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

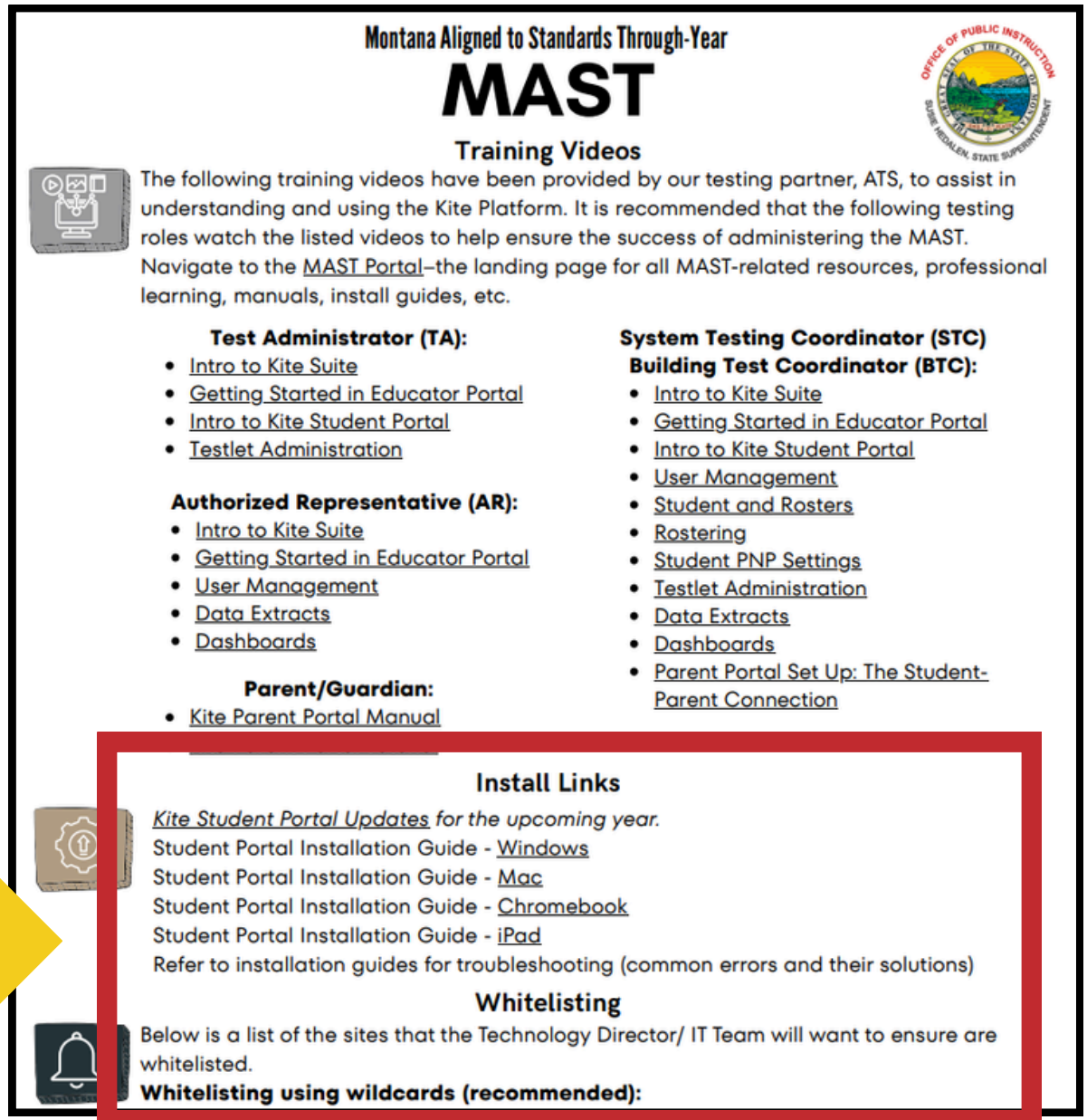
- Administer Testlets
- Monitor Testlet Completion
- Make-Up Testing
- Access & Share Student Score Reports

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.



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...

