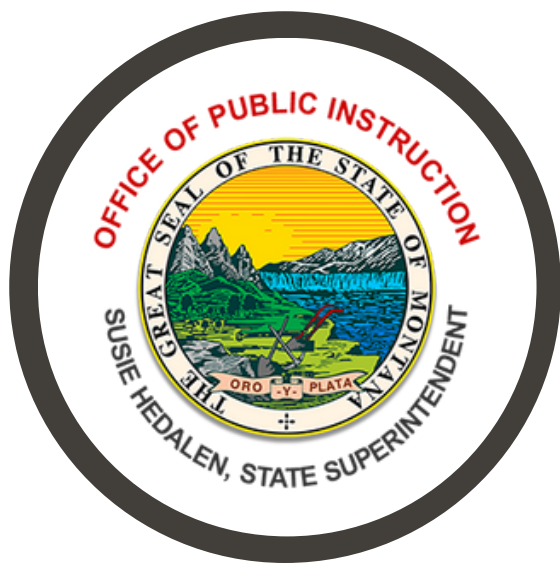


2025-2026



MONTANA OFFICE OF PUBLIC INSTRUCTION

PREPARING TO TEST SESSION 2

PRESENTED BY:

TRESSA GRAVELEY- ASSESSMENT SPECIALIST
ERIN DE GRAW- 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



LAST WEEK, WE LEARNED ABOUT....

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



MAST PREPARATORY CHECKLIST

User Management

- Have users been deactivated, created, and activated?
- Have teacher roles been given to educators that will have students rostered directly to them?

Rostering

- Are all currently enrolled students rostered to a teacher in both math and ELA?

Entering Student PNPs

- For qualifying students, are all embedded and nonembedded accommodations and supports toggled on within each student's PNP?



MAST ADMINISTRATION TASKS

TEST ADMINISTRATORS

The WHY: Successful administration of the MAST.

Before Testing

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During Testing

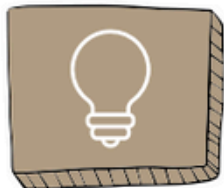
- Administer Testlets
- Monitor Testlet Completion
- Make-Up Testing
- Access & Share Student Score Reports

After Testing

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



PREPARING TO TEST



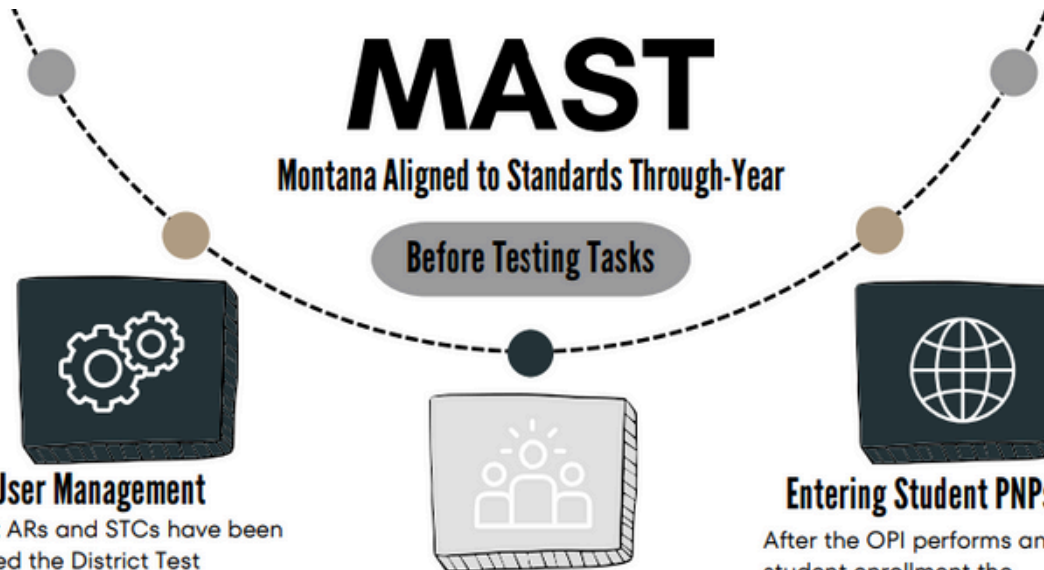
Schedule MAST Math Testlets

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



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 TEST ADMINISTRATORS

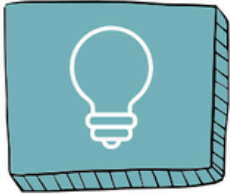
Prepared Test Administrators are able to:

- 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



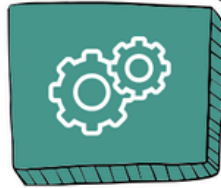
Scheduling MAST Testlets

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

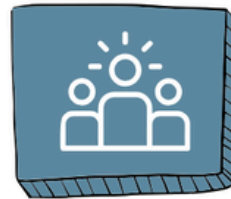
Resources (found on [MAST Portal](#))

- [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



2025-2026

ASSESSMENT READY MAST FOR EDUCATORS

opi.mt.gov

FACILITATOR GUIDE

Assessment Ready MAST for Educators

To be used in conjunction with the MAST for Assessment Ready Slides and PDE links

Table of Contents

	Before Testing	During Testing	After Testing	
MAST Overview	PAGE 2	Administer Testlets	PAGE 9	
The Kite Educator Portal & MAST Training	PAGE 3-4	Monitor Testlet Completion	PAGE 10	
Schedule Testlets	PAGE 5			
Verify Student Rosters and PINs	PAGE 6		Access & Share Student Score Reports	PAGE 11
Print Student Tickets & Daily Access Codes	PAGE 7		Reflect on Successes and Challenges	PAGE 12
Prepare Students to Test	PAGE 8			

The OPI is committed to providing reasonable accommodations to people with disabilities. If you need a reasonable accommodation, require an alternate format, or have questions concerning accessibility, please contact the OPI ADA Coordinator at 406-444-3161, ada@opi.mt.gov, TTY 406-444-0235.

