



New Meridian



# Montana Alternative Student Testing Pilot Administration Manual

2023–2024 School Year

Grades 3–8

Last Revised January 23, 2024



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## Document Change History

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

Date	Revised By	Change Description
1/23/2024	NMC	Preparing for testing, p. 14: Corrected guidance on math reference sheets; reference sheets are available for students in grades 5-8.
1/16/2024	NMC and OPI	Test Design, p. 10 and Test Completion, p. 21: Added guidance that students must now answer all items before submitting their test.
1/16/2024	NMC and OPI	Paper Forms, pp. 17-19: Updated instructions for submitting paper form requests to clarify steps between NMC and the STC contact.
1/16/2024	NMC and OPI	Additional Materials, p. 20: Added a table for ELA testlets with audio assets that require headphones.
1/16/2024	NMC and OPI	Pausing and Resuming Tests, p. 21: Clarified guidance for students pausing and resuming tests.
1/16/2024	NMC and OPI	Monitoring Student Testing Status, p. 22: Updated guidance to include that multiple testlets can be monitored during a test session in the Kite Educator Portal Test Monitor screen.
1/16/2024	NMC and OPI	Student Surveys, p. 23: Updated the student survey windows; surveys will be administered in windows 3 and 5.
1/16/2024	NMC and OPI	Student Scripts, pp. 25-29: Scripts have been revised to consolidate test directions and clarify steps. The screenshot and corresponding directions for the universal tools in the Kite Educator Portal were updated. The Universal Tool Review is now optional.
1/16/2024	NMC and OPI	Testlet Calculator Availability, pp. 30-31: Tables for grades 3-5 were removed, as calculators are not available for any testlets in these grades.
11/17/2023	NMC and OPI	During Testing: Included information on the Daily Access Codes (DACs), implemented for window 2.

<b>11/17/2023</b>	NMC and OPI	Student Scripts: Updated student scripts with inclusion of DACs updated directions for students beginning and submitting tests.
<b>11/17/2023</b>	NMC and OPI	Student Tools: Updated guidance on accessing reference sheets in the Educator Portal.
<b>11/17/2023</b>	NMC and OPI	During Testing: Added Information regarding the student surveys that will be administered in windows 3 and 5.

## Contact Information

### Kite® Service Desk:

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

- Email: [kite-support@ku.edu](mailto: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](mailto:mast@newmeridiancorp.org)

### Montana Office of Public Instruction (OPI)

For questions regarding statewide assessment policy, please contact OPI at

- Email: [opiassessmenthelpdesk@mt.gov](mailto: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) which are 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. System 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 the 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	Capabilities within the Kite Systems	Recommended Training
<b>Authorized Representative</b>	The “Authorized Representative (AR)” is the official designation that indicates the person is	<b>District Test Coordinator (DTC)</b>	<a href="#">Intro to Kite Suite</a> <a href="#">Getting Started in Kite Educator Portal – MT</a>

	<p>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>	<ul style="list-style-type: none"> <li>• Edit a student's PNP in Kite to set accommodations.</li> <li>• Roster students to the appropriate TEA.</li> <li>• Modify student records (including accommodations)–as well as add BTCs in Kite.</li> </ul>	<p><a href="#">User Management</a></p> <p><a href="#">Data Extracts</a></p> <p><a href="#">Dashboards</a></p>
<p><b>System Test Coordinator</b></p>	<ul style="list-style-type: none"> <li>• Add Building Coordinators (BTC) and Teachers (TEA) to Kite.</li> <li>• Ensure training is conducted for Building Coordinators, Test Administrators, and Authorized Representatives.</li> <li>• Communicate test administration information and protocols to families and educators in advance of testing.</li> <li>• Report online test security incidents to the OPI via the secure centralized OPI MontCAS <a href="#">Application</a>.</li> <li>• Perform general oversight responsibilities for all administration activities in their district schools.</li> </ul>	<p><b>District Test Coordinator (DTC)</b></p> <ul style="list-style-type: none"> <li>• Edit a student's PNP in Kite to set accommodations.</li> <li>• Roster students to the appropriate TEA.</li> <li>• Modify student records (including accommodations)–as well as add BTCs in Kite.</li> </ul>	<p><a href="#">Intro to Kite Suite</a></p> <p><a href="#">Getting Started in Kite Educator Portal – MT</a></p> <p><a href="#">User Management</a></p> <p><a href="#">Student PNP Settings</a></p> <p><a href="#">Student and Rosters – MT</a></p> <p><a href="#">Testlet Administration – MT</a></p> <p><a href="#">Data Extracts</a></p> <p><a href="#">Dashboards</a></p>
<p><b>Building Coordinator</b></p>	<ul style="list-style-type: none"> <li>• Identify Teachers and ensure that they are properly trained.</li> <li>• Coordinate with TEAs so they administer all testlets.</li> <li>• Create or approve testing schedules and procedures for the school (consistent with state/territory and district policies).</li> <li>• Ensure that necessary secure browsers are installed and/or</li> </ul>	<p><b>Building Test Coordinator (BTC)</b></p> <ul style="list-style-type: none"> <li>• Edit a student's PNP in Kite to set accommodations.</li> <li>• Roster students to the appropriate TEA.</li> <li>• Add Teachers to Kite.</li> </ul>	<p><a href="#">Intro to Kite Suite</a></p> <p><a href="#">Getting Started in Kite Educator Portal – MT</a></p> <p><a href="#">User Management</a></p> <p><a href="#">Student PNP Settings</a></p> <p><a href="#">Student and Rosters – MT</a></p> <p><a href="#">Testlet Administration – MT</a></p> <p><a href="#">Data Extracts</a></p>