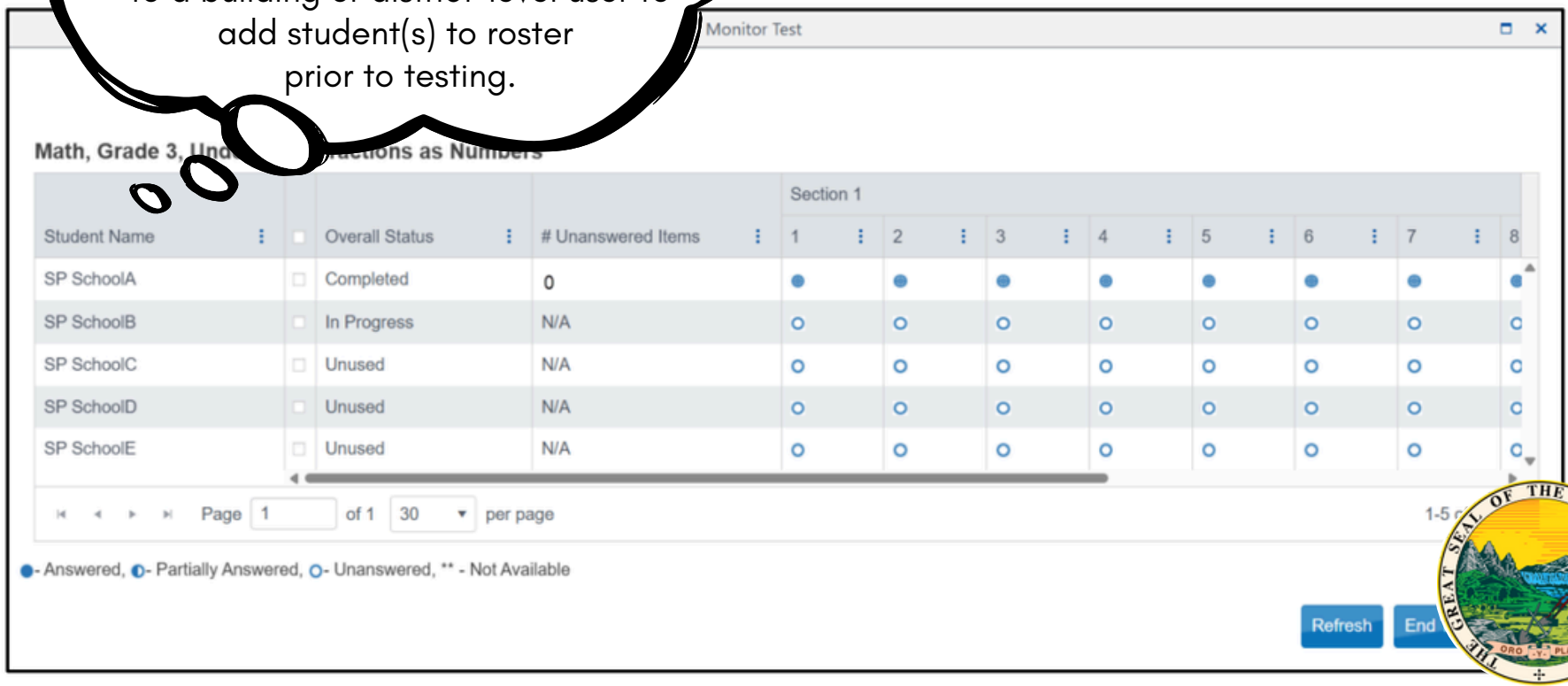
- Ensure and Uphold Test Security
- Verify Student Rosters & Student PNPs
- Print Student Testing Tickets & DACs
- Prepare Students to Test
- Schedule Testlets Within Window
- Administer Testlets
- Monitor Testlet Completion
- Access & Share Student Score Reports