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



MAST ADMINISTRATION TASKS

TEST ADMINISTRATORS

The WHY: Successful administration of the MAST.

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PREPARE STUDENTS TO TEST

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



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 (Window 2)



PREPARE STUDENTS TO TEST

Practice Tests



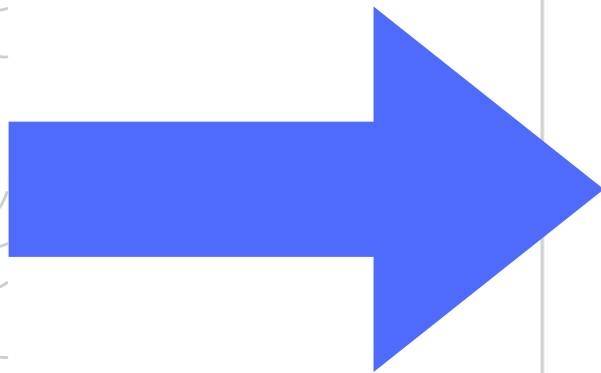
SYSTEMS (TECH PLATFORMS)



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



Kite Educator Portal



PREPARE STUDENTS TO TEST

Practice Tests

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

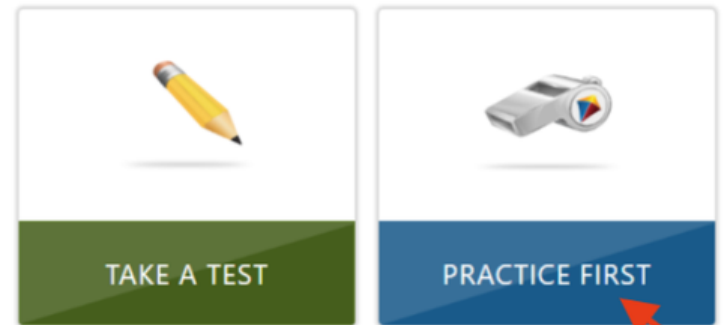
username: tech.demo

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

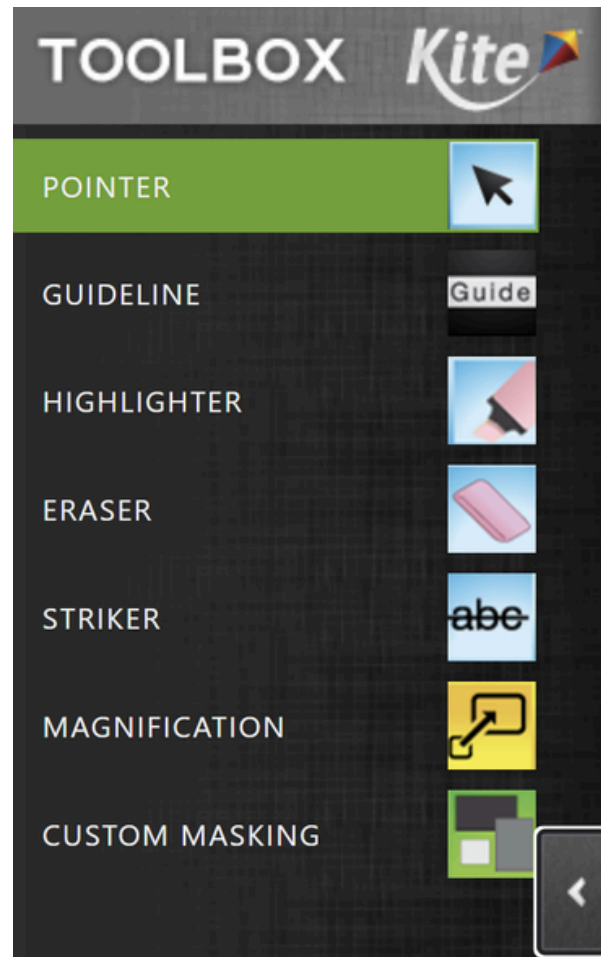
Take Test →

mock questions for familiarization with platform



PREPARE STUDENTS TO TEST

Toolbox Available in Kite



How can these tools help students during the assessment?



MAST ADMINISTRATION TASKS

TEST ADMINISTRATORS

The WHY: Successful administration of the MAST.

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VERIFY STUDENT ROSTERS & PNPS

Verify Student Rosters

*Within the Test Monitor Screen within window

Verify student rosters within the **Test Monitor Screen** (Teachers) or **View Rosters** (building or district users). If students are not showing, reach out to a building or district-level user to add student(s) to roster prior to testing.


The screenshot displays the 'Monitor Test' window for 'Math, Grade 3, Understanding Operations as Numbers'. The table shows the following data:

Student Name	Overall Status	# Unanswered Items	Section 1							
			1	2	3	4	5	6	7	8
SP SchoolA	Completed	0	●	●	●	●	●	●	●	●
SP SchoolB	In Progress	N/A	○	○	○	○	○	○	○	○
SP SchoolC	Unused	N/A	○	○	○	○	○	○	○	○
SP SchoolD	Unused	N/A	○	○	○	○	○	○	○	○
SP SchoolE	Unused	N/A	○	○	○	○	○	○	○	○

Page 1 of 1 30 per page

● - Answered, ○ - Partially Answered, ○ - Unanswered, ** - Not Available

Refresh End



VERIFY STUDENT ROSTERS & PNPS

Verify Student PNPs

*viewable by all users with student connection

Verify student PNPs in student's *PNP Summary* prior to testing.

