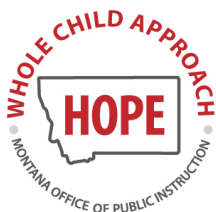Subject: Year 2 MAST Form B Summative Pilot: Important Updates and Next Steps
3.1.24 MAST Outreach

MAST Testing Preparation for April 15 - May 10, 2024 Testing Window

Please note that no students have been enrolled into the Kite Portal by the state, so no rostering or entering of PNPs can be completed yet. You will be notified when student enrollment into the Kite Portal has occurred. The following preparatory steps can be completed:

1. **Install the Kite Student Portal** application on all student testing devices by using the download and install manuals that can be found on page 1 of the MAST Training and Install Links document. Ensure that the Kite domain is whitelisted (*see page 2 of the linked document*). If you are a returning pilot participant, 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 link above. Also, verify network settings and whitelist the Kite domain if needed.

2. **Add/Update Users:** The Kite Platform has been set up with district organizations. District Authorized Representatives (ARs) and System Test Coordinators (STCs) have been given the District Test Coordinator (DTC) in the Kite Portal. DTCs are able to add users (Building Test Coordinators & Teachers) to their organization. Please refer to the Kite Educator Portal Manual and the User Management training video for detailed directions on User Management.

3. **Parent 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 this linked 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.

4. **Prepare Staff with Training Videos & Supports**. Training videos and other support such as the Educator & Student Portal Manuals can be found in the MAST Training and Install Links document. 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):	System Testing Coordinator (STC)/ Building Test Coordinator (BTC):
Intro to Kite Suite	Intro to Kite Suite
Getting Started in Kite Educator Portal	Getting Started in Kite Educator Portal
Intro to Kite Student Portal	User Management
Testlet Administration	

Authorized Representative (AR): Intro to Kite Suite Getting Started in Kite Educator Portal User Management Data Extracts Dashboards	Student PNP Settings Student and Rosters - MT Rostering (Upload Method) Testlet Administration Data Extracts Dashboards

For the Test Security Training, please proceed with your training as outlined for the Smarter Balanced Assessment, adhering to the specifications in your Test Security Plan. This includes providing training on crucial aspects such as refraining from sharing personally identifiable student information through non-secure means like voicemail/email, maintaining the confidentiality of test items/questions, ensuring all personal electronic devices (except approved medical devices) are powered off and stored out of sight during state assessments, implementing a student verification process to guarantee correct room assignments, seats, and assessments, ensuring active test administration and monitoring, and outlining procedures in the event of a test security breach.

There won't be a Test Administration Certification course for MAST. Upon initial login to the Kite Portal, all test administrators and users are required to acknowledge their understanding of a test security awareness agreement by clicking a checkbox.

5. **Attend Live Q&A/Training Session:** Live training and Q&A sessions will be provided to help support our MAST Form B districts prepare for the April 15 - May 10th testing window. See the schedule below for topic sessions and Zoom links below. These will be recorded and posted to the OPI MAST webpage under Yr. 2 Teacher Resources. This MAST Training and Install Links document may be a useful resource to disseminate to your staff.

   Session 1: Program and Product Design
   Date: March 12, 2024
   Time: 3:30-4:00 PM MST
   Zoom Link | Meeting ID: 869 2171 5711 | Password: 217656

   Session 2: Rostering & Install Support
   Date: March 26, 2024
   Time: 3:30-4:00 PM MST
   Zoom Link | Meeting ID: 891 2158 8809 | Password: 239125

   Session 3: Final Preparations (Additional Rostering & Install Support)
   Date: April 9, 2024
   Time: 3:30-4:00 PM MST
   Zoom Link | Meeting ID: 812 9730 6409 | Password: 321290

6. **Try out the Student Practice Test.** The Practice Test helps students gain confidence navigating assessments and question types. Students practice with simple questions,

successful manipulation of each question type, and tools. Login from home or school (an app or browser). Navigate to https://student-testlet.kiteaai.org/ and enter the username and password from the table shown.

Username	Password
tech.demo	MAZE8

After logging in, select PRACTICE FIRST and click Take Test.

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. Be sure to use the unique Montana URL to log into the Kite - Educator Portal (kiteaai.org) to access student reports.

KITE Support Desk: (855) 277-9752
7:30 a.m. – 4:00 p.m. MST
Kite-support@ku.edu

Montana MAST Through-Year Assessment Summit

The OPI extends heartfelt gratitude to all who attended and actively participated in the MAST Summit. Your engagement and contributions were invaluable in shaping the discourse and driving progress within the educational landscape. By coming together to share insights, experiences, and innovative ideas, we collectively advance towards our shared goal of enhancing assessment practices to better serve students and educators alike. Your dedication and collaboration are truly appreciated, and we look forward to continued partnership in our ongoing efforts to foster excellence in education.

If you would like to access recordings of the MAST Summit sessions, please access the registration email sent to you containing the invitation link to access the live event. Once you're in the platform, you'll find a "replay" button on the left-hand panel. Recordings can also be accessed at this link.

