



New Meridian



Montana Alternative Student Testing Pilot Administration Manual

2023–2024 School Year

Grades 3–8



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Document Change History

The following lists the changes made to this manual since its release:

Date	Revised By	Change Description
11/17/2023	NMC and OPI	During Testing: Included information on the Daily Access Codes (DACs), implemented for Administration 2.
11/17/2023	NMC and OPI	Student Scripts: Updated student scripts with inclusion of DACs updated directions for students beginning and submitting tests.
11/17/2023	NMC and OPI	Student Tools: Updated guidance on accessing reference sheets in the Educator Portal.
11/17/2023	NMC and OPI	During Testing: Added Information regarding the student surveys that will be administered in windows 2 and 5.

Contact Information

Kite Service Desk:

For information regarding testlet administration and technology (Testlet Kite Student Portal and Kite Educator Portal), contact the Kite Service Desk.

- Email: kite-support@ku.edu
- Phone: 855-277-9752

Kite Service Desk representatives are available to assist you on weekdays from 8 a.m. to 4 p.m. Mountain time (closed on state holidays) and from 8:30 a.m. to 4:30 p.m. Mountain time during assessment windows. Service Desk is unavailable during the week of the Christmas holiday through the New Year's Day holiday.

New Meridian Corporation

For information regarding the Montana Alternative Student Testing Program, please contact New Meridian Corporation (NMC) at:

- Email: mast@newmeridiancorp.org

Montana Office of Public Instruction (OPI)

For questions regarding statewide assessment policy, please contact OPI at:

- Email: opiassessmenthelpdesk@mt.gov
- Phone: 1-844-867-2569

Assessment Overview

The MAST program, a pilot program of the Montana Office of Public Instruction, provides assessments in mathematics and English Language Arts (ELA) more closely tied to instruction. This assessment program measures specific claims related to the Montana Content Standards in grades 3, 4, 5, 6, 7, and 8.

The assessment comprises individual tests, or “testlets,” taken throughout the school year. Participating districts will select the administration sequence of the testlets to ensure that they are administered according to the scope and sequence of the district’s curriculum.

Each testlet should take students less than 30 minutes to complete, not including technology and testing set up time.

This is an online assessment, with paper forms available upon request. District Test Coordinators must contact New Meridian directly for paper forms.

Technology for Test Administration

Test administrators manage testlet assessments through the Kite® Educator Portal. Review the [Kite Educator Portal Manual: Testlet](#) for more information.

Students take testlet assessments through Testlet Kite® Student Portal. Review the [Kite Student Portal Manual: Testlet](#) for more information.

Instructions for installing Testlet Kite Student Portal on devices where students will test are available for each operating system:

- [Windows](#)
- [Mac](#)
- [iPad](#)
- [Chromebook](#)

User Roles

Below is an overview of the OPI assessment roles outlined in the [MontCAS Data Privacy and User Role Responsibility document](#), with their corresponding Kite Educator Portal roles.

OPI User Role	Primary Responsibilities	Role in Kite Systems	Recommended Training
Authorized Representative	<p>The “Authorized Representative (AR)” is the official designation that indicates the person is responsible for submitting official educational program documents and reports to the OPI.</p> <p>All other responsibilities for this role should be assigned by the state.</p>	District Test Coordinator (DTC)	Intro to Kite Suite Getting Started in Kite Educator Portal – MT User Management Data Extracts Dashboards
System Test Coordinator	<ul style="list-style-type: none"> -Add Building Coordinators and Teachers to Kite -Ensure training is conducted for BCs, TAs, and PRs -Communicate test administration information and protocols to families and educators in advance of testing -Report online test security incidents to the OPI via the secure centralized OPI MontCAS Application -Perform general oversight responsibilities for all administration activities in their district schools 	District Test Coordinator (DTC) <ul style="list-style-type: none"> -Edit a student’s PNP in Kite to set accommodations -Roster students to the appropriate TEA -Modify student records (including accommodations)-as well as add Building Coordinators (BTC) in Kite. 	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
Building Coordinator	<ul style="list-style-type: none"> -Identify Teachers and ensure that they are properly trained -Coordinate with TEAs so they administer all testlets -Create or approve testing schedules and procedures for the school (consistent with state/territory and district policies) - Ensure that necessary secure browsers are installed and/or updated, and any other technical issues are resolved -Monitor testing progress during the testing window and ensuring that all 	Building Test Coordinator (BTC) <ul style="list-style-type: none"> -Edit a student’s PNP in Kite to set accommodations -Roster students to the appropriate TEA -Add Teachers to Kite 	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

	<p>students participate, as appropriate</p> <ul style="list-style-type: none"> -Address testing problems and report them to the STC, as needed -Mitigate and report all test security incidents in a manner consistent with district policies -Perform general oversight responsibilities for all administration activities in their school and for all TEAs 		
Test Administrator (TA)	<ul style="list-style-type: none"> -Complete assessment administration training and review all MAST policy and administration documents prior to administering any MAST assessments -Report all potential test security incidents to their BC, AR, and STC in a manner consistent with state, and district policies 	Teacher (TEA)	<p>Intro to Kite Suite</p> <p>Getting Started in Kite Educator Portal – MT</p> <p>Intro to Kite Student Portal – MT</p> <p>Testlet Administration – MT</p>
Technology Coordinator	<p>Ensure the secure browser is installed properly prior to administration</p> <ul style="list-style-type: none"> -Ensure all system set-up requirements have been completed prior to administration 	N/A	N/A

Assessed Students

All eligible Math and ELA students in grades 3–8, in participating districts and/or schools, must be assessed, including students with disabilities and English language learners. Students taking the Multi-State Alternate Assessment (MSAA) do not participate in the MAST assessment.

Testing Window Calendar

Window	Start Date	End Date	ELA	Math
Admin 1	October 23, 2023	November 10, 2023	2 Testlets	1–3 Testlets
Admin 2	November 27, 2023	December 15, 2023	N/A	1–3 Testlets
Admin 3	January 29, 2024	February 16, 2024	2 Testlets	1–3 Testlets
Admin 4	March 11, 2024	April 5, 2024	PT	1–3 Testlets
Admin 5	April 15, 2024	May 10, 2024	2 Testlets	1–3 Testlets T-13 Anchor testlet

Test Design

Testlets will be administered according to the district’s determined sequence. The Kite Student Platform will be preloaded with the appropriate testlets prior to each testing window.

