

Testing Location and Schedule Recommendations

These testing location and schedule recommendations have been derived from the MAST Test Administration Manual (TAM) in conjunction with Montana's 2024-2025 MAST testing time data.

I. Space and Technology Recommendations

School Space Recommendation(s)	Environment that minimizes distractions and disruptions for students (e.g., classroom, computer lab, library, or cafeteria).
	Room is conducive to a proper test environment/free from distractions (e.g., quiet, orderly, comfortable, adequate lighting and ventilation, and seating arranged to discourage student-to-student interactions).
	Place "Do Not Disturb" signs on doors where testing is occurring. Some instructional aides are not appropriate to provide during assessments as the intent of the assessment is to measure the students' comprehension of that concept. It depends on the instructional aid and what the "construct of interest/measurement" is for the test, or in other words, what the test is designed to measure. Please ensure instructional material that could provide an unfair advantage is removed or covered prior to testing.
	Location like the classroom environment and familiar to students. The Test Administrator (TA) MUST always remain in the room and monitor students throughout testing in an unobtrusive fashion.
Technology Recommendation(s)	Prepare for online tests by completing the steps below. Step 1: Whitelist the list of sites below: Whitelisting using wildcards (recommended): *.kiteaai.org https://ssl.google-analytics.com Whitelisting for applications that do NOT allow wildcards: https://educator-testlet.kiteaai.org https://student-testlet.kiteaai.org https://kite-ohnp-student-login.kiteaai.org/ https://kite-ohnp-secondary-student-login.kiteaai.org/ https://kite-ohnp-student-click-history.kiteaai.org/ https://kite-ohnp-secondary-student-click-history.kiteaai.org/ Step 2: Install Kite Student Portal on student testing devices. Installation guides for: Chromebook iPad Mac Windows Refer to installation guides for troubleshooting (common errors and their solutions)
	Troubleshoot technical problems during the tests (know who to contact): Kite Support Desk (Kite-support@ku.edu or 1-855-277-9752).

II. State Average State Testing Times

Per Montana Code Annotated ([§20-1-301](#)), students in grades 4–12 are required to have a minimum of 1,080 hours of instruction. In the instance of state required testing, the average grade 5 student is estimated to spend 15-30 minutes per MAST testlet (5-8 testlets per testing window). In other words, the average child will spend less than one percent of instructional time on state assessments. All other assessments administered to students are determined at the school district and building level.

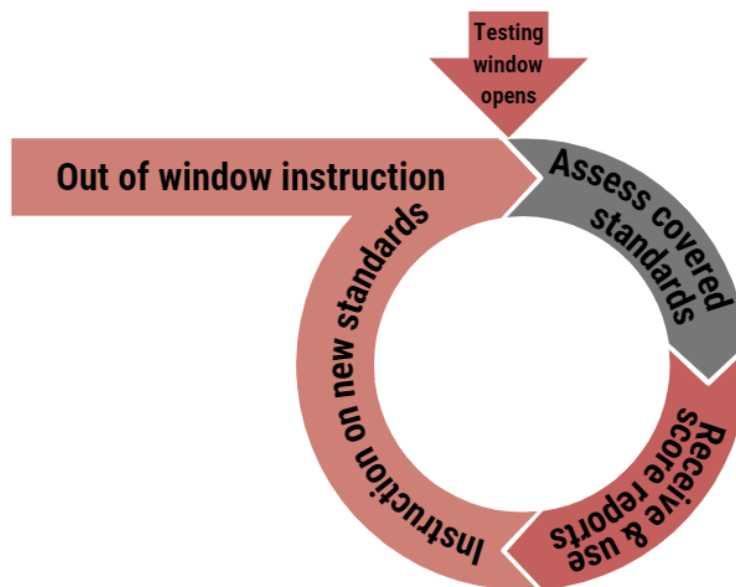
III. Testlet Sequencing Recommendation

Session sequencing and schedule recommendations are estimates based on times from the 2024-2025 test administration.

