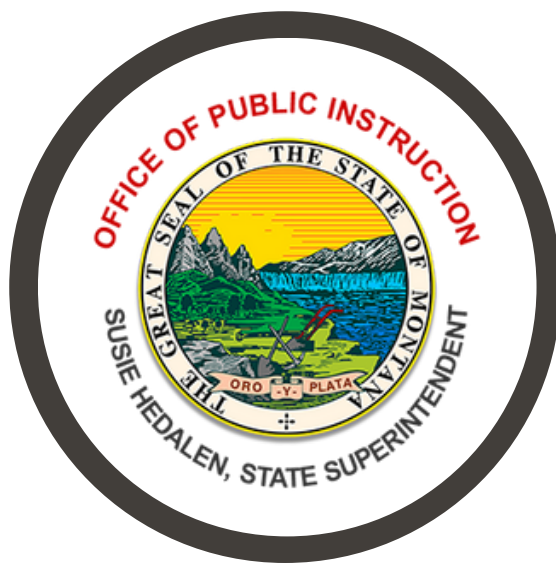


2025-2026



MONTANA OFFICE OF PUBLIC INSTRUCTION

MAST ADMINISTRATION

ASSESSMENT FOCUSED SUPPORT VIDEO



opi.mt.gov

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.



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.

Montana Aligned to Standards Through-Year
MAST
Training Videos



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.



KITE EDUCATOR PORTAL TRAINING

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.

Math, Grade 3, Unit 1, Section 1

Student Name	Overall Status	# Unanswered Items	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

KITE EDUCATOR PORTAL TRAINING

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

- Accommodations
- Open Captioning
- Designated Supports
- Color Contrast
- Color Overlay
- Magnification

Non-Embedded Selections

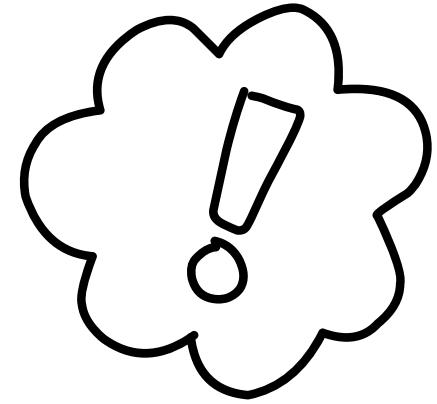
- Accommodations
- Alternate Response Options
- Designated Supports
- Separate Setting

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.



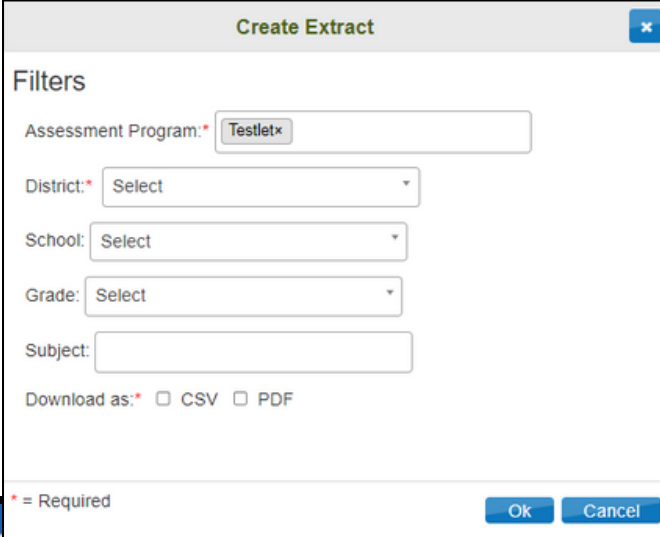
KITE EDUCATOR PORTAL TRAINING

Printing Test Tickets

DATA EXTRACT METHOD

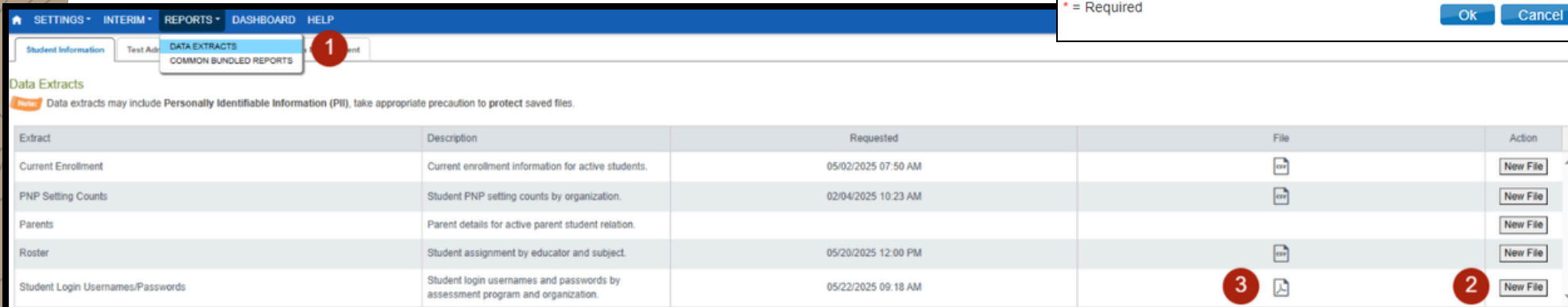
Navigate to:

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 'Create Extract' pop-up window contains the following fields and options:

- Filters:**
 - Assessment Program: *
 - District: *
 - School:
 - Grade:
 - Subject:
- Download as: * ☐ CSV ☐ PDF
- * = Required
- Buttons:



The screenshot shows the 'REPORTS' tab selected in the top navigation bar. A red circle with the number '1' highlights the 'DATA EXTRACTS' link in the left sidebar. Below the sidebar, a table lists various data extracts. A red circle with the number '2' highlights the 'New File' button in the 'Action' column for the 'Student Login Usernames/Passwords' row. Another red circle with the number '3' highlights the PDF icon in the 'File' column for the same row.

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



KITE EDUCATOR PORTAL TRAINING

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.

Student login credentials remain the same throughout the school year.

The screenshot shows the KITE Educator Portal interface. At the top, there is a navigation bar with links: SETTINGS, MANAGE TESTS, INTERIM, REPORTS, DASHBOARD, and HELP. Below this, there is a 'Manage Tests' section with a 'MY TESTS' button (labeled 1) and a 'VIEW RESULTS' button. Below the 'MY TESTS' button, there are drop-down menus for 'TYPE' (set to Predictive), 'DISTRICT' (labeled 2), 'SCHOOL', and 'GRADE' (set to Grade 4). A 'Search' button (labeled 3) is located below the filters. Below the search bar is a table of testlets. The table has columns: Test Name, Form, Testing Cycle, Subject, Test Materials, Allow Responses, Students Assigned, Students Attempted, Students Completed, and Assign. The table lists several testlets for Grade 4 Mathematics. At the bottom of the page, there is a 'Monitor' button and a 'Tickets' button (labeled 4). Below the buttons, there is a pagination bar showing 'Page 1 of 2' and '10 per page'. The bottom right corner shows '1-10 of 14'.