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

Verify Student Rosters

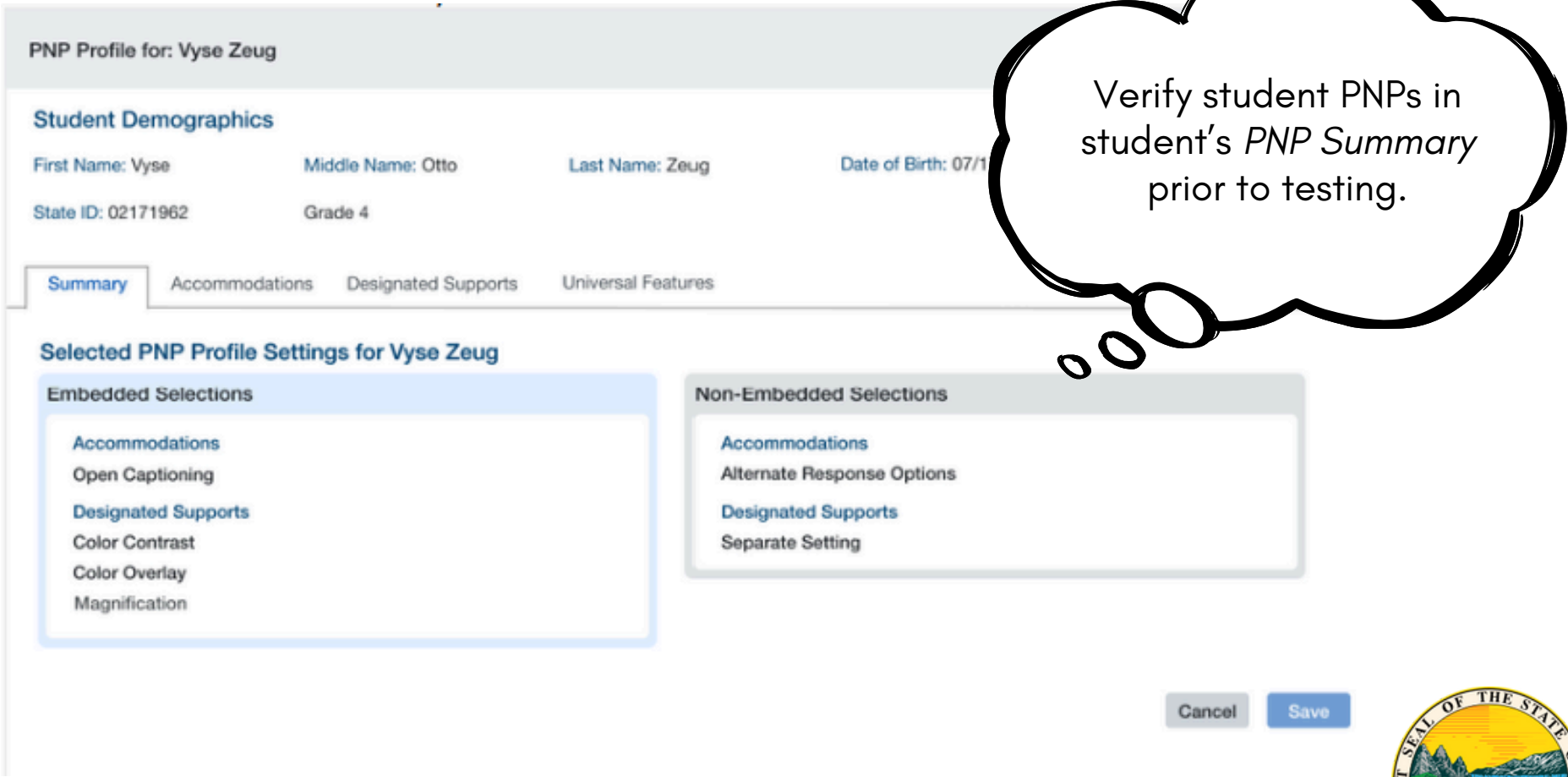
*Within the Test Monitor Screen within window

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.

