

# MAST Administration

OPI Assessment Unit Focused Support Video

# OBJECTIVES

The WHY: To successfully administer MAST testlets

Learn about the...

## Kite Educator Portal

- **Before Testing**

- Training & Preparing Staff
- User Management
- Rostering
- Entering PNPs
- Printing Student Tickets & DACs

- **During/After Testing**

- Administering Testlets
- Monitoring Completion
- Make-Up Testing
- Accessing Score Reports

## Kite Student Portal

- Prepare Student Testing Devices
- Student Practice Test
  - Kite Student Toolbox

## Kite Parent Portal

- Make the Student-Parent Connection in Educator Portal
- Provide Guidance to Parents/Guardians

# MAST Testing Windows

## MAST Testing Windows Overview

	Window 1	Window 2	Window 3	Window 4
	October 14 - November 22	January 13 - February 21	March 24 - May 2	May 5 - May 23
	6 weeks	6 weeks	6 weeks	3 weeks
MATH	3-5 Testlets	3-5 Testlets	3-5 Testlets	1 Anchor Testlet
ELA	2 BOY Testlets	2 MOY Testlets Performance Task	2 EOY Testlets	

# Training Staff

## Key Tasks to Start

- **Logging in to Kite:** Follow prompts from activation email then bookmark unique Montana Kite URL for subsequent logins.
- **Test Security Agreement:** Agree to and submit the test security agreement upon initial login to the Kite Educator Portal
- **Training Tutorial Videos:** Ensure teachers watch the tutorial videos available in the HELP tab of the Kite Educator Portal
- **Test Administration Manual:** Make sure all teachers have the link to the TAM.

# Test Security Agreement

# Test Security Agreement



Role: District Test Coordinator Organization: Demo District Assessment Program: Testlet

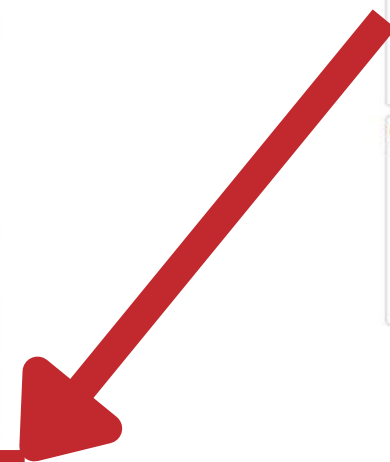
SETTINGS MANAGE TESTS INTERIM REPORTS DASHBOARD SURVEYS HELP



My Profile

Quick Links

- Students
- Rosters
- Extracts



### My Profile

Overview Edit Display Name Change Password Change Default Role **Security Awareness** **Security Agreement** Security Renewal/Expiration

The Kite Suite provides opportunities for flexible assessment administrations and materials options. However, all assessments, if applicable, delivered during the school year are secure.

Test administrators and other educational staff who support implementation and reporting are responsible for following the Kite test security standards.

1. Assessments and secure testing materials, including student reports, are not to be stored or saved on computers or personal storage devices, shared via email or other file sharing systems, or reproduced by any means.
2. Except where explicitly allowed, as described in Test Administrative Manuals and supporting User Guides, electronic materials used during an assessment administration are not to be printed. Please adhere/ refer to your state's security policy regarding the distribution of scored student reports.
3. Those who violate the Kite security standards may be subject to their state's regulations or state education policy governing test and data security.
4. Educators are encouraged to use resources provided by Kite Suite, including practice activities and released test materials, to prepare themselves and their students for the assessments, when applicable.
5. Users will not give out, loan or share their password with anyone. Allowing others access to an Educator Portal account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.