The 2023–2024 MAST Math Assessment includes 13 testlets per grade. These include:

- 12 testlets with 10 machine-scored items
- One end of year T-13 anchor testlet

Grades 6, 7, and 8 testlets will have an approved digital calculator available in the Kite Student Platform. Calculator availability depends on the Montana Math standards to which the testlet is aligned.

The 2023–2024 MAST ELA Assessment includes 7 testlets per grade. These include:

- 6 testlets with 18 machine-scored items

- 1 performance task, including 5 machine-scored reading items and one hand-scored writing prompt

Students may move freely between items within a testlet. They can mark questions for review to revisit before the testlet is submitted.

Test Security

Test security is essential to obtain reliable and valid scores. Accordingly, everyone must take all steps to ensure the security and confidentiality of testing materials. It is the responsibility of individuals who develop the tests, who administer the tests, and who use the results of the tests to follow the test security procedures of the OPI. Please see the [MontCAS Test Security Manual](#) for more information.

Test Security Guidelines

No one, including test coordinators, principals, or teachers, may review tests or analyze test items before, during, or after the assessment is administered.

- Test materials must never be copied, reproduced, or paraphrased.
- All chalkboards and whiteboards in rooms used for testing should be clean and have no information on them.
- It is recommended that the Building Test Coordinator do a walk-through of every room used for testing to make certain that all bulletin-board displays that could assist students in testing have been covered.
- Accommodated materials must be sent back to the District Test Coordinator to be destroyed locally after testing.

Educator and Test Proctor Responsibilities

- Complete recommended training and complete the Security Agreement in the Kite Educator Portal. The Security Agreement will be presented at the user's first login of the school year. Please see the Kite Educator Portal Manual for more details.
- Follow procedures outlined by the District or Building Test Coordinator.
- Follow test procedures outlined in this manual and in the training received regarding security and ethical practices for testing.
- Follow established district and school procedures for collecting and destroying testing materials, student notes, scratch paper, and drawings upon completion of each test session and the entire assessment.

- Remove or cover (with opaque material) bulletin board displays, charts and diagrams, and other instructional materials that could give assistance or offer an advantage during testing.
- Monitor the testing environment actively by moving around the room; moving around the room encourages students to focus on their own work.
- Establish and describe processes that confirm that usernames and passwords in Kite Educator Portal are exclusive to the user and rights permitted for that user. Usernames and passwords should not be shared or exchanged.
- Verify the Review/End Screen upon completion of the assessment to ensure all items have been answered before a student exits the test.
- Do not store or save any items on computers or personal storage devices; test items must never be shared via email or other file-sharing systems or be reproduced by any means.
- Do not say or do anything that would let a student know whether a response is correct or incorrect.
- Do not ask students how they arrived at a response.
- Do not tell students to redo a specific answer or to review any specific part of the assessment once testing has begun.
- Do not go back and review each item individually with a student; simply direct students to answer items that do not have a blue dot to indicate that the item has been answered.
- Report any breach of test security, loss of materials, failure to account for materials, or any other deviation to the Building Test Coordinator, who will report to the District Test Coordinator for guidance.

Guidelines for Students

- Students may use blank paper to show and check their work. The paper must be collected and destroyed at the end of the test session.
- The use of electronic devices (including cell phones, smart watches, and similar devices) is not allowed on any portion of the assessment.
- Students are allowed to use scratch paper or graph paper on the mathematics testlet.
- Textbooks, dictionaries, and other curricular materials may not be used.

- Before submitting answers, students should stop at the Review/End Screen and raise their hand.
- Students should make up any test session that occurred when the student was absent.

Preparing for Testing

General Information

- Distribute the MAST Test Administration Manual and have test administrators read the entire document.
- Students *cannot* be required to use scratch paper, show their work, or use the online tools (for example, the highlighter).
- Students *cannot* be required to use specific test-taking strategies.
- Teachers may *not* grade scratch paper; scratch paper must be destroyed at the end of the test session.
- Students should be provided with headphones for testing, as some ELA items have audio and students with text-to-speech will need to listen to test content.

Student Practice Test

Educators may provide students with access to a practice test to familiarize them with the testing platform and available universal tools. The practice test can be accessed from the secure Kite Student Portal application or by using the following link and credentials.

1. Enter <https://student-testlet.kiteaai.org> in a browser (e.g., Firefox, Chrome, Edge, Safari).
2. Enter the username and password from the table shown.

Username	Password
tech.demo	MAZE8

The practice test includes sample item types that will appear on the MAST testlets, and all applicable universal tools.



NOTE: Browser access for Student Portal is for Practice Test only

Registering Students for Testing

For the MAST Testlet program, students are enrolled, edited, managed, exited, and moved by the state. Rostering is done locally through the user interface or by uploading CSV files.

Educator Portal Functions

Teachers and test administrators using the Educator Portal will be able to:

- View individual student demographic information.
- View rosters.
- Enter student Personal Needs Profile (PNP) information to control and record accommodations available to students.
- Print student usernames and passwords for testlet assessments.

For teacher accounts to function correctly, **students must be rostered to the teacher**. All other Educator Portal menus and functions are available only to users with a school-level or district-level account. Rostering should be completed at least two weeks prior to testing and updated frequently to reflect students that may transfer in and out of the district. The OPI will conduct enrollment updates two Fridays before each testing window and every Friday within each window to capture student mobility.



NOTE: Verify data and report any errors to your district test coordinator.

Kite Teacher Account Access

Teachers and test administrators access the Educator Portal using a supported browser. The username is the user's professional email address. After setting up an account and activating it, the user is prompted to create a case-sensitive password. If a teacher or test administrator is having difficulty with accessing the system, please contact the Building Test Coordinator.

Gifted Students

Gifted students are to be assessed with the general assessment at the grade level in which they are enrolled.

Students with 504 Plans

Students with 504 plans should be assessed with the general assessments. Accommodations identified in their plan are applied when taking the test.

Students with Disabilities

Students who have been identified as having a disability and who have an Individualized Education Program (IEP) must participate in state assessments. All students must be tested with the appropriate accommodations. Students with Significant Cognitive Disabilities as identified through the IEP process take the Multi-State Alternative Assessment (MSAA).

