



APRIL 9, 2024

MONTANA ALIGNED TO STANDARDS THROUGH-YEAR

Form B Live Q&A

Session 3: Test Administration &
Completion Monitoring

PRESENTED BY: CHARLES TURNER

PROJECT COORDINATOR

ASSESSMENT & TECHNOLOGY SOLUTIONS, UNIVERSITY OF KANSAS

TRESSA GRAVELEY

MAST ASSESSMENT SPECIALIST, OPI

opi.mt.gov

Housekeeping



Session Norms

- Sessions will be recorded and made available on the OPI MAST webpage.
- Interact using the chat and “raise hand” function in Zoom
- **Mute your mic** when it is not in use.
- **Share your video** if possible.
- **Clearly name yourself** as a participant.

OBJECTIVES

Learn about the...



- **Kite Educator Portal: Steps Before Testing (Recap)**
 - Prepare Systems
 - User Management
 - Student Rostering & Entering PNPs
- **Kite Educator Portal: Steps During Testing**
 - Test Administration
 - Monitoring Testlet Completion

TESTING CHECKLIST

Before Testing

- Prepare Systems & Complete Training
- User Management, Rostering & Entering PNPs (***no later than April 12th***)
- Student Practice Test
- Schedule Student Testing
- Printing Student Tickets & DACs
- Teachers verify rosters and student PNPs

During Testing

- Verify Security of Testing Environment
- Actively Administer & Monitor Scheduled Testlets
 - Testing Window ***April 15 - May 10, 2024***
- Update Rosters & student PNPs throughout window
- Ensure Test Completion
- Schedule Makeup Testing within Testing Window

After Testing

- Destroy or Securely Store Test Materials
- Report Any Test Security Incidents (if applicable)
- ***May 15th*** MAST Form B Live Listening/Feedback Session
- Share Student Results with Parents/Guardians ***available May 24th for machine-scored items***
 - Parent Portal available (districts make the parent-student connection in the Kite Educator Portal)



Testing Window

April 15-May 10 (4 weeks)

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Testing Window

Example Testing Schedule (Elementary)

Week 1	April 15-19	<ul style="list-style-type: none">• Day 1: 2 Math Testlets• Day 2: 2 Math Testlets
Week 2	April 22-26	<ul style="list-style-type: none">• Day 1: 2 Math Testlets• Day 2: T13 Anchor Math Testlet
Week 3	April 29- May 3	<ul style="list-style-type: none">• Day 1: 2 ELA Testlets• Day 2: 2 ELA Testlets
Week 4	May 6-10	<ul style="list-style-type: none">• Day 1: ELA Performance Task• Make-ups

Testing Window

Example Testing Schedule (MS)

Week 1	April 15-19	<ul style="list-style-type: none">• Day 1: 2 Math Testlets• Day 2: 2 ELA Testlets
Week 2	April 22-26	<ul style="list-style-type: none">• Day 1: 2 Math Testlets• Day 2: 2 ELA Testlets
Week 3	April 29- May 3	<ul style="list-style-type: none">• Day 1: 2 Math Testlets• Day 2: ELA Performance Task
Week 4	May 6-10	<ul style="list-style-type: none">• Day 1: T13 Anchor Math Testlet• Make-ups

Form B



Scheduling Tips & Reminders

- Testlets are intended to be completed within a class period but can be paused and resumed in a following session.
- Testlet times may vary by topic and student familiarity.
- Each testlet has its own unique Daily Access Code.
- All testlets are available daily. Students may move on to another testlet with the correct Daily Access Code.



During Testing

Administering Tests

- Print student test tickets (username/password)
- Print Daily Access Codes (DACs)
- Test administrators can view individual student progress status, number of unanswered questions, and progress through testlet.
- Test administrators can pause/resume testlets.
- END TEST SESSION Button

Manage Tests

Manage Tests: Select Criteria

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

Search **4**

Test Name	Subject	Allow Responses	Students Assigned	Students Attempted	Students C
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	1	1

☒ Monitor ☐ Tickets

per page 1-4 of 4 items

Students Monitor

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

Page 1 of 1 10 per page

1 Refresh **2** Resume Pause End Test Session



During Testing

Monitoring Testlet Completion

USING THE DASHBOARD

DTCs, BTCs, and TEAs can monitor student test status in the Kite Educator Portal, to identify which students have finished testing, which students have unused testlets, and which students have incomplete tests.