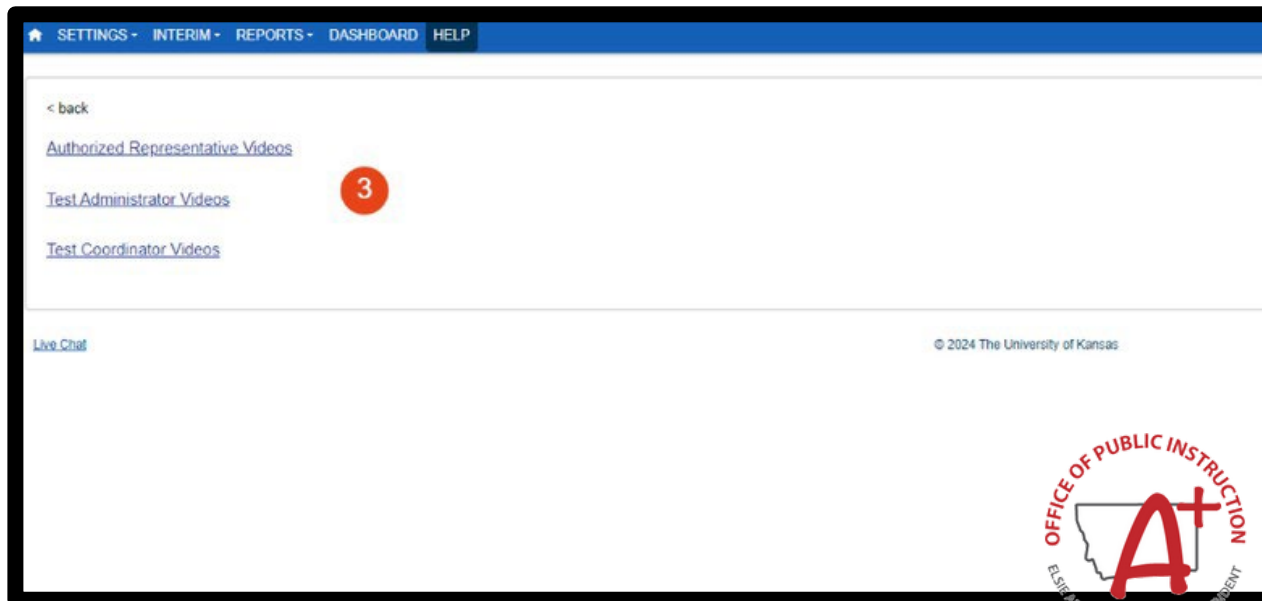
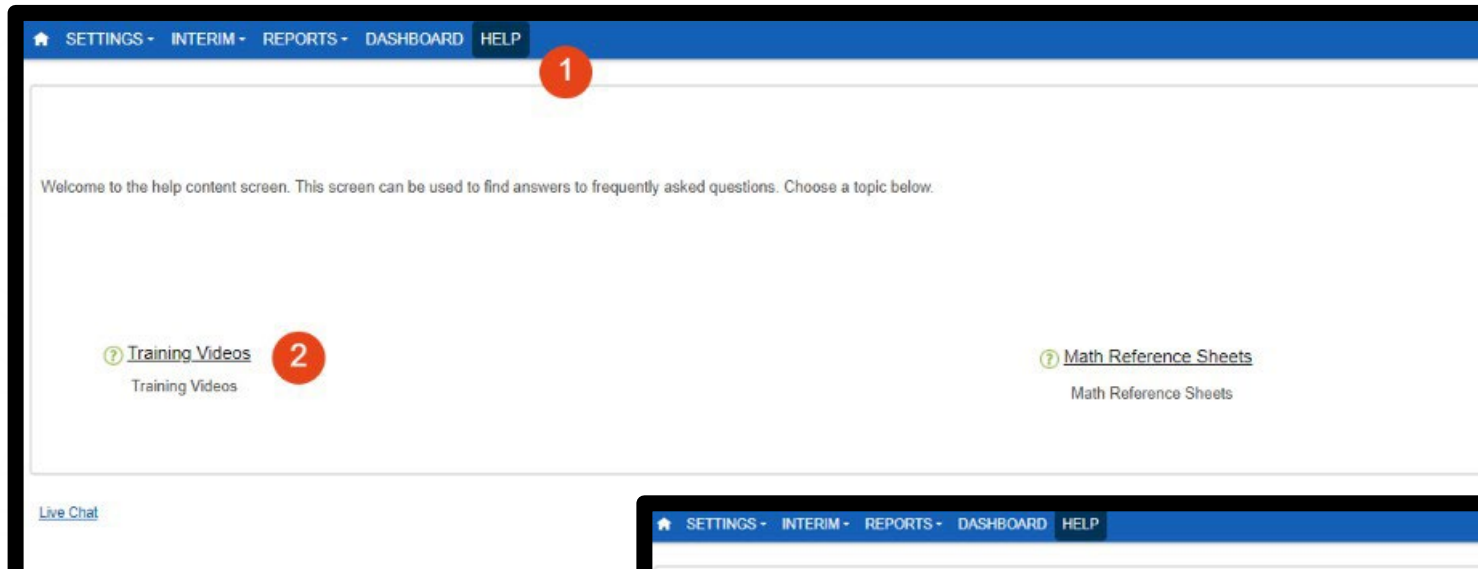
Questions about security expectations should be directed to the local assessment coordinator.

