

Jan. 8, 2025



MONTANA ALIGNED TO STANDARDS THROUGH-YEAR

MAST

Preparing for Window 2

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OPI ASSESSMENT SPECIALISTS

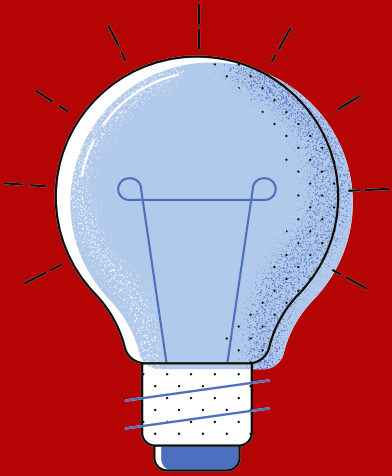
Session Norms



- Please ask questions as they come up throughout the session
- All links shared during the session are available on the MAST Portal
- The OPI Assessment Team is always available for questions that come up outside of the session

Objectives

The WHY: To support a successful MAST administration in Window 2



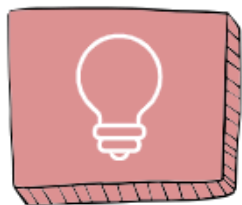
- Ensure preparatory tasks are completed prior to testing in Window 2.
- Learn about sharing Student Score Reports with parents/guardians.
- Gain insight on interpreting and understanding MAST Score Reports.
- Learn about upcoming professional learning opportunities and ways to be involved with MAST development.

Before Testing Tasks

[Click on image to access embedded links](#)

Montana Aligned to Standards Through-Year **MAST**

Before Testing Tasks



Schedule MAST Testlets within Testing Window

Schedule testing in upcoming testing window. District STCs have access to the MAST Scheduler and can print & share schedule of testlets.

Scheduling Best Practices

- Administer close to instruction such as at the end of a unit/chapter.
- Spread out testing throughout the window rather than clustering all testlets into the same week.
- Plan for make ups.

Resources (found on [MAST Portal](#))

- [MAST Testing Windows](#)
- Math Standards Blueprint
- ELA Standards Blueprint
- Math Assessment Specifications
- ELA Assessment Specifications
- Scheduler Portal
- Scheduler Tool Manual
- MAST Scheduling Guide & FAQs for Test Coordinators



User Management

Districts/Schools create and maintain user accounts within the Kite Platform. *When adding teacher accounts, please use a unique value such as the teacher's SEID number or email in the Educator Identifier field.*

Resources (found on [MAST Portal](#))

- User Management Quick Reference Guide
- [User Management Focused Support Video](#) and [Slides](#)



Rostering Students

The OPI will begin daily enrollment updates the week before each testing window opens. Be sure Student Information Systems are up-to-date. Have any major changes to rostering completed at least two weeks prior to testing window.

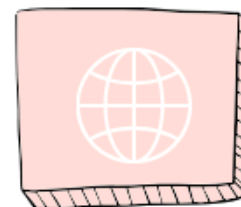
Resources (found on [MAST Portal](#))

- Kite Educator Portal Manual
- [Rostering Focused Support Video](#) and [Slides](#)



Professional Learning

- [MAST Training, Install Links, & Whitelisting Document](#)
- [MAST Training & Listening Sessions](#) and [Office Hours](#)
- [OPI Assessment Monthly Bulletin](#)



Entering Student PNPs

Have student PNPs updated at least two weeks prior to testing window.

Resources (found on [MAST Portal](#))

- Kite Educator Portal Manual
- MAST Accessibility Guide
- MAST Accommodations & Accessibility Crosswalk
- [Entering Student PNPs Focused Support Video](#) and [Slides](#)

**Zoom Link for all
Virtual Live Sessions**



Prepare Student Testing Devices

Install Guides found on the [MAST Portal](#)

MAST Portal



MONTANA ALIGNED TO STANDARDS THROUGH-YEAR (MAST) PROGRAM PORTAL

MAST Portal
The landing page for all MAST resources



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

Welcome to the Montana Aligned to Standards Through-Year (MAST) Program

In 2024-2025, the Montana OPI will launch an improved operational assessment system that will offer useful flexibility in terms of test administration and alignment with taught curriculum. The vision of the Montana Aligned to Standards Through-Year (MAST) is to furnish teachers with timely, actionable data and a meaningful model of student learning throughout the school year, all while meeting federal testing requirements. The MAST is replacing the traditional end-of-year state summative assessment for grades 3-8 in math and ELA.

...



SCORE REPORTS

- Classroom-Level Score Report Interpretive Guide
- Student-Level Score 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
- Classroom-Level Score Report Interpretive Guide
- Student-Level Score Report Interpretive Guide
- Kite Educator Portal Manual



HELP DESK

- For all help desk inquiries please contact: kite-support@ku.edu
- For content or test design queries please contact: mast@newmeridian.org
- KITE Support Desk: (855) 277-9752 7:30 a.m. – 4:00 p.m. MST



MAST TRAININGS

▶ 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.



SYSTEMS (TECH PLATFORMS)

- Kite® Student Practice Test Username: tech.demo Password: MAZEB
- Kite Educator Portal



KITE TRAINING VIDEOS

- ▶ Test Administrator (TA):
- ▶ Authorized Representative (AR):
- ▶ Parent Resources

