

2025-2026



MONTANA OFFICE OF PUBLIC INSTRUCTION

MAST ADMINISTRATION

ASSESSMENT FOCUSED SUPPORT VIDEO



MAST ADMINISTRATION TASKS

TEST ADMINISTRATORS

The WHY: Successful administration of the MAST.

Before Testing

- Schedule Testlets
- Train & Prepare Staff
- Prepare Student Testing Devices
- Notify Families of Testing
- User Management

- Roster Students & Enter PNPs
- Print Student Tickets & DACs
- Prepare Students to Test

During Testing

- Administer Testlets
- Monitor Testlet Completion
- Make-Up Testing
- Access & Share Student Score Reports

After Testing

- Access & Share Student Score Reports
- Reflect on the successes and challenges of administration



PREPARE STUDENT TESTING DEVICES

Click on the image to access linked resources.

Montana Aligned to Standards Through-Year
MAST



Training Videos



The following training videos have been provided by our testing partner, ATS, to assist in understanding and using the Kite Platform. It is recommended that the following testing roles watch the listed videos to help ensure the success of administering the MAST. Navigate to the [MAST Portal](#)—the landing page for all MAST-related resources, professional learning, manuals, install guides, etc.

Test Administrator (TA):

- [Intro to Kite Suite](#)
- [Getting Started in Educator Portal](#)
- [Intro to Kite Student Portal](#)
- [Testlet Administration](#)

Authorized Representative (AR):

- [Intro to Kite Suite](#)
- [Getting Started in Educator Portal](#)
- [User Management](#)
- [Data Extracts](#)
- [Dashboards](#)

Parent/Guardian:

- [Kite Parent Portal Manual](#)

System Testing Coordinator (STC)
Building Test Coordinator (BTC):

- [Intro to Kite Suite](#)
- [Getting Started in Educator Portal](#)
- [Intro to Kite Student Portal](#)
- [User Management](#)
- [Student and Rosters](#)
- [Rostering](#)
- [Student PNP Settings](#)
- [Testlet Administration](#)
- [Data Extracts](#)
- [Dashboards](#)
- [Parent Portal Set Up: The Student-Parent Connection](#)

Install Links



[Kite Student Portal Updates](#) for the upcoming year.

Student Portal Installation Guide - [Windows](#)
Student Portal Installation Guide - [Mac](#)
Student Portal Installation Guide - [Chromebook](#)
Student Portal Installation Guide - [iPad](#)
Refer to installation guides for troubleshooting (common errors and their solutions)

Whitelisting



Below is a list of the sites that the Technology Director/ IT Team will want to ensure are whitelisted.

Whitelisting using wildcards (recommended):

Kite Student Portal
Updates



PARENT/GUARDIAN NOTIFICATION OF TESTING

Insert School Letter Head Here

[Insert Date]

Dear Parent/Guardian:

[Insert School] is preparing for the *Montana Aligned to Standards Through-Year (MAST) assessment* through the Montana Office of Public Instruction. Students in Grades 3-8 will take Math and English Language Arts (ELA) assessments in 3 administration windows as indicated in below chart:

	Window 1	Window 2	Window 3	
	October 13 – December 5 (8 weeks)	January 12 – March 6 (8 weeks)	March 30 – May 22 (8 weeks)	
Math	3-5 Testlets	3-5 Testlets	3-5 Testlets	1 Math OR ELA Anchor Test
ELA	2 BOY Testlets	2 MOY Testlet 1 Performance Task Testlet	2 EOY Testlets	

*The actual number of testlets your child(ren) takes each testing window will be contingent on your district's local curriculum sequence.

What is the purpose of the MAST assessment?

The Montana OPI in partnership with New Meridian has developed an improved assessment system that will reflect the needs of our students, teachers, and administrators while providing useful flexibility in terms of test administration. The MAST Assessment implements "through year" assessments across the state that satisfy

Click on the image to access linked resources.



MAST PREPARATORY CHECKLIST

Are Test Administrators Trained and Ready to Administer the MAST?

Prepared Test Administrators are able to...

- Ensure and Uphold Test Security
- Verify Student Rosters & Student PNPs
- Print Student Testing Tickets & DACs
- Prepare Students to Test
- Schedule Testlets Within Window
- Administer Testlets
- Monitor Testlet Completion
- Access & Share Student Score Reports

Modules to support these components can be found in the MAST for Educators PPTX, PDF, and Facilitator Guide.



