7. Select Save.

NOTE: If adding more than one role to a user's account, repeat steps 5 and 6 within this screen.

You can also add a DLM role to the same user within the same screen!

The Educator Identifier must be a unique value and is required when Teacher is selected as role. It is suggested to use the teacher's SEID for this field.

The screenshot shows the 'Add User' form with the following fields and callouts:

- 3**: 'Add User' tab
- 4**: 'User Information' section
- 5**: 'Role' dropdown menu (set to 'Teacher')
- 6**: 'Add' button

The form includes the following fields:

- FIRST NAME: *
- LAST NAME: *
- EMAIL ADDRESS: *
- EDUCATOR IDENTIFIER: *
- STATE: * (Kansas)
- ASSESSMENT PROGRAM: * (TESTLET)
- DISTRICT: * (Sunflower District)
- SCHOOL: * (Meadowlark School)

At the bottom, there is a table with columns: Default, State, Assessment Program, Role, District. The table is currently empty, showing 'No records available.'

USER MANAGEMENT

UPLOAD METHOD TO ADD USERS

The user upload creates or updates users in Kite Educator Portal. The user upload also assigns 1-2 roles to a user (one is required). A CSV file template is available on the Upload Users tab in Kite Educator Portal (click on small blue question mark next to *File*). You will need to complete the CSV file using software such as Microsoft Excel outside of Kite Educator Portal. All users (teachers, test coordinators, etc.) can be included in one CSV file.

To upload multiple users using a CSV file, perform the following steps:

1. Select Settings.
2. Select Users.
3. Select the Upload Users tab.
4. Select the organization information.
5. In the File field, choose Select File.
6. Select the appropriate CSV file from your computer.
7. Select Open.
8. Select Upload.

NOTE: Users will be in Pending status until the user responds to the activation email.

The screenshot displays the 'Upload Users' interface in the Kite Educator Portal. At the top, there are three tabs: 'View Users', 'Add User', and 'Upload Users' (the latter is highlighted and marked with a red circle 3). Below the tabs, the section is titled 'Upload Users: Select Criteria'. It features three dropdown menus: 'STATE' set to 'Kansas', 'DISTRICT' set to 'Sunflower District', and 'SCHOOL' set to 'Meadowlark School' (the latter is marked with a red circle 4). Below these is a 'File' field with a 'Select File' button (marked with a red circle 5) and an 'Upload' button (marked with a red circle 8). A table below shows columns for 'Uploaded', 'Status', 'Created/Updated', 'Rejected', 'Alerts', and 'File', with a message 'No records available.' and a pagination bar at the bottom showing 'Page 0 of 0' and '20 per page'.



USER MANAGEMENT

UPLOAD METHOD TO ADD USERS

- Do not change column headers.
- Ensure cells are formatted to hold the leading zero of numbers, especially for school (SCH) and district (DT) level codes.
- Document should be saved in CSV format.

A table can be found in the Kite Educator Portal Manual with acceptable values for the template file.

Col.	Column Title	Description	Acceptable Values
A*	Legal_First_Name	The user's first name.	Alphanumeric
B*	Legal_Last_Name	The user's last name.	Alphanumeric
C	Educator_Identifier	If the user is a teacher, enter an identification number.	Alphanumeric
D*	Email	The user's email address. This email address will be the user's login. The email address must be valid because information about creating a password will be sent to the address.	Alphanumeric
E*	Organization	The organization identifier in Kite Educator Portal. (Ex: D0123) <hr/> NOTE: Organization IDs can be found under Settings > Organizations > View Organizations <hr/>	Alphanumeric
F*	Organization_Level	The user's initial access level. A user should have the lowest appropriate level of access. For example, most educators would have school-level access (SCH), not district-level (DT).	DT SCH
G*	Primary_Role	The primary role is the user's default role, or the role that will be selected when the user first logs in to Kite Educator Portal. The role must be one that is valid for the organization.	TEA BUS BTC DUS DTC
H	Secondary_Role	If a user has a second role in Kite Educator Portal, enter that role in this column. For example, a building test coordinator might also be a teacher.	TEA BUS BTC DUS DTC
I*	Primary_Assessment_Program	At least one assessment program must be associated with a user when their information is uploaded.	TESTLET
J	Deactivate_User	Enter 'Deactivate' to deactivate the user. Leave blank to keep the user active.	Deactivate, [blank]
K	Remove_Role	Enter 'True' to remove the role that is entered in column G, the Primary_Role, from a user.	True, [blank]

*Indicates this field is required.



USER MANAGEMENT

OTHER USER MANAGEMENT TASKS

Test coordinators and others responsible for data can take several actions with user accounts.

Please ensure any users no longer at your district are deactivated.

DEACTIVATE USER

Select the user, then select Deactivate. Note: Users can also be deactivated through the User Upload.

REACTIVATE AN INACTIVE USER

Inactive users only appear if the "Include Inactive Users" box is checked. To activate an inactive user, select the user, then select Activate.

RE-SEND ACTIVATION EMAIL

Select the user, then select the Send Activation Email button.

UNLOCK A LOCKED USER ACCOUNT

Select the user, then select Unlock.

CLAIM A USER FROM ANOTHER DISTRICT

Select the Claim Users tab. Enter the user's First Name and Last Name OR the user's Educator ID. Select Search. Select the user and then select Claim User.

Note: A user must be Inactive to be claimed. This means that their former district must have deactivated them previously.



ROSTERING STUDENTS



ROSTERING OVERVIEW

Why Do All Students Need to Be Rostered?

- Rostering connects a student to the teacher that will have access to their testlet and through-year score reports
- Rostering ensures the correct testlets are assigned to each student

Who Should Students Be Rostered To?

- Students should be rostered to their primary instruction provider for math and ELA (these can be different teachers).



ROSTERING STUDENTS

Rostering Students

DTC, DU, BTC, or BU users in the Kite Platform have the capabilities to roster students to teachers that will administer MAST testlets.

- A student can only be rostered to *one teacher* per subject area.
- Students must be rostered in both math and ELA.
- Rostering can either be done manually or with an CSV upload.



Consider defining a standard naming convention for rosters, which can make sorting and finding a specific roster easier later. For example, if the teacher's last name is followed by the subject to create the roster name, rosters appear neatly grouped when sorted alphabetically.

ROSTERING SHOULD BE COMPLETED AT LEAST TWO WEEKS BEFORE TESTING WINDOWS OPEN.



