



New Meridian



Montana Aligned to Standards Through-Year (MAST) Administration Manual

2024–2025 School Year

Grades 3–8

July 2024

Table of Contents

| | |
|--|----|
| Contact Information | 4 |
| Assessment Overview | 5 |
| Technology for Test Administration | 5 |
| User Roles | 6 |
| Assessed Students | 12 |
| Testing Window Calendar | 12 |
| Test Design | 12 |
| Test Security | 13 |
| Test Security Guidelines | 13 |
| Educator and Test Proctor Responsibilities | 14 |
| Guidelines for Students | 14 |
| Test Access for Students Who Have Moved | 15 |
| Preparing for Testing | 15 |
| General Information | 15 |
| Student Tools & Supports | 17 |
| Paper Forms | 20 |
| Braille Forms | 21 |
| Pre-Testing Checklist | 22 |
| During Testing | 23 |
| Scheduling and Time Recommendations | 23 |
| General Directions to Teachers | 23 |
| Materials Needed for Testing | 24 |
| Beginning the Test Session | 26 |
| Scripts | 26 |
| Students Logging in to the Kite Student Portal | 26 |
| Proctoring Guidance During Testing | 26 |
| Pausing and Resuming Tests | 27 |
| Test Completion | 27 |
| Monitoring Student Testing Status | 27 |
| During Testing Checklist | 27 |
| After Testing | 28 |
| Student Surveys (Windows 2 & 4) | 28 |

| | |
|---|----|
| After-Testing Checklist | 28 |
| Student Scripts and Test Directions for Proctoring | 29 |
| Step 1: Logging in and Selecting the Testlet (all Testlets) | 29 |
| Step 2: Math Testlet Test Directions | 30 |
| Step 2: ELA Testlet Directions | 31 |
| Step 3: Universal Tool Review (Optional) | 32 |
| Step 4: Begin Testing (all testlets) | 33 |
| Step 5: End Testing (all testlets) | 33 |
| Testlets and Calculator Availability for SY 24–25 | 34 |
| Glossary | 36 |
| Appendix A: Standard Tools in the Kite Student Platform | 37 |

Contact Information

Kite® Service Desk

For information regarding testlet administration and technology (Testlet Kite Student Portal and Testlet Kite Educator Portal), contact the Kite Service Desk.

- Email: kite-support@ku.edu
- Phone: 855-277-9752

Kite Service Desk representatives are available to assist you on weekdays from 8 a.m. to 4 p.m. Mountain time (closed on state holidays) and from 8:00 a.m. to 4:30 p.m. Mountain time during assessment windows. Service Desk is unavailable during the week of the Christmas holiday through the New Year's Day holiday.

New Meridian Corporation

For information regarding the content or test design of the Montana Aligned to Standards Through-Year Assessment, please contact New Meridian Corporation (NMC) at

- Email: mast@newmeridian.org

For information regarding Scheduler, please contact New Meridian Corporation (NMC) at

- Email: help@newmeridian.org

Montana Office of Public Instruction (OPI)

For questions regarding statewide assessment policy, please contact OPI at

- Email: opiassessmenthelpdesk@mt.gov
- Phone: 1-844-867-2569

Assessment Overview

The MAST program provides assessments in mathematics and English language arts (ELA) which are closely tied to instruction. This assessment program measures specific claims related to the Montana Content Standards in grades 3, 4, 5, 6, 7, and 8.

The assessment comprises individual tests, or “testlets,” taken throughout the school year. Participating districts will select the administration sequence of the math testlets to ensure that they are administered according to the scope and sequence of the district’s curriculum.

Each testlet should take students less than 30 minutes to complete, not including technology and testing set up time.

This is an online assessment, with paper forms available upon request. System Test Coordinators (STCs) must contact New Meridian directly for paper forms.

Technology for Test Administration

Test administrators manage testlet assessments through the Kite Educator Portal. Review the [Kite Educator Portal Manual](#) for more information.

Students take testlet assessments through the Testlet Kite Student Portal. Review the [Kite Student Portal Manual](#) for more information.

Instructions for installing the Testlet Kite Student Portal on devices where students will test are available for each of the following operating systems:

- [Windows](#)
- [Mac](#)
- [iPad](#)
- [Chromebook](#)

User Roles

Below is an overview of the OPI assessment roles outlined in the [MontCAS Data Privacy and User Role Responsibility document](#), with their corresponding Kite Educator Portal roles.

| OPI User Role | Primary Responsibilities | Capabilities within the Kite Systems | Recommended Training |
|---------------------------------------|---|---|--|
| Authorized Representative (AR) | <p>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.</p> <ul style="list-style-type: none"> Appoint the System Test Coordinator (STC) 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 document outlines responsibilities the school and district level roles must be aware of for proper test security. | <p>District Test Coordinator (DTC)</p> <p><i>Added into Kite Portal by the state.</i></p> <ul style="list-style-type: none"> 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 to allow parents to access their child(ren)'s reports in the Kite Parent Portal. View student score reports of all students within the district. | <p>Intro to Kite Suite</p> <p>Getting Started in Kite Educator Portal – MT</p> <p>User Management</p> <p>Data Extracts</p> <p>Dashboards</p> |

System Test Coordinator (STC)

The STC 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 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.

District Test Coordinator (DTC)

Added into Kite Portal by the state.