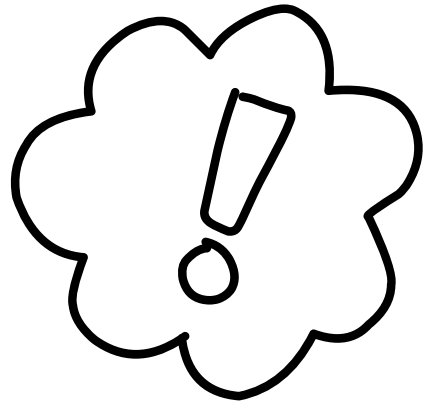


Verify Student PNPs

*viewable by all users with student connection



KITE EDUCATOR PORTAL TRAINING



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

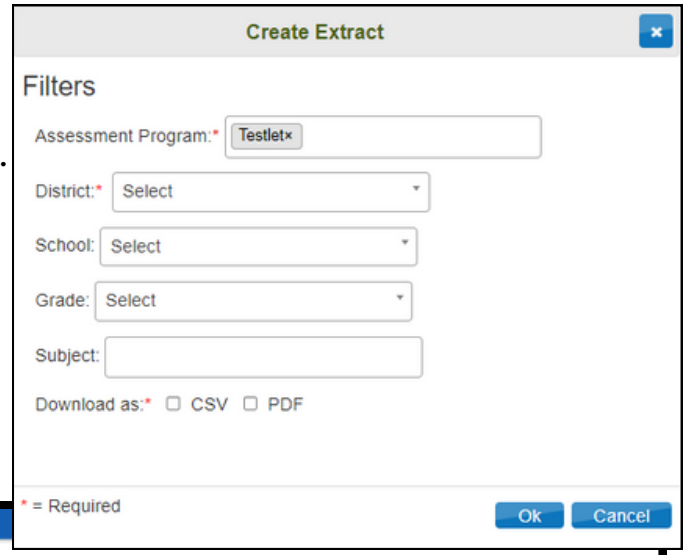
Test administrators should contact a building or district testing coordinator immediately and ensure supports are correctly set before resuming.

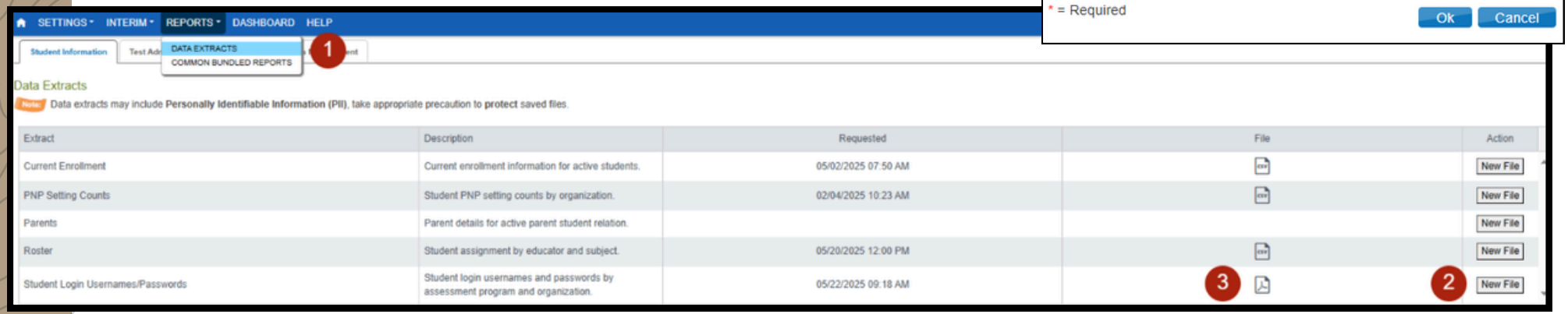
Printing Test Tickets

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.





