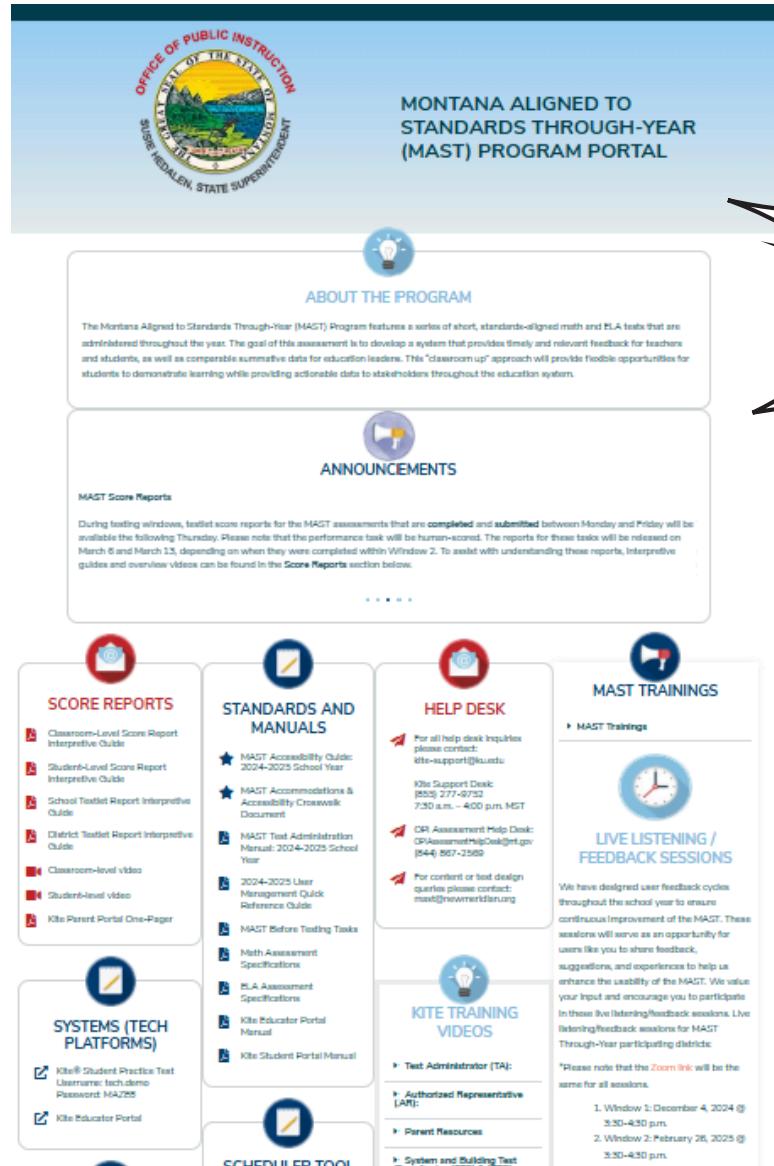


# BEST PRACTICES FOR SCHEDULING & ADMINISTERING MAST TESTLETS

# KITE EDUCATOR PORTAL ACCESS



The screenshot shows the homepage of the MAST Program Portal. At the top is the seal of the Office of Public Instruction, State of Montana. The title "MONTANA ALIGNED TO STANDARDS THROUGH-YEAR (MAST) PROGRAM PORTAL" is displayed. Below the title are two main sections: "ABOUT THE PROGRAM" and "ANNOUNCEMENTS". The "ABOUT THE PROGRAM" section contains a brief description of the MAST Program and a "Score Reports" section. The "ANNOUNCEMENTS" section contains a "MAST Score Reports" section. Below these are four main menu items: "SCORE REPORTS", "STANDARDS AND MANUALS", "HELP DESK", and "MAST TRAININGS". Each menu item has a sub-section with a list of links. The "SCORE REPORTS" section includes links for 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, and Kite Parent Portal One-Pager. The "STANDARDS AND MANUALS" section includes links for 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, and Kite Student Portal Manual. The "HELP DESK" section includes links for MAST Support Desk (800-277-0700, 7:30 a.m. – 4:00 p.m. MDT), OPI Assessment Help Desk (OPIAssessmentHelpDesk@mt.gov, 844-897-2565), and MAST content or test design queries. The "MAST TRAININGS" section includes a "LIVE LISTENING / FEEDBACK SESSIONS" section with a clock icon and a "KITE TRAINING VIDEOS" section with a lightbulb icon. The "LIVE LISTENING / FEEDBACK SESSIONS" section describes the purpose of these sessions and lists two windows: Window 1 (December 4, 2024) and Window 2 (February 26, 2025). The "KITE TRAINING VIDEOS" section lists links for Test Administrator (TA), Authorized Representative (AR), Parent Resources, and 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