- Manage Users: add/modify DUs, BTCs, BUs, and TEAs across the district.
- 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 to allow parents access to 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](#)

District User (DU)
District Coordinators
assisting with MAST tasks

- 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 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 to allow 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](#)

| | | | |
|---|---|---|---|
| <p>Building Coordinator (BC)</p> | <p>This person is typically assigned by the AR or STC 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.</p> <ul style="list-style-type: none"> • Identify 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 STC as needed. | <p>Building Test Coordinator (BTC)</p> <ul style="list-style-type: none"> • 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. | <p>Intro to Kite Suite</p> <p>Getting Started in Kite Educator Portal – MT</p> <p>User Management</p> <p>Student PNP Settings</p> <p>Student and Rosters – MT</p> <p>Testlet Administration – MT</p> <p>Data Extracts</p> <p>Dashboards</p> |
|---|---|---|---|

| | | | |
|--|---|--|---|
| <p>Building User (BU)</p> <p><i>Building Coordinators assisting with MAST tasks</i></p> | <ul style="list-style-type: none"> • 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. • 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 STC as needed. • Mitigate and report all test security incidents in a manner consistent with district policies. | <p>Building User (BU)</p> <ul style="list-style-type: none"> • 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. | <p>Intro to Kite Suite</p> <p>Getting Started in Kite Educator Portal – MT</p> <p>User Management</p> <p>Student PNP Settings</p> <p>Student and Rosters – MT</p> <p>Testlet Administration – MT</p> <p>Data Extracts</p> <p>Dashboards</p> |
|--|---|--|---|

| | | | |
|------------------------------------|---|---|---|
| Test Administrator (TA) | <p>The TA is typically assigned by the System Test Coordinator and/or Building Coordinator and is a licensed educator like 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.</p> <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> • 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 |
| Technology Coordinator (TC) | <ul style="list-style-type: none"> • Ensure the secure browser is installed properly prior to administration. • Ensure all system setup requirements have been completed prior to administration. | N/A | N/A |

Assessed Students

All eligible Math and ELA students in grades 3–8, in participating districts and/or schools, must be assessed, including students with disabilities and English language learners. Students taking the Multi-State Alternate Assessment (MSAA) do not participate in the MAST assessment.

Testing Window Calendar

| Window | Start Date | End Date | ELA Testlets | Math Testlets |
|---------|------------------|-------------------|---------------------|----------------|
| Admin 1 | October 14, 2024 | November 22, 2024 | 2 BOY Testlets | 3-5 Testlets |
| Admin 2 | January 13, 2025 | February 21, 2025 | 2 MOY, 1 PT Testlet | 3-5 Testlets |
| Admin 3 | March 24, 2025 | May 2, 2025 | 2 EOY Testlets | 3-5 Testlets |
| Admin 4 | May 5, 2025 | May 23, 2025 | | Anchor Testlet |

Test Design

Math testlets will be administered according to the district’s determined sequence. The Kite Student Platform will be preloaded with the appropriate math and ELA testlets prior to each testing window.

The 2024–2025 MAST Math Assessment includes 13 testlets per grade. These include

- 12 testlets with a range of 9 to 13 machine-scored items.
- One end of year anchor testlet. Please see the table below for specific item information.

| Grade | Total Items | Calculator-permitted Items |
|---------|-------------|----------------------------|
| Grade 3 | 9–13 | 0 |
| Grade 4 | 9–13 | 0 |
| Grade 5 | 9–13 | 0 |
| Grade 6 | 9–13 | 9–13 |
| Grade 7 | 9–13 | 9–13 |
| Grade 8 | 9–13 | 9–13 |

Grades 6, 7, and 8 testlets will have an approved digital calculator available in the Kite Student Platform. A four-function calculator will be provided for students in grade 6 and 7, and a scientific calculator will be provided for grade 8 students. Calculator availability depends on the Montana math standards to which the testlet is aligned.

The 2024–2025 MAST ELA Assessment includes 7 testlets per grade. These include

- 6 testlets with 18 machine-scored items.
- 1 performance task, including 5 machine-scored reading items and one hand-scored writing prompt.

Students may move freely between items within a testlet. They can mark questions for review to revisit before the testlet is submitted. Students must answer all questions before they can submit their testlet.

Test Security

Test security is essential to obtain reliable and valid scores. Accordingly, everyone must take all steps to ensure the security and confidentiality of testing materials. It is the responsibility of individuals who develop the tests, who administer the tests, and who use the results of the tests to follow the test security procedures of the OPI. Please see the [MontCAS Test Security Manual](#) for more information.

Test Security Guidelines

Under the OPI’s policies and procedures for test security, Test Administrators and other trained school staff are not permitted to actively view, review, or analyze any secure state test items before, during, or after the assessment is administered.

- Test materials must never be copied, reproduced, or paraphrased.
- Some instructional aides are not appropriate to provide during assessments, as the intent of the assessment is to measure the student’s comprehension of that concept. It depends on the instructional aide and what the “construct of interest/measurement” is for the test, or in other words, what the test is designed to measure. Please ensure instructional material that could provide an unfair advantage is removed or covered prior to testing.
- It is recommended that the BC do a walk-through of every room used for testing to make certain that all bulletin board displays that could assist students in testing have been covered.
- Accommodated materials must be sent back to the STC to be destroyed locally after testing.

Educator and Test Proctor Responsibilities

- Complete recommended training and complete the Security Agreement in the Kite Educator Portal. The Security Agreement will be presented at the user's first login of the school year. Please see the [Kite Educator Portal Manual](#) for more details.
- Follow procedures outlined by the STC or BC.
- Follow test procedures outlined in this manual and in the training received regarding security and ethical practices for testing.
- Follow established district and school procedures for collecting and destroying testing materials, student notes, scratch paper, and drawings upon completion of each test session and the entire assessment.
- Remove or cover (with opaque material) bulletin board displays, charts and diagrams, and other instructional materials that could give assistance or offer an advantage during testing.
- Monitor the testing environment actively by moving around the room; moving around the room encourages students to focus on their own work.
- Establish and describe processes that confirm that usernames and passwords in the Kite Educator Portal are exclusive to the user and rights permitted for that user. Usernames and passwords should not be shared or exchanged.
- Verify the Review/End screen upon completion of the assessment to ensure all items have been answered before a student exits the test.
- Do not store or save any items on computers or personal storage devices; test items must never be shared via email or other file-sharing systems or be reproduced by any means.
- Do not say or do anything that would let a student know whether a response is correct or incorrect.
- Do not ask students how they arrived at a response.
- Do not tell students to redo a specific answer or review any specific part of the assessment once testing has begun.
- Do not go back and review each item individually with a student; simply direct students to answer items that do not have a blue dot to indicate that the item has been answered.
- Report any breach of test security, loss of materials, failure to account for materials, or any other deviation to the BC, who will report to the STC for guidance.