Printing Test Tickets

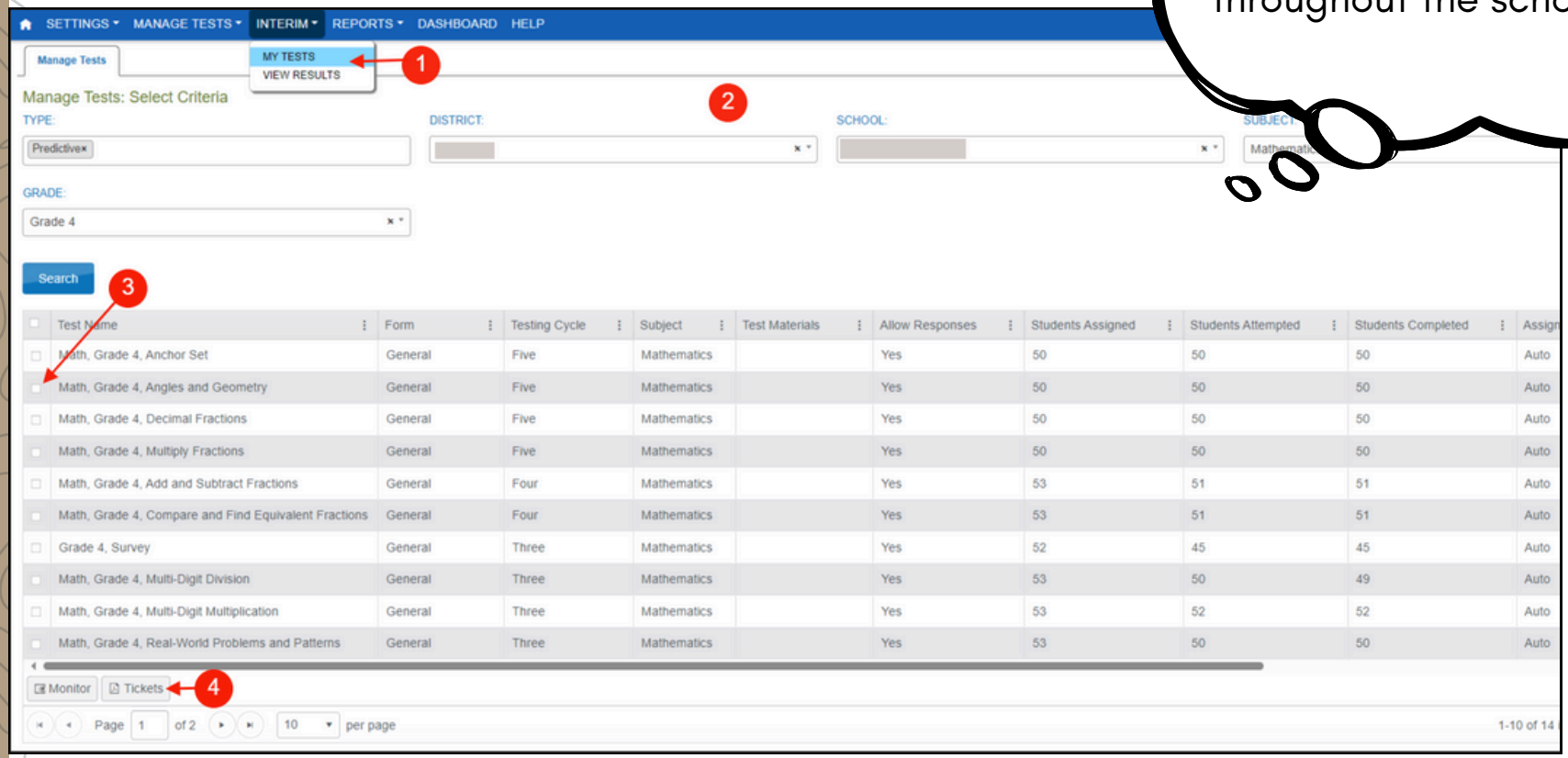
TEST MONITOR SCREEN METHOD

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

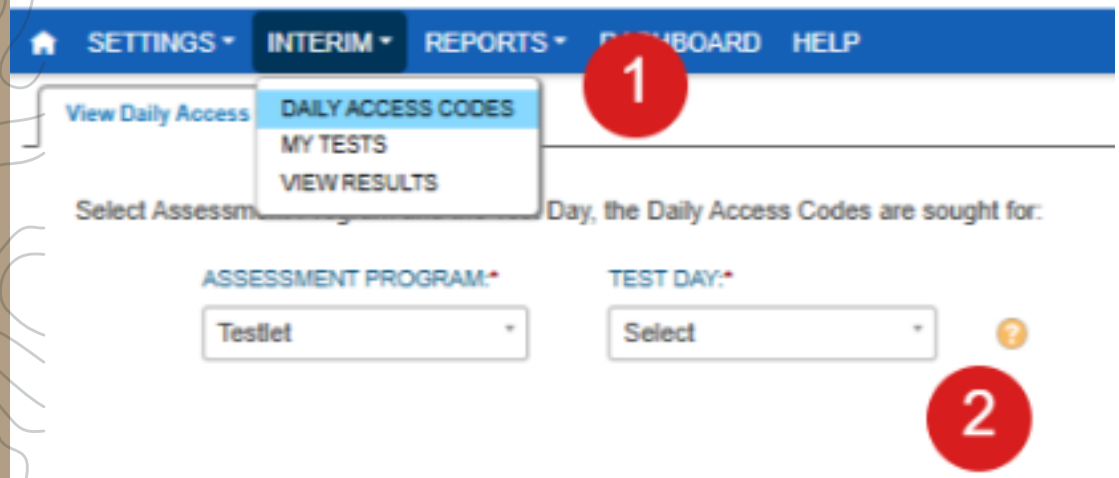
