MAST Administration

OPI Assessment Unit Focused Support Video

MontCAS Montana Comprehensive Assessment System
opi.mt.gov **Montana Office of Public Instruction**

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

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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	

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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.

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Test Security Agreement

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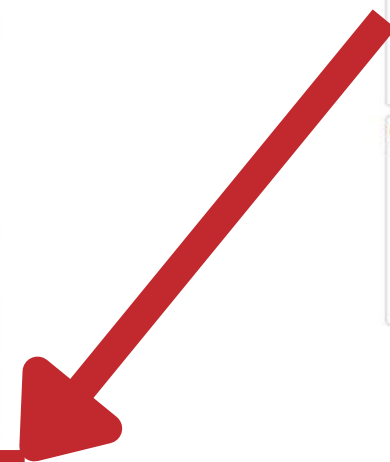
The Kite Suite provides opportunities for flexible assessment administrations and materials options. However, all assessments, if applicable, delivered during the school year are secure.

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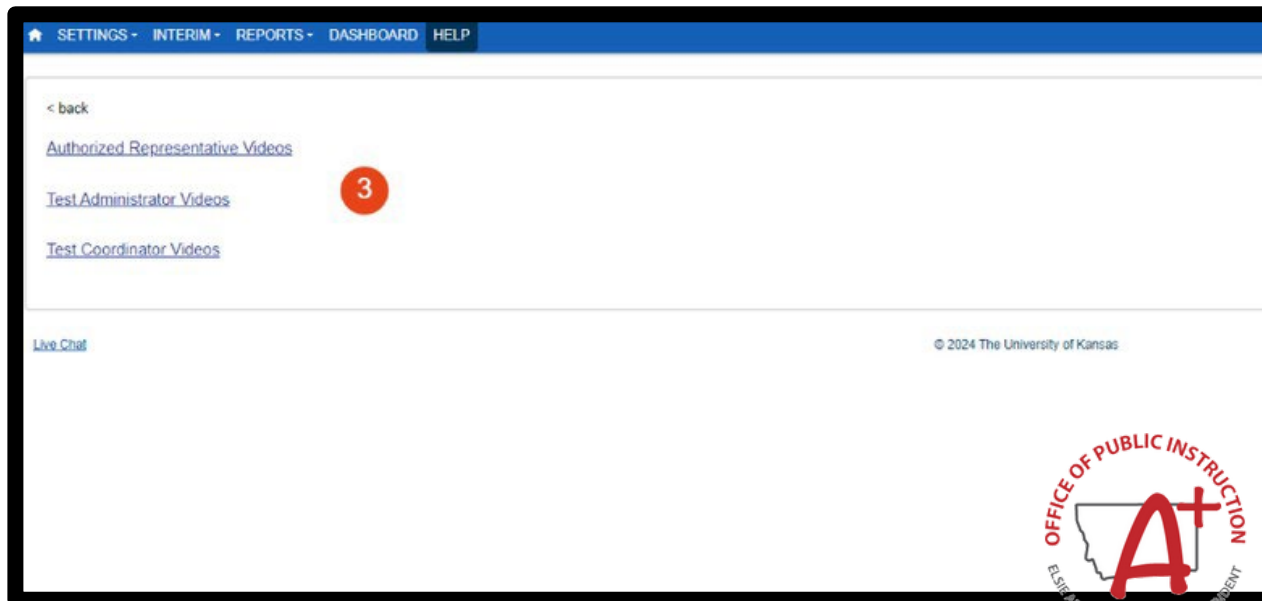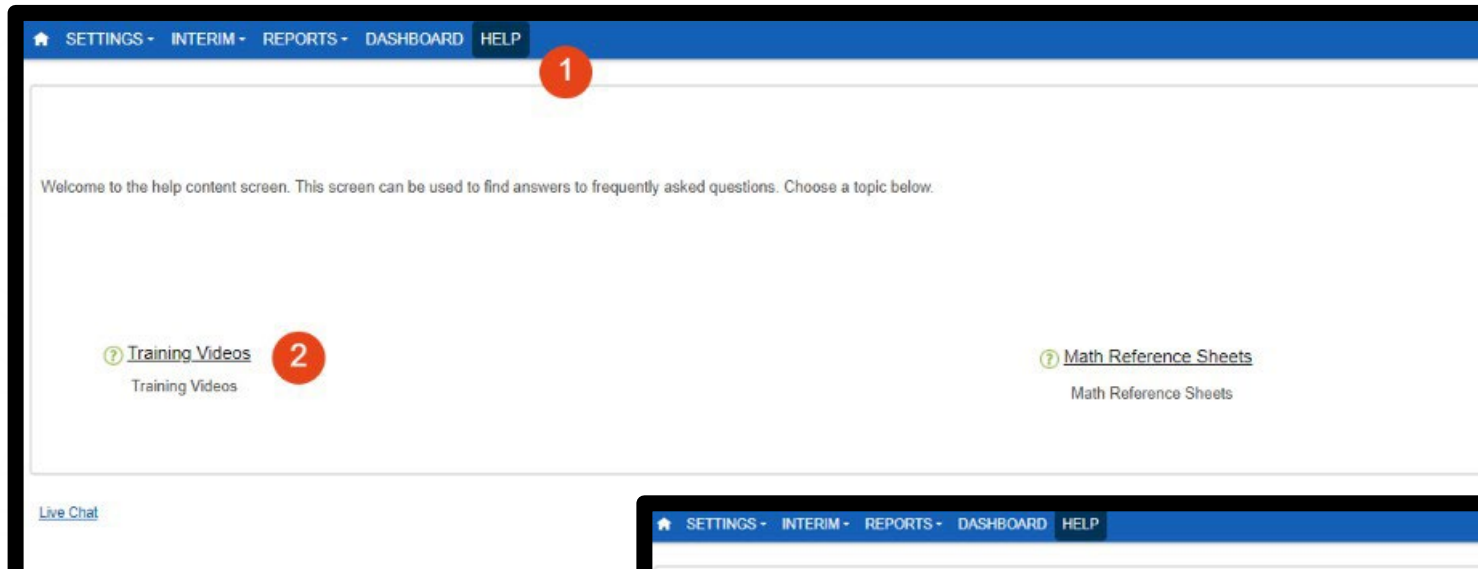
Questions about security expectations should be directed to the local assessment coordinator.