Guidelines for Students

- Students may use blank paper to show and check their work. The paper must be collected and destroyed at the end of the test session.
- The use of electronic devices (including cell phones, smart watches, and similar devices) is not allowed on any portion of the assessment.

- Students are allowed to use scratch paper or graph paper on the mathematics testlet.
- Curricular materials and other instructional resources may not be used
- Before submitting answers, students should stop at the Review/End screen and raise their hand for teacher to confirm that test is complete.
- Students should make up any test session that occurred while the student was absent.

Test Access for Students Who Have Moved

- Do not send test-access information to another school for a student now in a different/new school or district.
- If a student uses test-access information from a previous school, a reporting error will result.
- Ensure the district's student Information System (SIS) is up to date. For districts that use Infinite Campus, student information will automatically sync with the state databases to update student enrollment information in an overnight cycle. For districts using PowerSchool, please note that it requires a manual sync with the state to update student enrollment information in an overnight cycle.

Preparing for Testing

General Information

- Distribute the MAST Test Administration Manual and have test administrators read the entire document.
- Students *cannot* be required to use scratch paper, show their work, or use online tools (for example, the highlighter).
- Students *cannot* be required to use specific test-taking strategies.
- Teachers may *not* grade scratch paper; scratch paper must be destroyed at the end of the test session.
- Students should be provided with headphones for testing, as some ELA items have audio and students with text-to-speech will need to listen to test content.

Kite Student Functionality Practice Test

Educators may provide students with access to a practice test to familiarize them with the testing platform and available universal tools. The practice test can be accessed from the secure Kite Student Portal application or by using the following link and credentials:

1. Enter <https://student-testlet.kiteaai.org> in a browser (e.g., Firefox, Chrome, Edge, Safari).
2. Enter the following username and password from the table shown.

| Username | Password |
|-----------|----------|
| tech.demo | MAZE8 |

The practice test includes sample item types that will appear on the MAST testlets and all applicable universal tools.



NOTE: Browser access for Student Portal is for Practice Test only.

Registering Students for Testing

For the MAST Testlet program, students are enrolled, edited, managed, exited, and moved by the state. Rostering is done locally through the user interface or by uploading CSV files.

Educator Portal Functions

Teachers and test administrators using the Educator Portal will be able to

- View individual student demographic information.
- View rosters.
- Print student usernames and passwords for testlets.

For teacher accounts to function correctly, **students must be rostered to the teacher**. All other Educator Portal menus and functions are available only to users with a school-level or district-level account. **Rostering should be completed at least two weeks prior to testing and updated frequently to reflect students that may transfer in and out of the district.** The OPI will conduct enrollment updates two Fridays before each testing window and daily within each window to capture student mobility. Exit updates will occur weekly to remove students that have transferred out of the district.



NOTE: Verify data and report any errors to your district test coordinator.

Kite Teacher Account Access

Teachers and test administrators access the Educator Portal using [Montana's unique Kite Educator Portal browser](#). The username is the user's professional email address. After setting up an account and activating it, the user is prompted to create a case-sensitive password. If a teacher or test administrator is having difficulty with accessing the system, please contact the BC.

Gifted Students

Gifted students are to be assessed with the general assessment at the grade level in which they are enrolled. Accommodations identified in their plan are applied when taking the test.

Students with 504 Plans

Students with 504 plans should be assessed with the general assessments.

Students with Disabilities

Students who have been identified as having a disability and who have an Individualized Education Program (IEP) must participate in state assessments. All students must be tested with the appropriate accommodations. Students with significant cognitive disabilities as identified through the IEP process must take the Multi-State Alternative Assessment (MSAA).

Student Tools & Supports

Calculators: Students are *not* permitted to use handheld calculators unless indicated in the student's IEP or 504. Use of a calculator app or website on a phone or other device is not permitted on the assessment.

- The embedded calculator available on select math testlets in grades 6–8 performs the basic four functions: addition, subtraction, multiplication, and division.
- Students do not have access to the calculator on test items that require students to demonstrate direct knowledge of computational skills.
- Students should not use any calculator on sections that do not have the online calculator tool available.
- For students whose IEP/504 indicate the need for a non-embedded, standalone specialized calculator such as a braille or talking calculator, test administrators should ensure that the specialized calculator is available only for designated calculator items.

Types of Accessibility Features

Universal Features: Available to all students based on preference. These standard assessment tools are supports that are provided to all students in the Kite Student Portal. See the full list of universal features in this document in Appendix A: Universal Tools in the

Testlet Kite Student Portal. For details about the functions of each tool, see the [Kite Student Portal Manual](#).

- **Reference Sheet:** A mathematics reference sheet will be available to all students in grades 5–8. The reference sheet is available on the Kite Student Platform. It is also available in the Educator Portal under the “Help” tab and can be printed locally for students. Printed copies of the reference sheet must be free of any writing or notes and destroyed after testing.

Designated Features: Available for use by students for whom the need has been indicated by an educator (or team of educators) with the parent/guardian and student. These are not modifications and yield valid scores that count as participation in state assessments. Designated supports and accommodations must be arranged in advance of test administration. The designated supports can be turned on for any student and are meant to serve the principle of alignment between testing and instructional experiences.