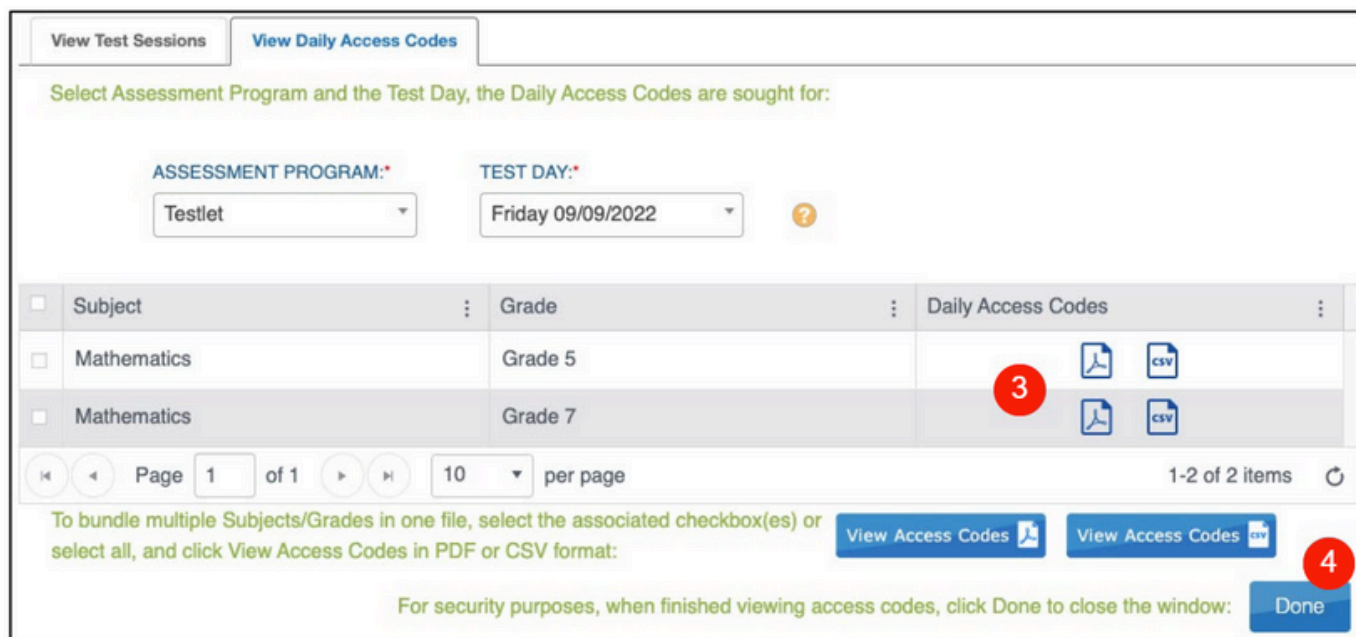
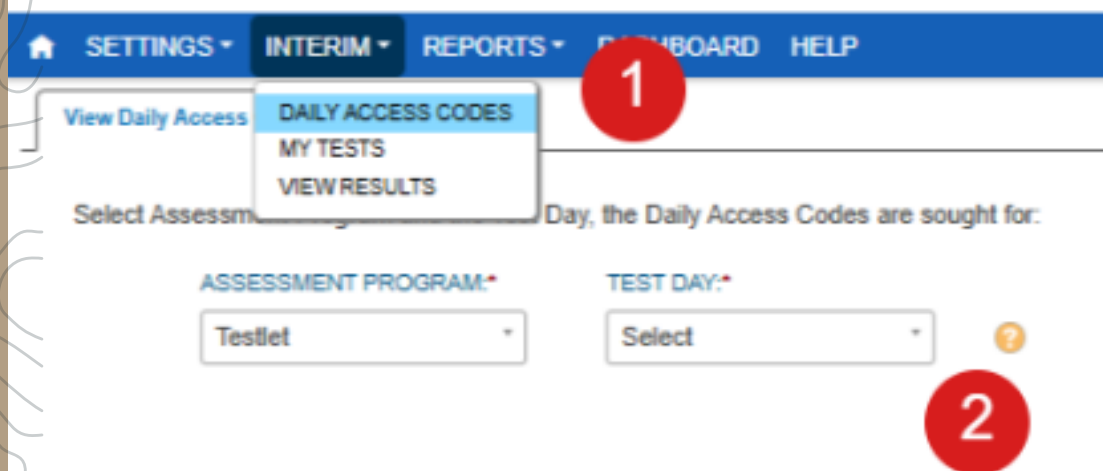
Test Name	Form	Testing Cycle	Subject	Test Materials	Allow Responses	Students Assigned	Students Attempted	Students Completed	Assign
Math, Grade 4, Anchor Set	General	Five	Mathematics		Yes	50	50	50	Auto
Math, Grade 4, Angles and Geometry	General	Five	Mathematics		Yes	50	50	50	Auto
Math, Grade 4, Decimal 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



Daily Access Codes

Navigate to:

1. MANAGE TESTS > DAILY ACCESS CODES
2. Select the *Test Day*
3. In the Daily Access Codes column, select either the PDF or CSV icon to open the file.
4. Select Done once you have finished viewing the Daily Access Codes grid.



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*.

Manage Tests: Select Criteria

TYPE: **1** Predictive SCHOOL: Meadowlark School SUBJECT: **2** English Language Arts GRADE: **3** Grade 8

Search **4**

Test Name	Subject	Allow Responses	Students Assigned	Students Attempted	Students C
ELA_Listening	English Language Arts	Yes	4	0	0
ELA_Test_1	English Language Arts	Yes	4	0	0
ELA_Test2	English Language Arts	Yes	4	0	0
Writing G3	English Language Arts	Yes	4		1

Page 1 of 1 20

Students must Submit testlets to get score report results.

Students Monitor

Student Name	Overall Status	# Unanswered Items	Section 1			
			1	2	3	4
Natal Aspin	Complete	0	●	●	●	●
Esme Beecham	In Progress	N/A	●	○	●	●

Page 1 of 1 10 per page 1-3 of 3 items

Why Pause?

Pausing further secures testlets until students are able to resume testing. For students to reaccess testlet, TAs must click to Resume testing.

1

Refresh Resume Pause



ADMINISTER TESTLETS

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
5	Division with Fractions	14-21
5	Unit Cubes and Cubic Units	8-13
5	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?



ADMINISTER TESTLETS



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



ADMINISTER TESTLETS



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](#)



?? Questions? ??

OPI ASSESSMENT HELP DESK:

1-844-867-2569

OPIASSESSMENTHELPDESK@MT.GOV