ROSTERING STUDENTS

MANUAL METHOD TO ROSTER STUDENTS

This method is best for rostering a small number of students and rostering new students

CREATING A NEW ROSTER

1. Select Settings.
2. Select Rosters from the drop-down menu.
3. Select the Create Roster tab.
4. Create the roster name and select the subject and course (if applicable) for this roster.
5. Select the district/school from the drop-down menu.
6. Select Search.
7. Choose the educator from the Select Educator drop-down menu.
8. Choose the students to roster by selecting the checkbox in the Select Student grid.
9. After selecting the appropriate students, select Save.

The screenshot shows the 'Create Roster' interface with the following elements and callouts:

- 3**: 'Create Roster' tab selected.
- 4**: 'ROSTER NAME' field containing 'Smith-ELA'.
- 5**: 'DISTRICT' dropdown menu set to 'Sunflower District' and 'SCHOOL' dropdown menu set to 'Meadowlark School'.
- 6**: 'Search' button.
- 7**: 'SELECT EDUCATOR' dropdown menu set to 'Smith, Sean (4596621778) - Active'.
- 8**: 'SELECT STUDENTS' grid with checkboxes for 'Artis' and 'Basham' selected.
- 9**: 'Save' button.

State Student Identifier	Last Name	First Name	Middle Name	Gender
298207	Anetts	Kakalina	Carley	Male
826051	Artis	Marcella	Peta	Male
634874	Basham	Kenna	Lyn	Male
272219	Farrington	Maria	Maria	Female
439811	Braga	Marie-jeanne	Kore	Male

ROSTERING STUDENTS

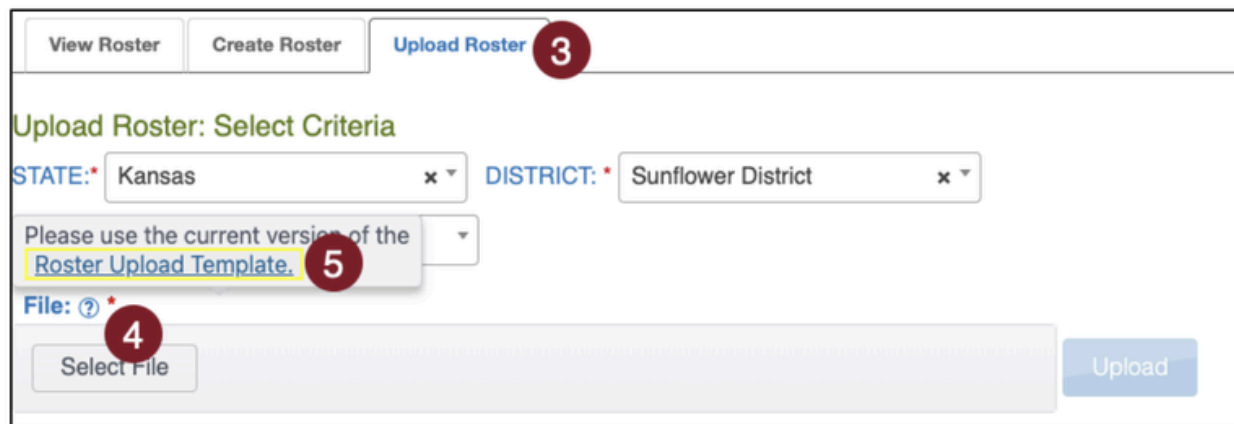
UPLOAD METHOD TO ROSTER STUDENTS

This method is best for initial rostering of a large group of students.

ACCESS ROSTER UPLOAD TEMPLATE FILE

To roster students by uploading a CSV file, following these steps:

1. Select Settings.
2. Select Rosters.
3. Select the Upload Roster tab.
4. Select the question mark symbol next to the word File.
5. A small pop-up window will display the Roster Upload Template.



The screenshot shows the 'Upload Roster' interface. At the top, there are three tabs: 'View Roster', 'Create Roster', and 'Upload Roster'. The 'Upload Roster' tab is selected and has a red circle with the number '3' next to it. Below the tabs, the heading 'Upload Roster: Select Criteria' is displayed. There are two dropdown menus: 'STATE:' with 'Kansas' selected and 'DISTRICT:' with 'Sunflower District' selected. Below these, there is a message: 'Please use the current version of the Roster Upload Template.' with a red circle and the number '5' next to a link that says 'Roster Upload Template.'. At the bottom, there is a 'File:' label with a question mark icon and a red circle with the number '4' next to it. Below the 'File:' label is a 'Select File' button and an 'Upload' button.

6. Select the link and open the Roster Upload Template file in a spreadsheet program that can save data in CSV (comma-delimited) format, such as Microsoft Excel. The file can only be uploaded using CSV format.



ROSTERING STUDENTS

New this year!

ROSTER EXTRACT FROM INFINITE CAMPUS

Using rosters in Infinite Campus to create an CSV to import into the Kite Educator Portal.

Export a MAST Roster Export from IC

1. Ensure the correct district, school, and school year are selected.
2. *Under Reporting, Data Validation, select Data Validation Report*
3. In the Data Validation Group Dropdown, select **MAST Roster Extract**
4. Ensure the Format Type is CSV
5. Select a Start and End date that will capture current students (end date can be yesterday and end date can be today).
6. Select Generate. This will start a download of the CSV file.
7. Open the file and adjust the heading to match the Kite Template
8. Save the file and select it in the Kite Educator Portal as the Roster Upload File

FOCUSED SUPPORT

VIDEO

The screenshot shows the 'Data Validation Report' interface. It includes sections for 'Instructions', 'Report Options', 'Output Options', and 'Batch Queue List'. The 'Data Validation Group' is set to 'MAST Assessment Ac...'. The 'Format Type' is set to 'CSV'. The 'Start Date' is '09/04/2025' and the 'End Date' is '09/05/2025'. The 'Batch Queue List' table is empty, showing 'No records available.' There are 'Generate' and 'Reset' buttons at the bottom.

Report Title	Queued Time	Status
No records available.		

ROSTERING STUDENTS

EDITING AN EXISTING ROSTER

1. Select Settings.
2. Select Rosters from the drop-down menu.
3. Select the district/school from the drop-down menu.
4. Select Search.
5. All previously created rosters will display. Select the desired roster to edit/delete.

View/Edit Roster - Smith Math 1

Roster Name: Subject: Course:

Select Educator:

Only show students currently assigned to this roster

Select Students:

State Student ID	Middle Name	Gender	Grade	Local ID
Currently Assigned to This Roster				
DTLE0001s1	Student	Sandbox	Female	Grade 3
DTLE0001s2	Student	Sandbox	Female	Grade 3
DTLE0001s3	Student	Sandbox	Female	Grade 3
DTLE0001s4	Student	Sandbox	Female	Grade 3
Not Currently Assigned to This Roster				
DTLE0001s5	Student	Sandbox	Female	Grade 3
DTLE0001s6	Student	Sandbox	Female	Grade 3
DTLE0001s7	Student	Sandbox	Female	Grade 3

6. The View/Edit Roster screen will automatically display. The following edits can be made to a roster on this screen:
 - Change the Roster Name.
 - Change the educator connected to the roster by choosing another educator from those available in the Select Educator drop-down menu.
 - Change the students connected to the roster. This includes adding and removing students from the roster.
 - Delete the roster by deselecting all students from the roster.
7. Once all desired edits from the available choices are made, scroll to the bottom of the screen, and select Save.