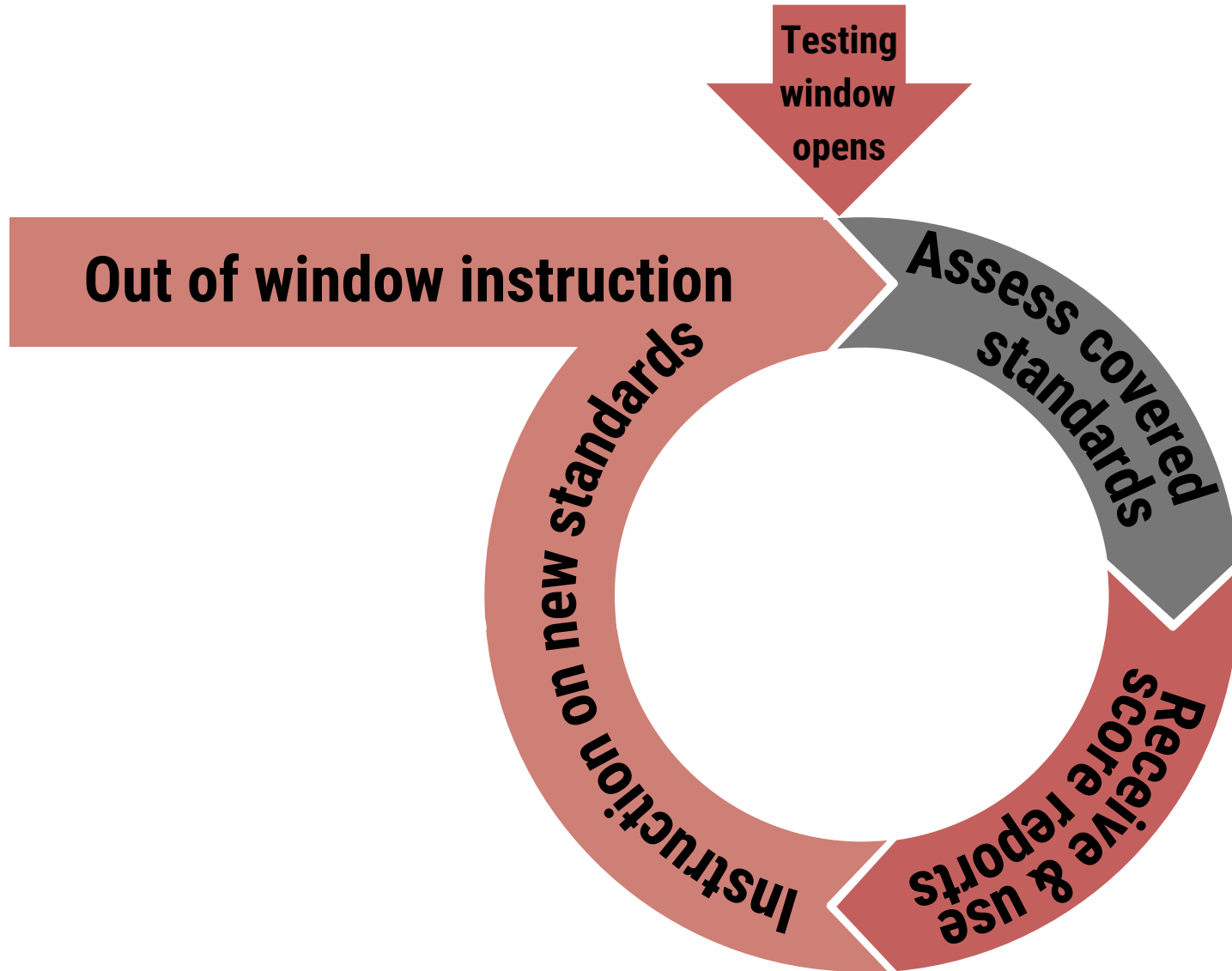
Kite Educator Portal

MAST Testing Windows

MAST Testing Windows Overview

	Window 1	Window 2	Window 3	Window 4
	October 14 - November 22	January 13 - February 21	March 24 - May 2	May 5 - May 23
	6 weeks	6 weeks	6 weeks	3 weeks
MATH	3-5 Testlets	3-5 Testlets	3-5 Testlets	1 Anchor Testlet
ELA	2 BOY Testlets	2 MOY Testlets Performance Task	2 EOY Testlets	

Instructional Testing Cycle



SY24-25 Testlet Scheduling

Scheduling Best Practice



- Administer 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
- Use score reports for immediate and long-term instructional decisions (provided weekly during the window)
- Leverage testlet scheduling as an opportunity for district collaboration around curriculum and assessment
- Plan for make ups

Kite Educator Portal

*Portal for preparing, administering, and monitoring
completion of MAST testlets*

- **Before Testing:** Training Videos, User Management, Rostering, Entering PNPs, Printing Student Tickets & DACs
- **During & After Testing:** Administering & Monitoring Testlet Completion, Accessing Student Score Reports

Kite Educator Portal

Before Testing

Update Users

DTC, DU, and BTC users in the Kite Platform have the capability to add/modify users.

Navigate to:

1. Settings > Users.
2. Select the row associated with educator.
3. Select *Edit*.

SETTINGS - MANAGE TESTS - INTERIM - REPORTS - DASHBOARD HELP

ORGANIZATION
PARENTS
ROSTERS
STUDENTS
USERS

Upload Users

STATE: Montana Sandbox State DISTRICT: District LE0003 SCHOOL: Select

Include Inactive Users

<input type="checkbox"/>	Status	Last Name	First Name	Educator ID	Email	Role(s)	Account Locked
<input type="checkbox"/>	Active	LE0003	BTC		btc-le0003@kitesandbox.org	Building Test Coordinator	No
<input type="checkbox"/>	Active	LE0003	BUS		bus-le0003@kitesandbox.org	Building User	No
<input type="checkbox"/>	Active	LE0003	DTC		dtc-le0003@kitesandbox.org	District Test Coordinator	No
<input type="checkbox"/>	Active	LE0003	DUS		dus-le0003@kitesandbox.org	District User	No
<input type="checkbox"/>	Active	LE0003	TEA01	TEA01-LE0003@kiteai.org	tea01-le0003@kitesandbox.org	Teacher	No
<input type="checkbox"/>	Active	LE0003	TEA02	TEA02-LE0003@kiteai.org	tea02-le0003@kitesandbox.org	Teacher	No
<input checked="" type="checkbox"/>	Active	LE0003	TEA03	TEA03-LE0003@kiteai.org	tea03-le0003@kitesandbox.org	Teacher	No
<input type="checkbox"/>	Active	LE0003	TEA04	TEA04-LE0003@kiteai.org	tea04-le0003@kitesandbox.org	Teacher	No

1 of 1 30 per page

Kite Educator Portal

Before Testing

Update Users

Once in the Educator's Edit Screen:

4. Select the desired role in the dropdowns. *A reminder if adding a Teacher role that the Educator Identifier field must have a unique value entered such as the Educator's SEID number or email.*
5. Select Add.
6. Click Save.

User Information

FIRST NAME: TEA03
LAST NAME: LE0003
EMAIL ADDRESS: tea03-le0003@kitesandbox.org
EDUCATOR IDENTIFIER: TEA03-LE0003@kitesaii.org

Organization & Roles

STATE: Montana Sandbox ...
ASSESSMENT PROGRAM: Testlet
ROLE: Teacher
DISTRICT: District LE0003
SCHOOL: School 1

Add

Default	State	Assessment Program	Role	District	School
	Montana Sandbox State	Testlet	Teacher	District LE0003	School 2

Page 1 of 1
1-1 of 1 items

6 Save Cancel

Rostering Students

DTC, DU, BTC, or BU users in the Kite Platform have the capabilities to roster students to teachers that will administer MAST testlets. A reminder that a student can only be rostered to *one teacher* per subject area.

- Roster students to teachers that need to access the student's score report.
- Rostering & the Classroom Report

Kite Educator Portal

Before Testing

- [MAST Accessibility Guide](#)
- [MAST Accommodations Crosswalk](#)
- [Entering Student PNPs Focused Support Video & Slides](#)

Adding Student PNPs

PERSONAL NEEDS PROFILE

Additional supports and accommodations needed for testing are set in a student's Personal Needs Profile (PNP) in the Kite Educator Portal. DTC, DU, BTC, and BU users have the capabilities to enter/modify students' PNPs based on a student's educational plan.

View Student Record - Demo Student One

Student

Student State ID: DemoStu1 Date of Birth: 09/11/2023

Demographic

Gender: Male Comprehensive Race: Alaska Native
First Language: Hispanic Ethnicity: No

Profile

Primary Disability: No Disability PNP Profile: [No Settings](#)

Assessment Program: Testlet - Testlet

School Enrollment

- Demo District (DEMODT) / Demo School 1 (DEMOSCH) Grade 5, School Year 2024

Accountability:

Student Local ID: Gifted Student:
State Entry: District Entry: School Entry: 09/11/2023

Subject:	Course	Educator	Rooster
Mathematics		Mo Montum	Mr. Mo Montum Math

Kite Educator Portal

Before Testing

Adding Student PNPs

PERSONAL NEEDS PROFILE

Additional supports and accommodations needed for testing are set in a student's Personal Needs Profile (PNP) in the Kite Educator Portal. DTC, DU, BTC, and BU users have the capabilities to enter/modify students' PNPs based on a student's IEP/504 Plan.

PNP Profile for: Vyse Zeug ✕

Student Demographics

First Name: Vyse Middle Name: Otto Last Name: Zeug Date of Birth: 07/17/2014 Gender: Male

State ID: 02171962 Grade 4

Summary Accommodations Designated Supports Universal Features

Selected PNP Profile Settings for Vyse Zeug

Embedded Selections

- Accommodations
- Open Captioning
- Designated Supports
- Color Contrast
- Color Overlay
- Magnification

Non-Embedded Selections

- Accommodations
- Alternate Response Options
- Designated Supports
- Separate Setting

Cancel Save

Administering Testlets

MATERIALS NEEDED

- Student Testing Devices
- Student Test Tickets & Daily Access Codes (DACs)
- Test Administration Script (*found in the Test Administration Manual*)

WITHIN THE TEST MONITOR SCREEN

- Test administrators can pause/resume testlets.
- Test administrators can view individual student progress status, number of unanswered questions, and progress through testlet.