Navigate to:

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.

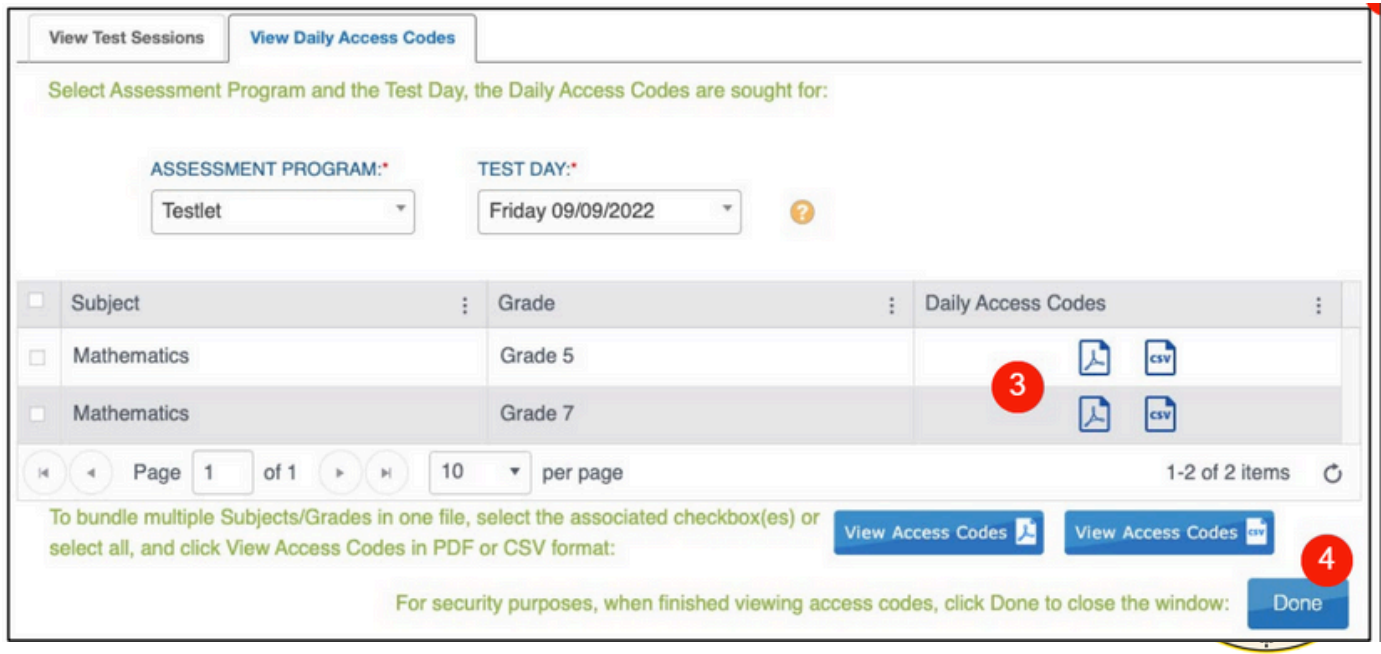


Daily Access Codes



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.