Verify Student Rosters

*Within the Test Monitor Screen within window

Verify student rosters within the **Test Monitor Screen** (Teachers) or **View Rosters** (building or district users). If students are not showing, reach out to a building or district-level user to add student(s) to roster prior to testing.

Monitor Test

Math, Grade 3, Unit 1: Fractions as Numbers

Student Name	Overall Status	# Unanswered Items	Section 1							
			1	2	3	4	5	6	7	8
SP SchoolA	Completed	0	●	●	●	●	●	●		
SP SchoolB	In Progress	N/A	○	○	○	○	○	○		
SP SchoolC	Unused	N/A	○	○	○	○	○	○		
SP SchoolD	Unused	N/A	○	○	○	○	○	○		
SP SchoolE	Unused	N/A	○	○	○	○	○	○		

Page 1 of 1 30 per page

●- Answered, ○- Partially Answered, ○- Unanswered, ** - Not Available

Refresh End

The Great Seal of the State of Colorado, featuring a central shield with a mountain, river, and sun, surrounded by the state name and the words "THE GREAT SEAL OF THE STATE OF COLORADO".

Verify Student PNPs

*viewable by all users with student connection

PNP Profile for: Vyse Zeug

Student Demographics

First Name: Vyse	Middle Name: Otto	Last Name: Zeug	Date of Birth: 07/1
State ID: 02171962	Grade 4		

[Summary](#) [Accommodations](#) [Designated Supports](#) [Universal Features](#)

Selected PNP Profile Settings for Vyse Zeug

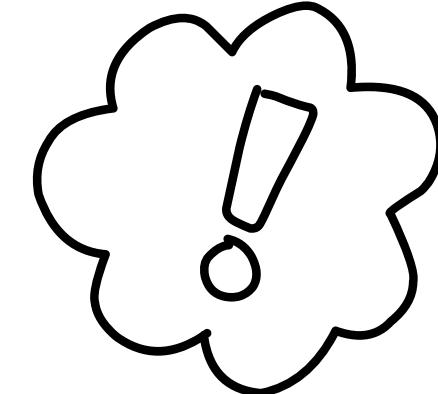
Embedded Selections	Non-Embedded Selections
Accommodations	Accommodations
Open Captioning	Alternate Response Options
Designated Supports	Designated Supports
Color Contrast	Separate Setting
Color Overlay	
Magnification	

[Cancel](#) [Save](#)

Verify student PNPs in
student's *PNP Summary*
prior to testing.



KITE EDUCATOR PORTAL TRAINING



If a student begins to test and PNPs are not showing up, **STOP** testing.

Test administrators should contact a building or district testing coordinator immediately and ensure supports are correctly set before resuming.



Printing Test Tickets

DATA EXTRACT METHOD

Navigate to:

- 1.REPORTS > DATA EXTRACTS
- 2.Click on *New File* in the *Student Login Usernames/Passwords* row.
- 3.Fill out organization drop-downs in the *Create Extract* pop-up window then choose *OK*.
- 4.Once the report is generated, click on the *PDF icon* to download to your device.

The screenshot shows the KITE Educator Portal interface. At the top, there is a navigation bar with links for SETTINGS, INTERIM, REPORTS (which is highlighted in blue), DASHBOARD, and HELP. Below the navigation bar, there are three main sections: Student Information, Test Admin, and DATA EXTRACTS (which is also highlighted in blue). A red circle with the number '1' is placed over the 'DATA EXTRACTS' link. The COMMON BUNDLED REPORTS section is also visible. A note at the bottom of this section cautions about Personally Identifiable Information (PII). The main content area displays a table of data extracts. The table has columns for Extract, Description, Requested, File, and Action. The 'Extract' column lists: Current Enrollment, PNP Setting Counts, Parents, Roster, and Student Login Usernames/Passwords. The 'Description' column provides a brief description for each extract. The 'Requested' column shows the date and time the extract was requested. The 'File' column contains icons for CSV and PDF. The 'Action' column contains 'New File' buttons. A red circle with the number '3' is placed over the 'New File' button for the 'Student Login Usernames/Passwords' extract. A red circle with the number '2' is placed over the 'New File' button for the 'Student Login Usernames/Passwords' extract in a separate row. A large red circle with the number '1' is placed over the 'New File' button in the 'Create Extract' pop-up window. The 'Create Extract' window has a title 'Create Extract' and a 'Filters' section. It includes fields for 'Assessment Program' (set to 'Testlet'), 'District' (set to 'Select'), 'School' (set to 'Select'), 'Grade' (set to 'Select'), and 'Subject' (empty). It also has a 'Download as' section with checkboxes for 'CSV' and 'PDF' (the 'PDF' checkbox is checked). At the bottom of the window, there are 'OK' and 'Cancel' buttons. A red circle with the number '3' is placed over the 'File' icon in the 'Create Extract' window, and a red circle with the number '2' is placed over the 'New File' button in the 'Create Extract' window.