Manage Tests: Select Criteria

TYPE: Testlet

DISTRICT: [Dropdown]

SCHOOL: [Dropdown]

GRADE: Select grade

Search

Test Name	Form	Testing Cycle	Subject	Test Materials	Allow Responses	Students Assigned
Math, Grade 3, Concepts of Multiplication and Division	General	One	Mathematics		Yes	13
Math, Grade 3, Place Value and Operations in Base Ten	General	One	Mathematics		Yes	13
Math, Grade 3, Two-Dimensional Geometric Figures	General	One	Mathematics		Yes	13
Math, Grade 4, Addition and Subtraction Algorithms	General	One	Mathematics		Yes	12
Math, Grade 4, Compare and Find Equivalent Fractions	General	One	Mathematics		Yes	12
Math, Grade 4, Place Value in the Base Ten System	General	One	Mathematics		Yes	12
Math, Grade 5, Multiply and Divide Whole Numbers	General	One	Mathematics		Yes	12
Math, Grade 5, Numerical Expressions	General	One	Mathematics		Yes	12
Math, Grade 5, Place Value and Powers of Ten	General	One	Mathematics		Yes	12
Reading, Grade 3, Informational Testlet, Beginning of Year	General	One	English Language Arts		Yes	13
Reading, Grade 3, Literary Testlet, Beginning of Year	General	One	English Language Arts		Yes	13
Reading, Grade 4, Informational Testlet, Beginning of Year	General	One	English Language Arts		Yes	12
Reading, Grade 4, Literary Testlet, Beginning of Year	General	One	English Language Arts		Yes	12
Reading, Grade 5, Informational Testlet, Beginning of Year	General	One	English Language Arts		Yes	12
Reading, Grade 5, Literary Testlet, Beginning of Year	General	One	English Language Arts		Yes	12

Monitor Tickets

Page 1 of 1 30 per page

Students Monitor

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

Page 1 of 1 10 per page

Refresh

Resume

Pause

Kite Educator Portal

Before Testing

Printing Test Tickets

TEST MONITOR SCREEN METHOD

Navigate to:

Not available until in an open testing window.

1. INTERIM > MY TESTS
2. Fill out the organization drop-downs.
3. Select the testlet for which you want to print student test tickets.
4. Click on *Tickets* button.

The screenshot shows the 'INTERIM' section of the Kite Educator Portal. The 'MY TESTS' button is highlighted with a red circle and arrow labeled '1'. Below it, the 'Manage Tests: Select Criteria' section has dropdowns for 'TYPE' (Predictive), 'DISTRICT' (highlighted with a red circle and arrow labeled '2'), 'SCHOOL' (highlighted with a red circle and arrow labeled '2'), and 'SUBJECT' (Mathematics). The 'GRADE' dropdown is set to 'Grade 4'. A 'Search' button is highlighted with a red circle and arrow labeled '3'. Below the search bar is a table of testlets with columns: Test Name, Form, Testing Cycle, Subject, Test Materials, Allow Responses, Students Assigned, Students Attempted, Students Completed, and Assign. The table lists various math testlets for Grade 4. At the bottom, the 'Tickets' button is highlighted with a red circle and arrow labeled '4'. The page footer shows 'Page 1 of 2' and '10 per page'.

Test Name	Form	Testing Cycle	Subject	Test Materials	Allow Responses	Students Assigned	Students Attempted	Students Completed	Assign
Math, Grade 4, Anchor Set	General	Five	Mathematics		Yes	50	50	50	Auto
Math, Grade 4, Angles and Geometry	General	Five	Mathematics		Yes	50	50	50	Auto
Math, Grade 4, Decimal Fractions	General	Five	Mathematics		Yes	50	50	50	Auto
Math, Grade 4, Multiply Fractions	General	Five	Mathematics		Yes	50	50	50	Auto
Math, Grade 4, Add and Subtract Fractions	General	Four	Mathematics		Yes	53	51	51	Auto
Math, Grade 4, Compare and Find Equivalent Fractions	General	Four	Mathematics		Yes	53	51	51	Auto
Grade 4, Survey	General	Three	Mathematics		Yes	52	45	45	Auto
Math, Grade 4, Multi-Digit Division	General	Three	Mathematics		Yes	53	50	49	Auto
Math, Grade 4, Multi-Digit Multiplication	General	Three	Mathematics		Yes	53	52	52	Auto
Math, Grade 4, Real-World Problems and Patterns	General	Three	Mathematics		Yes	53	50	50	Auto

Kite Educator Portal

Before Testing

Printing Test Tickets

DATA EXTRACT METHOD

Navigate to:

1. REPORTS > DATA EXTRACTS
2. Click on *New File* in the *Student Login Usernames/Passwords* row.
3. Fill out organization drop-downs in the *Create Extract* pop-up window then choose *OK*.
4. Once the report is generated, click on the *PDF icon* to download to your device. *Downloading as a CSV will allow filtering by roster.*

Filters

Assessment Program: *

District: *

School:

Grade:

Subject:

Download as: * CSV PDF

* = Required

OK Cancel

SETTINGS ▾ MANAGE TESTS ▾ INTERIM ▾ REPORTS ▾ DASHBOARD HELP

Student Information Test Administration and Monitor **DATA EXTRACTS**

Data Extracts

Note: Data extracts may include **Personally Identifiable Information (PII)**, take appropriate precaution to **protect** saved files.

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	03/13/2024 10:58 AM		<input type="button" value="New File"/>
PNP Setting Counts	Student PNP setting counts by organization.	01/30/2024 02:02 PM		<input type="button" value="New File"/>
PNP Settings	Personal Needs and Preferences (PNP) settings by student.	05/01/2024 07:41 AM		<input type="button" value="New File"/>
PNP Settings (Abridged)	Personal Needs and Preferences (PNP) settings by student.	11/30/2023 02:05 PM		<input type="button" value="New File"/>
Parents	Parent details for active parent student relation.			<input type="button" value="New File"/>
Roster	Student assignment by educator and subject.	10/17/2023 04:55 PM		<input type="button" value="New File"/>
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.	04/15/2024 08:52 AM		<input type="button" value="New File"/>

Live Chat

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Site Map

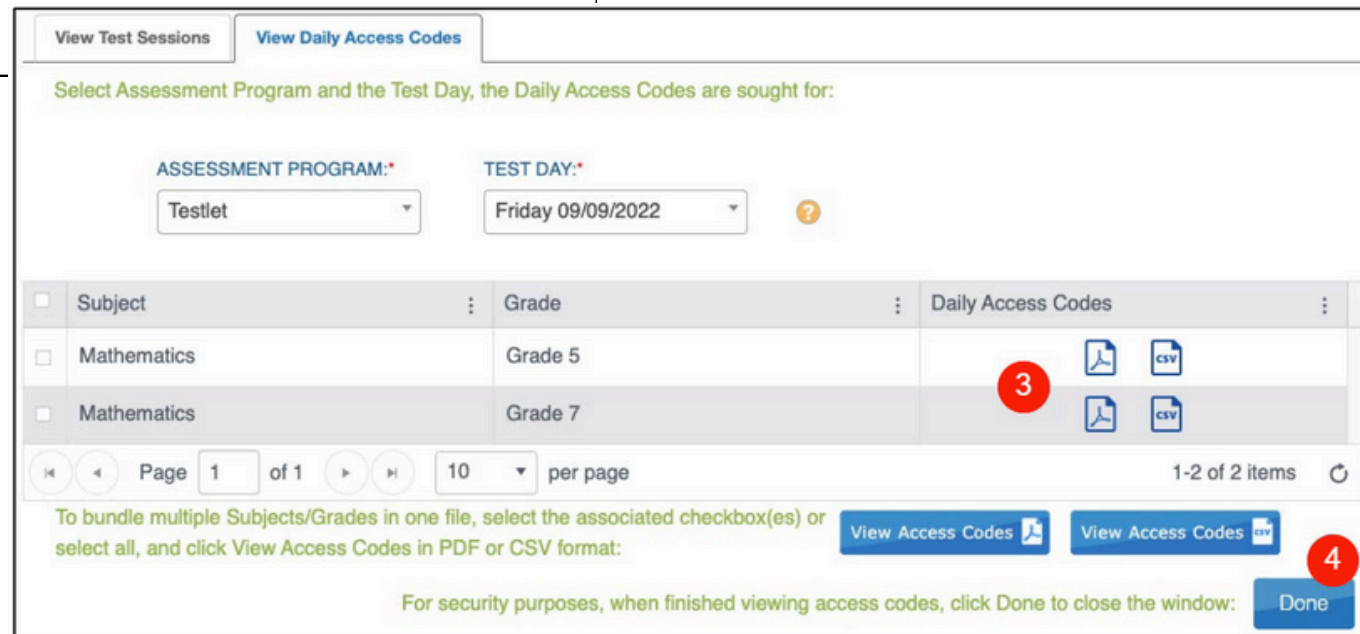
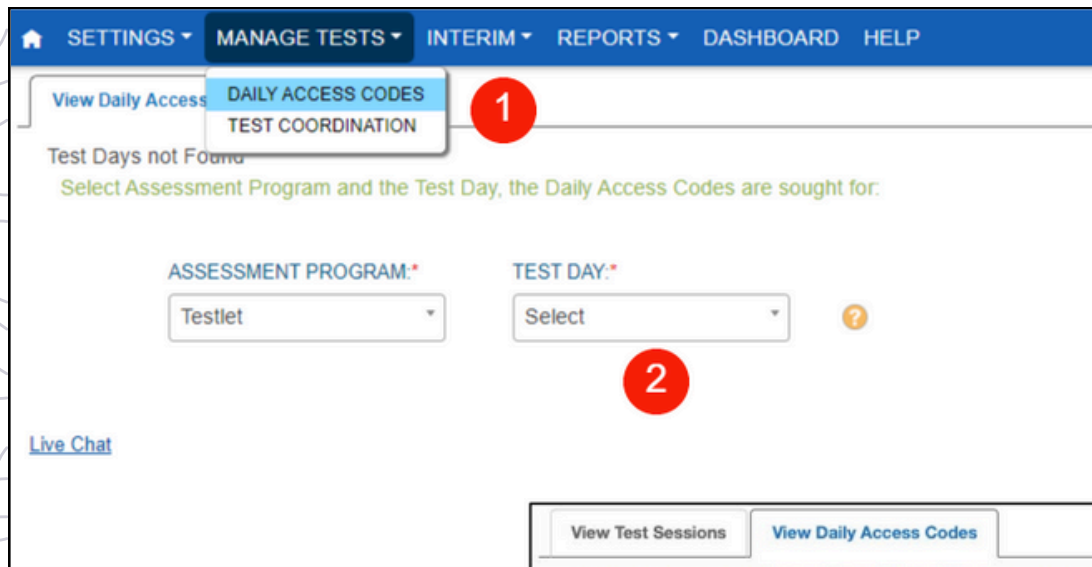
Kite Educator Portal