PNP Profile for: Vyse Zeug

Student Demographics

First Name: Vyse Middle Name: Otto Last Name: Zeug Date of Birth: 07/1
State ID: 02171962 Grade 4

Summary Accommodations Designated Supports Universal Features

Selected PNP Profile Settings for Vyse Zeug

Embedded Selections

- Accommodations
- Open Captioning
- Designated Supports
- Color Contrast
- Color Overlay
- Magnification

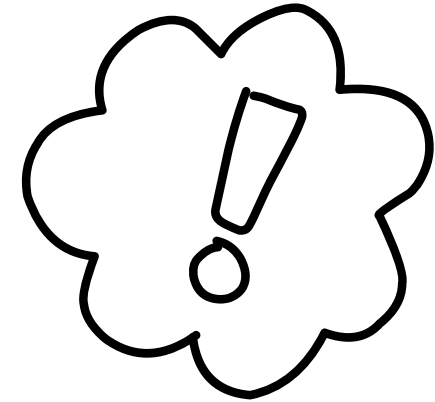
Non-Embedded Selections

- Accommodations
- Alternate Response Options
- Designated Supports
- Separate Setting

Cancel Save



VERIFY STUDENT ROSTERS & PNPS



If a student begins to test and PNPs are not showing up, **STOP** testing.

Test administrators should contact a building or district testing coordinator immediately and ensure supports are correctly set before resuming.



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

OK Cancel

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		New File
PNP Setting Counts	Student PNP setting counts by organization.	02/04/2025 10:23 AM		New File
Parents	Parent details for active parent student relation.			New File
Roster	Student assignment by educator and subject.	05/20/2025 12:00 PM		New File
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.	05/22/2025 09:18 AM		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