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	05/02/2025 07:50 AM	CSV	New File
PNP Setting Counts	Student PNP setting counts by organization.	02/04/2025 10:23 AM	CSV	New File
Parents	Parent details for active parent student relation.			New File
Roster	Student assignment by educator and subject.	05/20/2025 12:00 PM	CSV	New File
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.	05/22/2025 09:18 AM	PDF	New File



Printing Test Tickets

TEST MONITOR SCREEN METHOD

Not available until in an open testing window, and tickets become unavailable after the student has completed that specific testlet.

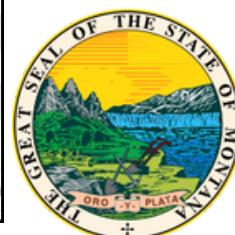
Navigate to:

- 1.INTERIM > MY TESTS
- 2.Fill out the organization drop-downs.
- 3.Select the testlet for which you want to print student test tickets.
- 4.Click on *Tickets* button.

The screenshot shows the 'My Tests' section of the KITE Educator Portal. At the top, there are dropdowns for 'DISTRICT' and 'SCHOOL'. Below that is a table with columns: Test Name, Form, Testing Cycle, Subject, Test Materials, Allow Responses, Students Assigned, Students Attempted, Students Completed, and Assign. The table lists various math testlets for Grade 4. A red circle labeled '1' points to the 'MY TESTS' button in the top navigation bar. A red circle labeled '2' points to the 'SCHOOL' dropdown. A red circle labeled '3' points to the 'Math, Grade 4, Angles and Geometry' testlet in the list. A red circle labeled '4' points to the 'Tickets' button at the bottom of the page. A thought bubble on the right contains the text: 'Student login credentials remain the same throughout the school year.'

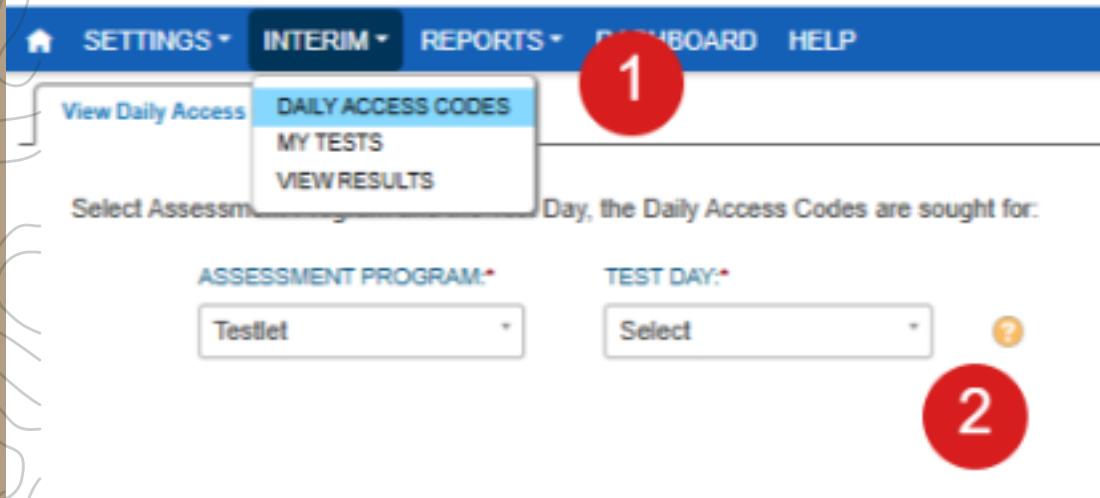
Test Name	Form	Testing Cycle	Subject	Test Materials	Allow Responses	Students Assigned	Students Attempted	Students Completed	Assign
Math, Grade 4, Anchor Set	General	Five	Mathematics		Yes	50	50	50	Auto
Math, Grade 4, Angles and Geometry	General	Five	Mathematics		Yes	50	50	50	Auto
Math, Grade 4, Decimal Fractions	General	Five	Mathematics		Yes	50	50	50	Auto
Math, Grade 4, Multiply Fractions	General	Five	Mathematics		Yes	50	50	50	Auto
Math, Grade 4, Add and Subtract Fractions	General	Four	Mathematics		Yes	53	51	51	Auto
Math, Grade 4, Compare and Find Equivalent Fractions	General	Four	Mathematics		Yes	53	51	51	Auto
Grade 4, Survey	General	Three	Mathematics		Yes	52	45	45	Auto
Math, Grade 4, Multi-Digit Division	General	Three	Mathematics		Yes	53	50	49	Auto
Math, Grade 4, Multi-Digit Multiplication	General	Three	Mathematics		Yes	53	52	52	Auto
Math, Grade 4, Real-World Problems and Patterns	General	Three	Mathematics		Yes	53	50	50	Auto

