



Subject: Year 2 MAST Through-Year Pilot: Important Updates and Next Steps  
10.6.23 Weekly MAST Newsletter

### Test Administration Manual

The [Test Administration Manual](#) for the MAST Pilot is a comprehensive guide that will provide you with all the essential information needed to prepare for the upcoming testing window, scheduled to begin on October 23rd. This manual includes an assessment overview, guidelines for test security, details on student tools and accommodations, and other pertinent information. It is crucial to thoroughly review this manual to ensure a smooth and successful testing process. Familiarize yourself with the contents of this manual to understand the procedures and requirements for administering the MAST Pilot test effectively.

### Student Enrollment, Rostering, and PNPs

District STCs and Authorized Representatives have been set up with District Test Coordinator (DTC) roles within the Kite platform. If you have not received the activation email, please check your junk/spam folder. DTCs have the ability to login and create Building Test Coordinator (BTC) roles within the Kite platform. DTCs and BTCs are responsible for creating Teacher (TEA) roles and scheduling students to the appropriate teacher for administering their tests. Additionally, it is possible to enter Personal Needs Profile (PNPs) for students who require accommodations based on their IEP or 504 plans. To assist with the translation of Smarter Balanced accommodations into MAST PNPs, a crosswalk document will be provided soon.

### Curriculum Alignment Survey

Individual districts have been emailed PDFs of their final MAST math and ELA testing schedules based on the information districts provided in the Curriculum Alignment Survey. If you have not received your testing schedules, please reach out to [Tressa Graveley](#) with the OPI. Additional details about the math and ELA assessments, including math and ELA standards blueprints, can be found on the OPI MAST webpage under [Yr. 2 Teacher Resources](#). All changes or modifications to district testlet schedules must be completed **no later than Wednesday, October 11, 2023**.

### MAST Through-Year vs. MAST Form B Pilot Districts

The **MAST Form B Pilot** program offers districts the chance to experience an end-of-year assessment and get a preview of the through-year assessment in a more traditional summative format. Districts will test in the final testing window *only*—April 15 - May 10, 2024. As part of this program, districts will have access to the Kite testing platform, allowing them to interact with the testlet content and design. This opportunity allows districts to familiarize themselves with the assessment process before statewide implementation in the 2024-2025 school year. It's important to note that full participation in the MAST Form B Pilot will not require districts to take the Smarter Balanced Assessment, and there will be no impact on accountability measures. This opportunity aims to provide valuable insights and feedback to improve the assessment system for all stakeholders involved.



**MAST Through-Year Pilot** districts are fully committed to participating in the innovative through-year design. These districts have already submitted their curriculum, ensuring seamless alignment of the MAST testlets with the local scope and sequence. As part of the pilot program, districts will have the opportunity to administer the MAST assessments during all five test windows scheduled throughout the year. By participating in the MAST Through-Year Pilot, districts will no longer be obligated to administer the Smarter Balanced Assessment, and their accountability measures will remain unaffected. This pilot program revolutionizes the assessment experience for districts and provides valuable insights into student progress throughout the academic year.

Districts participating in both subgroups of the MAST Pilot are still required to administer the Montana Science Assessment (MSA) to students in grades 5 and 8. Any alternate students you may have enrolled this year will need to take the Multi-State Alternate Assessment (MSAA) (Grades 3-8 and 11) and the Alternate Montana Science Assessment (AMSA) for Grades 5, 8, and 11 as there is not an alternate version of MAST.

### **Live Q&A/Training Sessions**

Live training and Q&A sessions will continue throughout the administration year. See the schedule below for topic sessions, asynchronous videos, and Live Q&A Zoom links. All past recordings and training videos are available on the OPI MAST webpage under [Yr. 2 Teacher Resources](#). This [MAST Training & Install Link Document](#) may be a useful resource to disseminate to your staff. All Kite Portal training will utilize the same Zoom link and passcode.