Student Tools

Standard Assessment Tools

Standard Assessment Tools are supports that are provided to all students in the Kite Student Portal, either embedded or provided digitally (for example, highlighter). See the full list of universal features in this document in Appendix A: Universal Tools in the Kite Student Portal. For details about the functions of each tool, see the [MAST Kite Student Portal Manual](#).

Calculators: Beyond using the online calculator available to all students in the Kite Student Portal, students are also permitted to use their own calculators on parts of the test where the calculator tool is available. Students may use only approved handheld calculators. Use of a calculator app or website on a phone or other device is not permitted on the assessment.

- Students in grade 7 are limited to using a basic, four-function calculator.
- Students do not have access to the calculator on test items that require students to demonstrate direct knowledge of computational skills.
- Students should not use any calculator on sections that do not have the online calculator tool available.

If students choose to use a handheld calculator, the memory must be cleared both before and after each testing session.

Reference Sheet: A Mathematics Reference Sheet will be available to all students in grades 6 and 7. The reference sheet is available on the Kite Student Platform. It is also available in the Educator Portal under the “Help” tab and can be printed locally for students. Printed copies of the reference sheet must be free of any writing or notes and destroyed after testing.

Student Accommodations

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. System Test Coordinators, and Authorized Representatives with the Kite user role "District Test Coordinator," as well as Building Test Coordinators, can edit accommodation settings that require an IEP or 504 Plan. Teachers can edit accommodation settings that do not require an IEP/504 Plan. Accommodations are found in the PNP's four categories:

- Display Enhancements
- Language & Braille
- Audio & Environment Support
- Other Supports



NOTE: All designated features and accommodations, *aside from Standard Tools*, must be set in a student's PNP prior to testing.

Types of Accommodations

ACCOMMODATIONS

Accommodations are changes in procedures or materials to ensure equitable access to assessment content and to generate valid assessment results for students needing such accommodations. Embedded accommodations (for example, text-to-speech) are provided digitally through the Kite Student Portal, while non-embedded designated features (for example, sign interpretation) are provided locally. Accommodations fall under four basic areas:

1. Timing/scheduling
2. Setting
3. Presentation
4. Response

Timing/scheduling accommodations might include having a flexible schedule, extended time on assessments, test administration in several sessions, or testing at a specific time of day. Setting accommodations might include using a separate location, testing in a small group, providing special lighting or acoustics, or providing adaptive or flexible seating.

Accommodations for presentation fall under three main areas: display enhancements, language and braille, and audio and environmental supports. Display enhancements available in the Kite Student Portal include magnification, masking, overlay color, contrast color, and invert color choice. Language and braille available in the Kite Student Portal include Spanish language forms. Audio and environmental support in the Kite Student Portal includes the use of text-to-speech.

Response accommodations may be in test format or require the use of assistive devices or supports.

- Accommodations should be used on testlets only if they have been a regular part of instruction.
- Students with an IEP, 504, or are an identified EL learner may use accommodations.
- It is important to make sure students are familiar with the accommodations that are selected on the PNP.
- When the need for a text-to-speech accommodation (TTS) (i.e., read-aloud) is indicated in a student's PNP, the only option allowed under Audio & Environment Support-Spoken Audio is the default option, which is a synthetic (computer-generated) voice.
- Due to the variance of displays across devices, it is recommended to use the technology practice test to determine the best level of magnification for your student. For example, students who use large screen magnification should not use an iPad.

ENGLISH LEARNER ACCOMMODATIONS

- Spanish-speaking students may be assigned a Spanish-language form. A student's PNP should be marked for Spanish in the Keyword Translation section of the PNP.
- Students may **not** use electronic translators or word-to-word translators for directions, test items, or response choices.
- Web-based translators such as Google Translate™ translation service may **not** be used.

RECORDING ACCOMMODATIONS

- TTS requires a local school or district administrator to enter the support in the Audio & Environment Support section of the student's PNP. Students receiving TTS via headphones may take the test in the typical group setting.
- Schools and districts may continue to use the following accommodations:

- separate, quiet, or individual setting
- student dictation of answers to scribe
- student use of communication device
- American Sign Language (ASL) delivery of directions to student
- student response in ASL
- student use of braille writer or slate and stylus
- student self-reading aloud of assessment
- student use of translation dictionary

TEXT-TO-SPEECH (TTS) ACCOMMODATION

- TTS is available for all students who qualify with 504 or IEP. The School Building Level Committee (SBLC) should make the determination on which student(s) would need this accommodation.
- A synthetic voice will read text and test items.
- This accommodation must be selected on a student's Personal Needs Profile located in the Kite Educator Portal. Text and graphics are the default and will read tables and graphs on the mathematics assessment.
- The TTS accommodation does **not** refer to an adult reading an occasional word, an occasional distractor, an occasional stem, or an occasional item to the student.

For additional information about accommodations, tools, or Kite Student Portal tools, review the [Kite Student Portal Manual](#).

Paper Forms

Requesting Paper Forms

For those students whose Individualized Education Program (IEP) or 504 Plan expresses a need for a paper form, this accommodation **must** first be set in the Kite Educator Portal at least **two weeks prior to testing**.

The steps for processing paper forms are as follows:

1. If a student needs a paper form as indicated in a 504/IEP, the STC must submit a request in the [MontCAS application](#) two weeks prior to the start of the testing window.

2. Upon OPI's approval, NMC will provide the school/district user with credentials to a secure File Transfer Protocol site (FTP) to download the requested paper forms. The FTP credentials are secure and should not be shared with other school or district users.
3. The school/district user will download the paper forms and print them locally.



NOTE: Schools **must** print paper forms on-site. Paper materials will NOT be shipped.

Security Procedures for Paper Forms

All test materials must remain secure at all times. When materials are not in use for testing, they must be retained securely in a locked area that can be opened only with a key or keycard by trained staff responsible for the testing window. Paper forms must be collected and inventoried at the end of each test session. After testing is complete, the teacher or test administrator will enter the student's paper responses into the Student Portal utilizing the same login and access procedures as if they themselves are the student taking the online exam. Ensure PNP setting for paper has been selected within the student's roster profile as applicable. Once all student responses have been entered into the online form, the teacher/test administrator will either burn or shred the paper form. DO NOT keep paper forms or scratch paper for future test sessions.