Additionally, if you haven't already done so, we encourage all MAST Summit participants to provide feedback through the MAST Summit Participant Survey. Your input is invaluable in helping us improve future events and initiatives. Thank you for your participation and contribution to the success of the summit.

Full MAST Participation

Please refer to the following participation guidance.During the extended field testing of MAST, it is crucial to closely monitor testlet completion. Per the Federal Testing Waiver granted to Montana for the 2023-2024 MAST administration, districts that fully participate in MAST are exempt from taking the Smarter Balanced Assessment.

Through-Year (Form A) Participants:
- Each school participating in the MAST Through-Year Pilot is expected to assess all eligible students at a participation rate of at least 95% in accordance with section 1111(c)(4)(E)(iii) within each administration window.
- Full participation includes completion of all assigned ELA and math testlets assigned.
- Schools who do not complete assigned testlets with fidelity may be required to take the Statewide Summative Assessment.
  - If individual students are not able to complete assigned testlets within the window due to a medical reason, schools are to report non-participation through the MontCAS Application in accordance with [state assessment policy](#).

If you have students that have transferred out of your district but are still showing in Kite, please reach out to the OPI Assessment Help Desk to get them manually exited 1-844-867-2569 or opiassessmenthelpdesk@mt.gov. *A reminder not to share any student Personally Identifiable Information (PII) in emails or voicemails.*

April 15 - May 10, 2024 Testing Window and Testlet Information
ELA Assessment Components:
- Four (4) Standard Testlets (*estimated timing 25-35 minutes/testlet*)
- One (1) Performance Task (*estimated timing 30-40 minutes*)

Math Assessment Components:
- Six (6) Standard Testlets (*estimated timing 25-30 minutes/testlet*)
- One (1) Math Anchor (*referred to as T13 Anchor Testlet–estimated timing 30-40 minutes*)

The Purpose of the T-13 Anchor Testlet
Like most traditional summative assessments, through-year assessments may use multiple forms (versions). To ensure comparable summative scores across distinct forms, an innovative equating design is imperative, as students participating in each form may systematically differ without a random sampling design. MasteryGuide is using a through-year equating design, employing anchor items between forms to ensure uniformity and comparability.

These anchor items should suffice for the equating design. However, since this assessment and equating design is quite innovative, it must be validated in the pilot using a traditional end-of-year equating method. The anchor form is the tool for this traditional equating method. It is a testlet administered at the end-of-year that is identical in both forms and includes most of the anchor items that were already administered throughout the year. This dual approach will test the sufficiency of the through-year anchor items for equating purposes. Ensuring the comparability of summative scores across different forms is paramount in maintaining the integrity and fairness of the testing environment, making the implementation of this comprehensive equating strategy crucial for the success of future test design and operation.

FREQUENTLY ASKED QUESTIONS
What are the expectations for our district's Testing Plans if we are MAST Participants?
If selected for monitoring, districts are mandated to submit five essential testing plans to ensure test security. These encompass the Test Administration Plan, Test Accessibility Plan, Test Security Plan, Data Use Plan, and Test Training Plan. For MAST participating districts, please

update any references to the Smarter Balanced Assessment, replacing them with appropriate language for MAST in the existing plans. This ensures alignment with your district's participation in the MAST Pilot.

What are the required assessments if our district participates in the MAST Pilot?
Students in grades 5 and 8 will still be required to complete the Montana Science Assessment (MSA). Qualifying students with significant cognitive disabilities, will continue to take the available alternate assessments. The Multi-State Alternate Assessment (MSAA) serves as the alternate math and reading/language arts assessment for academic achievement reporting in Grades 3–8. Similarly, the Alternate Montana Science Assessment (AMSA) serves as the alternate science assessment for academic achievement reporting in Grades 5 & 8 specifically for students with significant cognitive disabilities. By fully participating in the MAST Form B Summative, your district is granted an exemption from the Smarter Balanced Assessment.

How do we enter accommodations into AIM for MAST?
During this year's MAST Pilot Extended Field Testing, there is no MAST accommodation dropdown available within Infinite Campus for entering students' accommodations. The [MAST Accommodations & Accessibility Crosswalk Document](#), which can be accessed on the OPI MAST webpage, will provide guidance on how to translate Smarter Balanced accommodations into MAST PNPs (Personal Needs Profile) within the Kite Portal when the time comes. The [Kite Educator Portal Manual](#), and [Kite Student Portal Manual](#) are included to help contextualize the accommodation crosswalk document. Further training and support will be provided.

Kite Support
The Kite Service Desk is here to assist you with any questions related to the Kite Portal 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

For other assessment questions or inquiries, please contact the OPI Assessment Help Desk at 1-844-867-2569 or opiassessmenthelpdesk@mt.gov.

I am also happy to help and support your district during this pilot phase. Feel free to reach out with any questions regarding the MAST.

Sincerely,
Tressa Graveley
OPI MAST Assessment Specialist
Tressa.Graveley@mt.gov