ROSTERING STUDENTS

What about students receiving additional services?

- Students should be rostered to the teacher providing their primary instruction.
- Specialists that see multiple students can be assigned BU roles to access student score reports and monitor students across rosters.

We only have one grade level ELA/math teacher that teaches multiple periods or classes. Can we put all students in one roster?

- Yes, but keep in mind classroom reports and monitoring will put all those students together.

We have one teacher across multiple grade levels. Does each grade need a separate roster?

- No, multiple grades can be rostered together as long as they have the same teacher. Students just need to be on a math AND ELA roster.





ENTERING PNP SETTINGS



PNP OVERVIEW

What is a PNP?

- A student's PNP or Personal Needs Profile sets additional supports during testing within the Kite system.

What students should have PNP settings?

- Students with statewide assessment accommodations within active 504/IEPs or use designated supports in daily learning experiences.

Who can set PNPs?

- District and building level users have the ability to set PNPs. Teachers are able to view PNPs.



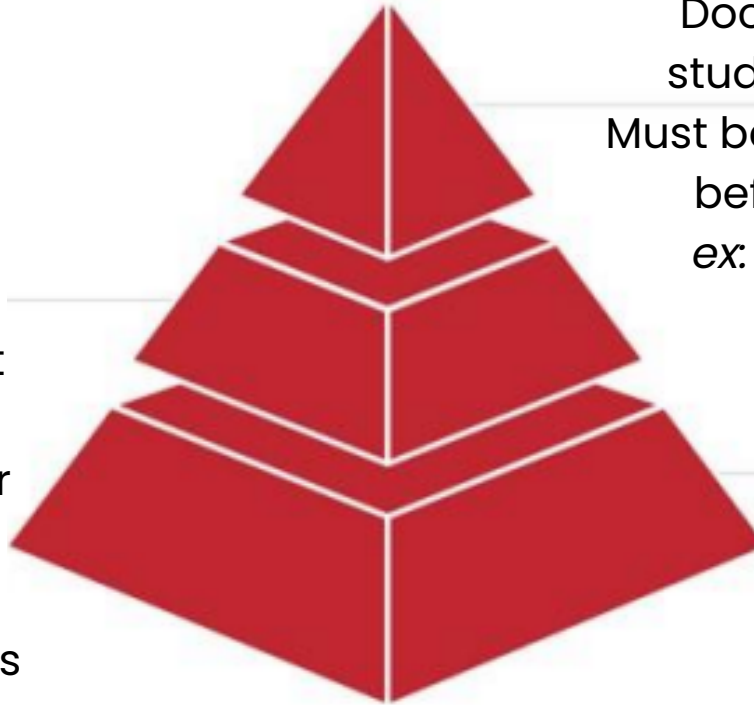
TYPES OF SUPPORTS

Designated Supports

Available to any student that has an identified need and uses the support on a regular basis in typical learning and assessment experiences.

Must be set in the PNP Settings before administration.

ex. Masking-Answer Choices, Reverse Contrast



Accommodations

Documented through a student's IEP or 504 plan.

Must be set in the PNP Settings before administration.

ex. Speech to Text, ASL

Universal Features

Available to all students within the platform.

ex. Highlighter, Notes

A support is either **embedded** in Kite or **non-embedded** (provided to students outside of the platform)



SUPPORTS

Remember....

Statewide assessment supports should mirror a student's regular learning and testing experience.

A student shouldn't use an accommodation or support only for statewide testing.



SETTING PNPS

Setting Student PNPs

DTC, DU, BTC, or BU users in the Kite Platform have the capabilities to enter/modify student PNPs. A reminder that when PNPs are set, the accommodation or support is applied to testing in both math and ELA.



PNPs should be set at least 24 hours prior to MAST administration to ensure they are applied. If a student begins to test and PNPs are not showing up, stop testing and ensure settings have been applied in the Educator Portal.



SETTING PNPS

SET OR UPDATE A PNP

1. Select Settings in the navigation menu.
2. Select Students.
3. Enter any required filters.
4. Select Search.
5. Select the State Student Identifier to highlight the row for the selected student.
6. Select View.

View Students | Upload PNP

View Students: Select Criteria

STATE: Kansas x DISTRICT: Sunflower District x SCHOOL: Meadowlark School x 3

Search 4

State Student Identifier	Local ID	Last Name	First Name	First Contact	PNP Profile
258633631 5	94082	Aspin	Natal	Not Applicable	CUSTOM
605925338	90297	Beecham	Esme	Not Applicable	NO SETTING
825250393	14663	Bickmore	Dollie	Not Applicable	NO SETTING
591332292	33804	Browse	Ashley	Not Applicable	CUSTOM
232986471	26579	Dennett	Mike	Not Applicable	NO SETTING
761276775	96074	Dives	Welbie	Not Applicable	NO SETTING

View 6

7. Select the No Settings link next to PNP Profile, or Custom if previously set

View Student Record - Esme Andreas Beecham x

Student

Student State ID: 605925338 Date of Birth: 11/11/2006

Demographic

Gender: Male Comprehensive Race: White
First Language: Hispanic Ethnicity: Yes

Profile

Primary Disability: No Disability PNP Profile **No Settings**
Assessment Program: KAP - KAP First Contact Survey: Not Applicable

School Enrollment



SETTING PNPS

SET OR UPDATE A PNP (CONT.)

8. The PNP settings popup window displays. At the top of the screen, student demographic data including full name, date of birth, gender, state student ID, and grade display. A summary of current settings (if any) is displayed in the center of the window. The Save button is located at the bottom of the window.

9. PNP settings are divided into the following categories: Accommodations, Designated Supports, or Universal Features. Select the tab to see available options. Refer to the MAST Accessibility Manual to determine which settings should be applied for your students.



The screenshot shows a popup window titled "Marlow Abelov" with a close button (X) in the top right corner. The window is divided into sections. The first section is "Student Demographics" with the following fields: First Name: Marlow, Middle Name: Onfroi, Last Name: Abelov, Date of Birth: 06/20/2007, Gender: Male, State Id: 245390755, and Grade: 8. Below this is a row of four tabs: "Summary" (highlighted with a red box), "Accommodations", "Designated Supports", and "Universal Features". The main content area below the tabs is titled "Selected PNP Profile Settings for" and contains the text "No preferences have been set." in blue. A blue "Save" button is located in the bottom right corner of the window.