Testlet completion should be monitored at the District level to ensure at least **95% testlet completion** is achieved.

1. DASHBOARD
2. View by **school** or by **district**.
3. **Download Extract** if needed.

Dashboard: View Testing Summary

As of: Thursday 2/15/2024 12:09 PM CST

Subject	Test Sessions Completed			Students Assigned	School Year 2023-2024				Students Percent Complete	Test Sessions Reactivated	
	Today 2/15	Prior Day 2/14	School Year 2023-2024		Students All Sessions Unused	Students All Sessions In-progress	Students All Sessions 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	

Data updated twice daily - approximately noon and midnight Central Time.

[Download Extract](#)

[Live Chat](#) [Site Map](#)

© 2024 The University of Kansas



During Testing

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. Individual students can be identified for testlet completion to ensure at least **95% testlet completion** is achieved.

1. INTERIM > My Tests
2. Fill out organizational information in the drop down menus.
3. Select the three dots to filter to see the appropriate testing window.
4. Compare “Students Completed” to “Students Assigned”.
5. Select the testlets that are not completed. *Multiple testlets can be monitored. You can select up to 4.*
6. Select Monitor button.

The screenshot shows the 'My Tests' interface in the Kite Educator Portal. The top navigation bar includes 'SETTINGS', 'MANAGE TESTS', 'INTERIM', 'REPORTS', 'DASHBOARD', and 'HELP'. The 'INTERIM' tab is active, and the 'MY TESTS' sub-tab is selected, indicated by a red circle 1. Below the navigation, there are filters for 'DISTRICT' (red circle 2) and 'SCHOOL'. A 'Manage Tests: Select Criteria' section includes a 'TYPE' dropdown set to 'Predictive'. A 'GRADE' dropdown is also present. A 'Search' button is located below the filters. The main area displays a table of testlets with columns: Test Name, Form, Testing Cycle, Subject, Test Materials, Allow Responses, Students Assigned, Students Attempted, and Students Completed. Red circle 3 points to the three-dot menu icon in the 'Testing Cycle' column. Red circle 4 points to the 'Students Completed' column. Red circle 5 points to the checkbox in the 'Test Name' column for 'Math, Grade 3, Unit Squares and Square Units'. Red circle 6 points to the 'Monitor' button at the bottom left of the table.

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 4, 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

During Testing

Monitoring Testlet Completion

USING THE TEST MONITOR SCREEN

Once in the Monitor Screen:

1. Select the three dots to filter in the "Overall Status" column. Choose Sort Descending.
2. This will pull testlets to the top that are "Unused" (student has not started) and "In Progress" (student has started but hasn't completed).
3. Look to the associated Student Name for which students still need to complete testlets.
4. Repeat steps #1-3 for the other testlets in the 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 Student Name]	Unused	0	○	○	○	○	○	○	○	○	○	○
	Unused	0	○	○	○	○	○	○	○	○	○	○
	Unused	0	○	○	○	○	○	○	○	○	○	○
	In Progress	0	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●

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 Student Name]	Complete	0	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●

During Testing

Monitoring Testlet Completion

USING THE TEST ADMINISTRATION MONITORING DATA EXTRACT

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 will list testlets assigned, in progress, and completed by subject and student.

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	CSV	New File



Charles Turner, Project Coordinator
Assessment & Technology Solutions, University of Kansas



