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OFFICE OF PUBLIC INSTRUCTION
STATE OF MONTANA

Putting Montana Students First A+

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

Montana MAST Road Show
The OPI is excited to invite you to participate in the upcoming MAST Road Show happening throughout Montana *April 2 - 12, 2024*. This event presents a fantastic opportunity for districts to delve deeper into the Montana Aligned to Standards Through-Year (MAST) assessment and its statewide implementation for the 2024-2025 school year.

During the MAST Road Show, both the OPI and New Meridian team will offer comprehensive insights into the various components of MAST, including its purpose and design. Tailored specifically for Montana stakeholders involved in grades 3-8 assessments, this in-person event serves to help support Montana's districts with the MAST's statewide rollout in the 2024-2025 school year. Save the date for the upcoming event in a location near you. Please REGISTER HERE. We look forward to seeing you there!

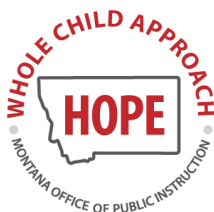### April Focused Monthly Webinar: Gearing Up for SY24-25 MAST
The OPI Assessment Unit offers a 1-hour webinar once a month from September to June annually for a total of 10 webinars during the school year. These focused webinars are designed to support educational practitioners involved in managing district assessments, accountability, and reporting requirements under state and federal law.

Webinars include a 30–40-minute presentation on a time-sensitive assessment topic, a 15 minute "Learning Lab" demonstration of a key assessment task, and end with time for participants to ask the OPI Assessment Team any questions pertaining to state assessments. Join us for our monthly focused webinar in April, where we'll delve into comprehensive information designed to assist districts in preparing for the MAST assessment to replace the Smarter Balanced Assessment in 2024-2025. Please REGISTER HERE. We are excited to provide support to Montana's districts as we lead the way in operationalizing a through-year assessment.

MAST Testing Preparation for April 15 - May 10, 2024 Testing Window
The OPI conducted the initial student enrollment into the Kite Educator Portal on Monday, March 11, 2024. Please ensure that your district's Student Information System (SIS) is up to date. If you use Infinite Campus, student information will be automatically synced to the state databases in an overnight cycle. However, if you use PowerSchool, please perform a manual sync with the state databases to ensure that the most recent student information is loaded into the Kite Portal. The next enrollment updates will be April 5th and April 12th.

The following steps outline how to prepare for MAST Form B testing:

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TEACHER & EDUCATIONAL LEADERS
TEACH
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ACADEMIC ACHIEVEMENT
LEARN
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COMMUNITY, COLLEGE & CAREER
READY
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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. ***When adding users, please use the educator's unique SEID number for the Educator Identifier Number.***

3. **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]()	[Student PNP Settings]()
	[Student and Rosters - MT]()
Authorized Representative (AR):	[Rostering (Upload Method)]()
[Intro to Kite Suite]()	[Testlet Administration]()
[Getting Started in Kite Educator Portal]()	[Data Extracts]()
[User Management]()	[Dashboards]()
[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. Training videos are also housed under the HELP tab within the Kite Educator Portal. Click on *Training Videos*.

5. **Roster & Enter Student PNPs (accommodations):** DTCs and BTCs within the Kite Platform have the ability to roster students to the teacher that will be administering the student's testlets. DTCs and BTCs are also responsible for entering Personal Needs Profile (PNPs) for students who require accommodations based on their IEP or 504 plans. 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 MAST Portal or the OPI MAST webpage, will provide guidance on how to translate Smarter Balanced accommodations into MAST PNPs (Personal Needs Profile) within the Kite Portal.

6. **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
[Recording Available](#)

Session 2: Installation, Rostering, & Entering PNPs 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

7. **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.

Full MAST Participation

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.

Form B Participants:
- Each school 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 the final testing window (April 15-May 10). Full participation includes completion of all assigned testlets.
- Schools not completing assigned testlets with fidelity may be required to take the Statewide Summative Assessment.
  - If individual students are not able to complete assigned testlets due to a medical reason, districts 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*)

MAST Form B Design - Math

Grade 3	Grade 4
• Understand Multiplication and Division • Multiply, Divide, & Measurement Problems • Base Ten and Real-World Problems • Fractions • Area	• Operations and Base Ten • Multiplication • Division & Real-World Problems • Compare, Add, and Subtract Fractions • Multiply Fractions and Decimal Fractions • Geometry and Measurement Problems • Anchor Set

• Data, Graphing, and Geometric Figures • Anchor Set	
Grade 5 • Add and Subtract Fractions & Expressions • Multiply and Divide Whole Numbers • Decimals • Multiply and Divide Fractions • Volume • Geometric Figures & The Coordinate Plane • Anchor Set	**Grade 6** • Ratios and Proportional Reasoning* • Compute Fluently & Divide Fractions • Rational Numbers & The Coordinate Plane* • Expressions and Exponents* • Variables and Inequalities* • Area, Volume, and Statistics* • Anchor Set* *calculator available*
Grade 7 • Ratios and Proportional Relationships* • Operations with Rational Numbers • Solve Problems with Rational Numbers* • Solve Equations and Inequalities* • Geometry* • Statistics and Probability* • Anchor Set* *calculator available*	**Grade 8** • Irrational Numbers & Scientific Notation • Understand and Construct Functions* • Interpret Functions and Relationships* • Linear Equations & Systems of Equations* • The Pythagorean Theorem & Bivariate Data* • Geometry* • Anchor Set* *calculator available*

MAST Form B Design - ELA

One Beginning-of-Year testlet: includes a readily accessible text and 18 items that focus on informational or literary reading skills.

Two Middle-of-Year testlets: includes two moderately complex texts and 18 items that focus on informational or literary reading skills.

One Writing Task testlet: includes two moderately complex texts that the students have seen in the middle-of-year testlets, 5 items that focus on informational or literary reading skills, and 1 item that assesses writing skills. The writing prompt will be specifically designed to target writing and language standards, assessing aspects such as organization/purpose, development/support, and knowledge of language and conventions. ELA Performance Task Rubrics are available: Grade 3 | Grades 4-5 | Grades 6-8.

One End-of-Year testlet: includes two moderately to highly complex texts and 18 items that focus on informational or literary reading skills.

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

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.