Before Testing

Daily Access Codes

Navigate to:

1. MANAGE TESTS > DAILY ACCESS CODES
2. Select the *Test Day*
3. In the Daily Access Codes column, select either the PDF or CSV icon to open the file.
4. Select Done once you have finished viewing the Daily Access Codes grid.



Monitoring Testlet Completion

USING THE DASHBOARD

High level testlet completion can be monitored at the District level to ensure all students are completing testing. *The Dashboard is updated at noon and midnight Central Time and shares the number of students that have completed all testing.*

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

The screenshot shows the 'Dashboard: View Testing Summary' page. The 'DASHBOARD' tab is selected in the top navigation bar, indicated by a red circle '1'. The page displays a table of testlet completion data for the School Year 2023-2024. The table has columns for Subject, Test Sessions Completed (Today 2/15, Prior Day 2/14, School Year 2023-2024), Students Assigned, Students All Sessions Unused, Students All Sessions In-progress, Students All Sessions Complete, Students Percent Complete, Test Sessions Reactivated (Prior Day 2/14, School Year 2023-2024), and a 'Download Extract' button. The 'English Language Arts' and 'Mathematics' rows are expanded, showing 0 sessions completed today and 0 prior, with 424 and 422 students assigned respectively. The 'Students All Sessions Complete' column shows 212 students for both subjects, with a 100% completion rate. A red circle '2' highlights the 'Students Percent Complete' column. A red arrow points to the 'Download Extract' button at the bottom right. The page footer includes '© 2024 The University of Kansas' and 'Site Map'.

Subject	Test Sessions Completed			School Year 2023-2024					Test Sessions Reactivated	
	Today 2/15	Prior Day 2/14	School Year 2023-2024	Students Assigned	Students All Sessions Unused	Students All Sessions In-progress	Students All Sessions Complete	Students Percent Complete	Prior Day 2/14	School Year 2023-2024
English Language Arts	0	0	424	214	2	0	212	100.1%	n/a	n/a
Mathematics	0	0	422	214	2	2	212	100.1%	n/a	n/a

Kite Educator Portal

During Testing

Monitoring Testlet Completion

USING THE TEST ADMINISTRATION MONITORING DATA EXTRACT

Navigate to:

1. REPORTS > DATA EXTRACTS
2. Select the Test Administration and Monitoring tab.
3. Click on New File.
4. Once the file has loaded, click on the csv icon to download a document that can be filtered to identify testlets that in progress, unused, or paused.

SETTINGS • MANAGE TESTS • INTERIM • REPORTS • DASHBOARD HELP

Student Information Test Administration and Monitoring Data Extract

Data Extracts

Note Data extracts may include Personally Identifiable Information (PII), take appropriate precaution to protect saved files.

Extract	Description	Requested	File	Action
Testlet Test Administration Monitoring	Testlets assigned, in progress, and completed by subject, and student.	04/04/2024 07:57 AM	CSV	New File

Kite Educator Portal

During Testing

Monitoring Testlet Completion

USING THE TEST MONITOR SCREEN

Testlet completion can also be monitored by grade level and testlet using filtering options in the INTERIM > My Tests section of the Kite Educator Portal.

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

The screenshot shows the 'My Tests' section of the Kite Educator Portal. The interface includes a navigation bar with 'SETTINGS', 'MANAGE TESTS', 'INTERIM', 'REPORTS', 'DASHBOARD', and 'HELP'. Below this is a 'Manage Tests' section with a 'My TESTS' button (1) and a 'VIEW RESULTS' button. The 'Manage Tests: Select Criteria' section has filters for 'TYPE' (set to 'Predictive'), 'DISTRICT' (2), and 'SCHOOL'. A 'GRADE' filter is also present. A 'Search' button (5) is located above a table of testlets. The table has columns for 'Test Name', 'Form', 'Testing Cycle', 'Subject', 'Test Materials', 'Allow Responses', 'Students Assigned', 'Students Attempted', and 'Students Completed'. The row for 'Math, Grade 3, Unit Squares and Square Units' is highlighted in blue. A 'Monitor' button (6) is at the bottom left. Red callouts 1-6 point to these specific elements.

Test Name	Form	Testing Cycle	Subject	Test Materials	Allow Responses	Students Assigned	Students Attempted	Students Completed
Reading, Grade 6, Informational Testlet 2	General	Three	English Language Arts		Yes	8	7	7
Reading, Grade 6, Literary Testlet 2	General	Three	English Language Arts		Yes	8	8	8
Grade 3, Survey	General	Three	Mathematics		Yes	11	10	10
Grade 4, Survey	General	Three	Mathematics		Yes	13	12	12
Grade 5, Survey	General	Three	Mathematics		Yes	18	14	13
Grade 6, Survey	General	Three	Mathematics		Yes	8	8	8
Math, Grade 3, Solve Area Problems	General	Three	Mathematics		Yes	11	10	9
Math, Grade 3, Unit Squares and Square Units	General	Three	Mathematics		Yes	11	8	7
Math, Grade 4, Real-World Problems and Patterns	General	Three	Mathematics		Yes	13	10	10
Math, Grade 4, Solve Measurement Problems	General	Three	Mathematics		Yes	13	10	9

Kite Educator Portal

During Testing

Monitoring Testlet Completion

USING THE TEST MONITOR SCREEN

Once in the Monitor Screen:

1. Select the three dots to filter in the “Overall Status” column. Choose Sort Descending.
2. This will pull testlets to the top that are “Unused” (student has not started), “In Progress” (student has started but hasn’t completed), or “Paused” (student has not completed).
3. Look to the associated Student Name for which students still need to complete testlets.
4. Repeat steps #1-3 for the other testlets in the Monitor Screen.

Math, Grade 3, Unit Squares and Square Units

Student Name	Overall Status	# Unanswered Items	Section 1											
			1	2	3	4	5	6	7	8	9	10		
	Unused	↑ Sort Ascending	○	○	○	○	○	○	○	○	○	○	○	○
	Unused	↓ Sort Descending	○	○	○	○	○	○	○	○	○	○	○	○
	Unused	Columns	○	○	○	○	○	○	○	○	○	○	○	○
	In Progress	Filter	●	●	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●	●	●

Page 1 of 2 | 10 per page

Math, Grade 3, Multiply and Divide Within 100

Student Name	Overall Status	# Unanswered Items	Section 1											
			1	2	3	4	5	6	7	8	9	10		
	Complete	0	●	●	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●	●	●

Kite Educator Portal

During Testing

Monitoring Testlet Completion

STUDENT MOBILITY

Navigate to:

1. INTERIM > VIEW RESULTS
2. Testlet Report dropdown > Test Status Report
3. Fill out the organizational information for the individual student.
4. Click Search.
5. Select the three dots in one of the student's identifier columns (state ID, last name, or first name). Hover over Filter then click in the empty box under *Show items with value that: contains* [enter student's info]. Click on Filter.
6. This will pull ELA or math testlets for the student. If the cell under the testlet name says, Report Available, that means the student has completed the testlet. If the cell says, Unused, the student has not yet taken this testlet and should complete the assigned testlet at your district.

