

BEST PRACTICES FOR SCHEDULING & ADMINISTERING MAST TESTLETS

KITE EDUCATOR PORTAL ACCESS

OFFICE OF PUBLIC INSTRUCTION
STATE OF MONTANA
SUSAN 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 Testlet Report Interpretive Guide
- District Testlet 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) 277-6953
7:30 a.m. – 4:00 p.m. MST

CPI Assessment Help Desk:
CPIAssessmentHelpDesk@mt.gov
(544) 567-2565

For content or test design queries please contact:
mat@newmeridian.org

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: MA295
- 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

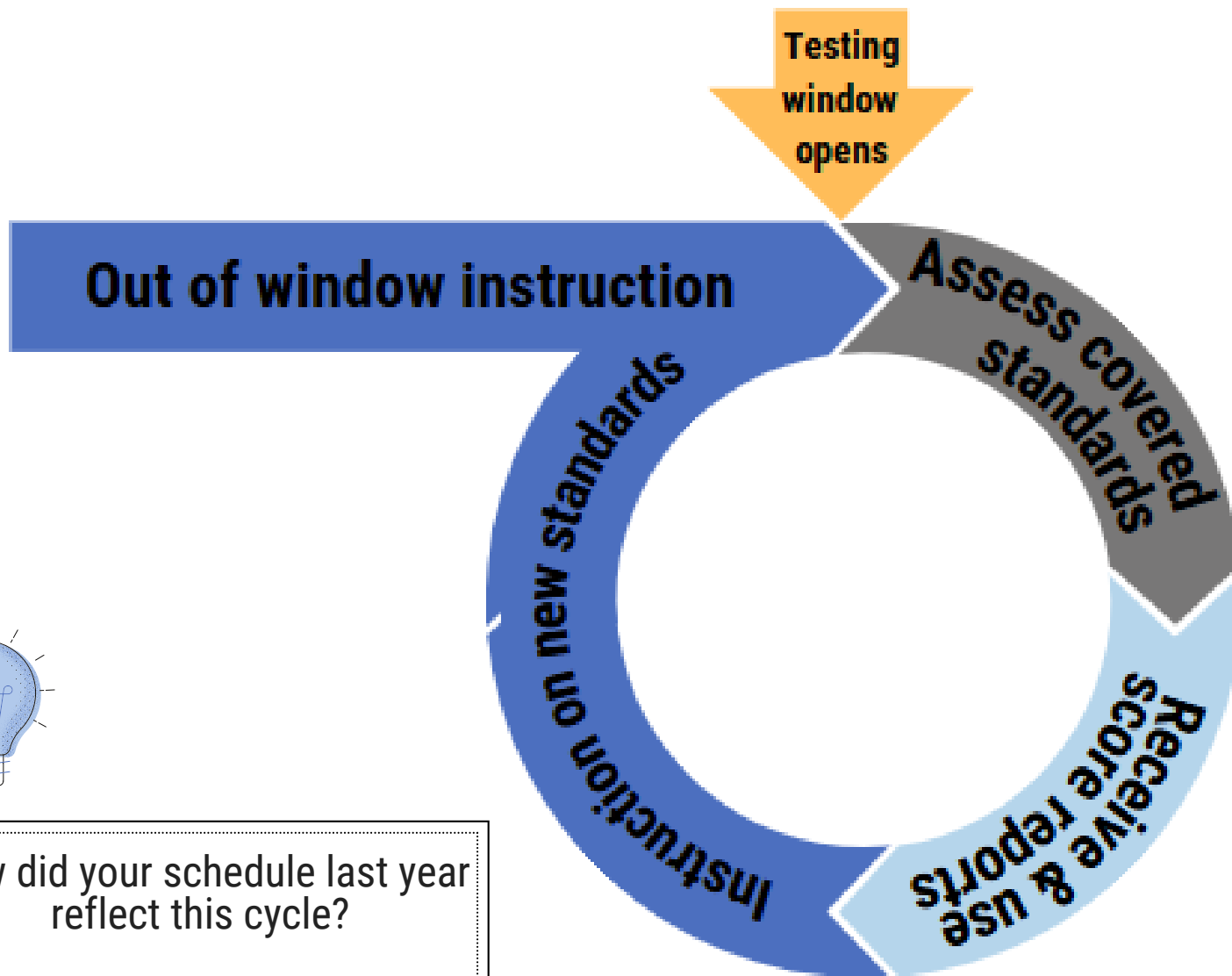


2025–2026 TESTING OVERVIEW

	Window 1	Window 2	Window 3
	October 13 – December 5	January 12 – March 6	March 30 – May 22
	8 weeks	8 weeks	8 weeks
MATH	3–5 Testlets	3–5 Testlets	3–5 Testlets
			1 Anchor Test
ELA	2 BOY Testlets	2 MOY Testlets Performance Task	2 EOY Testlets



SCHEDULING TESTLETS WITHIN WINDOW



SCHEDULE TESTLETS

Best Practice Considerations

- Before testing: **Check** with your STC or BTC to get a copy of the MAST testlets schedule
- Administer assessments 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**



MAKE UP TESTING

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.



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



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



REFLECT

Beginning of the Year

- How can testing closer to instruction build student success versus testing all at once?
- How will you use the timing documents in scheduling testlets?
- How will you plan for make-ups throughout the window to ensure timely completion?
- How will you make note of testlets that could be moved to earlier or later windows?



BEFORE ASSESSMENT

What are some ways you currently prepare students for assessments?



