



Montana Aligned to Standards Through-Year (MAST) User Management Quick Reference Guide

OPI User Role	Primary Responsibilities	Capabilities within the Kite Systems	Recommended Training
Authorized Representative (AR)	The AR is designated to conduct – with respect to Federal – or State-supported education programs – any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to educational programs. - Appoint the System Test Coordinator as the single point of contact for all assessment-related matters and testing alerts within the school system. - Complete the electronic assurance for data privacy and STC designation within Infinite Campus each year. - The Authorized Representative and Building Coordinator Roles and Responsibilities for Test Security outlines responsibilities the school and district level roles must be aware of for proper test security.	District Test Coordinator (DTC) <i>Added into Kite Portal by the state.</i> - Manage Users: add/modify DUs, BTCs, BUs, and TEAs across the district. - Add and modify student PNPs in Kite to set accommodations. - Roster students to the appropriate TEA. - Monitor testlet completion. - Add and edit parent-to-student connections in the Kite Educator Portal allowing parents to access their child(ren)'s reports in the Kite Parent Portal. - View student score reports of all students within the district.	Intro to Kite Suite Getting Started in Kite Educator Portal – MT User Management Data Extracts Dashboards
System Test Coordinator (STC)	This role serves as the local liaison for all standardized testing procedures (i.e., proctoring, safeguarding, securing, and reporting state test information) and ensuring staff are trained and certified to administer state assessments. The STC Roles and Responsibilities for Test	District Test Coordinator (DTC) <i>Added into Kite Portal by the state.</i> Manage Users: add/modify DUs, BTCs, BUs, and TEAs across the district.	Intro to Kite Suite Getting Started in Kite Educator Portal – MT

	Security outline responsibilities the school and district level roles must be aware of for proper test security. • Manage users within the testing portals. • Ensure training is conducted for Building Coordinators, Test Administrators, and Authorized Representatives. • Communicate test administration information and protocols to families and educators in advance of testing. • Report online test security incidents to the OPI via the secure centralized OPI MontCAS Application. • Perform general oversight responsibilities for all assessment administration activities in their district schools. • Disseminate and communicate student score results to parents/guardians.	• Add and modify student PNPs (accommodations) in Kite. • Roster students to the appropriate TEA. • Monitor testlet completion. • Add and edit student-to-parent connections in the Kite Educator Portal allowing parents access to their child(ren)'s reports in the Kite Parent Portal. • View student score reports of all students within the district.	User Management Student PNP Settings Student and Rosters – MT Testlet Administration – MT Data Extracts Dashboards
District User <i>District Coordinators assisting with MAST tasks</i>	• Assist with building-level Kite Platform preparations (i.e. user management, rostering, entering student PNPs) as determined by AR and STC. • Monitor testing progress during the testing window and ensure that all students participate, as appropriate. • Address testing problems and report them to the System Test Coordinator (STC), as needed. • Mitigate and report all test security incidents in a manner consistent with district policies.	District User (DU) • Manage Users: add/modify BTCs, BUs, and TEAs across the district. • Add and modify student PNPs in Kite to set accommodations. • Roster students to the appropriate TEA. • Monitor testlet completion. • Add and edit parent-to-student connections in the Kite Educator Portal allowing parents to access their child(ren)'s reports in the Kite Parent Portal. • View student score reports of all students within the district.	Intro to Kite Suite Getting Started in Kite Educator Portal – MT User Management Student PNP Settings Student and Rosters – MT Testlet Administration – MT Data Extracts Dashboards

Building Coordinator (BC)	This person is typically assigned by the Authorized Representative and/or System Test Coordinator as a licensed non-instructional person such as a principal, vice principal, counselor, or other staff member. This person coordinates state assessments in the school building. The Authorized Representative and Building Coordinator Roles and Responsibilities for Test Security outline responsibilities the school level roles must be aware of for proper test security. - Identify Teachers (TEAs) and ensure that they are properly trained. - Coordinate with TEAs so they administer all testlets. - Create or approve testing schedules and procedures for the school (consistent with state/territory and district policies). - Ensure that necessary secure browsers are installed and/or updated, and any other technical issues are resolved. - Monitor testing progress during the testing window and ensure that all students participate, as appropriate. - Address testing problems and report them to the System Test Coordinator (STC), as needed. - Mitigate and report all test security incidents in a manner consistent with district policies. - Perform general oversight responsibilities for all administration activities in their school and for all TEAs.	Building Test Coordinator (BTC) - Manage Users: add/modify BUs and TEAs across the school. - Add and modify student PNPs in Kite to set accommodations. - Roster students to the appropriate TEA. - Monitor testlet completion. - View student score reports of all students within the school.	Intro to Kite Suite Getting Started in Kite Educator Portal – MT User Management Student PNP Settings Student and Rosters – MT Testlet Administration – MT Data Extracts Dashboards
Building User <i>Building Coordinators assisting with MAST tasks</i>	- Assist with building-level Kite Platform preparations (i.e. user management, rostering, entering student PNPs) as determined by AR and STC. - Monitor testing progress during the testing window and ensure that all students participate, as appropriate. - Address testing problems and report them to the System Test Coordinator (STC), as needed.	Building User (BU) - Add and modify student PNPs in Kite to set accommodations. - Roster students to the appropriate TEA. - Monitor testlet completion. - View student score reports of all students within the school.	Intro to Kite Suite Getting Started in Kite Educator Portal – MT User Management

	Mitigate and report all test security incidents in a manner consistent with district policies.		Student PNP Settings Student and Rosters – MT Testlet Administration – MT Data Extracts Dashboards
Test Administrator (TA)	This person is typically assigned by the System Test Coordinator and/or Building Coordinator and is a licensed educator such as a classroom teacher. The OPI further recommends that the Test Administrator is familiar to the students, so students feel more comfortable in the testing environment. TAs follow and administer the tests in accordance with the assessment-specific Test Administration Manuals. The TA Roles and Responsibilities for Test Security outline responsibilities the school and district level roles must be aware of for proper test security. - Complete assessment administration training and review all assessment policy and administration documents prior to administering any assessments. - Report all potential test security incidents to their BC, AR, and STC in a manner consistent with state, and district policies.	Teacher (TEA) - Verify student PNPs (accommodations) in Kite. - Verify roster of students assigned to TEA. - Administer testlets. - Pause/Resume In-Progress testlets. - Monitor testlet completion. - View student score reports of students directly rostered to TEA.	Intro to Kite Suite Getting Started in Kite Educator Portal – MT Intro to Kite Student Portal – MT Testlet Administration – MT