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

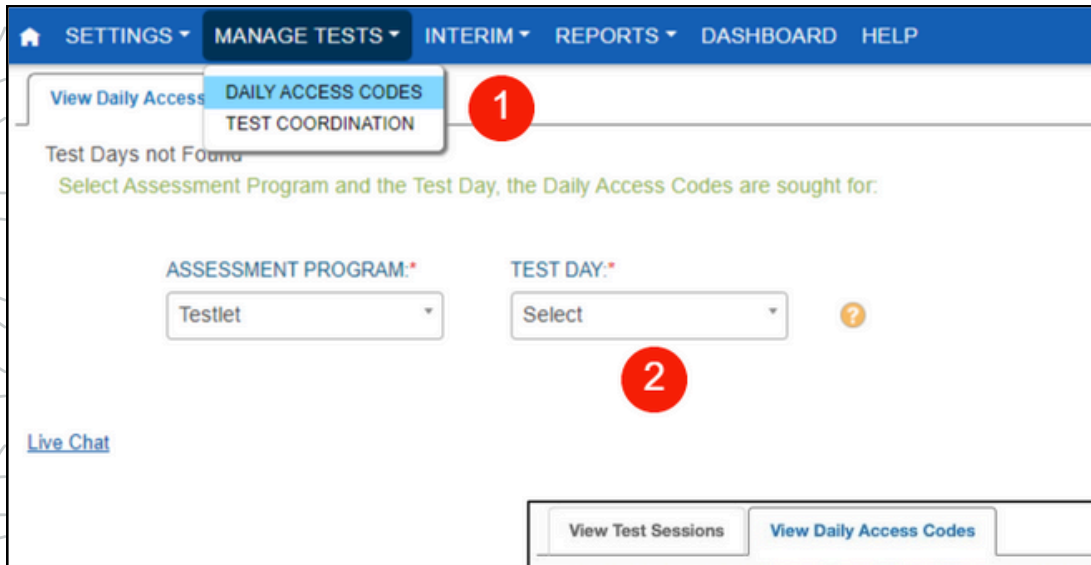


PRINT STUDENT TICKETS AND DACS

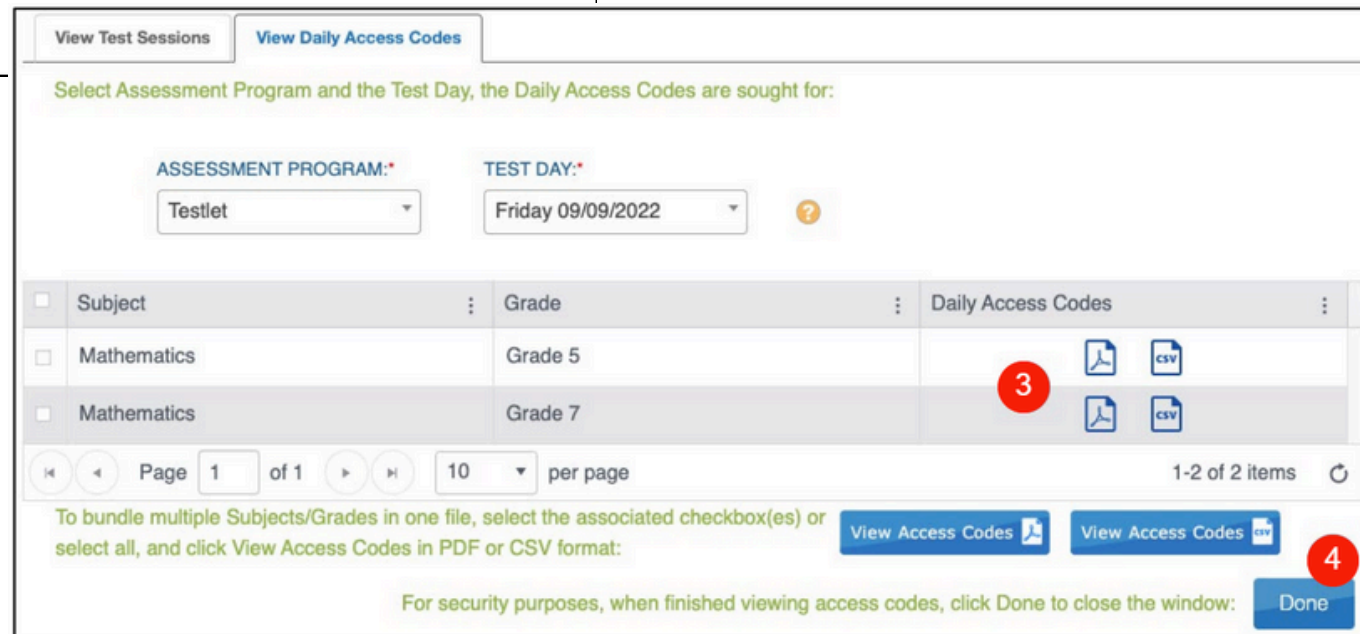
Daily Access Codes

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.



The screenshot shows the top navigation bar with 'MANAGE TESTS' selected. A dropdown menu is open, showing 'DAILY ACCESS CODES' highlighted in blue. A red circle with the number '1' is placed over the 'DAILY ACCESS CODES' option. Below the menu, there are two dropdown menus: 'ASSESSMENT PROGRAM:' with 'Testlet' selected, and 'TEST DAY:' with 'Select' selected. A red circle with the number '2' is placed over the 'TEST DAY:' dropdown.



The screenshot shows the 'View Daily Access Codes' page. The 'ASSESSMENT PROGRAM:' is 'Testlet' and the 'TEST DAY:' is 'Friday 09/09/2022'. A red circle with the number '2' is placed over the 'TEST DAY:' dropdown. Below the filters is a table with the following data:

<input type="checkbox"/>	Subject	Grade	Daily Access Codes
<input type="checkbox"/>	Mathematics	Grade 5	<input type="checkbox"/> PDF <input type="checkbox"/> CSV
<input type="checkbox"/>	Mathematics	Grade 7	<input type="checkbox"/> PDF <input type="checkbox"/> CSV

A red circle with the number '3' is placed over the PDF and CSV icons for the Grade 5 row. Below the table is a pagination bar showing 'Page 1 of 1' and '10 per page'. At the bottom, there are two buttons: 'View Access Codes PDF' and 'View Access Codes CSV'. A red circle with the number '4' is placed over the 'Done' button at the bottom right.

ACCESSING TESTING TICKETS & DACS

DEMO

PLANNING TO ADMINISTER

As a Test Administrator, I have....

- Checked my rosters
- Verified student PNPs are correctly set
- Printed out student testing tickets and DACs
- Scheduled testlets within window when my students are ready to assess
- Student testing devices are set for testing

Now What?

- Using the administration script found in the MAST Test Administration Manual, help students access testlets.
- Actively walk around the room and monitor. Ensure students have their correct login credentials and are in the correct testlet.



ADMINISTER TESTLETS

Along with **active monitoring** and walking around the room, the **Test Monitor Screen** can help monitor test administration & completion.

Test administrators can view individual student progress status, number of unanswered questions, and progress through testlet.

Navigate to:

- INTERIM > My Tests
- Fill out organizational information in drop down menus.
- Click *Search*.

Manage Tests

Manage Tests: Select Criteria

TYPE: 1 Predictive* SCHOOL: Meadowlark School x* SUBJECT: 2 English Language Arts x* GRADE: 3 Grade 8 x*

Search 4

Test Name	Subject	Allow Responses	Students Assigned	Students Attempted	Students Completed
ELA_Listening	English Language Arts	Yes	4	0	0
ELA_Test_1	English Language Arts	Yes	4	0	0
ELA_Test2	English Language Arts	Yes	4	0	0
Writing G3	English Language Arts	Yes	4	0	1

Monitor Tickets

Page 1 of 1 20

Students must Submit testlets to get score report results.

Students Monitor

Student Name	Overall Status	# Unanswered Items	1	2	3	4
Natal Aspin	Complete	0	●	●	●	●
Esme Beecham	In Progress	N/A	●	○	●	●

Page 1 of 1 10 per page 1-3 of 3 items

Why Pause?

Pausing further secures testlets until students are able to resume testing. For students to reaccess testlet, TAs must click to Resume testing.

1

Refresh Resume Pause



PLANNING TO ADMINISTER

I'm within a testing window, how do I schedule to administer testlets?