☒ I have read this security agreement and agree to follow the standards.

Save



## Training Videos





# Training Staff

- [Math Standards Blueprint](#)
- [ELA Standards Blueprint](#)
- [Math Assessment Specifications](#)
- [ELA Assessment Specifications](#)
- [MAST Scheduler Tool Portal](#)

## Communicate Schedules

### Math Test Schedule

	3rd Local Curriculum	4th Local Curriculum	5th Local Curriculum	6th Local Curriculum	7th Local Curriculum	8th Local Curriculum
<b>Window 1</b> 10/14/2024-11/22/2024	<ul style="list-style-type: none"> <li>• Real-World Problems and Patterns</li> <li>• Place Value and Operations in Base Ten</li> <li>• Data and Graphing</li> </ul>	<ul style="list-style-type: none"> <li>• Place Value in the Base Ten System</li> <li>• Addition and Subtraction Algorithms</li> <li>• Extend Concepts of Multiplication</li> <li>• Multi-Digit Multiplication</li> </ul>	<ul style="list-style-type: none"> <li>• Numerical Expressions</li> <li>• Place Value and Powers of Ten</li> <li>• Understand the First Quadrant</li> <li>• Attributes of Geometric Figures</li> </ul>	<ul style="list-style-type: none"> <li>• Divide Fractions</li> <li>• Computational Fluency</li> <li>• Rational Numbers and Absolute Value</li> <li>• Algebraic Expressions and Exponents</li> </ul>	<ul style="list-style-type: none"> <li>• Ratios and Proportional Relationships</li> <li>• Solve Problems with Ratio and Proportion</li> <li>• Add and Subtract Rational Numbers</li> <li>• Multiply and Divide Rational Numbers</li> </ul>	<ul style="list-style-type: none"> <li>• Understand and Use Irrational Numbers</li> <li>• Exponent Rules and Scientific Notation</li> <li>• Understand Functions</li> <li>• Pythagorean Theorem</li> </ul>
<b>Window 2</b> 01/13/2025-02/21/2025	<ul style="list-style-type: none"> <li>• Concepts of Multiplication and Division</li> <li>• Multiplication and Division Equations</li> <li>• Multiply and Divide Within 100</li> <li>• Time, Liquid Volume, and Mass</li> <li>• Two-Dimensional Geometric Figures</li> </ul>	<ul style="list-style-type: none"> <li>• Multi-Digit Division</li> <li>• Compare and Find Equivalent Fractions</li> <li>• Add and Subtract Fractions</li> <li>• Multiply Fractions</li> </ul>	<ul style="list-style-type: none"> <li>• Multiply and Divide Whole Numbers</li> <li>• Add and Subtract Fractions</li> <li>• Multiply Fractions</li> <li>• Division with Fractions</li> </ul>	<ul style="list-style-type: none"> <li>• Equivalent Expressions</li> <li>• Write and Interpret Inequalities</li> <li>• The Coordinate Plane</li> <li>• Concepts of Statistics</li> </ul>	<ul style="list-style-type: none"> <li>• Solve Problems with Rational Numbers</li> <li>• Angle Relationships and Triangles</li> <li>• Solve Problems with Geometric Figures</li> <li>• Measures of Center and Variability</li> </ul>	<ul style="list-style-type: none"> <li>• Linear Equations in One Variable</li> <li>• Systems of Equations</li> <li>• Geometric Transformations</li> <li>• Similarity and Congruence</li> </ul>
<b>Window 3</b> 03/24/2025-05/02/2025	<ul style="list-style-type: none"> <li>• Understand Fractions as Numbers</li> <li>• Compare and Find Equivalent Fractions</li> <li>• Unit Squares and Square Units</li> <li>• Solve Area Problems</li> </ul>	<ul style="list-style-type: none"> <li>• Real-World Problems and Patterns</li> <li>• Decimal Fractions</li> <li>• Solve Measurement Problems</li> <li>• Angles and Geometry</li> </ul>	<ul style="list-style-type: none"> <li>• Represent and Compare Decimals</li> <li>• Operations with Decimals</li> <li>• Unit Cubes and Cubic Units</li> <li>• Solve Volume Problems</li> </ul>	<ul style="list-style-type: none"> <li>• Concepts of Ratios and Unit Rates</li> <li>• Percents and Measurement Conversions</li> <li>• Variables in Expressions and Equations</li> <li>• Solve Problems with Area and Volume</li> </ul>	<ul style="list-style-type: none"> <li>• Expressions with Rational Numbers</li> <li>• Solving Equations</li> <li>• Solving Inequalities</li> <li>• Probability</li> </ul>	<ul style="list-style-type: none"> <li>• Compare and Interpret Functions</li> <li>• Construct Functions</li> <li>• Proportional Relationships and Lines</li> <li>• Bivariate Data</li> </ul>