All students participating in the MAST assessments will receive 12 math testlets, 6 ELA testlets, one ELA Performance Task, and one Anchor Testlet. MAST English language arts (ELA) testlet schedules are the same for all students in each grade level, regardless of district or curricula. Over the course of the school year, ELA testlets increase in text and item complexity within grade level margins, from readily accessible to moderately complex to highly complex. MAST math grade-level testlets are scheduled based on each district's local curriculum. Testlets for each grade are organized around 12 strands of mathematical understanding that represent the content of the grade. Districts will use New Meridian's Scheduler tool to create test schedules that best reflect their students' learning. In the Scheduler, districts can choose whether to use testlet-to-unit mappings for publisher math curricula or align testlets to local curricula. Districts are required to schedule and administer 3–5 testlets in each of the three test administration windows. Resources including a MAST Scheduling Guide and MAST Scheduler Manual are available to support districts in scheduling math testlets and can be found on the [MAST Portal](#)—the landing page for all MAST-related professional learning opportunities and resources.

We recommend students take MAST testlets as close to instruction as possible, such as at the end of a unit or chapter. Spreading out testing throughout the window will allow for continuous instruction, reduce student testing fatigue, and signal that testing is part of the instructional and learning cycle.

Instructional Testing Cycle



Score reports will be provided weekly for testing during windows. These can be used for immediate and long-term instructional decisions.

IV. OPI Schedule Recommendations

When developing a testing schedule, use instructional alignment and estimated testing times to schedule testlets to be delivered within each testing window. These estimates do not account for any time needed to start computers, load secure browsers, and/or log in students. For test security purposes, it is advised to finish a testlet within the same day it is started. All testlets must be completed in the scheduled testing window and may not be moved or made up in a future testing window.

Content Area	Testlets	Est. Minutes
ELA Testlets 6 testlets & 1 Performance Task	Window 1: October 13, 2025 – December 5, 2025 <i>Beginning of Year (BOY) Literary Testlet</i> <i>Beginning of Year (BOY) Informational Testlet</i>	15-30 minutes/testlet
	Window 2: January 12, 2026 – March 6, 2026 <i>Middle of Year (MOY) Literary Testlet</i> <i>Middle of Year (MOY) Informational Testlet</i> <i>ELA Performance Task</i>	15-30 minutes/testlet Performance Task 20-30 minutes
	Window 3: March 30, 2026 – May 22, 2026 <i>End of Year (EOY) Literary Testlet</i> <i>End of Year (EOY) Informational Testlet</i>	15-30 minutes/testlet
Content Area	Testlets	Est. Minutes
Math Testlets 12 testlets <i>Districts will use New Meridian's Scheduler tool to create test schedules based on each district's local curriculum.</i>	Window 1: October 13, 2025 – December 5, 2025 3-5 testlets	15-30 minutes/testlet
	Window 2: January 12, 2026 – March 6, 2026 3-5 testlets	15-30 minutes/testlet
	Window 3: March 30, 2026 – May 22, 2026 3-5 testlets	15-30 minutes/testlet
Anchor Testlet	Window 3: March 30, 2026 – May 22, 2026 <u>One</u> Math or ELA testlet	Administered within one class period or testing session.

**Scheduling & Time Recommendations for Math
& ELA testlets**

Recommendations:

- Most students should be able to complete a single testlet in less than 30 minutes. Students can be given 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. TAs need to use their best professional judgment when allowing students extra time. Students should also be actively engaged in responding productively to test questions.
- All testlets should be completed on the same day they start.
- [Math](#) and [ELA](#) timing documents are available to assist in planning and managing instructional time effectively.

Questions about the recommended testing location, session and schedule for the MAST should be directed to the OPI Assessment Help Desk at 1.844.867.2569, or e-mail us at OPIAssessmentHelpDesk@mt.gov.