Accommodations: Accommodations help certain students access the general education curriculum and should be used in instruction and assessment throughout the year. Accommodations can only be turned on as specified in a student’s IEP/504 plan. Accommodations are changes in procedures or materials that increase equitable access during state assessments. Properly administered accommodations yield valid scores that count as participation in state assessments. They allow students to show what they know and can do.

Refer to [Montana’s Three Tiers of Accessibility](#) and the [MAST Accessibility Guide](#) for more information.

Personal Needs Profile

Embedded supports (for example, text to speech) are provided digitally through the Kite Student Portal, while non-embedded supports (for example, noise buffers) are provided locally. Embedded supports and accommodations needed for testing are set in a student’s PNP in the Kite Educator Portal. Those with district- and building-level Kite user roles can edit students’ PNPs in the Kite Educator Portal. Teachers can view students’ PNP settings for accuracy and notify building or district users if a student’s PNP needs modified. Supports are found in the PNP’s four categories:

- Display Enhancements
- Language & Braille
- Audio & Environment Support
- Other Supports



Note: All designated features and accommodations, aside from Standard tools, must be set in a student’s PNP prior to testing.

It is important to make sure that students are familiar with the supports in the PNP. Due to the variance of displays across devices, it is recommended to use the technology practice test to determine the best level of magnification for your student. For example, students who use large screen magnification should not use an iPad.

English Learner Features

- Spanish-speaking students may be assigned a Spanish-language form. A student's PNP should be marked for Spanish in the Keyword Translation section of the PNP.
- Students may **not** use electronic translators or word-to-word translators for directions, test items, or response choices.
- Web-based translators such as Google Translate™ translation service may **not** be used.

Text to Speech (TTS) Features

- TTS requires a local school or district administrator to enter the support in the Audio & Environment Support section of the student's PNP. A synthetic voice will read text and test items.
- This support must be selected on a student's Personal Needs Profile located in the Kite Educator Portal.
- Text to Speech: Text & Graphics is the default setting and can be used as a designated support. A synthetic voice reads instructions, response options, and explanations of visuals like pictures and graphs.
- Text to Speech: Non-Visual is appropriate for a limited number of students, and its usage must be explicitly stated in a student's IEP/504 plan. A synthetic voice reads assessment content including instructions, response options, explanations of visuals like pictures and graphs, and ELA passages.
- Students utilizing text-to-speech will require headphones if taking the test in the typical group setting.
- The TTS accommodation does **not** refer to an adult reading an occasional word, an occasional distractor, an occasional stem, or an occasional item to the student.

For additional information about accommodations, tools, or Kite Student Portal tools, review the [Kite Student Portal Manual](#) or the [MAST Accessibility Guide](#).

Paper Forms

Requesting Paper Forms

For those students whose Personal Needs Profile (PNP) or 504 Plan expresses a need for a paper form, this accommodation **must** first be set in the Kite Educator Portal at least **three weeks prior to each test administration window**.

The steps for processing paper forms for each test administration window are as follows:

1. If a student needs a paper form as indicated in a 504/IEP, the STC must submit a request in the MontCAS application three weeks prior to the start of the testing window. For step-by-step directions, please see the [MontCAS Application User Guide](#). Once a paper request has been approved by OPI, paper forms will be provided for the current admin window.
2. For a non-routine accommodation (not indicated in a 504/IEP plan), please submit a non-routine accommodation request in the MontCAS application. Non-routine paper requests will **only** be in effect for the requested testing window.
3. Upon OPI's approval, the STC should ensure that the PNP setting for paper has been selected within the student's Personal Needs Profile (PNP) in Kite. If the student needs a Spanish paper form, please select "Translated Form" and "paper" in the student PNP. Those with district- or building-level Kite user roles can update the student's PNP settings.
4. With OPI's approval, NMC will contact the STC directly via email from the NMC help desk at mastprogram@newmeridian.org. The STC will download the paper forms from a secure File Transfer Protocol site (FTP). NMC will provide the STC with credentials to the (FTP) to download the requested paper forms. The FTP credentials are secure and should not be shared with other school or district users.
5. NMC will notify the STC that paper forms have been loaded to the FTP on Day 1 of each administration window. The STC has 48 hours after the paper forms have been provided to access forms for printing. After 48 hours, paper forms will be deleted from FTP, and a new request will need to be made if paper forms are not retrieved.
6. After testing is complete, the teacher or test administrator will enter the student's paper responses into the Kite Student Portal utilizing the same login and access procedures as if they themselves are the student taking the online exam. If a student has a Spanish paper form, the teacher or test administrator should enter student responses in the online Spanish form.
7. Once all student responses have been entered into the online form, the teacher / test administrator will either burn or shred paper forms. NMC will contact the STC to confirm that they have destroyed the forms after the paper administration.



NOTE: Schools must print paper forms on-site. Paper materials will **NOT be shipped.**

Braille Forms

Requesting Braille Forms

For those students whose Individualized Education Program (IEP) or 504 Plan expresses a need for a braille form, this accommodation **must** first be set in the Kite Educator Portal at least **three weeks prior to each test administration window**.

The steps for processing braille forms for each testing administration window are as follows:

1. If a student needs a braille form as indicated in a 504/IEP, the STC must submit a request in the three weeks prior to the start of the testing window. For step-by-step directions, please see the [MontCAS application guide](#). Once a braille request has been approved by OPI, braille forms will be provided for the current testing window.
2. Upon OPI's approval, the STC should ensure that the PNP setting for braille has been selected within the student's Personal Needs Profile (PNP) in Kite. Those with district- or building-level Kite user roles can update the PNP setting for braille.
3. With OPI's approval, NMC will contact the STC directly via email from the NMC help desk at mastprogram@newmeridian.org to confirm the request.
4. NMC will notify the braille vendor, and a braille kit will be shipped to the BTC.
5. Once the testing phase concludes, the teacher or test administrator will input the student's braille answers into the Kite Student Portal, following the login and access procedures identical to those used by the student during the online exam.
6. After all student responses are logged into the online platform, the STC will reach out to NMC to arrange the return shipment of testlet booklets and related testing materials no later than the last day of each testing window.