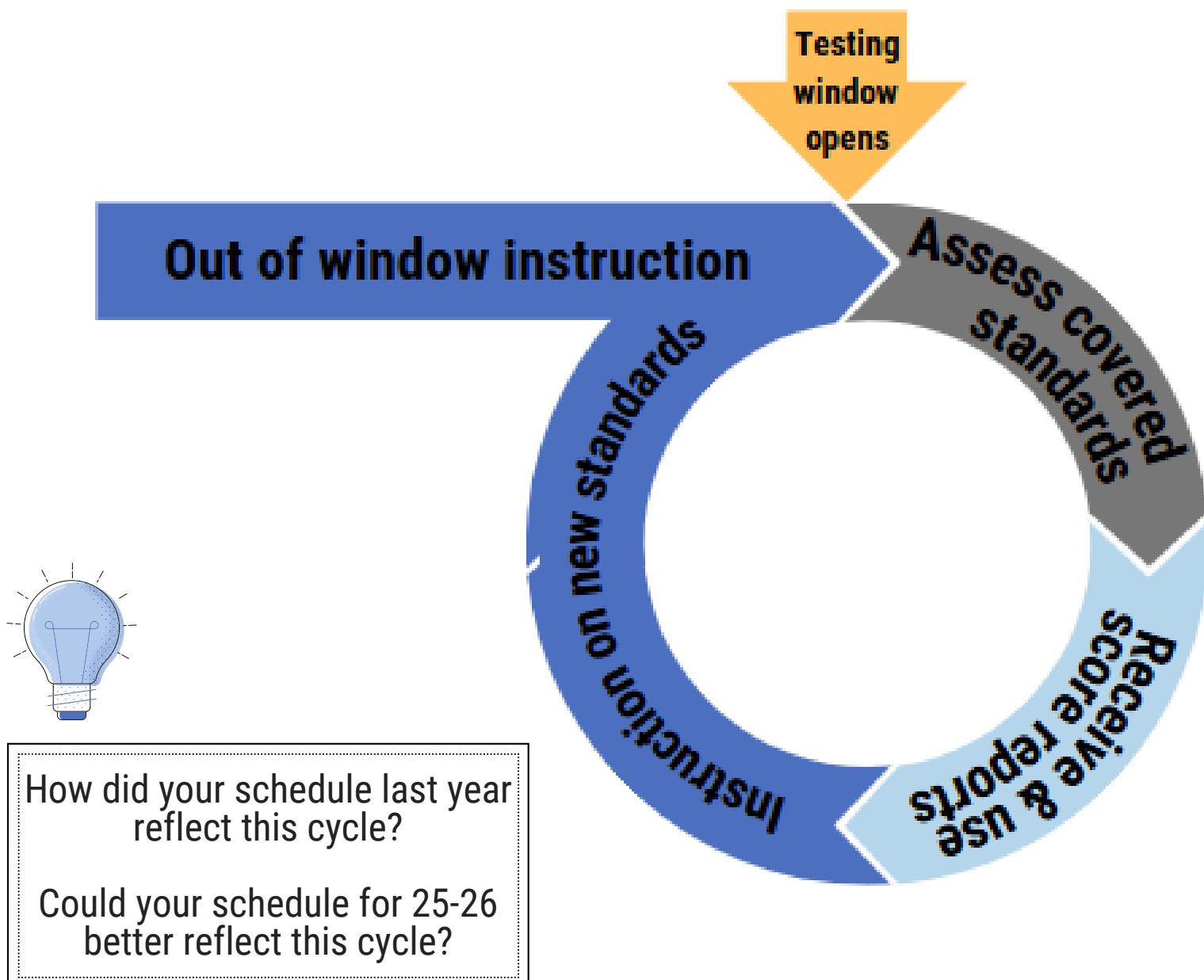


# 2025-2026 TESTING OVERVIEW

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



# 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**



## 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

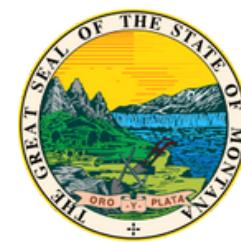
- ★ MAST Install Links, Whitelisting & Training Videos
- Montana MAST ELA Testlet Timing Document
- Montana MAST Math Testlet Timing Document
- MGA ELA Writing Scoring Rubric G3
- MGA ELA Writing Scoring Rubric G4-5
- MGA ELA Writing Scoring Rubric G6-8
- Math Reference Sheets
- Math Standards Blueprint
- 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? (2<sup>nd</sup> 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/>

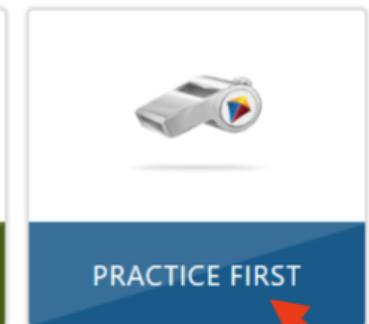
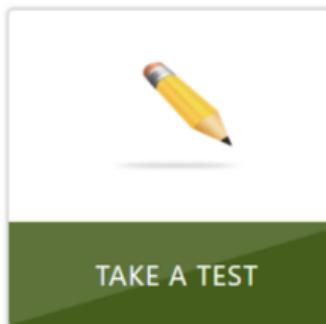
username: tech.demo

password: MAZE8

Click on *Practice First*.