Page 1 of 2 10 per page 1-10 of 14



KITE EDUCATOR PORTAL TRAINING

Daily Access Codes



1

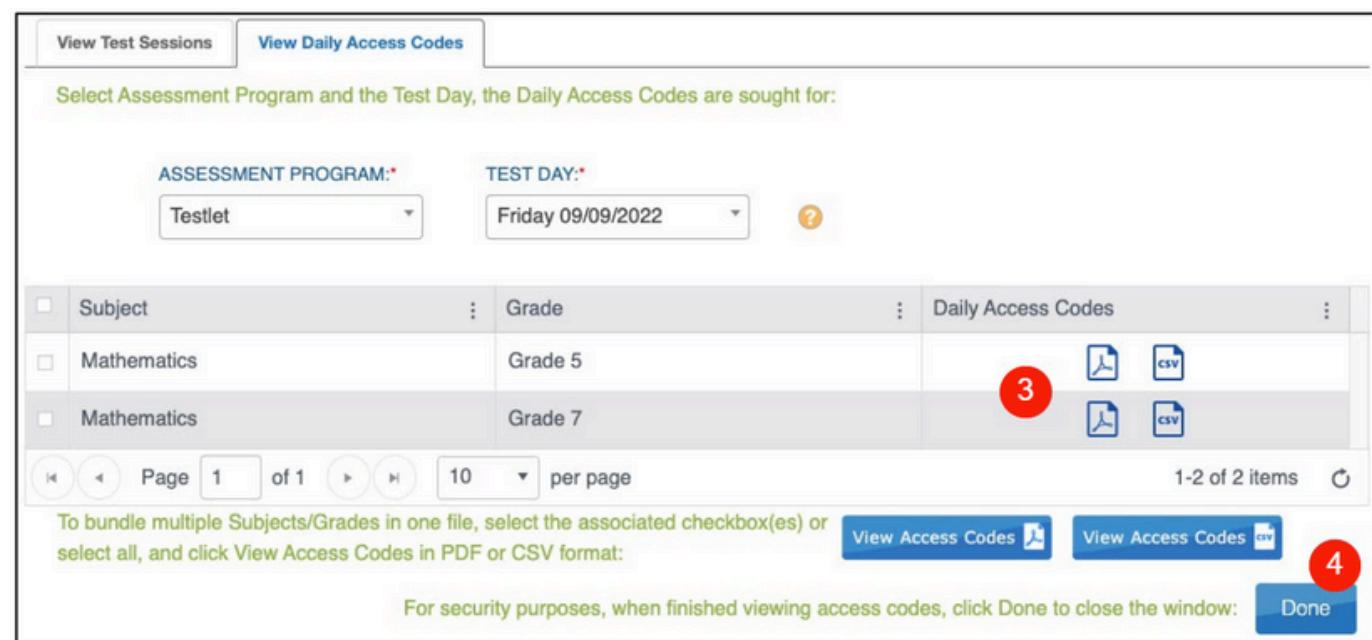
View Daily Access DAILY ACCESS CODES MY TESTS VIEW RESULTS

Day, the Daily Access Codes are sought for:

ASSESSMENT PROGRAM: Testlet

TEST DAY: Select

2



View Test Sessions View Daily Access Codes

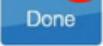
Select Assessment Program and the Test Day, the Daily Access Codes are sought for:

ASSESSMENT PROGRAM: Testlet TEST DAY: Friday 09/09/2022

Subject	Grade	Daily Access Codes
Mathematics	Grade 5	 
Mathematics	Grade 7	 

To bundle multiple Subjects/Grades in one file, select the associated checkbox(es) or select all, and click View Access Codes in PDF or CSV format:

View Access Codes  View Access Codes 

For security purposes, when finished viewing access codes, click Done to close the window: 

11

3

4

LIVE DEMO

Live Demo:

- *Accessing Student Test Tickets & DACs*
- *Verifying Rosters & Student PNPs*

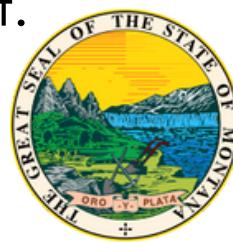
PLANNING TO ADMINISTER

Educators have....