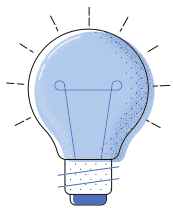
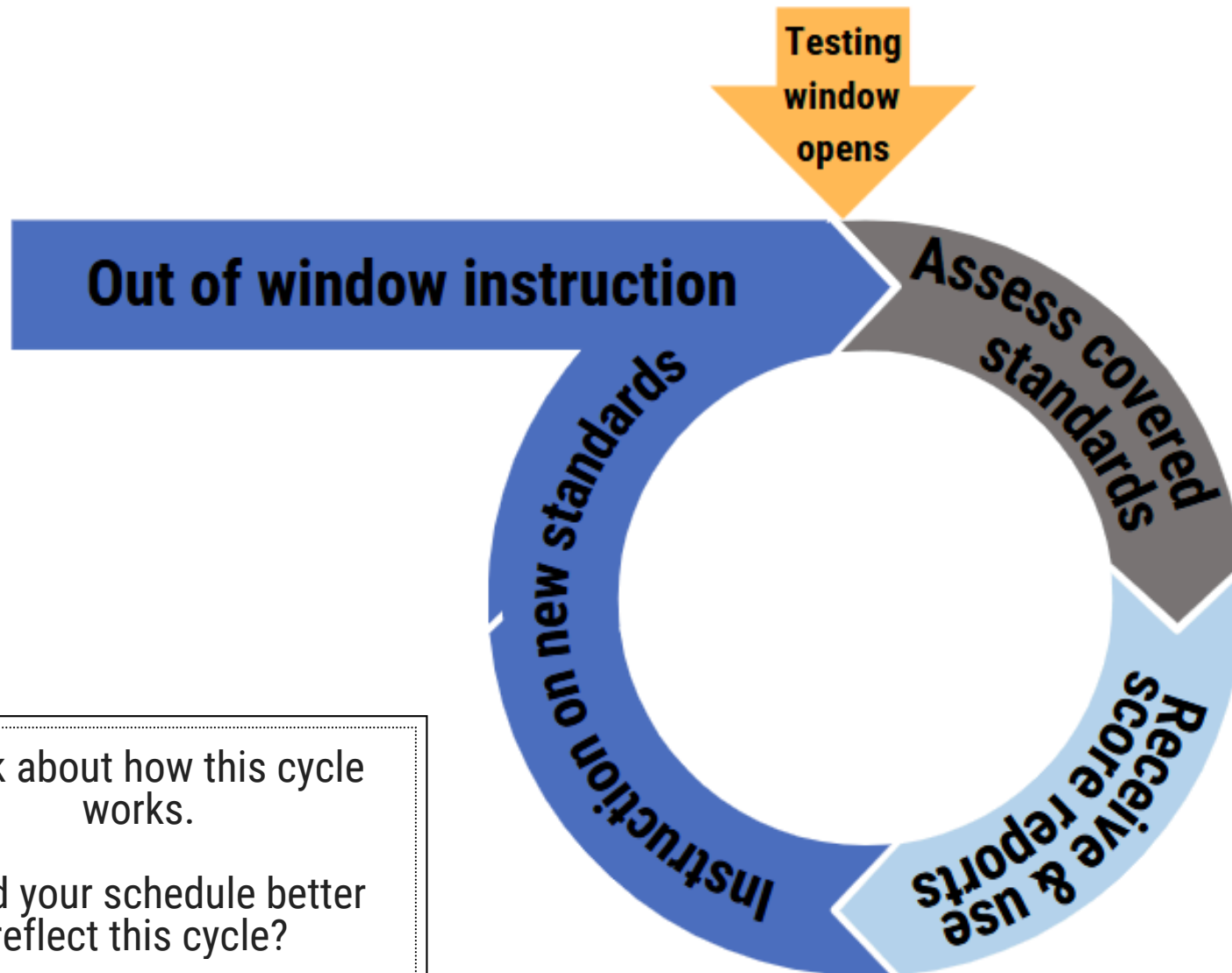
Best Practice Considerations

- Before testing: **Collaborate** with school and/or district for scheduling
- Administer as **close to instruction** as possible (at the end of the unit/chapter)
- **Spread out testing throughout the window** rather than clustering all testlets into the same week
- **Plan for make ups**



PLANNING TO ADMINISTER

Schedule Testlets Within Testing Windows



Think about how this cycle works.

Could your schedule better reflect this cycle?



ADMINISTER TESTLETS

Monitoring During Test Administration

What are some ways you currently monitor during assessments?

- Setting time boundaries
- Ensuring students are completing testlets in a timely manner and submitting testlets for scoring



DATA VS. PRACTICE

What might be causing experienced administration times to be higher than actual testing times?

Math Average Timing			
	p50	p80	p90
Grade 3	9.5	15.6	20.8
Grade 4	11.9	19.4	26.2
Grade 5	10.4	16.6	21.9
Grade 6	11.0	16.5	20.8
Grade 7	12.1	18.0	22.2
Grade 8	10.2	15.3	19.0

	MOY Informational			MOY Literary			Performance Task		
	p50	p80	p90	p50	p80	p90	p50	p80	p90
Grade 3	18	27.2	34.6	18.7	27.6	35.5	6	12.3	17.6
Grade 4	20.3	30.1	38.7	20.6	30	38.6	5.7	11.7	16.6
Grade 5	20.8	30.6	38.4	20.4	28.7	35.4	6.7	13.6	18.2
Grade 6	18.7	26.4	31.8	18.4	25.9	31.6	6.1	11.6	15.2
Grade 7	19.6	26.6	31.7	17.5	24	28.4	6.1	11.4	14.4
Grade 8	17	24	28.5	13.9	18.8	22.5	4.7	9	12.1



PLANNING TO ADMINISTER

Scheduling to Support Instruction

Grade	Testlet	Estimated Student Testing Time (minutes)
5	Numerical Expressions	13-20
5	Place Value and Powers of Ten	11-16
5	Represent and Compare Decimals	7-11
5	Multiply and Divide Whole Numbers	16-24
5	Operations with Decimals	13-19
5	Add and Subtract Fractions	18-25
5	Multiply Fractions	16-25
5	Division with Fractions	14-21
5	Unit Cubes and Cubic Units	8-13
5	Solve Volume Problems	12-19
5	Understand the First Quadrant	9-13
5	Attributes of Geometric Figures	6-9

* These ranges should be considered general guidelines, with flexibility to accommodate individual student needs as necessary.