	<p>updated, and any other technical issues are resolved.</p> <ul style="list-style-type: none"> <li>• Monitor testing progress during the testing window and ensure that all students participate, as appropriate.</li> <li>• Address testing problems and report them to the System Test Coordinator (STC), as needed.</li> <li>• Mitigate and report all test security incidents in a manner consistent with district policies.</li> <li>• Perform general oversight responsibilities for all administration activities in their school and for all TEAs.</li> </ul>		<a href="#">Dashboards</a>
<b>Test Administrator (TA)</b>	<ul style="list-style-type: none"> <li>• Complete assessment administration training and review all MAST policy and administration documents prior to administering any MAST assessments.</li> <li>• Report all potential test security incidents to their BC, AR, and STC in a manner consistent with state, and district policies.</li> </ul>	<b>Teacher (TEA)</b> <ul style="list-style-type: none"> <li>• View student information prior to testing to ensure that the correct student receives the proper test with the appropriate supports. TEAs should report any potential data errors to BCs and STCs as appropriate.</li> <li>• Provide students with opportunities to become familiar with the online test tools by reviewing the practice and training tests.</li> <li>• Administer the MAST assessments.</li> <li>• Pause/Resume and End tests in progress.</li> <li>• Become familiar with the Monitoring</li> </ul>	<a href="#">Intro to Kite Suite</a> <a href="#">Getting Started in Kite Educator Portal – MT</a> <a href="#">Intro to Kite Student Portal – MT</a> <a href="#">Testlet Administration – MT</a>



		Testing function in Kite to ensure all students complete and submit the testlet in the session.	
<b>Technology Coordinator</b>	<ul style="list-style-type: none"> <li>Ensure the secure browser is installed properly prior to administration.</li> <li>Ensure all system setup requirements have been completed prior to administration.</li> </ul>	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. Students must answer all questions before they can submit their testlet.

## 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 BC 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 STC 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 STC or BC.
- 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 the 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 BC, who will report to the STC 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 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.
- Print student usernames and passwords for testlets.

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 BC.

## 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 Testlet Kite Student Portal. For details about the functions of each tool, see the [MAST Testlet 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 5-8. 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 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 decision regarding whether a specific student qualifies for this accommodation should be made by the student's IEP/504 Team.
- 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. For step-by-step directions, please see the [MontCAS application guide](#). Once a paper request has been approved by OPI, paper forms will be provided for the remaining administrations for the year.
2. For a non-routine accommodation (not indicated in a 504/IEP plan), please submit a non-routine accommodation request in the MontCAS application. Non-routine paper requests will **only** be in effect for the requested testing window.
3. Upon OPI's approval, the STC should ensure that the PNP setting for paper has been selected within the student's roster profile in Kite. The DTC or BTC Kite user roles can update the PNP setting for paper.
4. With OPI's approval, NMC will contact the STC directly via email from the NMC help desk at [MASTpilot@newmeridiancorp.org](mailto:MASTpilot@newmeridiancorp.org). NMC will request the planned dates of the paper administration (no longer than a 2-day window) within the testing window. The STC will download the paper forms from a secure File Transfer Protocol site (FTP). NMC will provide the STC with credentials to the (FTP) to download the requested paper forms. The FTP credentials are secure and should not be shared with other school or district users.