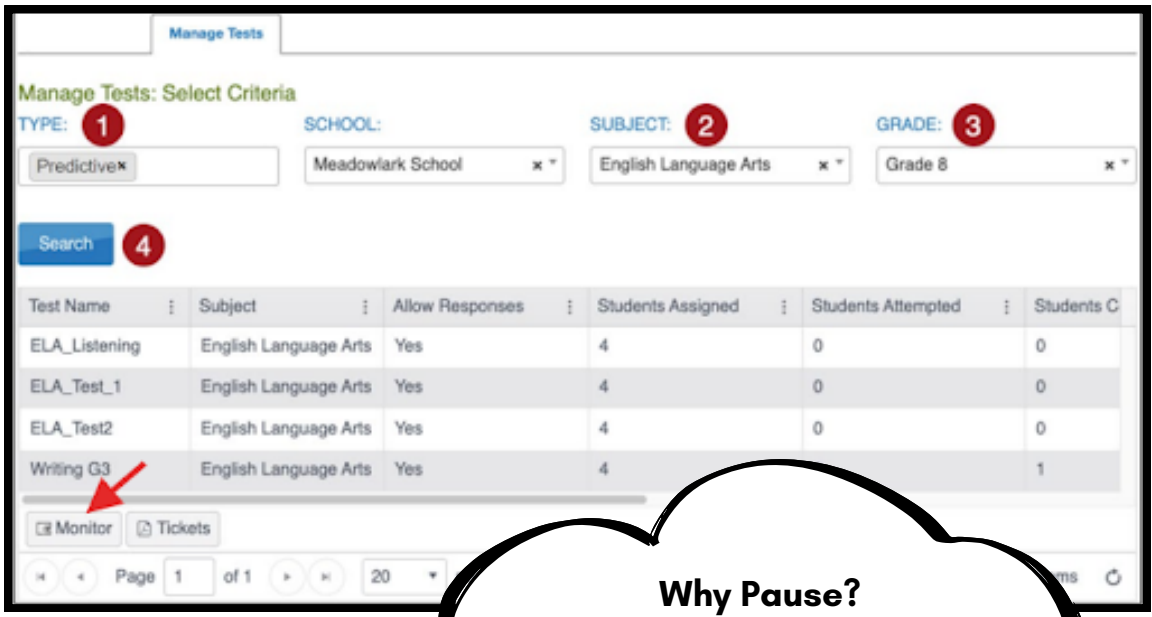
ADMINISTER TESTLETS

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

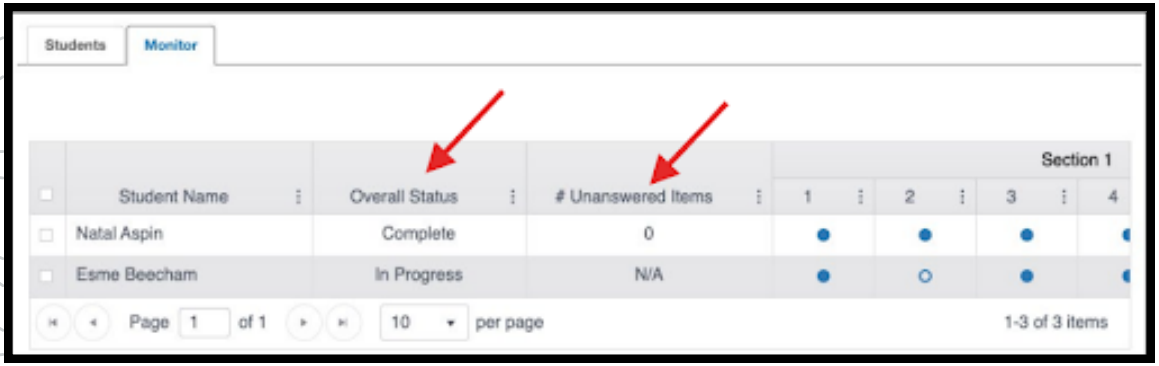
Test administrators can view individual student progress status, number of unanswered questions, and progress through testlet.

Navigate to:

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



Students must Submit testlets to get score report results.



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

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

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

Math and **ELA** Timing Documents

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