Session 1: MAST Program and Product Design Live Q&A Session  
[Recording](#) | [MAST Program Focus video](#) | [Math MasteryGuide Pilot slides](#) | [ELA MasteryGuide Pilot slides](#)

#### **Session 2: Installation**

**Date:** September 26, 2023

**Time:** 3:30 - 4:30 pm MST

[Recording](#)

#### **Session 3: Rostering and Install Support**

**Date:** October 3, 2023

**Time:** 3:30 - 4:30 pm MST

*Recording available soon*

#### **Session 4: Utilizing the Student Practice Test, Rostering, and Additional Install Support**

**Date:** October 10, 2023

**Time:** 3:30 - 4:30 pm MST

[Zoom Link](#) Meeting ID: 958 1600 2914 | Passcode: 278441

#### **Session 5: Open Session for any Districts Needing to Prepare for the First Testing Window**

**Date:** October 17, 2023

**Time:** 3:30 - 4:30 pm MST

[Zoom Link](#) Meeting ID: 958 1600 2914 | Passcode: 278441

The following asynchronous training videos have been provided by our testing partner, ATS, to assist in understanding and using the Kite Platform. It is recommended that the following testing roles watch the listed videos to help ensure the success of administering the MAST Pilot.

**Test Administrator (TA):**

[Intro to Kite Suite](#)  
[Getting Started in Kite Educator Portal – MT](#)  
[Intro to Kite Student Portal – MT](#)  
[Testlet Administration – MT](#)

**System Testing Coordinator (STC)/Building Test Coordinator (BTC):**

[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](#)

**Authorized Representative (AR):**

[Intro to Kite Suite](#)  
[Getting Started in Kite Educator Portal – MT](#)  
[User Management](#)  
[Data Extracts](#)  
[Dashboards](#)

**Testing Windows and Testlet Information**

Each standard testlet is expected to be completed in under 30 minutes (*likely less time but no more than*) with most students being able to complete two testlets within a 45-minute window. The ELA PT (*exclusively administered in the 4<sup>th</sup> OPI window*) is expected to be completed in less than 45 minutes. The number of Math testlets scheduled throughout the five testing windows will vary for each school district based on your curriculum and pacing.

**ELA Assessment Components:**

- Six (6) Standard Testlets
- One (1) Performance Task (*administered exclusively in the 4<sup>th</sup> testing window*)

**Math Assessment Components:**

- Twelve (12) Standard Testlets
- One (1) Math Anchor (*referred to as T13 Anchor Testlet*)

Testing Window 1: 10/23 - 11/10 (*both Math and ELA testlets delivered*)

Testing Window 2: 11/27 - 12/15 (*only Math testlets delivered*)

Testing Window 3: 1/29 - 2/16 (*both Math and ELA testlets delivered*)

Testing Window 4: 3/11 - 4/5 (*Math and only ELA Performance Task delivered*)

Testing Window 5: 4/15 - 5/10 (*both Math and ELA testlets delivered*)

## Student Portal Install Guides

**Technology Coordinators:** We strongly recommend having the secure browser installed by October 16th.

New Pilot Participants: Install the Kite Student Portal application on all testing devices using the download and install manuals on the OPI MAST webpage. Ensure that the Kite domain is whitelisted.

Returning Pilot Participants: There are no changes to the Kite Student Portal application for the 2024 school year. Simply ensure that the application is still installed on testing devices. If it's not, you can download and install it using the [Tips for Install](#) sheet. Also, verify network settings and whitelist the Kite domain if needed.

Install Guides:

[Student Portal Installation Guide - Windows](#)

[Student Portal Installation Guide - Mac](#)

[Student Portal Installation Guide - Chromebook](#)

[Student Portal Installation Guide - iPad](#)

## Accessing Student Reports for Y1 MAST Participating Schools

Y1 MAST Participating Districts have access to last year's student reports through the Kite Platform. Users with the District Testing Coordinator roles can use the same login credentials that were used during the previous year to access these reports. If you encounter any difficulties while trying to access the student reports, please don't hesitate to reach out to Kite Support using the contact information provided below. Use this link to access the [Kite - Educator Portal \(kiteaai.org\)](#) and student reports.

## Kite Support

The Kite Service Desk is here to assist you with any questions related to the processes mentioned above or any other Kite-related inquiries. You can reach the Kite Service Desk as follows:

- Hours: 7:30 a.m. – 4:00 p.m. MST
- Phone: (855) 277-9752
- Email: [Kite-support@ku.edu](mailto:Kite-support@ku.edu)

## Parent Letter

In accordance with our standard practice for statewide assessments, it is mandatory for school districts to inform parents or guardians about scheduled assessments. To assist you in effectively communicating with parents or guardians regarding the MAST Pilot, please find linked a comprehensive [Parent Letter Template](#). This template will serve as a helpful guide in notifying parents or guardians about the upcoming assessment and providing them with relevant information.

Sincerely,

*Tressa Graveley*

**OPI Assessment Specialist**

**[Tressa.Graveley@mt.gov](mailto:Tressa.Graveley@mt.gov)**