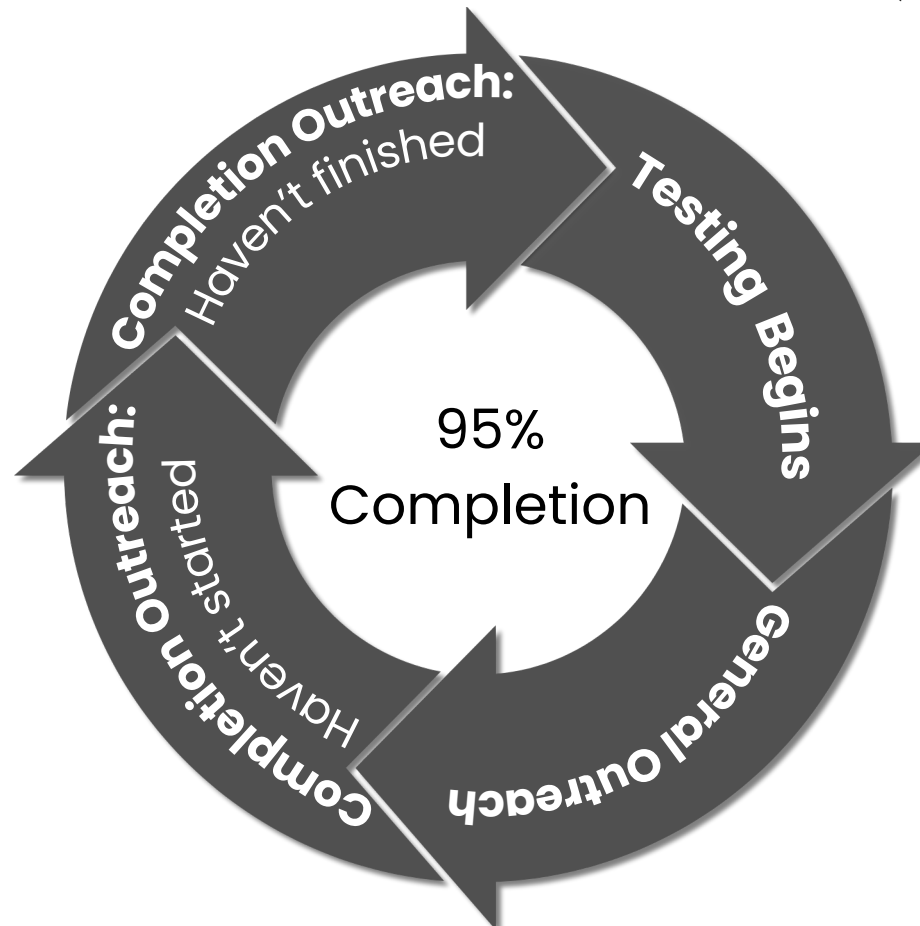
The screenshot displays the Kite Educator Portal interface. At the top, there is a navigation bar with 'SETTINGS', 'INTERIM', 'REPORTS', 'DASHBOARD', and 'HELP'. Below this, a dropdown menu for 'Testlet Report' is open, showing options like 'Classroom Reports', 'Common Bundled Reports', 'Student Reports', and 'Test Status Report'. The 'Test Status Report' option is selected. Below the dropdown, there are search filters for 'SCHOOL', 'SUBJECT', 'GRADE', 'ROSTER', and 'TEST WINDOW'. The 'SUBJECT' filter is set to 'English Language Arts' and the 'GRADE' filter is set to 'Grade 4'. A 'Search' button is visible. Below the filters, there is a table with columns for 'State Student ID', 'First Name', 'Last Name', and testlet names. The table shows one student with 'Report Available' for two testlets. A red circle with the number '5' points to the three dots in the 'Last Name' column, and a red circle with the number '6' points to the 'Report Available' status in the table. A red circle with the number '4' points to the 'Search' button. A red circle with the number '1' points to the 'Testlet Report' dropdown. A red circle with the number '2' points to the 'Test Status Report' option in the dropdown. A red circle with the number '3' points to the 'SUBJECT' filter.

State Student ID	First Name	Last Name	Reading, Grade 4, Informational Testlet, Beginning of Year	Reading, Grade 4, Literary
			Report Available	Report Available

Monitoring Testlet Completion

GENERAL & COMPLETION OUTREACH

General and Completion Outreach are ways to help support districts in meeting federally-mandated standardized testing completion guidelines. Districts are expected to assess all eligible students at a participation rate of at least 95% in accordance with section 1111(c)(4)(E)(iii).



Available Reports 2024-2025

Testlet Reports	Summative Reports
Student Testlet Report <ul style="list-style-type: none">• Available weekly• Serves as Parent Report as well	Student Summative Report <ul style="list-style-type: none">• Available after Standard Setting, Summer 2025
Classroom Testlet Report <ul style="list-style-type: none">• Available Weekly	Classroom Summative Report <ul style="list-style-type: none">• Available after Standard Setting, Summer 2025
School Testlet Report <ul style="list-style-type: none">• Available after last operational window, May 2025	School Summative Report <ul style="list-style-type: none">• Available after Standard Setting, Summer 2025
District Testlet Report <ul style="list-style-type: none">• Available after last operational window, May 2025	District Summative Report <ul style="list-style-type: none">• Available after Standard Setting, Summer 2025

Kite Educator Portal

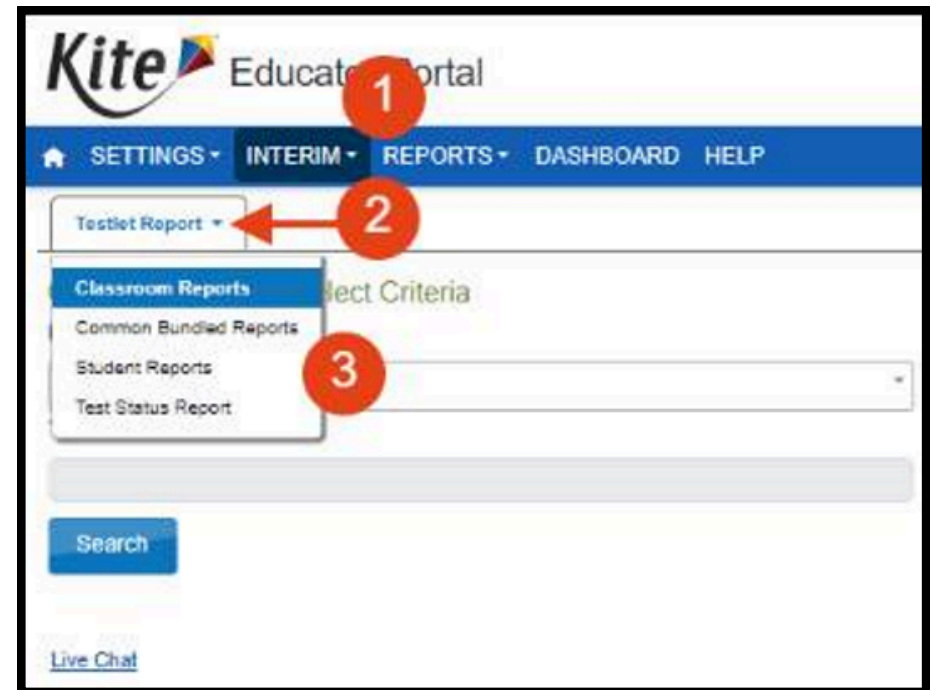
After Testing

Accessing & Utilizing MAST Score Reports Focused Support [Video](#) & [Slides](#)

Accessing Score Reports

Navigate to:

1. INTERIM > VIEW RESULTS.
 2. Click on the dropdown menu for *Testlet Report*.
 3. *Classroom Reports* is the default. Individual student reports and bundling options are available in the menu.
 4. Fill organization drop-downs then select *Search*.
- Available weekly during testing windows.
 - District & School reports will be available at the end of the school year after all testlets have been completed.