How can this information help balance instructional time and test administration?



ADMINISTER TESTLETS



Consider

Setting time boundaries for MAST by:

- Checking the timing documents and letting students know how much time they will have (*untimed does not have to mean unlimited*)
- Teaching for the first part of the period and then assessing at the end helps establish a natural time boundary



ADMINISTER TESTLETS



Consider

- *Actively monitoring:* Walking around and checking student progress helps with students taking too long. Try: *"I notice you have been on this number awhile. Let's try moving on and coming back to it at the end"*
- Encouraging students who may be rushing to slow down a bit
- Having students raise their hands when they are finished before they submit their assessment. You can use this as an opportunity to have a student go back and review if he/she rushed.



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



MONITORING TESTLET COMPLETION

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.



MONITORING TESTLET COMPLETION

Multiple Methods:

- Using the Dashboard (high-level)
 - Reminder: this percentage shares percent of students completed with **all** testing for the window.
- Using the Test Administration Monitoring Data Extract
 - Most useful for identifying individual students and testlets needing to be completed.
- Using the Test Monitor Screen

MONITORING TESTLET COMPLETION

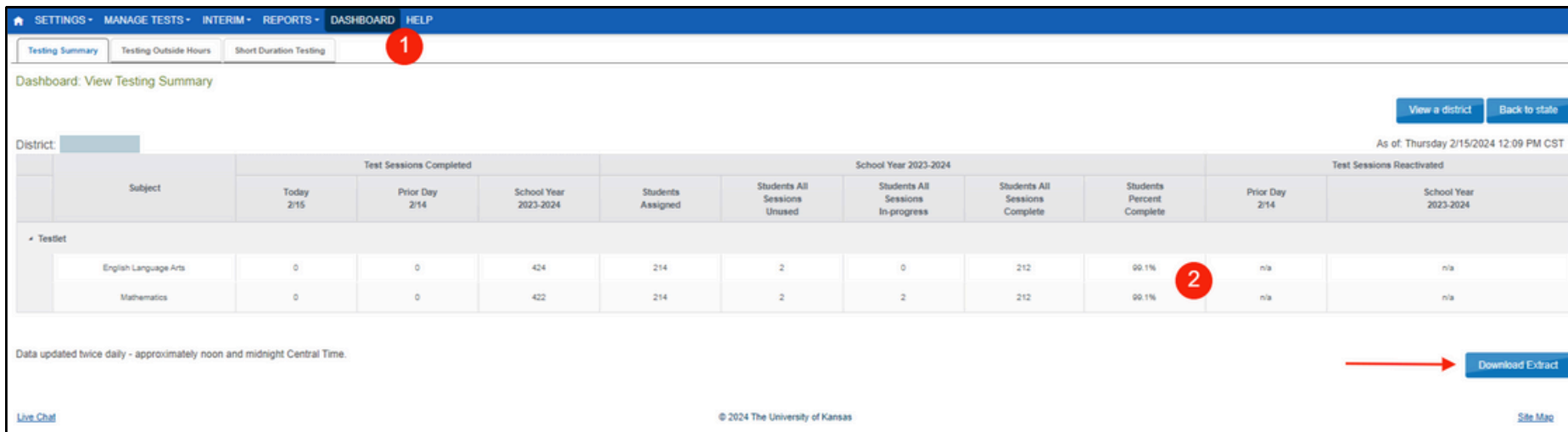
Using the Dashboard

High level testlet completion can be monitored at the district level to ensure all students are completing testing. *The Dashboard is updated at noon and midnight Central Time and shares the number of students that have completed all testing.*

1. DASHBOARD

2. View by **school** or by **district**.

3. **Download Extract** if needed.



The screenshot shows a dashboard with a navigation bar at the top containing 'SETTINGS', 'MANAGE TESTS', 'INTERIM', 'REPORTS', 'DASHBOARD', and 'HELP'. Below the navigation bar are three tabs: 'Testing Summary', 'Testing Outside Hours', and 'Short Duration Testing'. A red circle with the number '1' is placed over the 'Testing Summary' tab. The main content area is titled 'Dashboard: View Testing Summary' and includes buttons for 'View a district' and 'Back to state'. Below this is a 'District:' dropdown menu. The data is presented in a table with columns for 'Subject', 'Test Sessions Completed' (Today 2/15, Prior Day 2/14, School Year 2023-2024), 'Students Assigned', 'Students All Sessions Unused', 'Students All Sessions In-progress', 'Students All Sessions Complete', 'Students Percent Complete', 'Test Sessions Reactivated' (Prior Day 2/14, School Year 2023-2024), and a 'Download Extract' button. A red circle with the number '2' is placed over the 'Students Percent Complete' column for English Language Arts. A red arrow points to the 'Download Extract' button. At the bottom, there is a 'Data updated twice daily - approximately noon and midnight Central Time.' notice, a 'Live Chat' link, and a copyright notice for '© 2024 The University of Kansas'.

Subject	Test Sessions Completed			School Year 2023-2024						Test Sessions Reactivated	
	Today 2/15	Prior Day 2/14	School Year 2023-2024	Students Assigned	Students All Sessions Unused	Students All Sessions In-progress	Students All Sessions Complete	Students Percent Complete	Prior Day 2/14	School Year 2023-2024	
English Language Arts	0	0	424	214	2	0	212	99.1%	n/a	n/a	
Mathematics	0	0	422	214	2	2	212	99.1%	n/a	n/a	

MONITORING TESTLET COMPLETION

Using a Data Extract

This method is the most efficient and effective method to find individual students and testlets needing to be completed.