Security Procedures for Paper and Braille Forms

All test materials must remain secure at all times. When materials are not in use for testing, they must be retained securely in a locked area that can be opened only with a key or keycard by trained staff responsible for the testing window. Paper forms must be collected and inventoried at the end of each test session. Once all student responses have been entered into the online form, the teacher/test administrator will either burn or shred the paper form, and braille forms will be returned. **DO NOT** keep paper forms or scratch paper for future test sessions.

Data Entry for Paper and Braille Forms

The Test Administrator and a second member of staff will log in to the Kite Student Portal as the student to key-enter and submit the student's paper/braille responses.

Pre-Testing Checklist

- Read this MAST Test Administration Manual in its entirety. Feel free to mark in the manual. If you have questions, ask the Building Test Coordinator.
- Attend the required training session on test security and administration.
- Complete recommended training and complete the Security Agreement in the Kite Educator Portal.
- Administer the Computer-Based Practice Test and review the **Exit**.
- If you are testing students with accommodations, discuss the arrangements that need to be made with your BTC. Make sure you have a list of those students and the accommodations they are to receive.
- If students need paper accommodation as designated in their 504/PNP plan, please ensure that a request is made at least **three weeks** before each testing window (see pg. 17 for details).
- Have independent academic activities prepared for students who may finish early. Be sure these activities maintain test security protocols and establish and maintain an orderly and non-disruptive testing environment. Plan seating arrangements that will ensure independent work during testing.
- Please ensure instructional material that could provide an unfair advantage is removed or covered prior to testing.
- Make sure the testing environment has adequate lighting and ventilation, as well as minimal distractions.

During Testing

Scheduling and Time Recommendations

- Most students should complete a single testlet in less than 30 minutes. However, the assessment is untimed. Each student must be allowed as much time as necessary and reasonable to complete each testlet in one sitting.
- If a student does **not** complete a test session within the time frame given to the class, the student may be allowed more time, provided that the student makes a serious attempt to complete the test **and** that the student is provided additional time immediately following the unfinished session.
- The “Pause” feature in the Test Monitor screen of the Kite Educator Portal can be used to secure testlets until students are ready to resume testing. The Test Administrator will select the student then the Resume feature to give the student access to finish the testlet.
- All test sessions must be completed on the same day they start.

General Directions to Teachers

- The directions in this manual must be followed to ensure uniform testing conditions.
- **These are secure test materials.** Test questions are not to be used for development of instructional materials or to build sample tests. No other use of these materials is permitted.
- Teachers must read and abide by testing practices found in this manual.
- Testing sessions must be conducted in a serious manner that encourages and motivates students to do their best.

Materials Needed for Testing

Student Test Tickets

Students' individual usernames and passwords are obtained by downloading the Student Login Usernames/Passwords extract in Kite Educator Portal under REPORTS > DATA EXTRACTS.

- Do not select a grade or subject.
- Reminder: Individual usernames and passwords remain the same for an entire school year.

Daily Access Codes

Students will need a Daily Access Code (DAC) to access the test session. DACs are alphanumeric values generated in the Educator Portal.

The DAC PDF contains information on the date and times the DACs are usable, the subject and grade, and the access code for each of the test sessions. DACs are available for the current testing day and the next testing day after 2:30 p.m. Monday’s daily access codes will be available Sunday at 2:30 p.m.

View and print DACs under INTERIM > DAILY ACCESS CODES. Select the appropriate “Assessment Program” and “Test Day.” DACs may be printed individually or in bulk for multiple testing sessions.

For detailed instructions on printed DACs in the Educator Portal, see the [Educator Portal Manual](#).



NOTE: DACs will expire at 4:30 p.m., the day of testing. If testing needs to resume the next day, a new DAC will be generated.

Additional Materials

Provide the following materials as needed:

- Pencils
- Blank scratch paper
- Clock visible to students
- Headphones (see below)

The following five ELA testlets administered throughout the year include audio assets and require the use of headphones:

| | | |
|------------------|---------|-----------------------|
| Administration 2 | Grade 7 | Informational Testlet |
| Administration 3 | Grade 4 | Literature Testlet |
| Administration 3 | Grade 5 | Informational Testlet |
| Administration 3 | Grade 6 | Informational Testlet |
| Administration 3 | Grade 8 | Informational Testlet |

Beginning the Test Session

- For students who have difficulty logging on to the Kite Student Portal, teachers may prepare the student's computer in advance by launching the application, logging on using the student's username and password, and then the DAC for the test session.
- Tell students what they should do if they finish the assessment early. Students who finish before others must not disrupt the testing environment.

Scripts

- A script for teachers is provided at the end of this manual. The scripts must be used with all students testing via the Kite Student Portal. The directions may be clarified.
- You may not give instructions in addition to those in the manual.

Students Logging in to the Kite Student Portal

The script includes instructions to use when students log in to Kite. Please reference the [Kite Student Portal Manual](#) for more detailed instructions and screenshots of the platform.

The following steps are used to log in:

1. Select the **Kite icon** (it may take a few seconds to open).
2. Enter **username and password**.
3. Select **SIGN IN**.
4. Select **TAKE A TEST**.
5. Select the appropriate test.
6. Select **TAKE A TEST**.
7. Enter the **DAC** in the **ACCESS CODE** field.
8. Select **LET'S GO**.

Proctoring Guidance During Testing

1. Move quietly around the room.
2. Ensure that each student is taking the assigned assessment. Student names should appear at the top of the screen, above the item numbers.
3. Ensure that students are following instructions.
4. Give assistance to any student having problems following instructions.
5. Periodically remind students of the time during the test session.
6. Ensure that students who finish early do not interact with or disturb other students.

