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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
4.12.24 MAST Outreach

Math Anchor Testlet

During the fifth and final testing window, the math anchor testlet will be administered. Please ensure this testlet is the last administered math testlet. The assessment consists of 20-22 questions in two sections. Students in grades 6-8 may not use a calculator for Section 1. Students in grades 6-8 may use the calculator tool provided in Kite for Section 2 only. The calculator is accessible in the Student Portal Toolbox. Students may not use any other calculator for this assessment unless approved by your school. On the Review/End page of Section 1, students will select CONTINUE to launch Section 2. Be sure students check their work in Section 1 before moving to Section 2. Once the second session is launched, students will be unable to go back to Session 1.

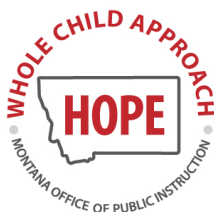| Grade	Total items	Calculator-permitted items
Grade 3	22	0
Grade 4	21	0
Grade 5	20	0
Grade 6	22	19
Grade 7	22	18
Grade 8	22	18

State Enrollment Updates

State enrollment updates to the Kite platform are scheduled to take place the two Fridays prior to the testing window and daily within the testing window.

Please be sure to keep your district's Student Information System (SIS) up to date. If you are using Infinite Campus, it automatically syncs with the state databases to update student enrollment information in an overnight cycle. However, if you are using Powerschool, please note that it requires a manual sync with the state to update student enrollment information in an overnight cycle. If you require any assistance with student enrollment, please don't hesitate to reach out to the OPI Assessment Help Desk or call 1-844-867-2569 with any questions or concerns regarding student enrollment.

MAST Form B Test Administration Manual

The MAST Form B 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 April 15, 2024. This manual includes an assessment overview, guidelines for test security, details on student tools and accommodations, testing scripts, 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.

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. April's focused webinar features information regarding 2024-2025 MAST implementation. The recording will be available soon on the MT OPI Assessment YouTube channel.

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

The following steps outline how to prepare for MAST Form B testing. Be sure to have student testing devices prepared and user management, rostering, and entering student PNPs (accommodations) completed no later than *April 12, 2024*:

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 educators, 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	

[Testlet Administration](#) **Authorized Representative (AR):** [Intro to Kite Suite](#) [Getting Started in Kite Educator Portal](#) [User Management](#) [Data Extracts](#) [Dashboards](#)	[User Management](#) [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. 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
[Recording Available](#)

Session 3: Final Preparations (Additional Rostering & Install Support)
Date: April 9, 2024
Time: 3:30-4:00 PM MST
[Recording Available](#) | [Slides](#)

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 • Understand Multiplication and Division • Multiply, Divide, & Measurement Problems • Base Ten and Real-World Problems • Fractions • Area • Data, Graphing, and Geometric Figures • 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 4 • 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	**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 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 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.

Montana OPI Summer Institute

You're invited to the OPI Summer Institute scheduled for **June 17-20, 2024**! Join us for dedicated sessions spotlighting educational innovation with the Montana Aligned to Standards Through-Year (MAST) Assessment—a transformative approach to assessment that aligns with our commitment to enhancing learning and teaching experiences across Montana. As the MAST progresses through its second year of pilot (SY23-24), it represents a significant step towards using assessment to support student learning and achievement. This innovative assessment, structured as a through-year model, is designed to assess content standards aligned closely with the timing of content learning in the classroom. Its primary goals include providing instructional utility and generating a summative score for federal accountability purposes. MAST is on track to operationalize as the statewide assessment for Montana's general populations in grades 3-8 for ELA and Math, scheduled to replace Smarter Balanced in 2024-2025. Registration coming soon on the OPI Summer Institute webpage.

Dreambox Learning Opportunity for MAST Participants

This year MAST Pilot Districts have access to DreamBox Math and Reading programs for students in grades 3-8. NEXT year all public school districts will have access to DreamBox in grades K-12. If you want to learn more about how to get started with DreamBox attend one of our live webinars and earn 1 PDU per session: register here [info.discoveryeducation.com]. If you want to chat with Montana's PD Specialist, Natalee Hawks, click here [calendly.com] to find a time. Please email Nhawks@discoveryed.com with any questions.

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.

Do we still administer the Montana Science Assessment?
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.