### ELA Test Schedule

	3rd Local Curriculum	4th Local Curriculum	5th Local Curriculum	6th Local Curriculum	7th Local Curriculum	8th Local Curriculum
<b>Window 1</b> 10/14/2024-11/22/2024	<ul style="list-style-type: none"> <li>• Beginning of Year Informational Testlet</li> <li>• Beginning of Year Literary Testlet</li> </ul>	<ul style="list-style-type: none"> <li>• Beginning of Year Informational Testlet</li> <li>• Beginning of Year Literary Testlet</li> </ul>	<ul style="list-style-type: none"> <li>• Beginning of Year Informational Testlet</li> <li>• Beginning of Year Literary Testlet</li> </ul>	<ul style="list-style-type: none"> <li>• Beginning of Year Informational Testlet</li> <li>• Beginning of Year Literary Testlet</li> </ul>	<ul style="list-style-type: none"> <li>• Beginning of Year Informational Testlet</li> <li>• Beginning of Year Literary Testlet</li> </ul>	<ul style="list-style-type: none"> <li>• Beginning of Year Informational Testlet</li> <li>• Beginning of Year Literary Testlet</li> </ul>
<b>Window 2</b> 01/13/2025-02/21/2025	<ul style="list-style-type: none"> <li>• Middle of Year Informational Testlet</li> <li>• Middle of Year Literary Testlet</li> <li>• Performance Task</li> </ul>	<ul style="list-style-type: none"> <li>• Middle of Year Informational Testlet</li> <li>• Middle of Year Literary Testlet</li> <li>• Performance Task</li> </ul>	<ul style="list-style-type: none"> <li>• Middle of Year Informational Testlet</li> <li>• Middle of Year Literary Testlet</li> <li>• Performance Task</li> </ul>	<ul style="list-style-type: none"> <li>• Middle of Year Informational Testlet</li> <li>• Middle of Year Literary Testlet</li> <li>• Performance Task</li> </ul>	<ul style="list-style-type: none"> <li>• Middle of Year Informational Testlet</li> <li>• Middle of Year Literary Testlet</li> <li>• Performance Task</li> </ul>	<ul style="list-style-type: none"> <li>• Middle of Year Informational Testlet</li> <li>• Middle of Year Literary Testlet</li> <li>• Performance Task</li> </ul>
<b>Window 3</b> 03/24/2025-05/02/2025	<ul style="list-style-type: none"> <li>• End of Year Informational Testlet</li> <li>• End of Year Literary Testlet</li> </ul>	<ul style="list-style-type: none"> <li>• End of Year Informational Testlet</li> <li>• End of Year Literary Testlet</li> </ul>	<ul style="list-style-type: none"> <li>• End of Year Informational Testlet</li> <li>• End of Year Literary Testlet</li> </ul>	<ul style="list-style-type: none"> <li>• End of Year Informational Testlet</li> <li>• End of Year Literary Testlet</li> </ul>	<ul style="list-style-type: none"> <li>• End of Year Informational Testlet</li> <li>• End of Year Literary Testlet</li> </ul>	<ul style="list-style-type: none"> <li>• End of Year Informational Testlet</li> <li>• End of Year Literary Testlet</li> </ul>