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

Save

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Training Staff

Training Videos

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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
Window 1 10/14/2024-11/22/2024	• Real-World Problems and Patterns • Place Value and Operations in Base Ten • Data and Graphing	• Place Value in the Base Ten System • Addition and Subtraction Algorithms • Extend Concepts of Multiplication • Multi-Digit Multiplication	• Numerical Expressions • Place Value and Powers of Ten • Understand the First Quadrant • Attributes of Geometric Figures	• Divide Fractions • Computational Fluency • Rational Numbers and Absolute Value • Algebraic Expressions and Exponents	• Ratios and Proportional Relationships • Solve Problems with Ratio and Proportion • Add and Subtract Rational Numbers • Multiply and Divide Rational Numbers	• Understand and Use Irrational Numbers • Exponent Rules and Scientific Notation • Understand Functions • Pythagorean Theorem
Window 2 01/13/2025-02/21/2025	• Concepts of Multiplication and Division • Multiplication and Division Equations • Multiply and Divide Within 100 • Time, Liquid Volume, and Mass • Two-Dimensional Geometric Figures	• Multi-Digit Division • Compare and Find Equivalent Fractions • Add and Subtract Fractions • Multiply Fractions	• Multiply and Divide Whole Numbers • Add and Subtract Fractions • Multiply Fractions • Division with Fractions	• Equivalent Expressions • Write and Interpret Inequalities • The Coordinate Plane • Concepts of Statistics	• Solve Problems with Rational Numbers • Angle Relationships and Triangles • Solve Problems with Geometric Figures • Measures of Center and Variability	• Linear Equations in One Variable • Systems of Equations • Geometric Transformations • Similarity and Congruence
Window 3 03/24/2025-05/02/2025	• Understand Fractions as Numbers • Compare and Find Equivalent Fractions • Unit Squares and Square Units • Solve Area Problems	• Real-World Problems and Patterns • Decimal Fractions • Solve Measurement Problems • Angles and Geometry	• Represent and Compare Decimals • Operations with Decimals • Unit Cubes and Cubic Units • Solve Volume Problems	• Concepts of Ratios and Unit Rates • Percents and Measurement Conversions • Variables in Expressions and Equations • Solve Problems with Area and Volume	• Expressions with Rational Numbers • Solving Equations • Solving Inequalities • Probability	• Compare and Interpret Functions • Construct Functions • Proportional Relationships and Lines • Bivariate Data

ELA Test Schedule

	3rd Local Curriculum	4th Local Curriculum	5th Local Curriculum	6th Local Curriculum	7th Local Curriculum	8th Local Curriculum
Window 1 10/14/2024-11/22/2024	• Beginning of Year Informational Testlet • Beginning of Year Literary Testlet	• Beginning of Year Informational Testlet • Beginning of Year Literary Testlet	• Beginning of Year Informational Testlet • Beginning of Year Literary Testlet	• Beginning of Year Informational Testlet • Beginning of Year Literary Testlet	• Beginning of Year Informational Testlet • Beginning of Year Literary Testlet	• Beginning of Year Informational Testlet • Beginning of Year Literary Testlet
Window 2 01/13/2025-02/21/2025	• Middle of Year Informational Testlet • Middle of Year Literary Testlet • Performance Task	• Middle of Year Informational Testlet • Middle of Year Literary Testlet • Performance Task	• Middle of Year Informational Testlet • Middle of Year Literary Testlet • Performance Task	• Middle of Year Informational Testlet • Middle of Year Literary Testlet • Performance Task	• Middle of Year Informational Testlet • Middle of Year Literary Testlet • Performance Task	• Middle of Year Informational Testlet • Middle of Year Literary Testlet • Performance Task
Window 3 03/24/2025-05/02/2025	• End of Year Informational Testlet • End of Year Literary Testlet	• End of Year Informational Testlet • End of Year Literary Testlet	• End of Year Informational Testlet • End of Year Literary Testlet	• End of Year Informational Testlet • End of Year Literary Testlet	• End of Year Informational Testlet • End of Year Literary Testlet	• End of Year Informational Testlet • End of Year Literary Testlet