SETTING PNPS

SET OR UPDATE A PNP (CONT.)

10. The screen below shows a student that has Text to Speech: Text & Graphics and 100s Table selected. The Descriptions for each of the tools can be displayed by toggling on the switch.
11. Select Save when you have entered all student PNP settings. A confirmation message will display. Select Yes to save your changes. You then can view the settings you selected on the Summary tab.

Kakalina Anetts

Student Demographics

First Name: Kakalina Middle Name: Carley Last Name: Anetts Date of Birth: 10/05/2012
Gender: Male State Id: 298207 Grade: 5

Summary **Accommodations** Designated Supports Universal Features

Accommodations

Accommodations should be used in instruction and assessment throughout the year and at least 3 months before the assessment.

Descriptions: Off

Embedded (Included in the Kite Student Platform)	Non-Embedded (Outside of the Kite Student Platform)
<p>Tool Name: American Sign Language (ASL) Status: <input type="radio"/> Off</p>	<p>Tool Name: 100s Table Status: <input checked="" type="radio"/> On</p>
<p>Speech to Text <input type="radio"/> Off</p>	<p>Abacus <input type="radio"/> Off</p>
<p>Text to Speech <input checked="" type="radio"/> Text & Graphics <input type="radio"/> Non-Visual</p>	<p>Alternate Response Options <input type="radio"/> Off</p>
	<p>ASL Interpreter <input type="radio"/> Off</p>

Save



PNP QUESTIONS

What students should have PNP settings turned on?

- Students with IEPs/504 with those accommodations written into current plans.
- Students using designated supports on a regular basis within classrooms.

What if a student starts testing and PNP settings aren't showing up?

- Stop testing! Pause the test, have a building- or district-level user check the student's PNP to ensure they are set correctly. Once set, PNPs should sync by the next day.

Many students have "separate setting" as an accommodation. What do I do?

- Ensure the IEP/504 accommodations match as closely as possible to the regular assessment environment for that student.



MAST ADMINISTRATION TASKS

TEST ADMINISTRATORS

The WHY: Successful administration of the MAST.

Before Testing

- Schedule Testlets
- Train & Prepare Staff
- Prepare Student Testing Devices
- Notify Families of Testing
- User Management
- Roster Students & Enter PNPs
- Print Student Tickets & DACs
- Prepare Students to Test

During Testing

- Administer Testlets
- Monitor Testlet Completion
- Make-Up Testing
- Access & Share Student Score Reports

After Testing

- Access & Share Student Score Reports
- Reflect on the successes and challenges of administration





STUDENT TESTING TICKETS & DAILY ACCESS CODES



PRINT STUDENT TICKETS AND DACS

Printing Test Tickets

DATA EXTRACT METHOD

Navigate to:

1. REPORTS > DATA EXTRACTS
2. Click on *New File* in the *Student Login Usernames/Passwords* row.
3. Fill out organization drop-downs in the *Create Extract* pop-up window then choose *OK*.
4. Once the report is generated, click on the *PDF icon* to download to your device.

Create Extract

Filters

Assessment Program:*

District:*

School:

Grade:

Subject:

Download as:* CSV PDF

* = Required

SETTINGS * INTERIM * REPORTS * DASHBOARD HELP

Student Information Test Admin **DATA EXTRACTS** COMMON BUNDLED REPORTS

Data Extracts

Note: Data extracts may include Personally Identifiable Information (PII), take appropriate precaution to protect saved files.

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	05/02/2025 07:50 AM		<input type="button" value="New File"/>
PNP Setting Counts	Student PNP setting counts by organization.	02/04/2025 10:23 AM		<input type="button" value="New File"/>
Parents	Parent details for active parent student relation.			<input type="button" value="New File"/>
Roster	Student assignment by educator and subject.	05/20/2025 12:00 PM		<input type="button" value="New File"/>
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.	05/22/2025 09:18 AM		<input type="button" value="New File"/>



PRINT STUDENT TICKETS AND DACS

Printing Test Tickets

TEST MONITOR SCREEN METHOD

Not available until in an open testing window, and tickets become unavailable after the student has completed that specific testlet.

Navigate to:

1. INTERIM > MY TESTS
2. Fill out the organization drop-downs.
3. Select the testlet for which you want to print student test tickets.
4. Click on *Tickets* button.

Student login credentials remain the same throughout the school year.

SETTINGS ▾ MANAGE TESTS ▾ INTERIM ▾ REPORTS ▾ DASHBOARD HELP

Manage Tests **MY TESTS** VIEW RESULTS

Manage Tests: Select Criteria

TYPE: Predictive* DISTRICT: SCHOOL: SUBJECT: Mathematics

GRADE: Grade 4

Search

<input type="checkbox"/>	Test Name	Form	Testing Cycle	Subject	Test Materials	Allow Responses	Students Assigned	Students Attempted	Students Completed	Assign
<input type="checkbox"/>	Math, Grade 4, Anchor Set	General	Five	Mathematics		Yes	50	50	50	Auto
<input type="checkbox"/>	Math, Grade 4, Angles and Geometry	General	Five	Mathematics		Yes	50	50	50	Auto
<input type="checkbox"/>	Math, Grade 4, Decimal Fractions	General	Five	Mathematics		Yes	50	50	50	Auto
<input type="checkbox"/>	Math, Grade 4, Multiply Fractions	General	Five	Mathematics		Yes	50	50	50	Auto
<input type="checkbox"/>	Math, Grade 4, Add and Subtract Fractions	General	Four	Mathematics		Yes	53	51	51	Auto
<input type="checkbox"/>	Math, Grade 4, Compare and Find Equivalent Fractions	General	Four	Mathematics		Yes	53	51	51	Auto
<input type="checkbox"/>	Grade 4, Survey	General	Three	Mathematics		Yes	52	45	45	Auto
<input type="checkbox"/>	Math, Grade 4, Multi-Digit Division	General	Three	Mathematics		Yes	53	50	49	Auto
<input type="checkbox"/>	Math, Grade 4, Multi-Digit Multiplication	General	Three	Mathematics		Yes	53	52	52	Auto
<input type="checkbox"/>	Math, Grade 4, Real-World Problems and Patterns	General	Three	Mathematics		Yes	53	50	50	Auto

Monitor Tickets

Page 1 of 2 10 per page 1-10 of 14



PRINT STUDENT TICKETS AND DACS

Daily Access Codes

Navigate to:

1. MANAGE TESTS > DAILY ACCESS CODES
2. Select the *Test Day*
3. In the Daily Access Codes column, select either the PDF or CSV icon to open the file.
4. Select Done once you have finished viewing the Daily Access Codes grid.