- [Math Testlet Timing document](#)
- [ELA Testlet Timing document](#)

## Estimated Testing Times

**ELA Testlet**

**15–35 minutes**

**ELA Test Performance  
Task**

**15–35 minutes**

**Math Testlet**

**10–25 minutes**

**Anchor Testlet**

**15–35 minutes**

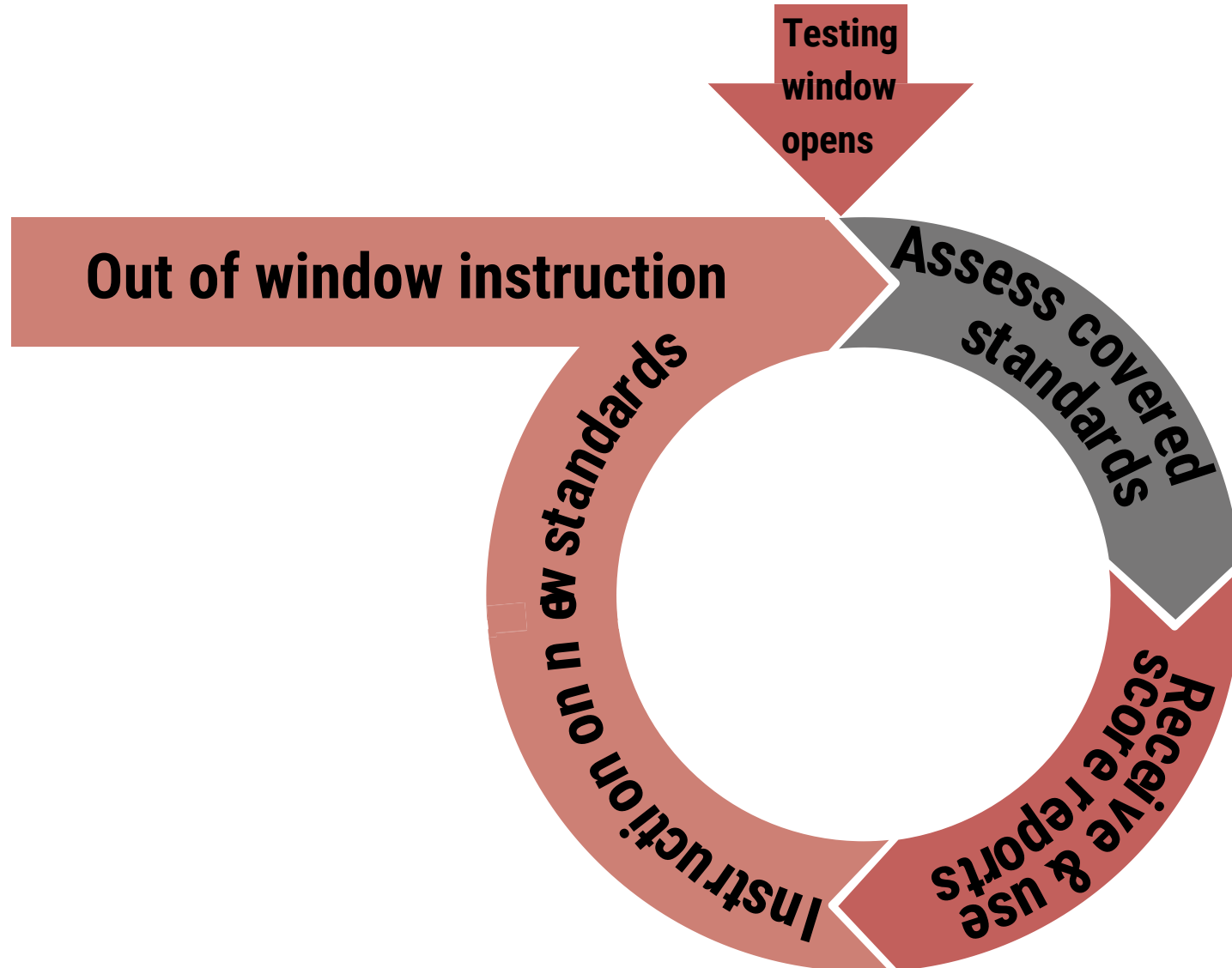


## Scheduling Best Practice

- Administer as close to instruction as possible (at the end of the unit/chapter)
- Spread out testing throughout the window rather than clustering all testlets into the same week
- Use score reports for immediate and long-term instructional decisions (provided weekly during the window)
- Leverage testlet scheduling as an opportunity for district collaboration around curriculum and assessment
- All scheduled testing must be completed in the window & cannot be moved to the next window