- Checked rosters
- Verified student PNPs are correctly set
- Printed out student testing tickets and DACs
- Scheduled testlets within window when students are ready to assess
- Prepared students and student testing devices for testing

Now What?

- Using the administration script found in the MAST Test Administration Manual, help students access testlets.
- Actively walk around the room and monitor. Ensure students have their correct login credentials and are in the correct testlet.



ADMINISTER TESTLETS

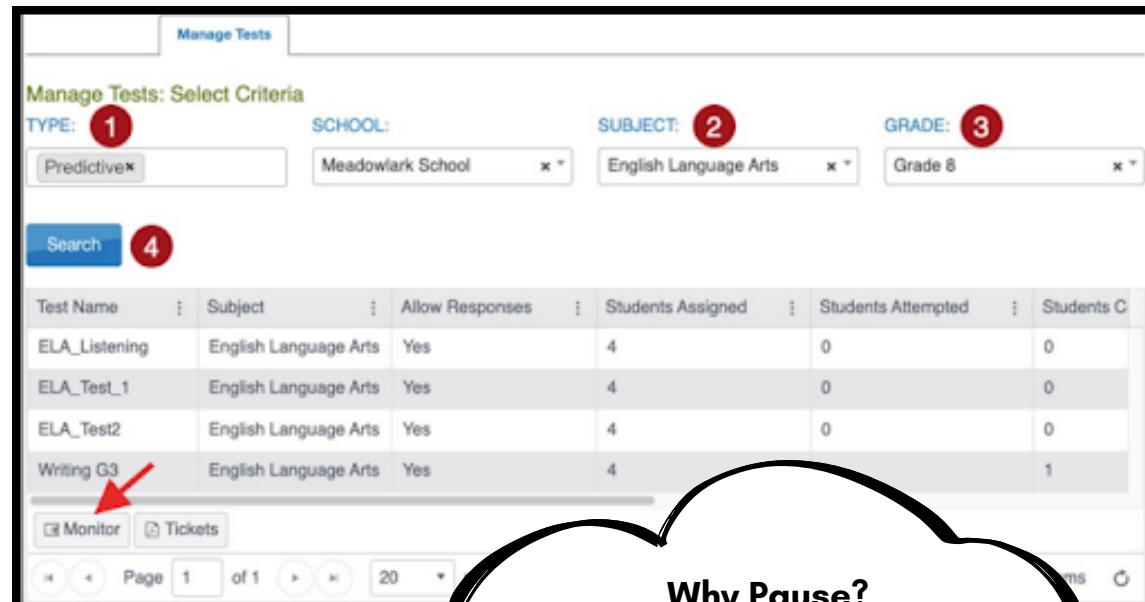
Along with **active monitoring** and walking around the room, the **Test Monitor Screen** can help monitor test administration & completion.

Test administrators can view individual student progress status, number of unanswered questions, and progress through testlet.

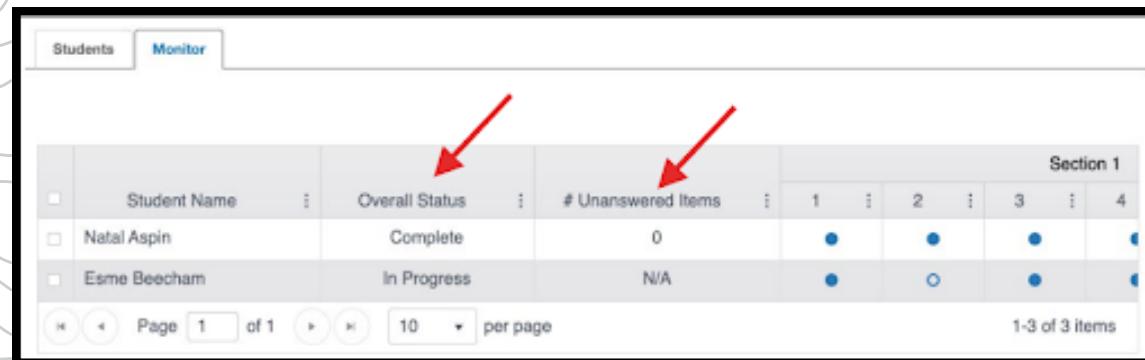
Navigate to:

- INTERIM > My Tests
- Fill out organizational information in drop down menus.
- Click Search.