1. Choose ELA or Math.
2. Select the grade band then *Take Test*.

Welcome Back Technology



© 2025 University of Kansas. All Rights Reserved.

Please select a practice test to take.



Practice

English Language Arts 1

Mathematics

Technology

Grades 3-5 ELA Practice Test 2

Grades 6-8 ELA Practice Test



# PREPARE STUDENTS TO TEST

## Types of Practice Tests

English Language Arts  
Mathematics  
Technology

Grades 3-5 ELA Practice Test  
School ID: PRACTICESCH

Take Test 

Grades 6-8 ELA Practice Test  
School ID: PRACTICESCH

Take Test 

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 

◀ ◁ 1 of 2 ▷ ▶

English Language Arts  
Mathematics  
Technology

Technology Practice Test  
School ID: PRACTICESCH

Take Test 

grade banded with both  
standalone and  
passage-based  
questions

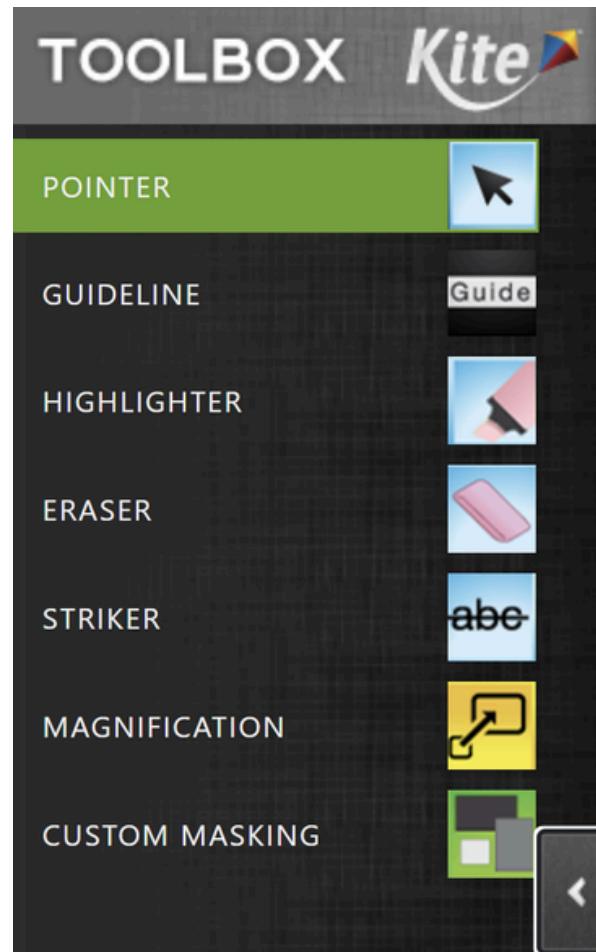
questions specific to  
each grade that span  
the content covered  
across testlets