## Instructional Testing Cycle





## Administration Best Practice

- Testlets are intended to be completed within a class period but can be paused and resumed in a following session.
- Testlet times may vary by topic and student familiarity.
- Each testlet has its own unique Daily Access Code.
- All testlets are available daily. Students may move on to another testlet with the correct Daily Access Code.

# Administering Tests

## Materials Needed:

- Print student test tickets (username/password)
- Print Daily Access Codes (DACs)
- Test Administration script

## During Administration:

- Test administrators can view individual student progress status, number of unanswered questions, and progress through testlet.
- Test administrators can pause/resume testlets.
- Students must **Submit** testlets to get score report results.

- [Test Administration Manual](#)
- [Kite Educator Portal Manual](#)
- Administering Testlets Focused Support Video & Slides
- [Testlet Administration Tutorial](#)

Manage Tests: Select Criteria

TYPE: **1** Predictive SCHOOL: Meadowlark School SUBJECT: **2** English Language Arts GRADE: **3** Grade 6

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	1

Monitor Tickets

Page 1 of 1 20 per page 1-4 of 4 items

Students Monitor

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

Page 1 of 1 10 per page

Refresh Resume Pause **1**

# Kite Educator Portal

## Before Testing

## Printing Test Tickets

### TEST MONITOR SCREEN METHOD

Navigate to: *Not available until in an open testing window.*

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 'INTERIM' tab selected in the top navigation bar. Below it, the 'MY TESTS' button is highlighted with a red circle and arrow labeled '1'. The 'Manage Tests' section contains filters for TYPE (Predictive), DISTRICT (empty), SCHOOL (empty), and GRADE (Grade 4). A red circle and arrow labeled '2' points to the DISTRICT and SCHOOL dropdowns. Below the filters is a 'Search' button and a table of testlets. A red circle and arrow labeled '3' points to the 'Math, Grade 4, Angles and Geometry' testlet. At the bottom, the 'Tickets' button is highlighted with a red circle and arrow labeled '4'. The table below shows the following data:

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

At the bottom of the screen, there is a pagination bar showing 'Page 1 of 2' and '10 per page'.

# Kite Educator Portal

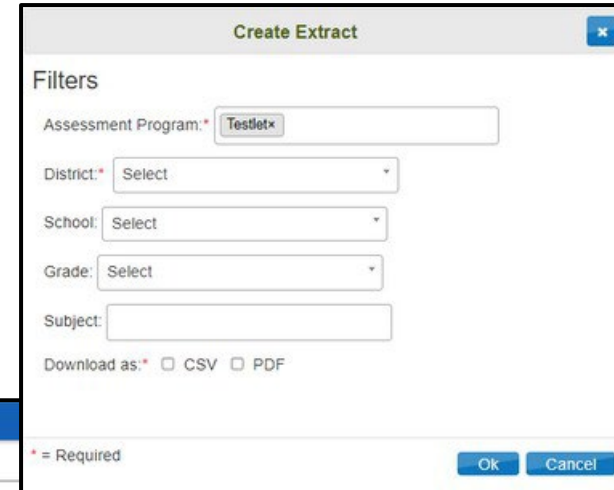
## Before Testing

## 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.



**Create Extract**

Filters

Assessment Program:

District:

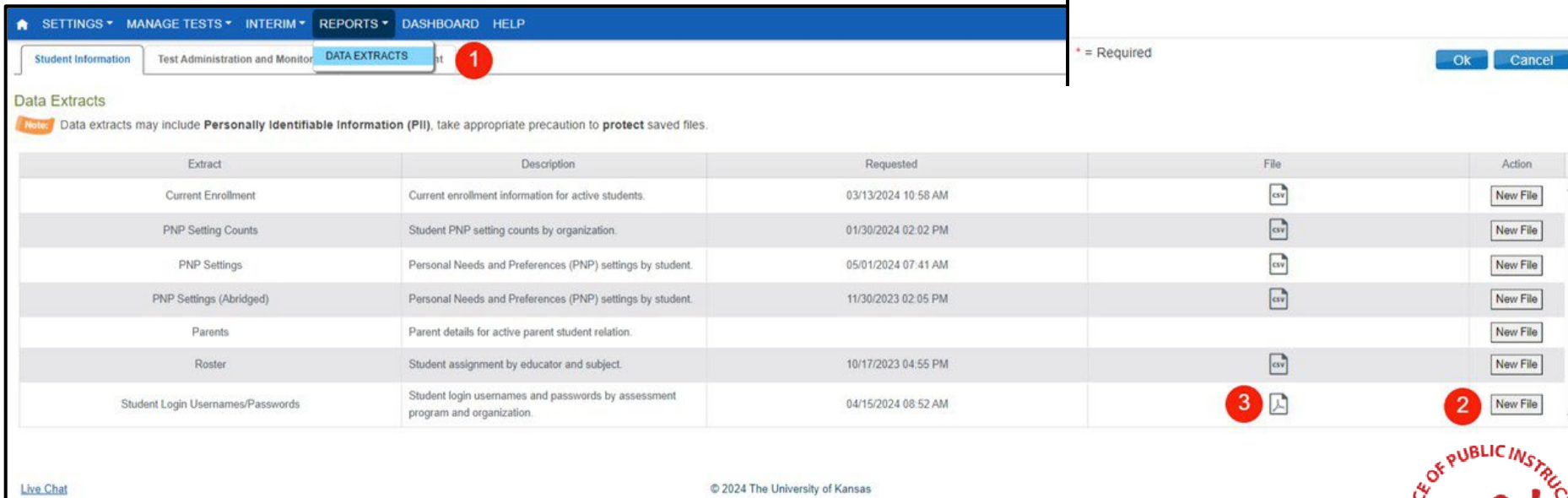
School:

Grade:

Subject:

Download as: ☐ CSV ☐ PDF

\* = Required



**DATA EXTRACTS** 1

**Data Extracts**

**Note:** Data extracts may include **Personally Identifiable Information (PII)**, take appropriate precaution to **protect** saved files.

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	03/13/2024 10:58 AM		<input type="button" value="New File"/>
PNP Setting Counts	Student PNP setting counts by organization.	01/30/2024 02:02 PM		<input type="button" value="New File"/>
PNP Settings	Personal Needs and Preferences (PNP) settings by student.	05/01/2024 07:41 AM		<input type="button" value="New File"/>
PNP Settings (Abridged)	Personal Needs and Preferences (PNP) settings by student.	11/30/2023 02:05 PM		<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.	10/17/2023 04:55 PM		<input type="button" value="New File"/>
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.	04/15/2024 08:52 AM	<span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">3</span>	<span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">2</span> <input type="button" value="New File"/>

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# Kite Educator Portal

## Before Testing

[10.2.24 MAST Training](#)

## 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.

SETTINGS ▾ MANAGE TESTS ▾ INTERIM ▾ REPORTS ▾ DASHBOARD ▾ HELP

View Daily Access **DAILY ACCESS CODES** TEST COORDINATION

Test Days not Found

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

ASSESSMENT PROGRAM:\* TEST DAY:\*

Testlet Select ?

[Live Chat](#)

View Test Sessions View Daily Access Codes

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

ASSESSMENT PROGRAM:\* TEST DAY:\*

Testlet Friday 09/09/2022 ?

<input type="checkbox"/>	Subject	Grade	Daily Access Codes
<input type="checkbox"/>	Mathematics	Grade 5	
<input type="checkbox"/>	Mathematics	Grade 7	

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

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 PDF View Access Codes CSV

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

## Using the Test Monitor Screen

Testlet completion can also be monitored by grade level and testlet using filtering options in the INTERIM > My Tests section of the Kite Educator Portal. Individual students can be identified for testlet completion to ensure testlet completion.

1. INTERIM > My Tests
2. Fill out organizational information in the drop down menus.
3. Select the three dots to filter to see the appropriate testing window.
4. Compare “Students Completed” to “Students Assigned”.
5. Select the testlets that are not completed. *Multiple testlets can be monitored. You can select up to 4.*
6. Select Monitor button.