Pre-Testing Checklist

- Read this MAST Test Administration Manual in its entirety. Feel free to mark in the manual. If you have questions, ask the Building Test Coordinator.
- Attend the required training session on test security and administration.
- Complete recommended training and complete the Security Agreement in the Kite Educator Portal.
- Administer the Computer-Based Practice Test, and review the **Pause**, **Exit**, and **End Test** functions.
- If you are testing students with accommodations, discuss with the Building Test Coordinator the arrangements that need to be made. Make sure you have a list of those students and the accommodations they are to receive.
- Locate reading materials unrelated to test content for students who may finish early.
- Plan seating arrangements that will ensure independent work during testing.
- Remove or cover all materials in the room that are related to the content of the test. This includes maps, charts, diagrams, and other educational aids.

- Make sure the testing environment has adequate lighting and ventilation, as well as minimal distractions.

During Testing

Scheduling and Time Recommendations

- Most students should complete a single testlet in less than 30 minutes. However, the assessment is untimed. Each student must be allowed as much time as necessary and reasonable to complete each testlet in one sitting.
- If a student does **not** complete a test session within the time frame given to the class, the student may be allowed more time, provided that the student makes a serious attempt to complete the test **and** that the student is provided additional time immediately following the unfinished session.
- All test sessions must be completed on the same day they start.

General Directions to Teachers

- The directions in this manual must be followed to ensure uniform testing conditions.
- **These are secure test materials.** Test questions are not to be used for development of instructional materials or to build sample tests. No other use of these materials is permitted.
- Teachers must read and abide by testing practices found in this manual.
- Testing sessions must be conducted in a serious manner that encourages and motivates students to do their best.

Materials Needed for Testing

Students' individual usernames and passwords are obtained by downloading the Student Login Usernames/Passwords extract in Kite Educator Portal under REPORTS > DATA EXTRACTS.

- Do not select a grade or subject.
- Reminder: Individual usernames and passwords remain the same for an entire school year.

Students will need a Daily Access Code (DAC) to access the test session. Daily Access Codes (DACs) are alphanumeric values generated in Educator Portal.

The DAC PDF contains information on the date and times the DACs are usable, the subject and grade, and the access code for each of the test sessions. DACs are available for the current testing day and the next testing day after 2:30 PM.

Monday's Daily Access Codes will be available Sunday at 2:30 PM.

View and print DACs under **MANAGE TESTS > TEST COORDINATION > VIEW DAILY ACCESS CODES**. Select the appropriate "Assessment Program" and "Test Day." DACs may be printed individually or in bulk for multiple testing sessions.

For detailed instructions on printed DACs in the Educator Portal, see the [Educator Portal Manual](#).



NOTE: DACs will expire at 4:30 PM the day of testing. If testing needs to resume the next day, a new DAC will be generated.

Provide the following materials as needed:

- Pencils
- Blank scratch paper
- Clock visible to students
- Headphones

Beginning the Test Session

- For students who have difficulty logging on to the Kite Student Portal, teachers may prepare the student's computer in advance by launching the application and logging on using the student's username and password and then the DAC for the test session.
- Tell students what they should do if they finish the assessment early. Students who finish before others must not disrupt the testing environment.

Scripts

- A script for teachers has been provided at the end of this manual. The scripts must be used with all students testing via the Kite Student Portal. The directions may be clarified or paraphrased.
- You may not give instructions in addition to those in the manual.

Students Logging in to the Kite Student Portal

The script includes instructions to use when students log in to Kite. Please reference the [Kite Student Portal Manual](#) for more detailed instructions and screenshots of the platform.

The following steps are used to log in:

1. Select the **Kite icon** (it may take a few seconds to open).
2. Enter **username and password**.
3. Select **SIGN IN**.
4. Select **TAKE A TEST**.
5. Select the appropriate test.
6. Select **Take Test**.
7. Enter the **DAC** in the **ACCESS CODE** field.
8. Select **LET' S GO**.

Proctoring Guidance during Testing

- Move quietly around the room.
- Ensure that each student is taking the assigned assessment. Student names should appear at the top of the screen, above the item numbers.
- Ensure that students are following instructions.
- Give assistance to any student having problems following instructions.
- Periodically remind students of the time during the test session.
- Ensure that students who finish early do not interact with or disturb other students.

Pausing and Resuming Tests

Teachers may pause and resume tests.. When a teacher selects pause, the student cannot advance to the next question or navigate out of the test until the Teacher resumes the test session.

Test Completion

- When students have completed the first assessment session, collect all materials.
- Scratch paper and graph paper must be collected and destroyed.

Monitoring Student Testing Status

- Building and District Test Coordinators and teachers can monitor student test status in the Kite Educator Portal, such as which students have finished testing, which students have sessions to finish, and which students have incomplete tests.
- Depending on the user’s role and the type of test, some individuals can monitor test sessions in real time using the Kite Educator Portal. This monitoring function shows which items a student has completed but does not display student responses.
- Real-time monitoring increases the load on Kite Student Portal and local bandwidth. Monitor tests from the Interim menu (MANAGE TEST> My Tests).

Reactivating Student Test Sessions

- If a student’s test is in the “Completed” status the Educator Portal test monitoring screen but they have not completed all the test questions, the test coordinator can request a test reactivation.
- The test coordinator will contact OPI to reactivate the test session. The coordinator will need to provide the test session and student’s name and/or state student ID.

During Testing Checklist

- ✓ Prepare and have ready test materials, following established security procedures, and verify that you have the correct and sufficient quantity of materials (e.g., handheld calculators) for your testing group.
- ✓ Troubleshoot computer-based testing issues as needed.
- ✓ Have English/native-language word-to-word dictionaries (no definitions) available to all qualified ELs for all components of the tests as determined by eligibility using

the [MT OPI English Learner Guidance for School Districts](#) and [Montana's Three Tiers of Accessibility documents](#).