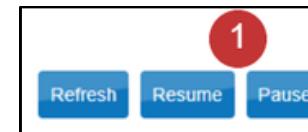
Students must Submit testlets to get score report results.



The screenshot shows the 'Manage Tests' interface. At the top, there are dropdown menus for 'TYPE' (1, Predictive), 'SCHOOL' (2, Meadowlark School), 'SUBJECT' (2, English Language Arts), and 'GRADE' (3, Grade 8). Below these are search fields and a 'Search' button (4). The main area displays a table of testlets with columns for 'Test Name', 'Subject', 'Allow Responses', 'Students Assigned', 'Students Attempted', and 'Students C'. A red arrow points to the 'Monitor' button in the toolbar below the table. A thought bubble on the right contains the text 'Why Pause?'.



The screenshot shows the 'Monitor' tab of the test administration interface. It displays a table of students with columns for 'Student Name', 'Overall Status', and '# Unanswered Items'. Red arrows point to the 'Overall Status' and '# Unanswered Items' columns. Below the table is a navigation bar with 'Page 1 of 1', '10 per page', and a 'Section 1' table showing student responses for items 1 through 4. A red arrow points to the 'Monitor' button in the toolbar below the table.



Monitoring During Test Administration

What are some ways you currently monitor during assessments?

- Setting time boundaries
- Ensuring students are completing testlets in a timely manner and submitting testlets for scoring



DATA VS. PRACTICE

What might be causing experienced administration times to be higher than actual testing times?

Math Average Timing			
	p50	p80	p90
Grade 3	9.5	15.6	20.8
Grade 4	11.9	19.4	26.2
Grade 5	10.4	16.6	21.9
Grade 6	11.0	16.5	20.8
Grade 7	12.1	18.0	22.2
Grade 8	10.2	15.3	19.0

	MOY Informational			MOY Literary			Performance Task		
	p50	p80	p90	p50	p80	p90	p50	p80	p90
Grade 3	18	27.2	34.6	18.7	27.6	35.5	6	12.3	17.6
Grade 4	20.3	30.1	38.7	20.6	30	38.6	5.7	11.7	16.6
Grade 5	20.8	30.6	38.4	20.4	28.7	35.4	6.7	13.6	18.2
Grade 6	18.7	26.4	31.8	18.4	25.9	31.6	6.1	11.6	15.2
Grade 7	19.6	26.6	31.7	17.5	24	28.4	6.1	11.4	14.4
Grade 8	17	24	28.5	13.9	18.8	22.5	4.7	9	12.1



PLANNING TO ADMINISTER

Scheduling to Support Instruction

Grade	Testlet	Estimated Student Testing Time (minutes)
5	Numerical Expressions	13-20
5	Place Value and Powers of Ten	11-16
5	Represent and Compare Decimals	7-11
5	Multiply and Divide Whole Numbers	16-24
5	Operations with Decimals	13-19
5	Add and Subtract Fractions	18-25
5	Multiply Fractions	16-25
	Division with Fractions	14-21
	Unit Cubes and Cubic Units	8-13
	Solve Volume Problems	12-19
5	Understand the First Quadrant	9-13
5	Attributes of Geometric Figures	6-9

Math and **ELA** Timing Documents

* These ranges should be considered general guidelines, with flexibility to accommodate individual student needs as necessary.

How can this information help balance instructional time and test administration?





Consider

Setting time boundaries for MAST by:

- Checking the timing documents and letting students know how much time they will have (*untimed does not have to mean unlimited*)
- Teaching for the first part of the period and then assessing at the end helps establish a natural time boundary





Consider

- *Actively monitoring:* Walking around and checking student progress helps with students taking too long.
Try: *“I notice you have been on this number awhile. Let’s try moving on and coming back to it at the end”*
- Encouraging students who may be rushing to slow down a bit
- Having students raise their hands when they are finished before they submit their assessment. You can use this as an opportunity to have a student go back and review if he/she rushed.



MONITOR COMPLETION

**My students have finished
testing, now what?**

Check out our **Monitoring Completion Focused**
Support Video on the [MAST Stay Informed](#)
[webpage](#)





OPI ASSESSMENT HELP DESK:

1-844-867-2569

OPIASSESSMENTHELPDESK@MT.GOV