The screenshot shows the 'My Tests' section of the Kite Educator Portal. The interface includes a navigation bar with 'SETTINGS', 'MANAGE TESTS', 'INTERIM', 'REPORTS', 'DASHBOARD', and 'HELP'. The 'INTERIM' tab is selected, and the 'MY TESTS' sub-tab is active. Below the navigation bar, there are filters for 'TYPE' (set to 'Predictive'), 'DISTRICT', and 'SCHOOL'. A 'Search' button is located below the filters. The main area displays a table of testlets with columns for 'Test Name', 'Form', 'Testing Cycle', 'Subject', 'Test Materials', 'Allow Responses', 'Students Assigned', 'Students Attempted', and 'Students Completed'. The table lists several testlets, including 'Reading, Grade 6, Informational Testlet 2', 'Reading, Grade 6, Literary Testlet 2', 'Grade 4, Survey', 'Grade 5, Survey', 'Grade 6, Survey', 'Math, Grade 3, Solve Area Problems', 'Math, Grade 3, Unit Squares and Square Units', 'Math, Grade 4, Real-World Problems and Patterns', and 'Math, Grade 4, Solve Measurement Problems'. The 'Math, Grade 3, Unit Squares and Square Units' testlet is highlighted in blue. At the bottom of the page, there is a 'Monitor' button and a 'Testlets' button.

Test Name	Form	Testing Cycle	Subject	Test Materials	Allow Responses	Students Assigned	Students Attempted	Students Completed
Reading, Grade 6, Informational Testlet 2	General	Three	English Language Arts		Yes	8	7	7
Reading, Grade 6, Literary Testlet 2	General	Three	English Language Arts		Yes	8	8	8
Grade 4, Survey	General	Three	Mathematics		Yes	11	10	10
Grade 4, Survey	General	Three	Mathematics		Yes	13	12	12
Grade 5, Survey	General	Three	Mathematics		Yes	18	14	13
Grade 6, Survey	General	Three	Mathematics		Yes	8	8	8
Math, Grade 3, Solve Area Problems	General	Three	Mathematics		Yes	11	10	9
Math, Grade 3, Unit Squares and Square Units	General	Three	Mathematics		Yes	11	8	7
Math, Grade 4, Real-World Problems and Patterns	General	Three	Mathematics		Yes	13	10	10
Math, Grade 4, Solve Measurement Problems	General	Three	Mathematics		Yes	13	10	9

## Using the Test Monitor Screen

Once in the Monitor Screen:

1. Select the three dots to filter in the "Overall Status" column. Choose Sort Descending.
2. This will pull testlets to the top that are "Unused" (student has not started) and "In Progress" (student has started but hasn't completed).
3. Look to the associated Student Name for which students still need to complete testlets.
4. Repeat steps #1-3 for the other testlets in the Monitor Screen.

Math, Grade 3, Unit Squares and Square Units

Student Name	Overall Status	# Unanswered Items	Section 1									
			1	2	3	4	5	6	7	8	9	10
[Redacted Student Name]	Unused	0	○	○	○	○	○	○	○	○	○	○
	Unused	0	○	○	○	○	○	○	○	○	○	○
	Unused	0	○	○	○	○	○	○	○	○	○	○
	In Progress	0	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●

Page 1 of 2 10 per page

Math, Grade 3, Multiply and Divide Within 100

Student Name	Overall Status	# Unanswered Items	Section 1									
			1	2	3	4	5	6	7	8	9	10
[Redacted Student Name]	Complete	0	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●



# Questions?

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KITE SUPPORT DESK: (855) 277-9752

7:30 A.M. – 4:00 P.M. MST

[KITE-SUPPORT@KU.EDU](mailto:KITE-SUPPORT@KU.EDU)

OPI ASSESSMENT HELP DESK:

1-844-867-2569

[OPIASSESSMENTHELPDESK@MT.GOV](mailto:OPIASSESSMENTHELPDESK@MT.GOV)

opi.mt.gov



## OPI Assessment Unit - MontCAS Focused Support Video

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Questions?

Contact the OPI Assessment Unit:  
[opiassessmenthelpdesk@mt.gov](mailto:opiassessmenthelpdesk@mt.gov)

844.867.2569