Student Report: Math



Student Testlet Report Wilson Elementary School 2024-2025

Fatima Ali (1111111111)

Test Date
09/15/2023

Math, 3rd, Compare and Find Equivalent Fractions

This report summarizes student testlet performance. The information provided in this report should be interpreted along with other information such as student performance in the classroom on similar content and other demonstrations of academic progress.

Performance



The student's score was in Band 2. This means that they performed in the **middle third** of the students in the state who took a similar testlet.

The bands compare students to other students who previously completed a similar testlet.

Student reports should be used in conjunction with the MAST Student Report Interpretation Guide, found on the MAST portal.

The OPI recommends focusing on item, standard, and misconception information to understand student performance as related to the assessed content.

Misconceptions

AG.2.a Incorrectly use substitution to evaluate an equation

Testlet Summary

Standards	Points Earned / Points Possible
3.NF.A.3	5 / 10

Legend Correct Incorrect Did Not Attempt

Question Description	Credit Earned	Standards
1. This question evaluates students' understanding of sequences and series.	<input checked="" type="checkbox"/>	3.NF.A.3
2. This question evaluates students' understanding of rounding numbers to the nearest ten.	<input checked="" type="checkbox"/>	3.NF.A.3
3. This question addresses students' understanding of basic probability concepts.	<input checked="" type="checkbox"/>	3.NF.A.3
4. This question evaluates students' understanding of coordinate planes and how to plot points.	<input checked="" type="checkbox"/>	3.NF.A.3
5. This question assesses students' understanding of ratios and proportional relationships.	<input type="checkbox"/>	3.NF.A.3



Student Testlet Report Wilson Elementary School 2024-2025

Fatima Ali

Test Date
09/15/2023

3rd, Math, Compare and Find Equivalent Fractions

Legend Correct Incorrect Did Not Attempt

Question Description	Credit Earned	Standards
6. This question evaluates students' ability to solve quadratic equations by factoring.	<input checked="" type="checkbox"/>	3.NF.A.3
7. This question evaluates students' understanding of sequences and series.	<input checked="" type="checkbox"/>	3.NF.A.3
8. This question evaluates students' ability to compare and order fractions.	<input checked="" type="checkbox"/>	3.NF.A.3
9. This question assesses students' ability to perform operations with polynomials.	<input checked="" type="checkbox"/>	3.NF.A.3
10. This question assesses students' understanding of probability distributions.	<input checked="" type="checkbox"/>	3.NF.A.3



Student Report: ELA



Student Testlet Report
Wilson Elementary School
2024-2025

Fatima Ali (1111111111) Test Date
09/15/2023
ELA, 5th, Beginning of Year - Informational

This report summarizes student testlet performance. The information provided in this report should be interpreted along with other information such as student performance in the classroom on similar content and other demonstrations of academic progress.

Performance



The student's score was in Band 3. This means that they performed in the **highest third** of the students in the state who took a similar testlet.

The bands compare students to other students who previously completed a similar testlet.

Student reports should be used in conjunction with the MAST Student Report Interpretation Guide, found on the MAST portal.

The OPI recommends focusing on item and standard information to understand student performance as related to the assessed content.

Testlet Summary

Clusters	Points Earned / Points Possible
Key Ideas and Details	3 / 5
Craft and Structure	2 / 2
Integration of Knowledge and Ideas	1 / 1
Knowledge of Language	7 / 10
Vocabulary Acquisition and Use	4 / 4

Legend Correct Partially Correct Incorrect Did Not Attempt

Question Description	Credit Earned	Standards
1. Identifies the meaning of figurative language such as similes and metaphors	<input checked="" type="checkbox"/>	L.5.5
2. Uses reference materials to determine the meaning of a word or phrase	<input checked="" type="checkbox"/>	L.5.4
3. Determines the meaning of a general academic word or phrase in a text	<input type="checkbox"/>	RI.5.4



Student Testlet Report
Wilson Elementary School
2024-2025

Fatima Ali (1111111111) Test Date
09/15/2023
ELA, 5th, Beginning of Year - Informational

Legend Correct Partially Correct Incorrect Did Not Attempt

Question Description	Credit Earned	Standards
4. Uses common Greek and Latin affixes and roots to determine the meaning of a word or phrase	<input type="checkbox"/>	L.5.4
5. Uses relationships between words, like synonyms and antonyms, to determine the meanings of words	<input checked="" type="checkbox"/>	L.5.5
6. Identifies the function of a preposition in a sentence	<input checked="" type="checkbox"/>	L.5.1
7. Recognizes that sentence variety affects meaning, reader interest, and style	<input type="checkbox"/>	L.5.3
8. Determines when actions take place based on the perfect verb tense	<input checked="" type="checkbox"/>	L.5.1

*Partial credit can be earned on two-part ELA items.

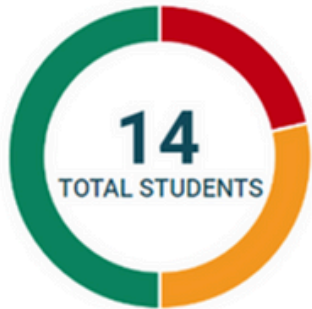
Classroom Report: Math

Tony Sullivan

Class 1 (Math)

Math, 5th, Numerical Expression

Summary Results



- Level 1
3 Students (21%)
- Level 2
4 Student (29%)
- Level 3
7 Students (50%)

State Standard	Average Percent
5.OA.A.1 5.OA.A.1.b	65%
5.OA.A.2	35%

Testlet Summary

Misconception	Misconception	# of Students
ME07	Misinterprets ratio as an additive relationship.	3
ME31	Incorrectly interpreted graph.	3
ME06	Student added or subtracted numerators and denominators, instead of finding equivalent fractions.	2
ME08	Error creating equivalent fractions when adding or subtracting.	1

Student Details

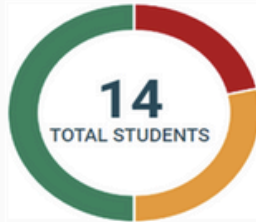
Student Name	Unique ID	Test Date	Performance Category	Misconceptions
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Classroom Report: ELA

This report summarizes classroom testlet performance. It is intended to be used alongside classroom assessment and observations to help inform instructional next steps.

Summary Results

Summary Results



- Band 1**
3 Students (21%)
- Band 2**
4 Student (29%)
- Band 3**
7 Students (50%)

Clusters	Average Percent of Points Earned
Key Ideas and Details	60%
Craft and Structure	100%
Integration of Knowledge and Ideas	100%
Knowledge of Language	70%
Vocabulary Acquisition and Use	80%

Student Details

Student Name	Student ID	Test Date	Performance Band
Ali, Fatima	1111111111	09/16/2024	Band 2
Anderson, Jackson	1212121212	09/16/2024	Band 1
Brown, Olivia	1231231231	09/16/2024	Band 2
Chen, Lila	1234123412	09/16/2024	Band 3
Davis, Noah	1234512345	09/16/2024	Band 3
Desai, Rachul	1234561234	09/23/2024	Band 3
Garcia, Aiden	1234567123	09/16/2024	Band 3
Gomez, Mateo	1234567812	09/16/2024	Band 1

General Guidelines

- Each score report provides a snapshot of academic performance on a small set of related standards.
- Score reports are meant to support professional judgment, not replace it.
- Score reports should be considered alongside other information.
- Individual test items assess different complexity levels and therefore are not designed to be averaged. Refer to Assessment Specifications documents for more information.