Pausing and Resuming Tests

Teachers may pause and resume tests if students must leave the testing environment and resume testing in another session. When a teacher selects pause, the student cannot advance to the next question or navigate out of the test. The student is only able to continue testing when the Teacher resumes the test session.

Test Completion

- Students must answer all questions to submit the testlet.
- Be sure students correctly *End* and *Submit* each testlet when finished. Improper exiting of the Student Portal in certain testing devices (e.g. keyboard shortcut to turn off device, power outage, etc.) may cause an error for subsequent logins.
- When students have completed the assessment session, collect all materials.
- Scratch paper and graph paper must be collected and destroyed.

Monitoring Student Testing Status

- Building Coordinators, District Test Coordinators, and teachers can monitor student test status in the Kite Educator Portal, including which students have finished testing, which students have sessions to finish, and which students have incomplete tests.
- Depending on the user's role and the type of test, some individuals can monitor test sessions in real time using the Kite Educator Portal. Multiple testlets can be monitored during a test session in the Test Monitor screen. See the *Monitoring Testlets* section of the Kite Educator Portal Manual. This monitoring function shows which items a student has completed but does not display student responses.
- Real-time monitoring increases the load on Kite Student Portal and local bandwidth. Monitor tests from the Interim menu (INTERIM > MY TESTS).

During Testing Checklist

- ✓ Prepare and have test materials ready, following established security procedures, and verify that you have the correct and sufficient quantity of materials for your testing group.
- ✓ Troubleshoot computer-based testing issues as needed.
- ✓ Have English/native-language word-to-word dictionaries (no definitions) available to all qualified ELs for all components of the tests as determined by eligibility using the [MT OPI English Learner Guidance for School Districts](#) and [Montana's Three Tiers of Accessibility documents](#).
- ✓ Place a "Testing—Do Not Disturb" sign on the testing room door.
- ✓ If students are expected to remain in the testing room until the end of the session,

instruct them on what activities they may engage in after they finish the test. The activity should not be related to the test being given (e.g., work on assignments for unrelated subjects or reading a book).

- ✓ Distribute test materials, including the DAC, pencils, scratch paper, and testing ticket for login as directed.
- ✓ Ensure that students receive their approved accommodations. Ensure that students with a PNP receive their accessibility feature(s).
- ✓ Administer all tests in strict accordance with the procedures detailed in this manual.
- ✓ Read test administration directions verbatim. The text inside boxes is to be read aloud.
- ✓ Make sure students work only on the testlet(s) being administered. Document any testing irregularities, such as suspected incidents of cheating.
- ✓ Maintain a calm testing environment. Disruptive students may be removed from the room; they may continue for the remainder of the testing time in a separate testing group or during makeup testing.

After Testing

Student Surveys (Windows 2 & 4)

A brief student survey will be available in window 2 starting February 10 and window 4 starting May 5. The survey will be available in the Kite Student Portal as a separate testlet. Students should complete the survey after all testlets for the window are completed. Please allow your students up to five minutes to answer these questions about their MAST testlets. If needed, you may read the questions to and/or assist students with their responses to the survey questions. Some students will have questions about their ELA testlets only and some will have questions about their math testlets only. This questionnaire should be administered only after students have completed all of their MAST testlets for this testing window. Please coordinate with other teachers accordingly. Students do not need to answer all questions to submit. Incomplete/unsubmitted surveys do not affect completion rates or test scores.

It is highly recommended that students complete the survey to provide the OPI and its testing partners with valuable information to improve the testing experience.

- Parents may choose to opt their students out of taking the survey in advance of the window. An opt-out letter is provided on the MAST Portal for schools to distribute prior to testing windows 2 and 4. Opt-outs are due to OPI no later than December 20, 2024, for window 2 and April 17, 2024, for window 4.

After-Testing Checklist

- ✓ Collect test materials. Destroy any scratch paper used during the session.
- ✓ Complete any documentation necessary for reporting any test irregularity or security breach. Notify your DTC and/or BC immediately.

Student Scripts and Test Directions for Proctoring

Step 1: Logging in and Selecting the Testlet (all Testlets)

Once students are seated, say:

You are about to take a MAST testlet. Take your time and do your best work. The work you do on these testlets must be your own. Please keep your focus on your own test, and remember, there should be no talking. If you have a cell phone, smartwatch, or any other non-approved electronic device, please raise your hand, and I will collect it before the test begins.

Click on the Kite icon. I will now pass out scratch paper and your testing ticket.

Distribute all materials, including scratch paper, pencils, and printed reference sheets (optional), to students. Write the system-generated DAC in a visible place for students to see or provide each student with a card or piece of paper to help them type in the code.

Say:

Enter your username and password and click SIGN IN.

Ensure all students can log in properly.

Say:

Click TAKE A TEST.

You will be taking the (*say name of testlet*). Next to the testlet name, click Take Test.

Type the code I've provided in the space for "ACCESS CODE" field and select "LET'S GO."

Walk around the room to verify that students have selected the appropriate test.

Say:

In a moment I will read the directions as you silently follow and read along.

Step 2: Math Testlet Test Directions

Say:

You will be taking an assessment in mathematics.

Choose script based on which testlet you are administering as needed:

All Math Testlets: The assessment consists of 9 - 13 items.

Anchor Test (administered last in the final window): The assessment consists of 20–22 questions in two sections. You may not use a calculator for Section 1. You may use the calculator tool provided in Kite for Section 2 only. The calculator is accessible by selecting the calculator icon from the left side of the screen. You may not use any other calculator for this assessment unless approved by your school.

On the Review/End page of Section 1, select CONTINUE to launch Section 2. Be sure to check your work in Section 1 before moving to Section 2. Once you launch the second section, you will be unable to go back to Section 1.