Navigate to:

1. REPORTS > DATA EXTRACTS
2. Select the Test Administration and Monitoring tab.
3. Click on New File.
4. Once the file has loaded, click on the csv icon to download a document that can be filtered to identify testlets that in progress, unused, or paused.

SETTINGS • MANAGE TESTS • INTERIM • REPORTS • DASHBOARD • HELP

Student Information Test Administration and Monitoring Data Management

Data Extracts

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

Extract	Description	Requested	File	Action
Testlet Test Administration Monitoring	Testlets assigned, in progress, and completed by subject, and student.	04/04/2024 07:57 AM	4 csv	3 New File

Filtering must be performed to generate a list of students and names of testlets left to complete. Use this [short video](#) to learn how to filter the data extract.

Filtering the Data Extract

DEMO

MONITORING TESTLET COMPLETION

Using the Test Monitor Screen

Testlet completion can also be monitored by grade level and testlet using filtering options in the INTERIM > My Tests section of the Kite Educator Portal.

The screenshot shows the 'My Tests' section of the Kite Educator Portal. The navigation bar includes 'SETTINGS', 'MANAGE TESTS', 'INTERIM', 'REPORTS', 'DASHBOARD', and 'HELP'. The 'INTERIM' menu is open, showing 'MY TESTS' (callout 1) and 'VIEW RESULTS'. Below this is the 'Manage Tests: Select Criteria' section with filters for 'TYPE' (Predictivex), 'DISTRICT' (callout 2), 'SCHOOL', and 'GRADE'. A 'Search' button (callout 5) is located above a table of testlets. The table has columns for 'Test Name', 'Form', 'Testing Cycle', 'Subject', 'Test Materials', 'Allow Responses', 'Students Assigned', 'Students Attempted', and 'Students Completed'. The row for 'Math, Grade 3, Unit Squares and Square Units' is highlighted in blue (callout 3). Red arrows from callout 4 point to the 'Students Assigned', 'Students Attempted', and 'Students Completed' columns. At the bottom, a 'Monitor' button (callout 6) is visible.

Test Name	Form	Testing Cycle	Subject	Test Materials	Allow Responses	Students Assigned	Students Attempted	Students Completed
<input type="checkbox"/> Reading, Grade 6, Informational Testlet 2	General	Three	English Language Arts		Yes	8	7	7
<input type="checkbox"/> Reading, Grade 6, Literary Testlet 2	General	Three	English Language Arts		Yes	8	8	8
<input type="checkbox"/> Grade 3, Survey	General	Three	Mathematics		Yes	11	10	10
<input type="checkbox"/> Grade 4, Survey	General	Three	Mathematics		Yes	13	12	12
<input type="checkbox"/> Grade 5, Survey	General	Three	Mathematics		Yes	18	14	13
<input type="checkbox"/> Grade 6, Survey	General	Three	Mathematics		Yes	8	8	8
<input type="checkbox"/> Math, Grade 3, Solve Area Problems	General	Three	Mathematics		Yes	11	10	9
<input checked="" type="checkbox"/> Math, Grade 3, Unit Squares and Square Units	General	Three	Mathematics		Yes	11	8	7
<input type="checkbox"/> Math, Grade 4, Real-World Problems and Patterns	General	Three	Mathematics		Yes	13	10	10
<input type="checkbox"/> Math, Grade 4, Solve Measurement Problems	General	Three	Mathematics		Yes	13	10	9

MONITORING TESTLET COMPLETION

Using the Test Monitor Screen

Math, Grade 3, Unit Squares and Square Units

Student Name	Overall Status ↓	# Unanswered Items	Section 1											
			1	2	3	4	5	6	7	8	9	10		
[Redacted]	Unused	0	○	○	○	○	○	○	○	○	○	○	○	○
	Unused	0	○	○	○	○	○	○	○	○	○	○	○	○
	Unused	0	○	○	○	○	○	○	○	○	○	○	○	○
	In Progress	0	●	●	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●	●	●

1: Sort menu icon
2: Sort Descending option
3: Student Name column
4: Filter icon

Page 1 of 2 | 10 per page

Math, Grade 3, Multiply and Divide Within 100

Student Name	Overall Status	# Unanswered Items	Section 1											
			1	2	3	4	5	6	7	8	9	10		
[Redacted]	Complete	0	●	●	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●	●	●

4: Filter icon

MONITOR COMPLETION

I have a new student, and I don't know what testlets they still need to take.



MONITORING TESTLET COMPLETION

Using the Test Status Report for Student Mobility

Navigate to:

1. INTERIM > VIEW RESULTS
2. *Testlet Report* dropdown
3. Choose the *Test Status Report*
4. Fill out the organizational information for the individual student.
5. Click *Search*.

The screenshot shows a web application interface with a blue navigation bar at the top containing a home icon, 'SETTINGS', 'INTERIM', 'REPORTS', 'DASHBOARD', 'SURVEYS', and 'HELP'. A red circle with the number '1' is placed over the 'REPORTS' menu item. Below the navigation bar, a 'Testlet Report' dropdown menu is open, with a red circle and the number '2' and an arrow pointing to it. The dropdown menu lists several report categories: 'Classroom Reports', 'Common Bundled Reports', 'District Reports', 'School Reports', 'Student Reports', and 'Test Status Report'. A red circle with the number '3' is placed over the 'Test Status Report' option. Below the dropdown menu, there is a 'Search' button and a form with input fields for 'SCHOOL: *' and 'SUBJECT: *'. The text 'Select Criteria' is visible in green above the input fields.