5. NMC will notify the STC that paper forms have been loaded to the FTP 24 hours before the planned dates of paper administration provided by the STC. The STC has 24 hours after the paper forms have been provided to access forms for printing. After 24 hours – paper forms will be deleted from FTP and a new request will need to be made if paper forms are not retrieved.
6. 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. If a student has a Spanish paper form, the teacher or test administrator should enter student responses in the online Spanish form.
7. Once all student responses have been entered into the online form, the teacher / test administrator will either burn or shred paper forms. NMC will contact the STC to confirm that they have destroyed the forms after the paper administration.



**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. 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 arrangements that need to be made with your BTC. Make sure you have a list of those students and the accommodations they are to receive.
  - If students need a paper accommodation as designated in their 504/IEP plan, please ensure that a request is made at least **two weeks** before the first

testing window (see pg. 17 for details). A specific date for paper administration will be required.

- 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

### Daily Access Codes

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.

### Additional Materials

Provide the following materials as needed:

- Pencils
- Blank scratch paper
- Clock visible to students
- Headphones (see below)

The following five ELA testlets administered throughout the year include audio assets and require the use of headphones:

Administration 3	Grade 7	Informational Testlet
Administration 5	Grade 4	Literature Testlet
Administration 5	Grade 5	Informational Testlet
Administration 5	Grade 6	Informational Testlet
Administration 5	Grade 8	Informational Testlet

## 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 A TEST**.
7. Enter the **DAC** in the **ACCESS CODE** field.
8. Select **LET'S GO**.

## Proctoring Guidance during Testing

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

## Pausing and Resuming Tests

Teachers may pause and resume tests if students must leave the testing environment and resume testing in another session. When a teacher selects pause, the student cannot advance to the next question or navigate out of the test. The student is only able to continue testing when the Teacher resumes the test session.

## Test Completion

- Students must answer all questions to submit the testlet.
- 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. Multiple testlets can be monitored during a test session in the Test Monitor screen. See the *Monitoring Testlets* section of the Kite Educator Portal Manual. 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 on the Educator Portal test monitoring screen but the student has 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 3 and 5)

A brief student survey will be available in window3 (January 29 – February 16) ) and window 5 (April 15 – May 10). The survey will be available in the Kite Student Portal as a separate testlet. Students should complete the survey after all testlets for the window are completed. 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. Student surveys will not be included in testlet completion rates.

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 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 DTC and/or Building Coordinator immediately.



## Student Scripts and Test Directions for Proctoring

### Step 1: Logging in and Selecting the Testlet (all Testlets)

Once students are seated, say:

You are about to take a MAST testlet. 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 and your testing ticket.

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

**Distribute all materials, including scratch paper, pencils, and printed reference sheets (optional), 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.**

Say:

Enter your username and password and click SIGN IN.

**Ensure all students can log in properly.**

Say:

Click TAKE A TEST.

You will be taking the (*say name of testlet*). 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 and read along.

## Step 2: Math Testlet Test Directions

### Say:

You will be taking an assessment in mathematics.

*Choose script based on which testlet you are administering:*

**All Math Testlets:** The assessment consists of 10 questions.

**T-13 Anchor Test:** The assessment consists of 18 questions in two sections. 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.

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.

*If the testlet allows calculator use:* 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.

## Step 2: ELA Testlet Directions

### Say:

You will be taking an assessment in Reading.

*Choose script based on which testlet you are administering:*

**ELA (Window 1):** The assessment consists of 12 standalone questions and 6 questions based on one reading passage.

**ELA (Window 2, 3, 5):** The assessment consists of 8 standalone questions and 10 questions based on one or two passages.

**ELA (Window 4) – Performance Task:** 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.

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.