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?**



## Monitoring During Test Administration

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





## Consider

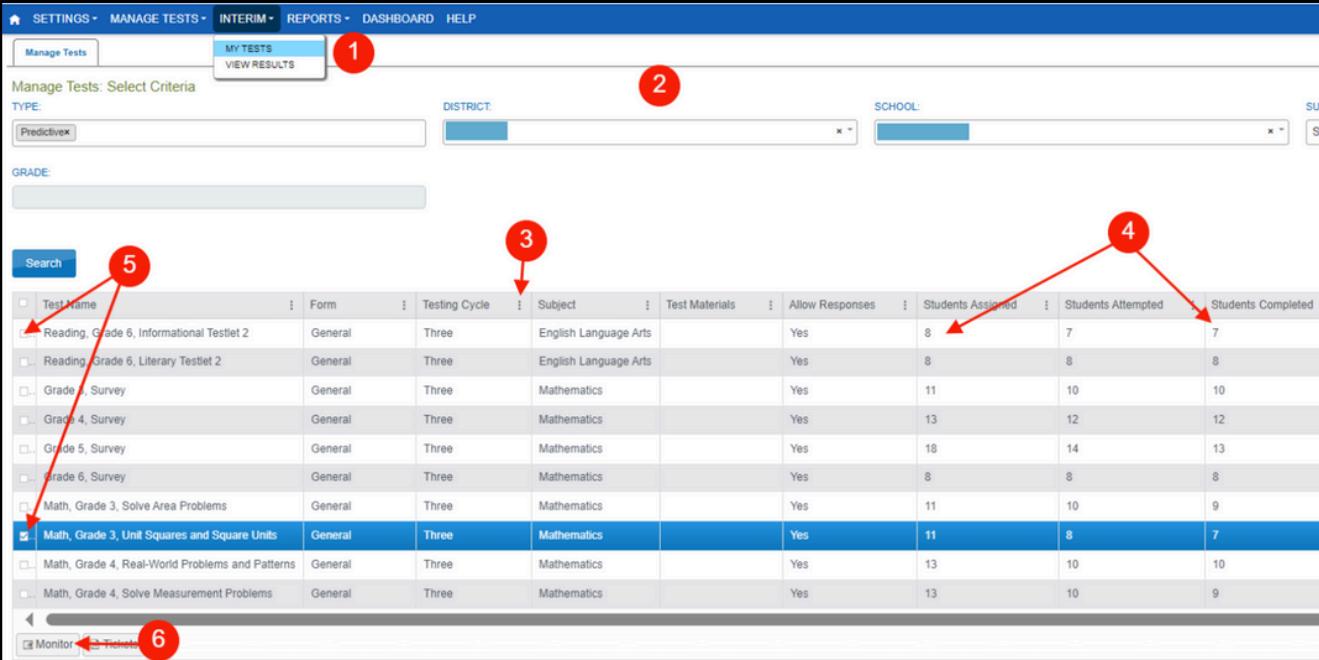
- Actively monitoring: Walking around and checking student progress helps with students taking too long.
  - Try: “I notice you have been on this number awhile. Let’s try moving on and coming back to it at the end”
- Encouraging students who may be rushing to slow down
- Having students raise their hands 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 a software interface for monitoring testlet completion. At the top, there are navigation tabs: SETTINGS, MANAGE TESTS, INTERIM, REPORTS, DASHBOARD, and HELP. The 'INTERIM' tab is selected. Below the tabs, there are dropdown menus for 'TYPE' (set to 'Predictive'), 'DISTRICT' (set to '1'), and 'SCHOOL' (set to '2'). A 'GRADE' dropdown is also present. A 'Search' button is located on the left. A table lists ten testlets, each with a checkbox in the first column. The columns are: Test Name, Form, Testing Cycle, Subject, Test Materials, Allow Responses, Students Assigned, Students Attempted, and Students Completed. The last two columns are highlighted in blue. Red numbered circles and arrows point to specific elements: 1 points to the 'INTERIM' tab; 2 points to the 'SCHOOL' dropdown; 3 points to the 'Students Completed' column; 4 points to the 'Students Attempted' column; 5 points to the checkbox for the first testlet; and 6 points to the 'Monitor' button at the bottom left of the table.

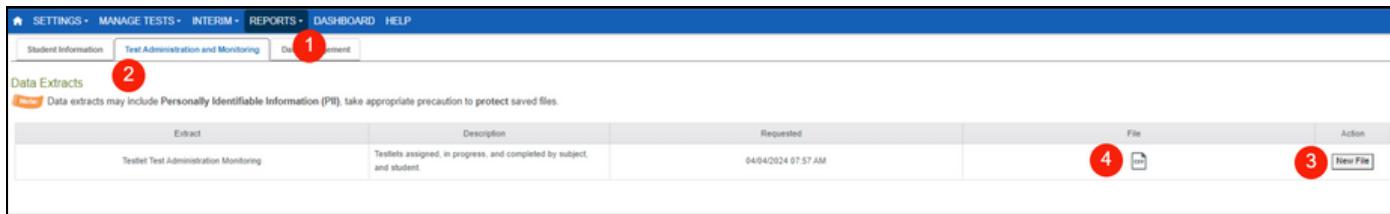
	Test Name	Form	Testing Cycle	Subject	Test Materials	Allow Responses	Students Assigned	Students Attempted	Students Completed
<input type="checkbox"/>	Reading, Grade 6, Informational Testlet 2	General	Three	English Language Arts		Yes	8	7	7
<input type="checkbox"/>	Reading, Grade 6, Literary Testlet 2	General	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

## Using a Data Extract

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

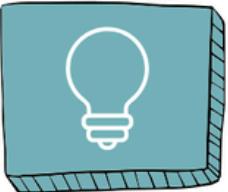
Navigate to:

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



### 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](#)



# Questions?



## OPI ASSESSMENT HELP DESK:

1-844-867-2569

OPIASSESSMENTHELPDESK@MT.GOV