- ✓ Place a “Testing—Do Not Disturb” sign on the testing room door.
- ✓ If students are expected to remain in the testing room until the end of the session, instruct them on what activities they may engage in after they finish the test. The activity should not be related to the test being given (e.g., work on assignments for unrelated subjects or read a book).
- ✓ Distribute test materials, including the DAC, pencils, and scratch paper, as directed.
- ✓ Ensure that students receive their approved accommodations. Ensure that students with a Personal Needs Profile (PNP) receive their accessibility feature(s).
- ✓ Administer all tests in strict accordance with the procedures detailed in this manual.
- ✓ Read test administration directions verbatim. The text inside boxes is to be read aloud.
- ✓ Make sure students work only on the testlet(s) being administered. Document any testing irregularities, such as suspected incidents of cheating.
- ✓ Maintain a calm testing environment. Disruptive students may be removed from the room; they may continue for the remainder of the testing time in a separate testing group or during makeup testing.

After Testing

Student Surveys (Windows 2 and 5)

A brief student survey will be available in window 2 (November 27 – December 15) and window 5 (April 15 – May 10). The survey will be available in the Kite Student Portal as a separate testlet. Students may complete the survey at any time during the testing window. It is highly recommended that students complete the survey to provide the OPI and its testing partners with valuable information to improve the student testing experience.

However, parents may choose to opt their students out of taking the survey in advance of the window. An opt-out letter has been provided to district STCs and ARs in the weekly OPI outreach. Opt-outs are due to the OPI no later than November 17, 2023, for the second testing window, and no later than April 5, 2024, for the fifth testing window.

Test Access for Students Who Have Moved

- Do not send test-access information to another school for a student now in a different/new school or district.
- If a student uses test-access information from a previous school, a reporting error will result.

Data Entry for Paper Forms

The Test Administrator and a second member of staff will log in to the Kite Platform as the student to key enter and submit the student's paper responses.

After-Testing Checklist

- ✓ Collect test materials. Destroy any scratch paper used during the session.
- ✓ Complete any documentation necessary for reporting any test irregularity or security breach. Notify your DCT and/or Building Coordinator immediately.

Student Scripts and Test Directions for Proctoring

Script: Mathematics Directions to Students

Once students are seated, say:

“You are about to take a mathematics testlet assessment. You will show your knowledge of skills and concepts in mathematics. Take your time and do your best work.

“The work you do on these testlets must be your own. Please keep your focus on your own test, and remember, there should be no talking. If you have a cell phone, smartwatch, or any other non-approved electronic device, please raise your hand, and I will collect it before the test begins.”

“Click on the Kite icon. I will now pass out scratch paper, your username and password, and the code you will need to access your test.”

[(GRADE 6 and 7 ONLY ON CALCULATOR-AVAILABLE TESTLETS) “I will also pass out calculators to those of you who need them.”]

“Do not log in until I tell you to do so.”

***NOTE: Collect calculators when the testlet does not have the calculator tool.**

Distribute all materials, including scratch paper, pencils, printed reference sheets (optional), and the DAC, to students. Write the system-generated DAC in a visible place for students to see or provide each student with a card or piece of paper to help them type in the code. Make sure that students write the DAC exactly as it appears in the Educator Portal. Say:

“Enter your username and password and click SIGN IN.”

Ensure all students can log in properly. Tell students to complete the following steps and say:

“Click TAKE A TEST.” “Next to the testlet name, click Take Test.”
“Type the code I’ve provided in the space for “ACCESS CODE” field and select “LET’S GO”

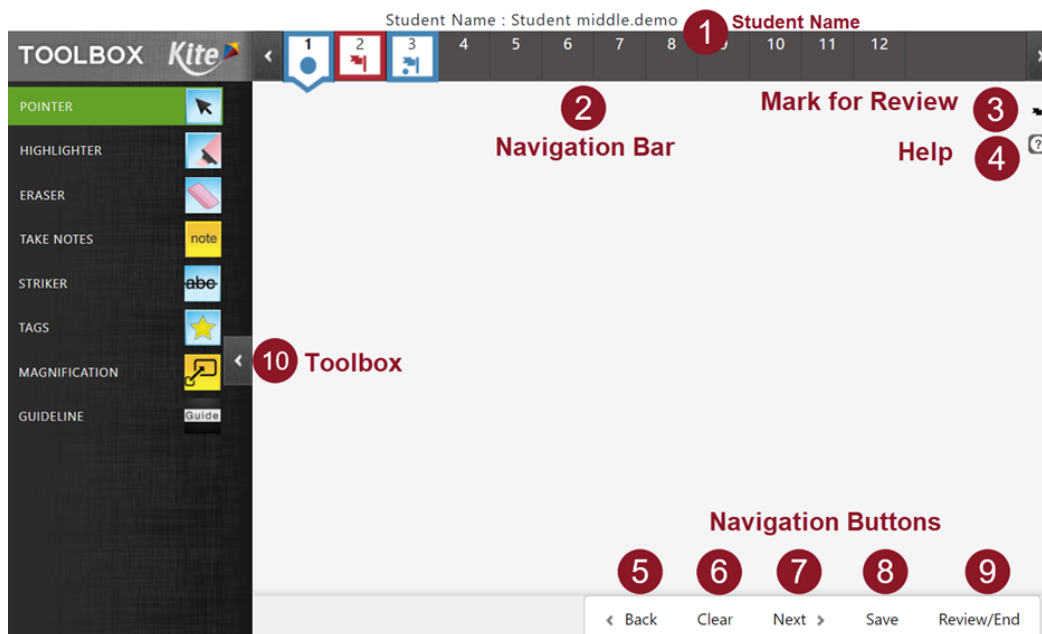
Walk around the room to verify that students have selected the appropriate test. Say:

“In a moment I will read the directions as you silently follow/read along.”

Select the appropriate student directions from the list below. Directions vary slightly depending on grade and whether the testlet includes a calculator.

Review the Universal Testing Tools and basic platform functions in the Kite Student Portal with the students.

If students have recently gone through these directions on another testlet within the past week, TAs may omit this portion of the script.



1. Your name should appear at the top of your test.
2. Beneath your name, you'll see the navigation bar. Select any number to go to this question.
3. **Flag icon:** Select this icon to indicate this is an item to return to later.
 - A flagged question that is **unanswered** appears on a white background with a **red** border and a **red** flag below the number.
 - A flagged question that has been **answered** appears on a white background with a **blue** border and a **blue** flag with a small dot below the number
4. **Help icon:** Select this icon for directions about answering a question type.
5. **Back Button:** Select to move backwards, one question at a time. As a reminder, you can move between all questions in the test.