SETTINGS ▾ MANAGE TESTS ▾ INTERIM ▾ REPORTS ▾ DASHBOARD HELP

View Daily Access Codes **DAILY ACCESS CODES** TEST COORDINATION

Test Days not Found
Select Assessment Program and the Test Day, the Daily Access Codes are sought for:

ASSESSMENT PROGRAM:* TEST DAY:*

Testlet Select

Live Chat

View Test Sessions View Daily Access Codes

Select Assessment Program and the Test Day, the Daily Access Codes are sought for:

ASSESSMENT PROGRAM:* TEST DAY:*

Testlet Friday 09/09/2022

Subject	Grade	Daily Access Codes
Mathematics	Grade 5	
Mathematics	Grade 7	

Page 1 of 1 10 per page 1-2 of 2 items

To bundle multiple Subjects/Grades in one file, select the associated checkbox(es) or select all, and click View Access Codes in PDF or CSV format: [View Access Codes PDF](#) [View Access Codes CSV](#)

For security purposes, when finished viewing access codes, click Done to close the window: [Done](#)

DACs are available at 2:30 PM the day before testing and on Friday for Monday testing

MAST ADMINISTRATION TASKS

TEST ADMINISTRATORS

The WHY: Successful administration of the MAST.

Before Testing

- Schedule Testlets
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- Make-Up Testing
- Access & Share Student Score Reports

After Testing

- Access & Share Student Score Reports
- Reflect on the successes and challenges of administration





PREPARING STUDENT TESTING DEVICES



PREPARE STUDENT DEVICES OBJECTIVES

Kite Student Portal Updates

- **Windows:** Same Student Portal app for SY25-26. Windows 10 no longer supported but can still be used with some limitations.
 - **Action:** *Due to how Windows handles system-level geolocation APIs and their interaction with security-restricted environments, like Kite Student Portal, location access is required. IT staff will need to make sure this is enabled as outlined in the [SY25-26 Kite Student Portal Updates](#) document.*
- **Chrome:** Same Student Portal app for SY25-26.
 - **Action:** *School IT staff will need to make a slight change in the Google Admin console as outlined in the [SY25-26 Kite Student Portal Updates](#) document.*



PREPARE STUDENT DEVICES OBJECTIVES

Kite Student Portal Updates (cont.)

- **iPad:** *no changes for the 2025-2026 school year.*
- **Mac:** *no changes for the 2025-2026 school year.*



MAST ADMINISTRATION TASKS

TEST ADMINISTRATORS

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NOTIFYING FAMILIES OF TESTING



PARENT/GUARDIAN NOTIFICATION OF TESTING

What are the notification requirements for statewide testing?

- **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)).



PARENT/GUARDIAN NOTIFICATION OF TESTING OVERVIEW

How do I prepare the MAST Notice of Testing Letter for distribution to parents/guardians?

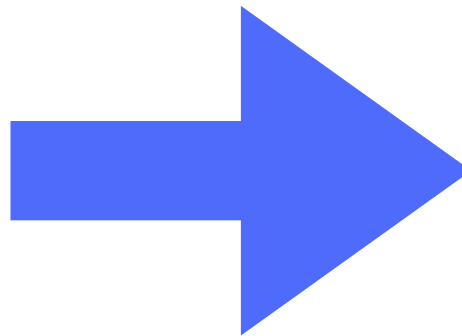
What is Montana's requirement for participating in statewide testing?










PARENT/GUARDIAN NOTIFICATION OF TESTING

OPI MAST Notice Letter Template

- Use OPI Parent Notice Letter Customization Checklist to prepare letter for distribution.
- Schools may notify parents through a variety of means of communication, such as a newsletter, e-mail, or by postal service as long as they are confident the communication will reach parents/guardians prior to testing & in a timely manner.



RESOURCES FOR PARENTS

-  Parent Corner
-  Kite Parent Portal
-  Parent Portal Manual
-  Parent Notification of Testing Letter Template
-  Parent Score Report Letter Template
-  Survey Opt-Out Letter
-  MAST Student Questionnaire



PARENT/GUARDIAN NOTIFICATION OF TESTING

Insert School Letter Head Here

[Insert Date]

Dear Parent/Guardian:

[Insert School] is preparing for the *Montana Aligned to Standards Through-Year (MAST) assessment* through the Montana Office of Public Instruction. Students in Grades 3-8 will take Math and English Language Arts (ELA) assessments in 3 administration windows as indicated in below chart:

	Window 1	Window 2	Window 3	
	October 13 – December 5 (8 weeks)	January 12 – March 6 (8 weeks)	March 30 – May 22 (8 weeks)	
Math	3-5 Testlets	3-5 Testlets	3-5 Testlets	1 Math OR ELA Anchor Test
ELA	2 BOY Testlets	2 MOY Testlet 1 Performance Task Testlet	2 EOY Testlets	

**The actual number of testlets your child(ren) takes each testing window will be contingent on your district's local curriculum sequence.*

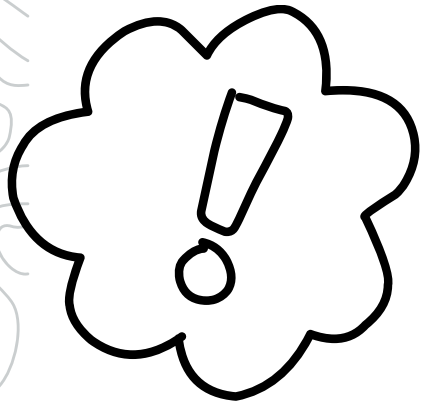
What is the purpose of the MAST assessment?

The Montana OPI in partnership with New Meridian has developed an improved assessment system that will reflect the needs of our students, teachers, and administrators while providing useful flexibility in terms of test administration. The MAST Assessment implements “through year” assessments across the state that satisfy federal testing requirements and better aligns assessment with instruction.



NOTIFYING PARENTS/GUARDIANS OF TESTING

The MontCAS Policies and Procedures for Participation in Statewide Assessments explains the state participation policies and procedures to register and include students in each of the statewide assessments.



In Montana, there is no “opt out” law, and state law requires all students in public and accredited non-public schools to participate in statewide testing. Therefore, in accordance with ESEA-ESSA Section 1112(e)(1)(B)(ii), parents may refuse to have their child participate in statewide assessments, but the parent refusal will count negatively against the school’s participation rate within the accountability process.



MAST ADMINISTRATION TASKS

TEST ADMINISTRATORS

The WHY: Successful administration of the MAST.