Read each question carefully and do your best to answer it. If you are unsure about an item, you can skip it and return to it later. Try to answer every question. When you are finished with a question, use the **Next** button to continue. You may use the **Back** button to return to a previous question.

If the testlet allows calculator use: You may use the calculator tool provided in Kite for this assessment. The calculator is accessible by selecting the calculator icon from the left side of the screen. You may not use any other calculator for this assessment unless approved by your school.

The question numbers are listed at the top of the screen. A **gray** question number shows you have not yet answered the question. A question number with a **blue** dot shows you have answered the question. At any time during the test, you can click on a question number to move to that question.

The assessment must be finished within the time assigned by your teacher. Use the **End** button on the Review/End page to submit the assessment. This will end the testing session.

Step 2: ELA Testlet Directions

Say:

You will be taking an assessment in reading.

Choose script based on which testlet you are administering:

ELA BOY Literary and Informational (Window 1): The assessment consists of 12 standalone questions and 6 questions based on one reading passage.

ELA MOY Reading and Information & Performance Task (Window 2): The assessment consists of 8 standalone questions and 10 questions based on one or two passages.

ELA EOY Reading and Informational (Window 3): The assessment consists of 5 questions and 1 writing prompt based on one or two passages. You should answer the reading questions first, and then read the writing prompt and provide your written response in the space provided.

The reading passage is presented on the left side of the screen with each associated question on the right. You may use the scroll bar to view the entire passage.

Read each question carefully and do your best to answer it. If you are unsure about an item, you can skip it and return to it later. Try to answer every question. If necessary, you may use the scroll bar to view an entire question and the response area.

When you are finished with a question, use the **Next** button to continue. You may use the **Back** button to return to a previous question. The question numbers are listed at the top of the screen. A **gray** question number shows you have not yet answered the question. A question number with a **blue** dot shows you have answered the question. At any time during the test, you may click on a question number to move to that question.

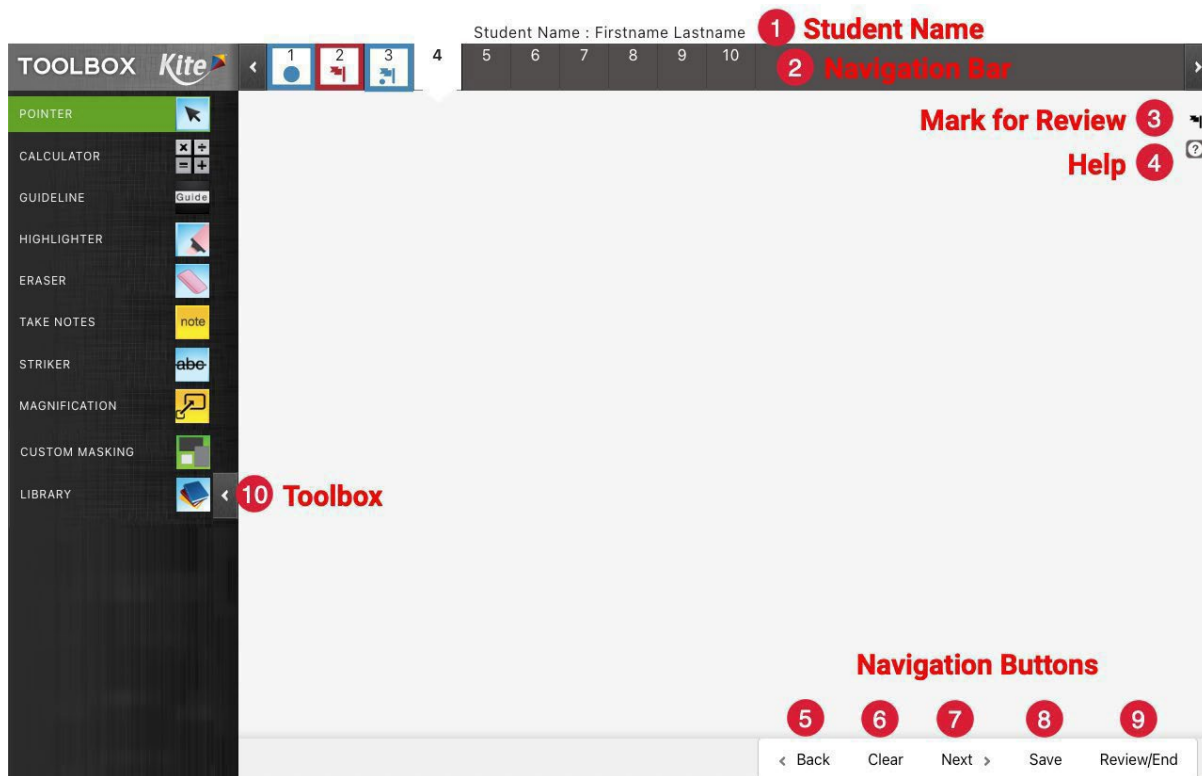
The assessment must be completed within the time assigned by your teacher. Use the **End** button on the Review/End page to submit the assessment. This will end the testing session.

Step 3: Universal Tool Review (Optional)

If this is the first testlet administration of the testing window, or if your students need a review of universal tools, please use the following script:

Say:

I will now review the universal tools provided for this assessment. Please follow along as I talk through the screen.



1. Your name should appear at the top of your test.
2. Beneath your name, you will see the navigation bar. Select any number to go to this question.
3. **Mark for Review icon:** Select this icon to indicate this is an item to return to later.
 - A flagged question that is **unanswered** appears on a white background with a **red** border and a **red** flag below the number.
 - A flagged question that has been **answered** appears on a white background with a **blue** border and a **blue** flag with a small dot below the number.
4. **Help icon:** Select this icon for directions about answering a question type.
5. **Back button:** Select to move backwards, one question at a time. As a reminder, you can move between all questions in the test.