- | |
|---|
| 6. Clear button: This button clears responses to a question and removes any highlighting you have made. |
| 7. Next button: Select to move to the next question. |
| 8. Save button: The save button allows you to save your answer without submitting the test. |
| 9. Review/End button: This button will take you directly to the review screen at the end of the test. |
| 10. Toolbox: The “Toolbox” displays all available tools you have in the test. Select the caret icon on the left side of your screen to expand the toolbox. |

As you walk around the room, ensure that students who have finished are ending their test and logging out of Kite.

Approaching the end of the test session, say:

“We are nearing the end of this test session. Please review that you have answered all questions, including the ones you flagged to return to. Do not submit your test unless you have answered all of the questions. When you have arrived at the REVIEW/END screen, quietly raise your hand to have your teacher verify that you have answered all questions before “Ending” and submitting testlet.”

*** NOTE: A brief survey may appear on the testlet selection screen. Instruct students to take the survey, if provided.**

Once all students complete testing, say:

“Now that everyone is finished, I will collect your materials.”
“Please remain quiet and seated.”

Math Student Test Directions

Math (Grades 3, 4 and 5)

You will be taking an assessment in mathematics. The assessment consists of 10 questions. Some of the questions may require multiple responses. Read each question carefully and do your best to answer it. If you are unsure about an item, you can skip it and return to it later. Try to answer every question. When you are finished with a question, use the **Next** button to continue. You may use the **Back** button to return to a previous question.

The question numbers are listed at the top of the screen. A **gray** question number shows you have not yet answered the question. A question number with a **blue** dot shows you have answered the question. At any time during the test, you can click on a question number to move to that question.

The assessment must be finished within the time assigned by your teacher. Use the **End** button on the Review/End page to submit the assessment. This will end the testing session.

Math – No Calculator (Grades 6, 7, and 8)

You will be taking an assessment in mathematics. The assessment consists of 10 questions. Some of the questions may require multiple responses. Read each question carefully and do your best to answer it. If you are unsure about an item, you can skip it and return to it later. Try to answer every question. When you are finished with a question, use the **Next** button to continue. You may use the **Back** button to return to a previous question.

You may not use a calculator for this assessment.

The question numbers are listed at the top of the screen. A **gray** question number shows you have not yet answered the question. A question number with a **blue** dot shows you have answered the question. At any time during the test, you can click on a question number to move to that question.

The assessment must be finished within the time assigned by your teacher. Use the **End** button on the Review/End page to submit the assessment. This will end the testing session.

Math – Calculator (Grades 6, 7, and 8)

You will be taking an assessment in mathematics. The assessment consists of 10 questions. Some of the questions may require multiple responses. Read each question carefully and do your best to answer it. If you are unsure about an item, you can skip it and return to it later. Try to answer every question. When you are finished with a question, use the **Next** button to continue. You may use the **Back** button to return to a previous question.

You may use the calculator tool provided in KITE for this assessment. The calculator is accessible by selecting the calculator icon from the left side of the screen. You may not use any other calculator for this assessment unless approved by your school.

The question numbers are listed at the top of the screen. A **gray** question number shows you have not yet answered the question. A question number with a **blue** dot shows you have answered the question. At any time during the test, you can click on a question number to move to that question.

The assessment must be finished within the time assigned by your teacher. Use the **End** button on the Review/End page to submit the assessment. This will end the testing session.

Math – T-13 Anchor Test

You will be taking an assessment in mathematics. The assessment consists of 18 questions in two sections. Some of the questions may require multiple responses. Read each question carefully and do your best to answer it. If you are unsure about an item, you can skip it and return to it later. Try to answer every question. When you are finished with a question, use the **Next** button to continue. You may use the **Back** button to return to a previous question.

You may not use a calculator for Section 1. You may use the calculator tool provided in KITE for Section 2 only. The calculator is accessible by selecting the calculator icon from the left side of the screen. You may not use any other calculator for this assessment unless approved by your school.

The question numbers are listed at the top of the screen. A **gray** question number shows you have not yet answered the question. A question number with a **blue** dot shows you have answered the question. At any time during the test, you can click on a question number to move to that question.

The assessment must be finished within the time assigned by your teacher. Use the **End** button on the Review/End page to submit the assessment. This will end the testing session.

Testlets and Calculator Availability for SY 23–24

3rd Grade Testlet Name and Calculator Availability

Window	Testlet	Calculator?
	Concepts of Multiplication and Division	No
	Multiplication and Division Equations	No
	Multiply and Divide Within 100	No
	Time, Liquid Volume, and Mass	No
	Real-World Problems and Patterns	No
	Place Value and Operations in Base Ten	No
	Understand Fractions as Numbers	No
	Compare and Find Equivalent Fractions	No
	Unit Squares and Square Units	No
	Solve Area Problems	No
	Data and Graphing	No
	Two-Dimensional Geometric Figures	No

4th Grade Testlet Name and Calculator Availability

Window	Testlet	Calculator?
	Place Value in the Base Ten System	No
	Addition and Subtraction Algorithms	No
	Extend Concepts of Multiplication	No
	Multi-Digit Multiplication	No
	Multi-Digit Division	No
	Real-World Problems and Patterns	No
	Compare and Find Equivalent Fractions	No
	Add and Subtract Fractions	No
	Multiply Fractions	No
	Decimal Fractions	No
	Solve Measurement Problems	No
	Angles and Geometry	No

5th Grade Testlet Name and Calculator Availability

Window	Testlet	Calculator?
	Numerical Expressions	No
	Place Value and Powers of Ten	No
	Represent and Compare Decimals	No
	Multiply and Divide Whole Numbers	No
	Operations with Decimals	No
	Add and Subtract Fractions	No
	Multiply Fractions	No
	Division with Fractions	No
	Unit Cubes and Cubic Units	No
	Solve Volume Problems	No
	Understand the First Quadrant	No
	Attributes of Geometric Figures	No