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PREPARING TEST ADMINISTRATORS



PREPARING TEST ADMINISTRATORS

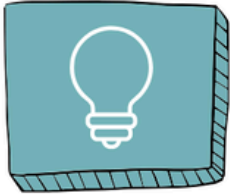
Prepared Test Administrators are able to:

- Ensure and Uphold Test Security
- Verify Student Rosters
- Verify Student PNPs
- Print Student Testing Tickets & DACs
- Prepare Students to Test
- Schedule Testlets Within Window
- Administer Testlets
- Monitor Testlet Completion
- Access & Share Student Score Reports

Modules to support these components can be found in the MAST for Educators [PPTX](#), [PDF](#), and [Facilitator Guide](#).



PREPARING TEST ADMINISTRATORS



Scheduling MAST Testlets

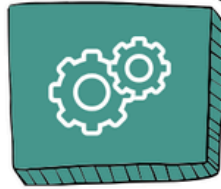
Coordinate with *STC* or *BTC* to submit grade-level math testing schedules.

Resources (found on [MAST Portal](#))

- [MAST Scheduling Guide & FAQs for Test Coordinators](#)
- [Math Standards Blueprint](#)
- [Math Assessment Specifications](#)
- [ELA Standards Blueprint](#)
- [ELA Assessment Specifications](#)
- [MAST Testing Windows](#)

Professional Learning

Opportunities



Preparing for MAST

To Do:

1. Test Security Training
2. Test Security Agreement in Kite
3. Watch Kite administration tutorial videos (HELP tab in Kite)
4. Schedule testlets within window
5. Verify student supports and accommodations are correctly set in student PNP summary
6. Check class rosters
7. Student Practice Tests

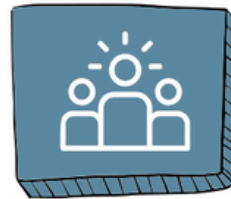
Resources (found on [MAST Portal](#))

- [Test Administration Manual](#) (with script)
- [Math and ELA Timing Document](#)
- ELA Performance Task rubrics
- [MontCAS Test Security Manual](#)
- MAST for Educators slide deck

MAST

Montana Aligned to Standards Through-Year

Educator Resources



Administration Best Practices & Strategies

Supporting students' progression through MAST testlets

Resources (found on [MAST Portal](#))

- [Math and ELA Timing Documents](#)
- MAST for Educators slide deck



Accessing & Using Score Reports

Resources (found on [MAST Portal](#))

- Classroom-Level Score Report [Interpretive Guide & Video](#)
- Student Score Report [Interpretive Guide & Video](#)
- MAST for Educators slide deck



Sharing Results with Students & Parents/Guardians

Sharing score reports with students and families to review data and set personal goals.

Resources (found on [MAST Portal](#))

- [Student Score Report Interpretive Guide](#)
- Parent One-Pager
- [Data Chats](#)

Need Help? OPI Assessment Help Desk | OPIAssessmentHelpDesk@mt.gov | 1-844-867-2569



Click on the image to access linked resources.

PREPARING TEST ADMINISTRATORS

Tutorials for Test Administrators

Montana Aligned to Standards Through-Year

MAST

Training Videos



The following training videos have been provided by our testing partner, ATS, to assist in understanding and using the Kite Platform. It is recommended that the following testing roles watch the listed videos to help ensure the success of administering the MAST. Navigate to the [MAST Portal](#)—the landing page for all MAST-related resources, professional learning, manuals, install guides, etc.



Test Administrator (TA):

- [Intro to Kite Suite](#)
- [Getting Started in Educator Portal](#)
- [Intro to Kite Student Portal](#)
- [Testlet Administration](#)

Authorized Representative (AR):

- [Intro to Kite Suite](#)
- [Getting Started in Educator Portal](#)
- [User Management](#)
- [Data Extracts](#)
- [Dashboards](#)

Parent/Guardian:

- [Kite Parent Portal Manual](#)
- [Kite Parent Portal Tutorial](#)

System Testing Coordinator (STC)

Building Test Coordinator (BTC):

- [Intro to Kite Suite](#)
- [Getting Started in Educator Portal](#)
- [Intro to Kite Student Portal](#)
- [User Management](#)
- [Student and Rosters](#)
- [Rostering](#)
- [Student PNP Settings](#)
- [Testlet Administration](#)
- [Data Extracts](#)
- [Dashboards](#)
- [Parent Portal Set Up: The Student-Parent Connection](#)

Install Links



[Kite Student Portal Updates](#) for the upcoming year.

Student Portal Installation Guide - [Windows](#)

Student Portal Installation Guide - [Mac](#)

Student Portal Installation Guide - [Chromebook](#)

Student Portal Installation Guide - [iPad](#)

Refer to installation guides for troubleshooting (common errors and their solutions)

Whitelisting



Below is a list of the sites that the Technology Director/ IT Team will want to ensure are whitelisted.

Whitelisting using wildcards (recommended):



PREPARING TEST ADMINISTRATORS



MAST TRAININGS

▶ MAST Virtual Learning

▲ MAST Training Materials

MAST for Test Coordinators

PPTX, PDF, and Facilitator Guide

MAST for Educators PPTX, PDF,
and Facilitator Guide



KITE TRAINING VIDEOS

▲ Test Administrator (TA):