Parent Portal

Parent Notification of Testing
Letter Template



*Portal where parents/guardians can view child(ren)'s
MAST results.*

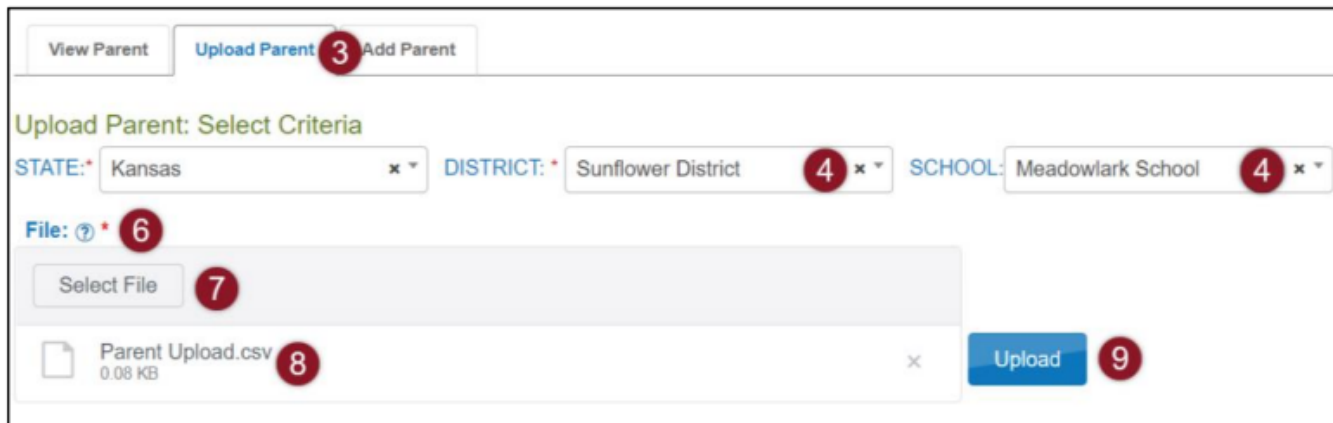
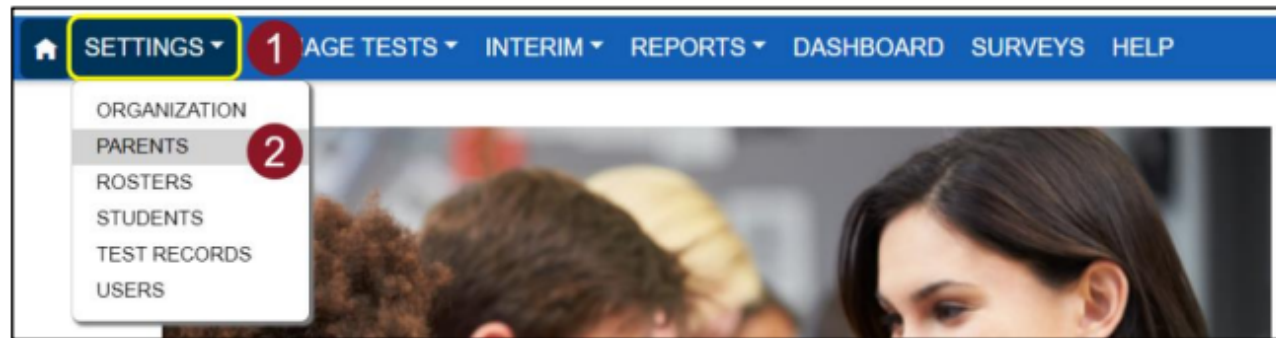
- Make the Student-Parent Connection in the Kite Educator Portal
- Parent Access to Student Score Reports

Parent Portal

- Kite Educator Portal Manual
- Parent Portal Set Up: Making the Student-Parent Connection Tutorial Video

Making the Student-Parent Connection

DISTRICT-LEVEL USER SETS UP IN THE KITE EDUCATOR PORTAL



Prepare Upload Template

FIELDS IN TEMPLATE FILE

Col.	Column Title	Description	Acceptable Values
A*	Parent_Email	The parent's email address. Note: One email per line. Note: One parent email can be connected to more than one student with multiple lines.	Alphanumeric
B*	State_Student_Identifier	The student's State Student Identifier. Note: For building/school uploads, the student must be enrolled in Educator Portal	Alphanumeric
C*	District_Identifier	The district's organization ID. (Ex: D1001) Note: School ID cannot be used in place of District ID. Note: Find the District ID in Educator Portal > Settings > Organization > Parent Organization column.	Alphanumeric
D	Electronic_Opt_In	Yes or No. (If blank, default is No) Note: Currently, this field has no functionality. In future development, this field will allow electronic-opt-in selection to reduce the quantity of reports generated in bundled reports.	Alphanumeric

*Indicates this field is required.

Column A: **Parent Email.**

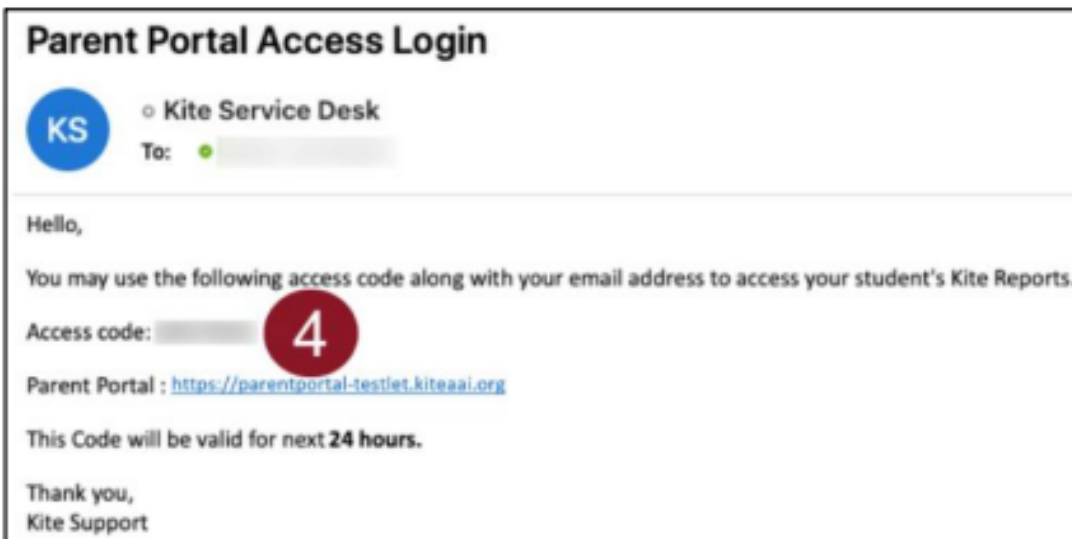
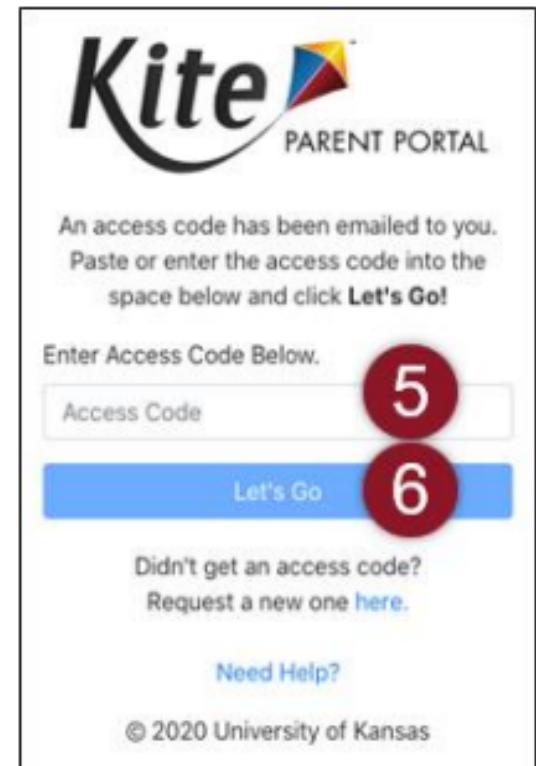
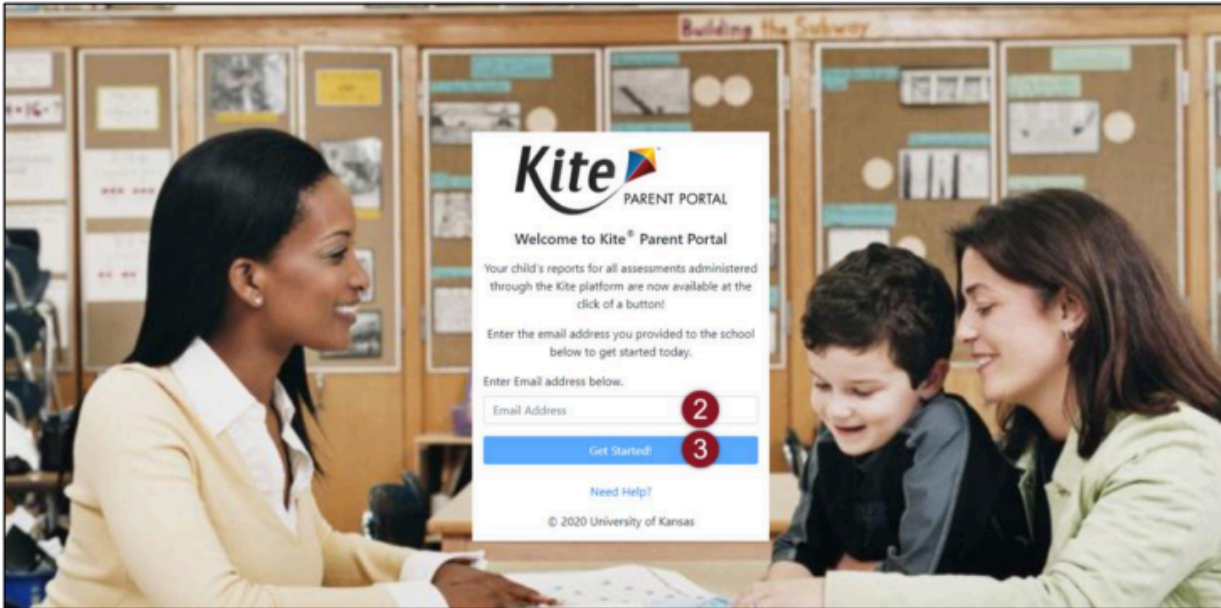
Column B: **Student State Identifier** (Can be found in a Kite Enrollment Data Extract or in Settings > Students)