6th Grade Testlet Name and Calculator Availability

Window	Testlet	Calculator?
	Concepts of Ratios and Unit Rates	Yes
	Percent and Measurement Conversions	Yes
	Divide Fractions	No
	Computational Fluency	No
	Rational Numbers and Absolute Value	Yes
	Algebraic Expressions and Exponents	Yes
	Equivalent Expressions	Yes
	Variables in Expressions and Equations	Yes
	Write and Interpret Inequalities	Yes
	Solve Problems with Area and Volume	Yes
	The Coordinate Plane	Yes
	Concepts of Statistics	Yes

7th Grade Testlet Name and Calculator Availability

Window	Testlet	Calculator?
	Ratios and Proportional Relationships	Yes
	Solve Problems with Ratio and Proportion	Yes
	Add and Subtract Rational Numbers	No
	Multiply and Divide Rational Numbers	No
	Expressions with Rational Numbers	Yes
	Solve Equations	Yes
	Solve Inequalities	Yes
	Solve Problems with Rational Numbers	Yes
	Angle Relationships and Triangles	Yes
	Solve Problems with Geometric Figures	Yes
	Measures of Center and Variability	Yes
	Probability	Yes

8th Grade Testlet Name and Calculator Availability

Window	Testlet	Calculator?
	Understand and Use Irrational Numbers	No
	Exponent Rules and Scientific Notation	No
	Understand Functions	Yes
	Compare and Interpret Functions	Yes
	Construct Functions	Yes
	Linear Equations in One Variable	Yes
	Proportional Relationships and Lines	Yes
	Systems of Equations	Yes
	Pythagorean Theorem	Yes
	Geometric Transformations	Yes
	Similarity and Congruence	Yes
	Bivariate Data	Yes

Script: ELA Directions to Students

Once students are seated, say:

“You are about to take an English Language Arts testlet assessment. You will show your knowledge of skills and concepts in English Language Arts. Take your time and do your best work. You may take as much time as you need.”

The work you do on these testlets must be your own. Please keep your focus on your own test, and remember, there should be no talking. If you have a cell phone, smartwatch, or any other non-approved electronic device, please raise your hand, and I will collect it before the test begins.

“Click on the Kite icon. I will now pass out scratch paper, your username and password, and the code you will need to begin your test.”

Do not log in until I tell you to do so.”

Distribute all materials, including scratch paper, pencils, and DAC, to students. Write the system-generated DAC in a visible place for students to see or provide each student with a card or piece of paper to help them type in the code. Make sure that students write the DAC exactly as it appears in the Educator Portal. Say:

“Enter your username and password and click SIGN IN.”

Ensure all students can log in properly. Tell students to complete the following steps, and say:

“Click TAKE A TEST.”

“Next to the testlet name, click Take Test.”

“Type the code I’ve provided in the space for “ACCESS CODE” field and select “LET’S GO.”

Walk around the room to verify that students have selected the appropriate test. Say:

“In a moment I will read the directions as you silently follow/read along.”

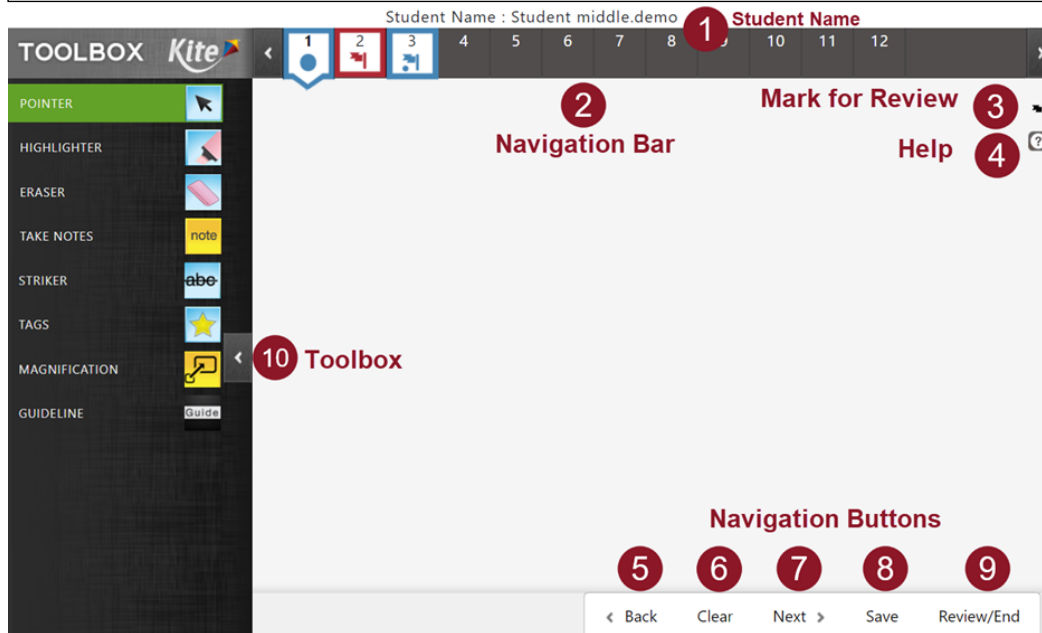
Select the appropriate student directions from the list below. Directions vary slightly depending on grade and type of testlet.

Once the directions have been read to the student, say:

“Select BEGIN at the bottom of the screen, under the directions.”

Review the Universal Testing Tools and basic platform functions in the Kite Student Portal with the students.

If students have recently gone through these directions on another testlet within the past week, TAs may omit this portion of the script.



1. Your name should appear at the top of your test.
2. Beneath your name, you'll see the navigation bar. Select any number to go to this question.
3. **Flag icon:** Select this icon to indicate this is an item to return to later.
 - A flagged question that is **unanswered** appears on a white background with a **red** border and a **red** flag below the number.
 - A flagged question that has been **answered** appears on a white background with a **blue** border and a **blue** flag with a small dot below the number.
4. **Help icon:** Select this icon for directions about answering a question type.
5. **Back button:** Select to move backwards, one question at a time. As a reminder, you can move between all questions in the test.
6. **Clear button:** This button clears responses to a question and removes any highlighting you have made.
7. **Next button:** Select to move to the next question.
8. **Save button:** The save button allows you to save your answer without submitting the text.
9. **Review/End button:** This button will take you directly to the review screen at the end of the test.