Intro to Kite Suite

Getting Started in Educator Portal

Intro to Kite Student Portal

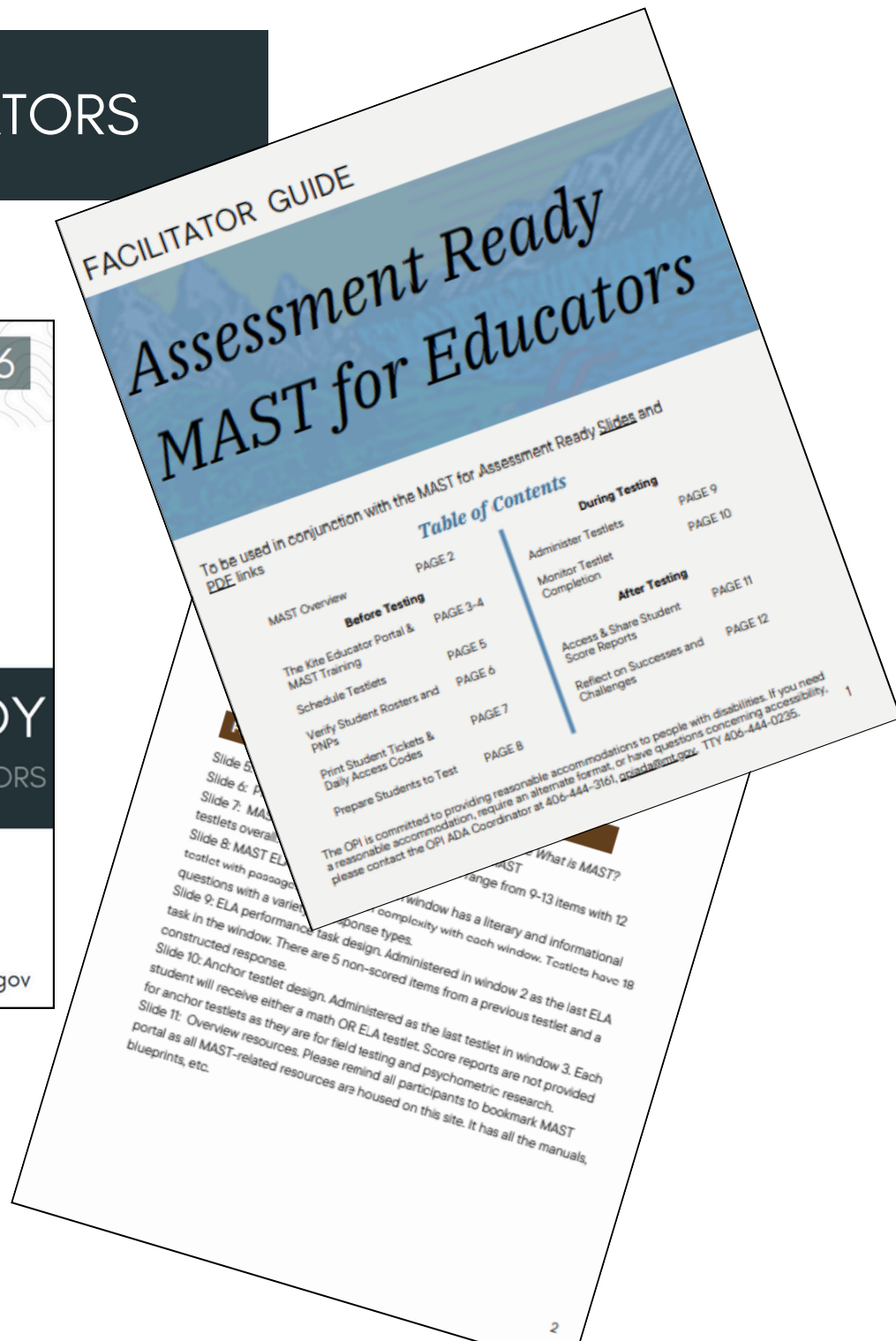
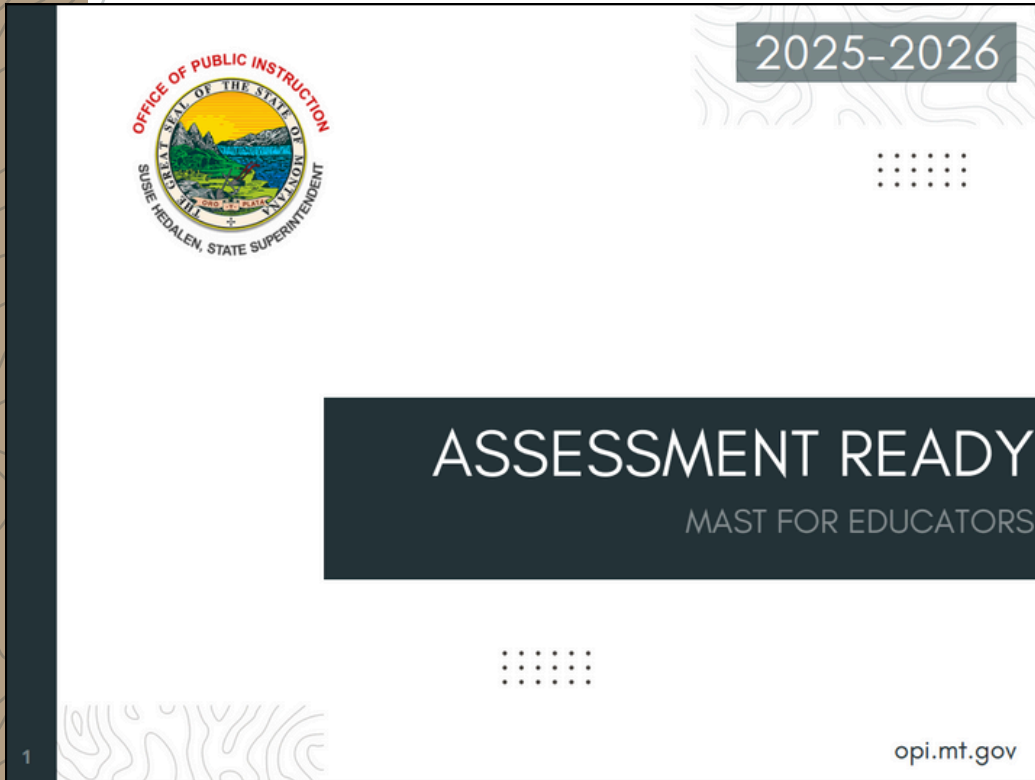
Testlet Administration

MAST for Educators: Slides and a facilitator guide to support staff training

Kite Training Videos: Short videos specifically for Test Administrators to gain familiarity the Kite Portals and test administration



PREPARING TEST ADMINISTRATORS



Accessing the Kite Educator Portal

Things to remember:

- The activation email will be sent to your district registered email address.
- Be sure to check junk/spam in case email is rerouted.
- Be sure to bookmark and use the *unique* Montana Kite URL:
 - <https://educator-testlet.kiteaai.org/AART/login.htm>
- Use your full district email address as the username when logging in.

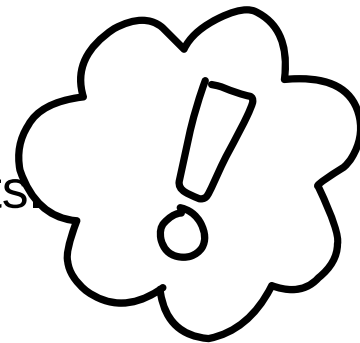


Perform Test Security Training

All individuals involved in state testing share responsibility for maintaining test security. School systems should ensure that all staff are familiar with their roles and responsibilities before, during, and after testing, as well as throughout the entire testing window.

TA responsibilities include:

- Complete the necessary training and certification requirements.
- Follow the OPI's policies and procedures for test administration, test accessibility and test security.
- Administer state assessments in accordance with the assessment-specific Test Administration Manuals.
- Report any testing irregularities that occur to the Building Coordinator.
- See Appendix H: TA Roles and Responsibilities for Test Security.