Column C: **District Identifier** (Can be found in Settings > Organization. Use the number associated with district organization.)

Column D: **Electronic Opt-In** (Not required.)

Parent Portal

- Kite Parent Portal Manual
- Kite Parent Portal Tutorial Video



Parent Portal



Logged in as *parent@mail.org*,
Sign Out

Welcome to Kite® Parent Portal! Here, you can view both current and prior year score reports for any assessment administered through the Kite platform. Score reports are subject-specific, so students receive one score report for each assessment taken.

Assessment Type or Name 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Pellentesque habitant morbi tristique senectus et netus et malesuada. Pellentesque nec nam aliquam sem et tortor consequat id porta. Mattis nunc sed blandit libero volutpat sed.

Assessment Type or Name 2

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Pellentesque habitant morbi tristique senectus et netus et malesuada. Pellentesque nec nam aliquam sem et tortor consequat id porta. Mattis nunc sed blandit libero volutpat sed.

Select your child below to view their available score reports.
Use the navigation menu on the next screen to select the assessment program and subject.

Student Name

[View Reports](#)

Student Name

[View Reports](#)



Parent Portal

This screenshot shows the top portion of the Kite Parent Portal. The Kite logo and 'PARENT PORTAL' text are on the left. On the right, it says 'Logged in as parent@mail.org' and 'Sign Out'. A navigation bar contains a home icon, 'Assessment Type or Name 1', 'Mathematics', and 'Help'. A dropdown menu is open under 'Assessment Type or Name 1', showing 'English Language Arts', 'Mathematics', and 'Science'. A blue button '+ Show Scoring Report Guides' is visible. Red circles with numbers 1, 2, and 3 highlight the logo, the 'Mathematics' dropdown, and the 'Sign Out' link respectively.

This screenshot shows the main content area of the Kite Parent Portal. It includes the Kite logo and 'PARENT PORTAL' text, and the user information 'Logged in as parent@mail.org' and 'Sign Out'. The navigation bar is the same as in the previous screenshot. The main heading is 'About Assessment Type or Name 1' with a blue button '+ Show Scoring Report Guides'. Below this is a paragraph of placeholder text. A table displays assessment data for three years. A red circle with the number 4 highlights the word 'Morbis' in the text, and a red circle with the number 5 highlights the '+ Show Scoring Report Guides' button. A red circle with the number 6 highlights the download icon for the 2022 report. At the bottom, there is a pagination control showing '1' and '1 - 3 of 3 items'.

Year	School Name	Grade	Proficiency Level	Download Report
2023	Sunflower Elem	5	2	
2022	Sunflower Elem	4	3	
2021	Sunflower Elem	3	2	

MAST PL & Support

MAST Trainings & Listening Sessions

2024-2025

OPI Assessment MAST Training, Professional Learning, & Listening Sessions

◀ ZOOM LINK TO
ALL SESSIONS



Join us for trainings on timely tasks and professional learning leading up to statewide MAST administration. Each session provides tutorials for completing prerequisite activities for MAST testing. Listening sessions occur after each window for educators to share feedback on MAST testing with the OPI Assessment Team.

MAST TRAININGS & LISTENING SESSIONS

WEDNESDAYS 3:30-4:30

September 25: Training

October 2: Training

October 9: Training

October 16: Training

December 4: Listening Session

January 8: Training

February 26: Listening Session

March 19: Training

April 30: Training & Listening

May 28: Listening Session

MAST-ALIGNED INSTRUCTIONAL

PROFESSIONAL LEARNING

MONDAYS 4:00-5:00

October 28

November 18

January 6

January 27

March 10

April 7

April 28

VISIT THE STAY INFORMED PAGE OF THE OPI
ASSESSMENT WEBSITE FOR ADDITIONAL RESOURCES

MAST PL & Support

2024-2025

OPI Assessment Office Hours



OPI Assessment Office
Hours

Meet virtually with an OPI Assessment Specialist for support regarding scheduling MAST Testlets, statewide assessments, testing platforms, test security, and testing plan.

MAST SCHEDULER WEEKLY OFFICE HOURS JULY-SEPTEMBER

8:00-9:00 AM every Tuesday

July 23, July 30, August 6, August 13, August 20,
August 27, September 3, September 10, September 17

3:00-4:00 PM every Thursday

July 25, August 1, August 8, August 15, August
22, August 29, September 5, September 12,
September 19

MONTHLY OFFICE HOURS OCTOBER-JUNE

8:00-9:00 AM every first Tuesday

October 1, November 5, December 3, January 7,
February 4, March 4, April 1, May 6, June 3

3:00-4:00 PM every third Thursday

October 17, November 21, December 19,
January 16, February 20, March 20, April 17,
May 15, June 19



**ZOOM LINK TO
ALL OFFICE HOURS**

MAST Standard Setting

Initial Interest Form

Montana educators are invited to participate in Standard Setting for the MAST assessment in the Summer 2025. In collaboration with other subject matter experts, Montana educators will help draft and refine performance-level descriptors to ensure these descriptors accurately reflect the competencies students must demonstrate at each performance level. Please express initial interest by filling out the linked MAST Standard Setting Initial Interest Form.



Questions?

PROGRAM & PRODUCT DESIGN QUESTIONS:

MAST@NEWMERIDIANCORP.ORG

KITE PLATFORM INQUIRIES:

KITE SUPPORT DESK: (855) 277-9752

7:30 A.M. – 4:00 P.M. MST

KITE-SUPPORT@KU.EDU

OPI ASSESSMENT HELP DESK:

1-844-867-2569

OPIASSESSMENTHELPDESK@MT.GOV

Professional Development Unit and Evaluation Form

One session evaluation for 1-hour of training = 1 professional development unit.

Indicate your feedback using a scale from 1-5.

1. Objectives and outcomes were clear.
2. Technology features appropriate to accomplish the goals.
3. Session objectives met and the content was useful.
4. Clear how to apply the session content to STC Role.
5. Opportunities for participants to interact and engage in the learning.
6. Overall satisfaction with session.

MontCAS Montana Comprehensive Assessment System
Montana Office of Public Instruction

MAST Training

Complete this form to provide the Assessment Team with feedback on the MAST Training and to receive one professional development unit certificate.

Professional development units will be processed electronically to manage and issue certificates in a more efficient way.

Your completion of the form is essential to receive your professional development unit certificate. After receiving your form, the Assessment Team will reply via email with your certificate.

Please allow 28 business days to process your certificate.

Slides Link