BEFORE ASSESSMENT



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 worked 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? (2nd assessment window)



BEFORE ASSESSMENT

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



PREPARE STUDENTS TO TEST

Practice Tests



SYSTEMS (TECH PLATFORMS)



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



Kite Educator Portal



PREPARE STUDENTS TO TEST

Practice Tests

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

username: tech.demo

password: MAZE8

Click on *Practice First*.

1. Choose ELA or Math.

2. Select the grade band then *Take Test*.

Welcome Back Technology



Please select a practice test to take.



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

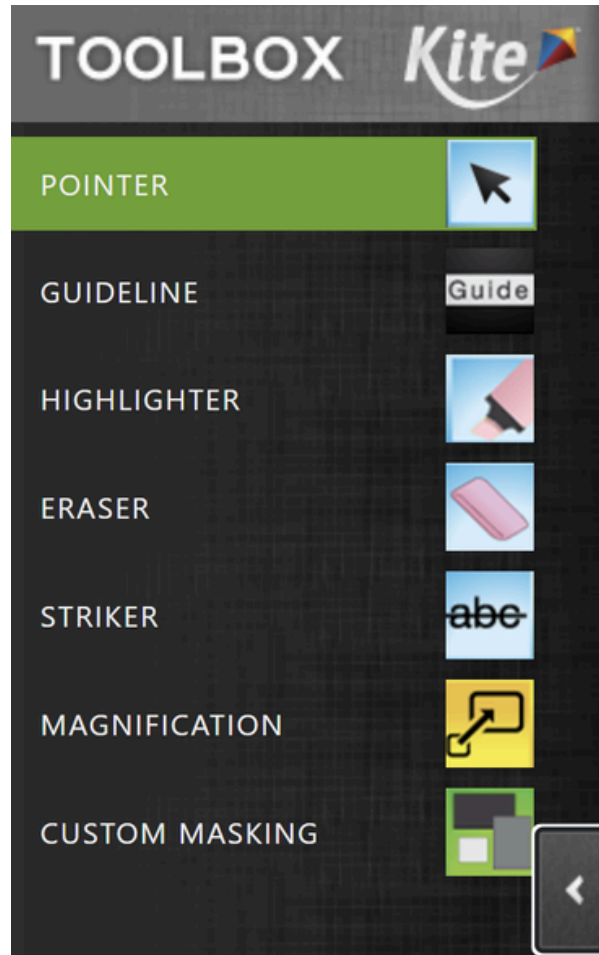
Take Test ➞

mock questions for
familiarization with
platform



BEFORE ASSESSMENT

Toolbox Available in Kite



How can these tools help students during the assessment?



DURING ASSESSMENT

What are some ways you currently monitor during assessments?



DURING ASSESSMENT

Monitoring During Test Administration

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





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
- 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 they rushed.



MONITORING TESTLET COMPLETION

Using the Test Monitor Screen

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 'INTERIM' section of a software interface. At the top, there is a navigation bar with 'SETTINGS', 'MANAGE TESTS', 'INTERIM', 'REPORTS', 'DASHBOARD', and 'HELP'. Below this, a 'Manage Tests' dropdown menu is open, showing 'MY TESTS' and 'VIEW RESULTS'. A red circle with the number 1 points to the 'MY TESTS' option. Below the menu, there are three dropdown menus for 'TYPE' (set to 'Predictive'), 'DISTRICT', and 'SCHOOL'. A red circle with the number 2 points to the 'DISTRICT' dropdown. Below these are 'GRADE' and 'Search' fields. A red circle with the number 3 points to a three-dot menu icon next to the 'Search' field. A table of testlets is displayed below. A red circle with the number 4 points to the 'Students Completed' column header. A red circle with the number 5 points to the checkbox in the first row of the table. A red circle with the number 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 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

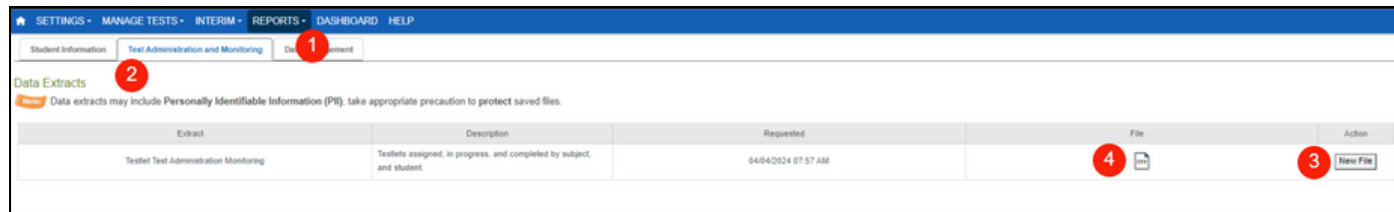
MONITORING TESTLET COMPLETION

Using a Data Extract

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

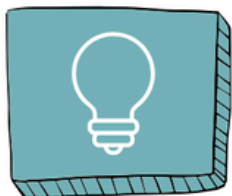
Navigate to:

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.



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.

Visit the [Assessment Stay Informed webpage](#) for a Monitoring Testlet Focused Support Video.



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



MAST

Montana Aligned to Standards Through-Year

Educator Resources



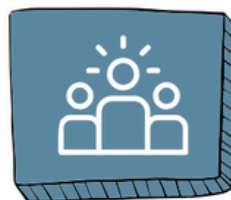
Preparing for MAST

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



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

Questions?



OPI ASSESSMENT HELP DESK:

1-844-867-2569

OPIASSESSMENTHELPDESK@MT.GOV