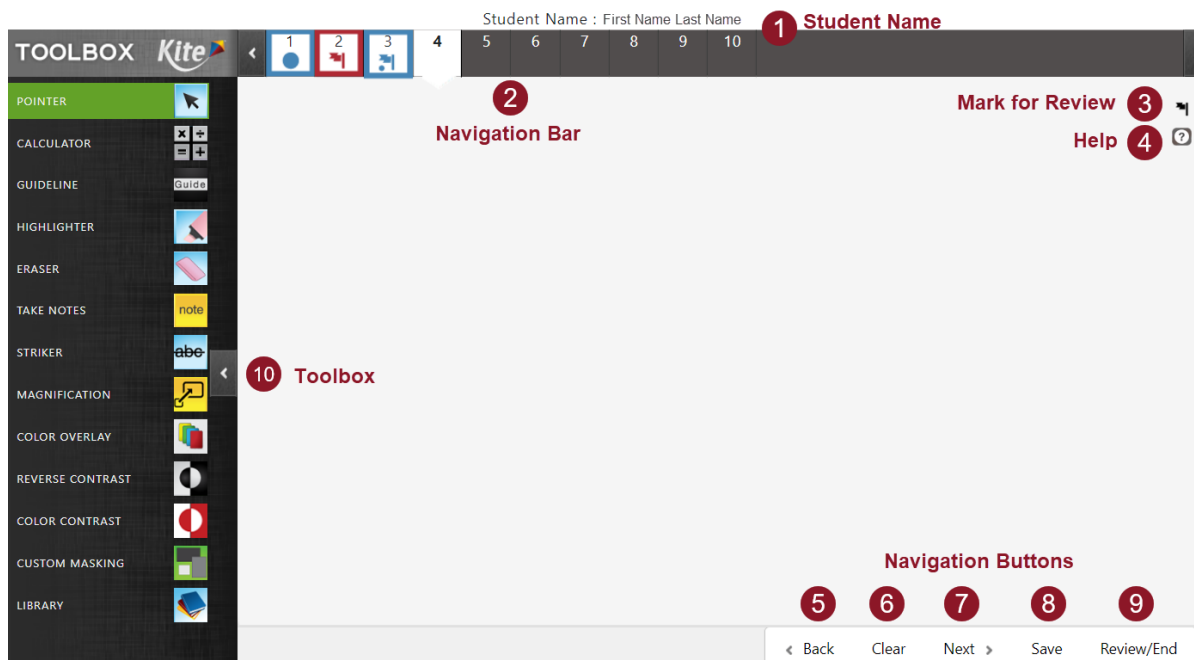
The assessment must be completed within the time assigned by your teacher. Use the **End** button on the Review/End page to submit the assessment. This will end the testing session.

### Step 3: Universal Tool Review (Optional)

If this is the first testlet administration of the testing window, or if your students need a review of universal tools, please use the following script:

**Say:**

I will now review the universal tools provided for this assessment. Please follow along as I talk through the screen.



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. **Mark for Review 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. <b>Next button:</b> Select to move to the next question.
8. <b>Save button:</b> The save button allows you to save your answer without submitting the test.
9. <b>Review/End button:</b> This button will take you directly to the review screen at the end of the test.
10. <b>Toolbox:</b> 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. <b>If a calculator is available for your test, it is located beneath the pointer tool in the toolbox.</b>

## Step 4: Begin Testing (all testlets)

### Say:

You may now begin testing. When you are finished, please review your responses, including any questions you flagged during the test. Be sure to click the green “END” button and select “yes” that you want to end your test. All questions must be answered to submit. After you complete your testing, please remain quiet until all students have finished.

## Step 5: End Testing (all testlets)

### Once all students complete testing, say:

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

## Testlets and Calculator Availability for SY 23–24

Calculators are only available on testlets in grades 6–8.

### 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

## Glossary

Term	Definition in this document
<b>Accommodations</b>	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.
<b>ASL</b>	American Sign Language
<b>DTC</b>	District Test Coordinator
<b>EL</b>	English Learner
<b>IEP</b>	Individualized Education Program
<b>Kite Educator Portal</b>	part of the Kite Suite used to set accessibility options, assign tests, monitor test sessions, and view student results
<b>Kite Student Portal</b>	web-based software that students use to complete assessments
<b>Kite Suite</b>	This provides an online testing interface for students that includes practice items. Components include Kite Student Portal and Kite Educator Portal.
<b>Local testing window</b>	This is the time period an individual school will administer the state assessment; may vary among schools in the same district.
<b>PNP</b>	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.
<b>TPT</b>	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.
<b>Test session</b>	the time or period set aside for testing
<b>Test Window</b>	the OPI-approved date range when assessments may be administered
<b>Testlet</b>	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.