10. **Toolbox:** This displays all available tools you have in the test. Select the caret icon on the left side of your screen to expand the toolbox.

As you walk around the room, ensure that students who have finished are ending their test and logging out of Kite. Approaching the end of the test session, say:

“We are nearing the end of this test session. Please review that you have answered all questions, including the ones you flagged to return to. Do not submit your test unless you have answered all of the questions. When you have arrived at the REVIEW/END screen, quietly raise your hand to have your teacher verify that you have answered all questions before “Ending” and submitting testlet.”

*** NOTE: A brief survey may appear on the testlet selection screen. Instruct students to take the survey, if provided.**

Once all students complete testing, say:

“Now that everyone is finished, I will collect your materials.”
“Please remain quiet and seated.”

ELA Student Test Directions

ELA - Admin 1

You will be taking an assessment in Reading. The assessment consists of 12 standalone questions and 6 questions based on one Reading passage. The Reading passage is presented on the left side of the screen with each associated question on the right. You may use the scroll bar to view the entire passage.

Read each question carefully and do your best to answer it. If you are unsure about an item, you can skip it and return to it later. Try to answer every question. If necessary, you may use the scroll bar to view an entire question and the response area.

When you are finished with a question, use the **Next** button to continue. You may use the **Back** button to return to a previous question. The question numbers are listed at the top of the screen. A **gray** question number shows you have not yet answered the question. A question number with a **blue** dot shows you have answered the question. At any time during the test, you may click on a question number to move to that question.

The assessment must be completed within the time assigned by your teacher. Use the **End** button on the Review/End page to submit the assessment. This will end the testing session.

ELA – Admin 2, 3, and 5

You will be taking an assessment in Reading. The assessment consists of 8 standalone questions and 10 questions based on one or two passages. Reading passages are presented on the left side of the screen with each associated question on the right. You may use the scroll bar to view an entire passage. Some questions may ask you to read more than one passage. These reading passages will have more than one tab. You may click on the tabs above the passage to navigate between tabs and move from one passage to another.

Read each question carefully and do your best to answer it. If you are unsure about an item, you can skip it and return to it later. Try to answer every question. If necessary, you may use the scroll bar to view an entire question and the response area. Some questions may ask you to read more than one passage. Click on the tabs above the passage to navigate between tabs and move from one passage to another.

When you are finished with a question, use the **Next** button to continue. You may use the **Back** button to return to a previous question. The question numbers are listed at the top of the screen. A **gray** question number shows you have not yet answered the question. A question number with a **blue** dot shows you have answered the question. At any time during the test, you may click on a question number to move to that question.

The assessment must be completed within the time assigned by your teacher. Use the **End** button on the Review/End page to submit the assessment. This will end the testing session.

ELA – Performance Task

You will be taking an assessment in writing. The assessment consists of 5 questions and 1 writing prompt based on one or two passages. You should answer the reading questions first, and then read the writing prompt and provide your written response in the space provided. Reading passages are presented on the left side of the screen with each associated question on the right. You may use the scroll bar to view an entire passage. Some questions may ask you to read more than one passage. These reading

passages will have more than one tab. You may click on the tabs above the passage to navigate between tabs and move from one passage to another.

Read each question carefully and do your best to answer it. If you are unsure about an item, you can skip it and return to it later. Try to answer every question. If necessary, you may use the scroll bar to view an entire question and the response area. Some questions may ask you to read more than one passage. Click on the tabs above the passage to navigate between tabs and move from one passage to another.

If you are unsure about an item, you can skip it and return to it later. Try to answer every question. There is no penalty for guessing. When you are finished with a question, use the **Next** button to continue. You may use the **Back** button to return to a previous question.












The question numbers are listed at the top of the screen. A **gray** question number shows you have not yet answered the question. A question number with a **blue** dot shows you have answered the question. At any time during the test, you may click on a question number to move to that question.

The assessment must be completed within the time assigned by your teacher. Use the **End** button on the Review/End page to submit the assessment. This will end the testing session.

Glossary

Term	Definition in this document
Accommodations	tools and procedures in the areas of presentation, response, setting, and timing or scheduling that provide equitable access during instruction and assessments for all students. Accommodations do not reduce learning expectations; they provide access.
ASL	American Sign Language
DTC	District Test Coordinator
EL	English Learner
IEP	Individualized Education Program
Kite Educator Portal	part of the Kite Suite used to set accessibility options, assign tests, monitor test sessions, and view student results
Kite Student Portal	web-based software that students use to complete assessments
Kite Suite	This provides an online testing interface for students that includes practice items. Components include Kite Student Portal and Kite Educator Portal.
Local testing window	This is the time period an individual school will administer the state assessment; may vary among schools in the same district.
PNP	Personal Needs Profile, also known as an Access Profile, defines a learner’s needs and preferences for digitally delivered testing resources or services and can be accessed in the Student Record in Educator Portal. The PNP includes display enhancements, braille, key word translation, audio, and other supports.
TPT	The Technology Practice Test helps students become familiar with technology-enhanced items on the assessments. TPTs focus on simple questions, successful manipulating of each item type, and a cursory look at tool.
Test session	the time or period set aside for testing
Test Window	the OPI-approved date range when assessments may be administered
Testlet	Individual test for the Math Pilot

Appendix A: Standard Tools in the Kite Student Platform

Icon	Tool	Description
	Calculator – Basic	Perform the basic four functions: addition, subtraction, multiplication, and division.
	Eraser	Remove highlighting and striker marks from the screen.
	Help	Help text bubble explaining how to answer the question based on the question type.
	Highlighter	Select text on the screen and highlight the selected text with a pink background.
	Whole Screen Magnification	Magnify the screen with 2.0X, 3.0X, 4.0X, or 5.0X zoom.
	Mark for Review Unanswered	The question is marked for review but unanswered; changes the item number at the top of the screen to red with a flag graphic.
	Mark for Review Answered	The question marked for review and answered; changes the item number at the top of the screen to blue with a flag graphic and a blue dot.
	Mark for Review	Marks a question for later review.
	Note	Displays a yellow rectangle on the screen to type notes about the test content and organize their thoughts.
	Pointer	Select content in the assessment.
	Striker	Place a line through a multiple-choice answer choice that is not desired.