- | |
|--|
| 6. Clear button: This button clears responses to a question and removes any highlighting you have made. |
| 7. Next button: Select to move to the next question. |
| 8. Save button: The save button allows you to save your answer without submitting the test. |
| 9. Review/End button: This button will take you directly to the review screen at the end of the test. |
| 10. Toolbox: The “Toolbox” displays all available tools you have in the test. Select the arrow icon on the left side of your screen to expand the toolbox. If a calculator is available for your test, it is located beneath the pointer tool in the toolbox. |

Step 4: Begin Testing (all testlets)

Say:

You may now begin testing. When you are finished, please review your responses, including any questions you flagged during the test. Be sure to click the green “END” button and select “YES” that you want to end your test. All questions must be answered to submit. After you complete your testing, please remain quiet until all students have finished.

Step 5: End Testing (all testlets)

Once all students complete testing, say:

Now that everyone is finished, I will collect your materials. Please remain quiet and seated.

Testlets and Calculator Availability for SY 24–25

Calculators are only available on testlets in grades 6–8.

6th Grade Testlet Name and Calculator Availability

| Window | Testlet | Calculator? |
|--------|--|-------------|
| | Concepts of Ratios and Unit Rates | Yes |
| | Percent and Measurement Conversions | Yes |
| | Divide Fractions | No |
| | Computational Fluency | No |
| | Rational Numbers and Absolute Value | Yes |
| | Algebraic Expressions and Exponents | Yes |
| | Equivalent Expressions | Yes |
| | Variables in Expressions and Equations | Yes |
| | Write and Interpret Inequalities | Yes |
| | Solve Problems with Area and Volume | Yes |
| | The Coordinate Plane | Yes |
| | Concepts of Statistics | Yes |

7th Grade Testlet Name and Calculator Availability

| Window | Testlet | Calculator? |
|--------|--|-------------|
| | Ratios and Proportional Relationships | Yes |
| | Solve Problems with Ratio and Proportion | Yes |
| | Add and Subtract Rational Numbers | No |
| | Multiply and Divide Rational Numbers | No |
| | Expressions with Rational Numbers | Yes |
| | Solve Equations | Yes |
| | Solve Inequalities | Yes |
| | Solve Problems with Rational Numbers | Yes |
| | Angle Relationships and Triangles | Yes |
| | Solve Problems with Geometric Figures | Yes |
| | Measures of Center and Variability | Yes |
| | Probability | Yes |













8th Grade Testlet Name and Calculator Availability

| Window | Testlet | Calculator? |
|---------------|--|--------------------|
| | Understand and Use Irrational Numbers | No |
| | Exponent Rules and Scientific Notation | No |
| | Understand Functions | Yes |
| | Compare and Interpret Functions | Yes |
| | Construct Functions | Yes |
| | Linear Equations in One Variable | Yes |
| | Proportional Relationships and Lines | Yes |
| | Systems of Equations | Yes |
| | Pythagorean Theorem | Yes |
| | Geometric Transformations | Yes |
| | Similarity and Congruence | Yes |
| | Bivariate Data | Yes |

Glossary

| Term | Definition in this document |
|-----------------------------|---|
| Accommodations | Tools and procedures in the areas of presentation, response, setting, and timing or scheduling that provide equitable access during instruction and assessments for all students. Accommodations do not reduce learning expectations; they provide access. |
| ASL | American Sign Language |
| DTC | District Test Coordinator |
| EL | English Learner |
| IEP | Individualized Education Program |
| Kite Educator Portal | Part of the Kite Suite used to set accessibility options, assign tests, monitor test sessions, and view student results. |
| Kite Student Portal | Web-based software that students use to complete assessments. |
| Kite Suite | This provides an online testing interface for students that includes practice items. Components include the Kite Student Portal and Kite Educator Portal. |
| Local testing window | This is the time period an individual school will administer the state assessment; may vary among schools in the same district. |
| PNP | Personal Needs Profile, also known as an Access Profile, defines a learner's needs and preferences for digitally delivered testing resources or services and can be accessed in the Student Record in Educator Portal. The PNP includes display enhancements, braille, key word translation, audio, and other supports. |
| TPT | The Technology Practice Test helps students become familiar with technology-enhanced items on the assessments. TPTs focus on simple questions, successful manipulating of each item type, and a cursory look at tool. |
| Test session | The time or period set aside for testing. |
| Test Window | The OPI-approved date range when assessments may be administered. |
| Testlet | Individual test for them assessment. |

Appendix A: Standard Tools in the Kite Student Platform

| Icon | Tool | Description |
|---|----------------------------|---|
|  | Calculator – Basic | Perform the basic four functions: addition, subtraction, multiplication, and division. |
|  | Eraser | Remove highlighting and striker marks from the screen. |
|  | Guideline | When selected, this tool follows the student’s pointer and lightly highlights the text of a reading passage line by line. This tool differs for iPads, where the line remains stationary as the student scrolls through the passages. |
|  | Help | Help text bubble explaining how to answer the question based on the question type. |
|  | Highlighter | Select text on the screen and highlight the selected text with a pink background. |
|  | Whole Screen Magnification | Magnify the screen with 2.0X, 3.0X, 4.0X, or 5.0X zoom. |
|  | Mark for Review Unanswered | The question is marked for review but unanswered; changes the item number at the top of the screen to red with a flag graphic. |
|  | Mark for Review Answered | The question marked for review and answered, changes the item number at the top of the screen to blue with a flag graphic and a blue dot. |
|  | Mark for Review | Marks a question for later review. |
|  | Note | Displays a yellow rectangle on the screen to type notes about the test content and organize their thoughts. |
|  | Pointer | Select content in the assessment. |
|  | Striker | Place a line through a multiple-choice answer choice that is not desired. |