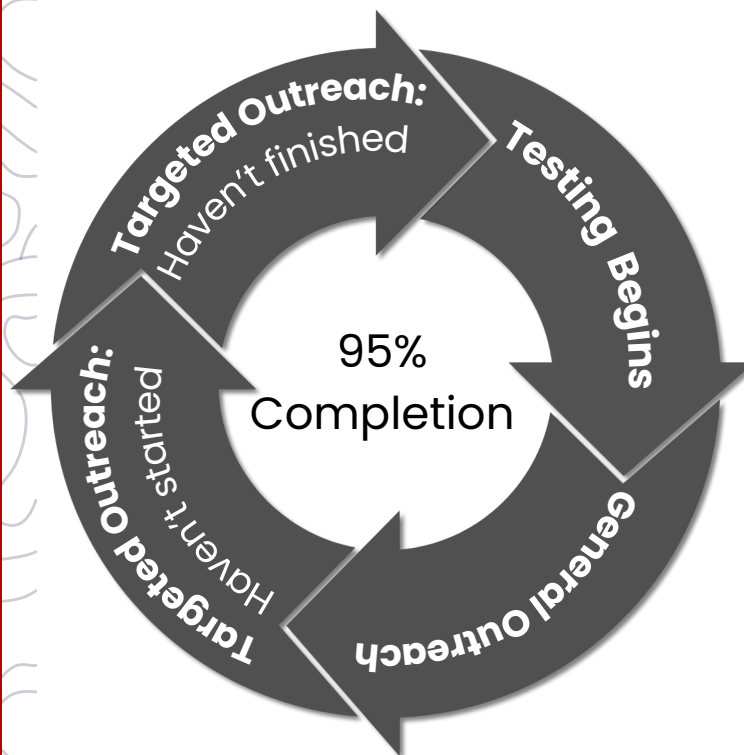
During Testing

Monitoring Testlet Completion

GENERAL & TARGETED OUTREACH

General and Targeted Outreach is a way to help support districts in testlet completion and full participation in the MAST Pilot.

GENERAL & TARGETED OUTREACH SCHEDULE



Window	Date	Outreach Date	Outreach Type	Threshold	Audience
1	October 23- November 10	10/27	General	All	STC
		11/3	Targeted	Haven't started	STC, Principal, Supt.
		11/8	Targeted	Haven't finished	STC, Principal, Supt.
2	November 27- December 15	12/1	General	All	STC
		12/8	Targeted	Haven't started	STC, Principal, Supt.
		12/13	Targeted	Haven't finished	STC, Principal, Supt.
3	January 29- February 16	2/2	General	All	STC
		2/9	Targeted	Haven't started	STC, Principal, Supt.
		2/14	Targeted	Haven't finished	STC, Principal, Supt.
4	March 11- April 5	3/15	General	All	STC
		3/22	General/Targeted	All/Haven't started	STC, Principal, Supt.
		3/29	Targeted	Haven't started	STC, Principal, Supt.
5 (Through Year)	April 15- May 10	4/3	Targeted	Haven't finished	STC, Principal, Supt.
		4/19	General	All	STC
		4/26	General/Targeted	All/Haven't started	STC, Principal, Supt.
5 (Form B)	April 15- May 10	5/3	Targeted	Haven't started	STC, Principal, Supt.
		5/8	Targeted	Haven't finished	STC, Principal, Supt.
		4/19	General	All	STC
5 (Form B)	April 15- May 10	4/26	General/Targeted	All/Haven't started	STC, Principal, Supt.
		5/3	Targeted	Haven't started	STC, Principal, Supt.
		5/8	Targeted	Haven't finished	STC, Principal, Supt.

MAST PORTAL & OPI MAST WEBPAGE

Find resources to help prepare and support MAST Administration:



Install Guides &
Supported System



Resources for Teachers



Standards and Manuals



Resources for Parents



Training Materials



Math and ELA Standards
Blueprints



Upcoming Events

Preparing for SY24-25 MAST Implementation

Apr. 10th
3:30–4:30
pm

- April Focused Monthly Webinar:
Gearing Up for SY24-25 MAST

Apr. 2–12th

- Montana MAST Road Show

Apr. 2nd Belgrade

Apr. 5th Kalispell

Apr. 10th Wolf Point

Apr. 3rd Great Falls

Apr. 8th Lewistown

Apr. 11th Miles City

Apr. 4th Frenchtown

Apr. 9th Havre

Apr. 12th Billings

May 15th
3:30–4:00
pm

- MAST Form B Summative Live
Listening/Feedback Session

June
17–20th

- OPI Summer Institute
 - Shaping the Future of Assessment in Education
 - MAST Implementation SY24-25: Content Alignment & Reporting
 - Kite Platform



Questions?

KITE SUPPORT DESK: (855) 277-9752

7:30 A.M. – 4:00 P.M. MST

KITE-SUPPORT@KU.EDU

OPI ASSESSMENT HELP DESK:

1-844-867-2569

OPIASSESSMENTHELPDESK@MT.GOV

opi.mt.gov