Key Information for Test Administration

In the testing classroom

- What constitutes coaching?
- What constitutes a security breach/serious testing irregularity and how to report it?
- What materials can and cannot be displayed in the testing classrooms?
- Follow the procedures and guidelines outlined in the MAST Accessibility Guide for student accommodations and designated supports.

See MontCAS Test Security Manual for guidance.



PREPARING TEST ADMINISTRATORS



RESOURCES FOR TEACHERS

- ★ MAST Install Links, Whitelisting & Training Videos
- 📄 Montana MAST ELA Testlet Timing Document
- 📄 Montana MAST Math Testlet Timing Document
- 📄 MGA ELA Writing Scoring Rubric G3
- 📄 MGA ELA Writing Scoring Rubric G4-5
- 📄 MGA ELA Writing Scoring Rubric G6-8
- 📄 Math Reference Sheets
- 📄 Math Standards Blueprint
- 📄 ELA Standards Blueprint

Test Timing Documents: Estimated administration times of testlets

ELA Performance Task Rubrics: Scoring rubrics for writing performance tasks (Window 2) that should be shared with educators to use throughout the year. Student-facing rubrics coming this fall.

Math Reference Sheets: Grades 5-8; can be used on testlets and classroom activities at teacher's discretion

Standards Blueprints: Lists standards & content attributes of each testlet





PREPARE STUDENTS TO TEST



PREPARE STUDENTS TO TEST



Have you....

- Let students know the purpose of the assessment
- Used practice tests to familiarize students with the format and how to use tools: e.g. Review questions before reading comprehension passages, highlighting key words, blocking out answers they rule out, how to come back to questions they want to review
- Projected the practice tests on your whiteboard and work through examples with the whole class or in small groups
- Used the rubrics found on MAST portal to prepare students for the writing Performance Task



PREPARE STUDENTS TO TEST

Testlets should not be a surprise to students: either in content or format.



PREPARE STUDENTS TO TEST

Practice Tests



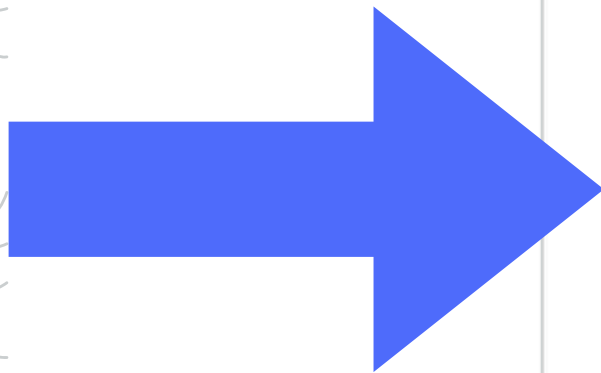
SYSTEMS (TECH PLATFORMS)



Kite® Student Practice Test
Username: tech.demo
Password: MAZE8



Kite Educator Portal



PREPARE STUDENTS TO TEST

Practice Tests

<https://student-testlet.kiteaai.org/>

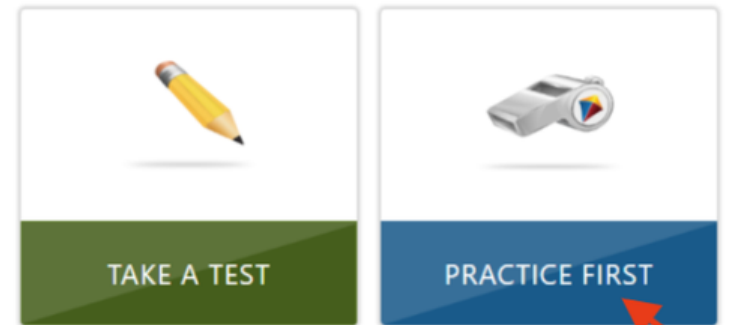
username: tech.demo

password: MAZE8

Click on *Practice First*.

1. Choose ELA or Math.
2. Select the grade band then *Take Test*.

Welcome Back Technology



© 2025 University of Kansas. All Rights Reserved.

Please select a practice test to take.

Testlet

Practice

English Language Arts	1
Mathematics	
Technology	

Grades 3-5 ELA Practice Test SHOW ID: PRACTICESOR	Take Test	2
Grades 6-8 ELA Practice Test SHOW ID: PRACTICESOR	Take Test	



PREPARE STUDENTS TO TEST

Types of Practice Tests

English Language Arts
Mathematics
Technology

Grades 3-5 ELA Practice Test

School ID: PRACTICESCH

Take Test →

Grades 6-8 ELA Practice Test

School ID: PRACTICESCH

Take Test →

grade banded with both standalone and passage-based questions

English Language Arts
Mathematics
Technology

Grade 3 Math Practice Test

School ID: PRACTICESCH

Take Test →

Grade 4 Math Practice Test

School ID: PRACTICESCH

Take Test →

Grade 5 Math Practice Test

School ID: PRACTICESCH

Take Test →

questions specific to each grade that span the content covered across testlets

◀ 1 of 2 ▶

English Language Arts
Mathematics
Technology

Technology Practice Test

School ID: PRACTICESCH

Take Test →

mock questions for familiarization with platform



Click on image to access PDF with links.

2025-2026

OPI Assessment

MAST Training, Professional Learning, and Administration Resources



LIVE SESSIONS

3:30-4:30



[LINK TO ALL
SESSION](#)

PREPARING TO TEST WEBINARS

OCTOBER 1
OCTOBER 8
OCTOBER 15

MAST PROFESSIONAL LEARNING

OCTOBER 23: SCORE REPORTS
NOVEMBER 5: MATH MISCONCEPTIONS
NOVEMBER 12: ELA PERFORMANCE TASK

MAST MINI-SESSIONS

Schedule a virtual session to support a variety of MAST topics

[SCHEDULE
HERE](#)

RESOURCES FOR TRAINING TEST ADMINISTRATORS

MAST for Educators PPTX, PDF, and Facilitator Guide available to assist with training

- [TA Roles & Responsibilities for Test Security](#)
- [MAST Test Administration Manual](#)
- [MontCAS Test Security Manual](#)

VISIT THE [STAY INFORMED PAGE](#) OF THE OPI ASSESSMENT WEBSITE FOR ADDITIONAL RESOURCES

VISIT THE [OPI ASSESSMENT BULLETIN](#) FOR TIMELY TASKS & RESOURCES

QR Code for Today's Slide Deck



?? Questions? ??

OPI ASSESSMENT HELP DESK:

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Live Demo in Kite

- *User Management:*
 - *Adding roles to existing users*
 - *Deactivating Users*
 - *Claim Users*
- *Rostering Students to Teachers*
- *Entering Student PNPs*