MONITORING TESTLET COMPLETION

Using the Test Status Report for Student Mobility (cont.)

5. Select the three dots in one of the student identifier columns (state ID, last name, or first name). Hover over *Filter* then click in the empty box under *Show items with value that: contains* **[enter state ID, last name, or first name]**. Depending on column selected for filtering. Click on Filter.
6. This will display ELA or math testlets for the student. If the cell under the testlet name says:
 - a. *Report Available*: the student has completed the testlet, and a report is available.
 - b. *Unused*: the student has not yet taken this testlet and should complete the assigned testlet at your district.
 - c. *N/A*: the student took that specific testlet in a previous testing window in their previous district. Their score report is available.

The screenshot shows the 'Test Status Report' interface. At the top, there are navigation tabs: SETTINGS, INTERIM, REPORTS, DASHBOARD, and HELP. Below this is a 'Testlet Report' dropdown menu (1). The main section is titled 'Test Status Report' and includes a 'Select Criteria' section with filters for DISTRICT, SCHOOL, SUBJECT (English Language Arts), GRADE (Grade 4), ROSTER, and TEST WINDOW (MT Admin 1 2025). A 'Search' button is located below the filters (4). The main table displays student information with columns for State Student ID, First Name, Last Name, and testlet names. A dropdown menu is open for the 'Last Name' column (5), showing options for 'Sort Ascending', 'Sort Descending', 'Columns', and 'Filter'. The 'Filter' option is selected, and a search box is visible. The table shows a student with 'Report Available' for two testlets. A 'Live Chat' link is at the bottom left, and the copyright notice '© 2024 The University of Kansas' is at the bottom right. A red circle with the number 6 is placed near the top right of the table area.

Accessing the Test Status Report

DEMO

MONITOR TESTLET COMPLETION

Considerations

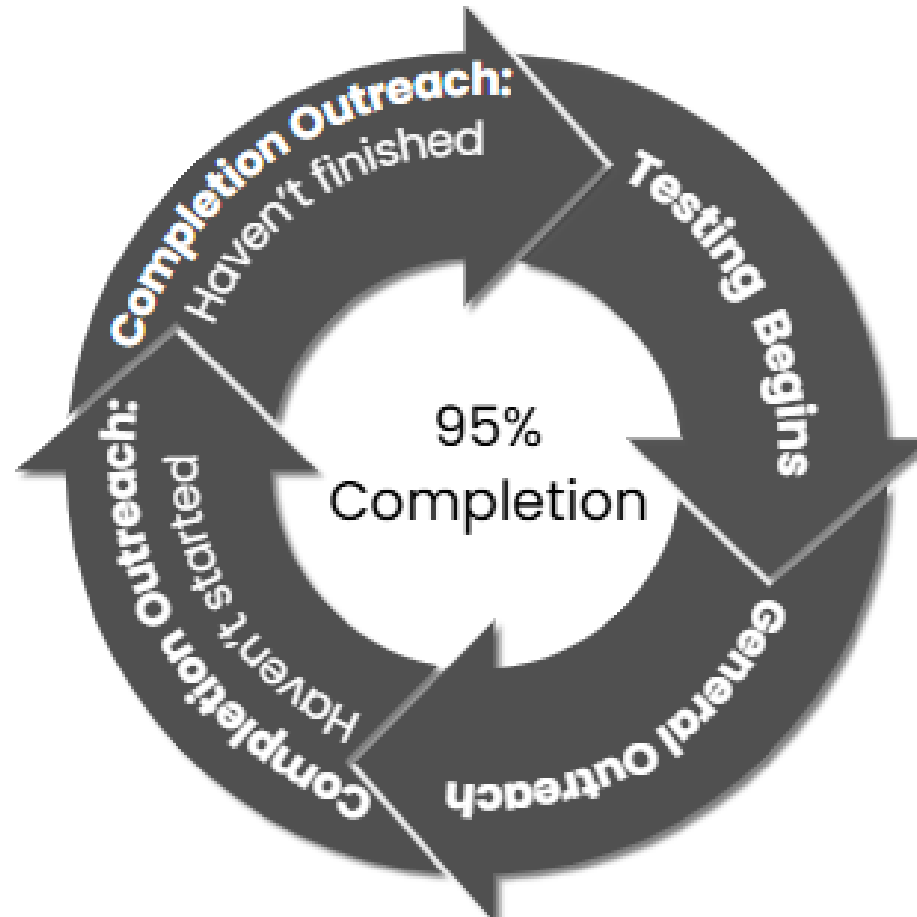
- Plan for make-ups: We know students will be absent during testlets.
- Make-ups can occur in the classroom. Is there a time when the rest of the class is working quietly and a student could complete a testlet?

Remember: Students do not have to leave the classroom for makeups.

MONITORING TESTLET COMPLETION

General & Completion Outreach

General and Completion Outreach are ways the OPI helps to support districts in meeting federally-mandated standardized testing completion guidelines. Districts are expected to assess all eligible students at a participation rate of at least 95% in accordance with section 1111(c)(4)(E)(iii).



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

MAST ADMINISTRATION TASKS

OCTOBER 15TH MAST TRAINING WILL COVER...

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



Questions?

OPI ASSESSMENT HELP DESK:

1-844-867-2569

OPIASSESSMENTHELPDESK@MT.GOV



Today's Live Demos

- Accessing Student Test Tickets & DACs
- Monitoring Testlet Completion: Dashboard, Data Extract, Test Status Report

Recap from last week:

Answer any lingering questions regarding:

- *user management*
- *rostering*
- *entering student PNPs*