Training Staff

Estimated Testing Times

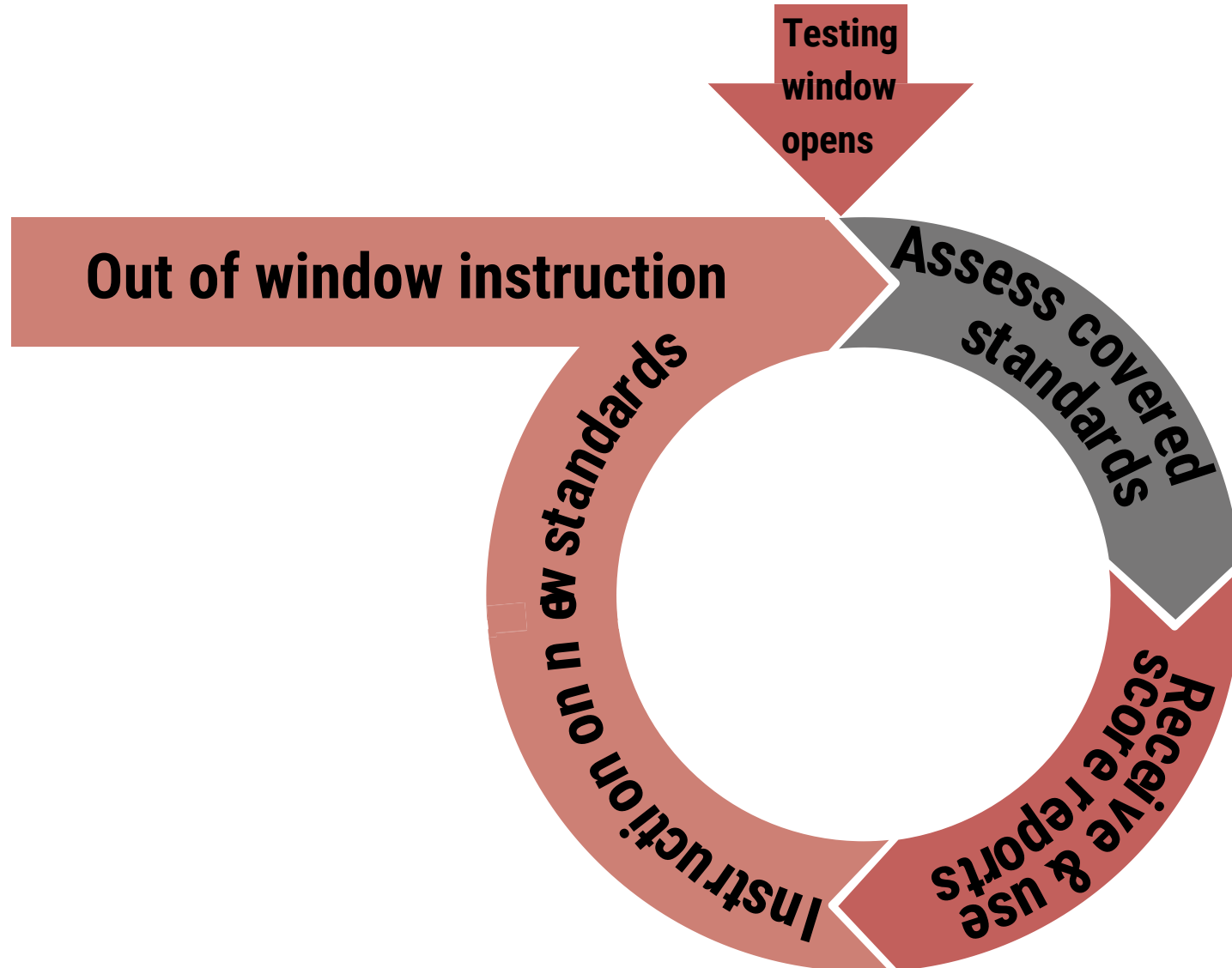|	
ELA Testlet	15-35 minutes
ELA Test Performance Task	15-35 minutes
Math Testlet	10-25 minutes
Anchor Testlet	15-35 minutes

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MAST Administration

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

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MAST Administration

Instructional Testing Cycle

Testing window opens

Out of window instruction

Assess covered standards

Instruction on new standards

Receive & use score reports

MAST Administration

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.

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MAST Administration

Administering Tests

- Test Administration Manual
- Kite Educator Portal Manual
- Administering Testlets Focused Support Video & Slides
- Testlet Administration Tutorial

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.

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Kite Educator Portal
Before Testing

Printing Test Tickets
TEST MONITOR SCREEN METHOD
Not available until in an open testing window.

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.

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:* | Testlet×

District:* | Select

School: | Select

Grade: | Select
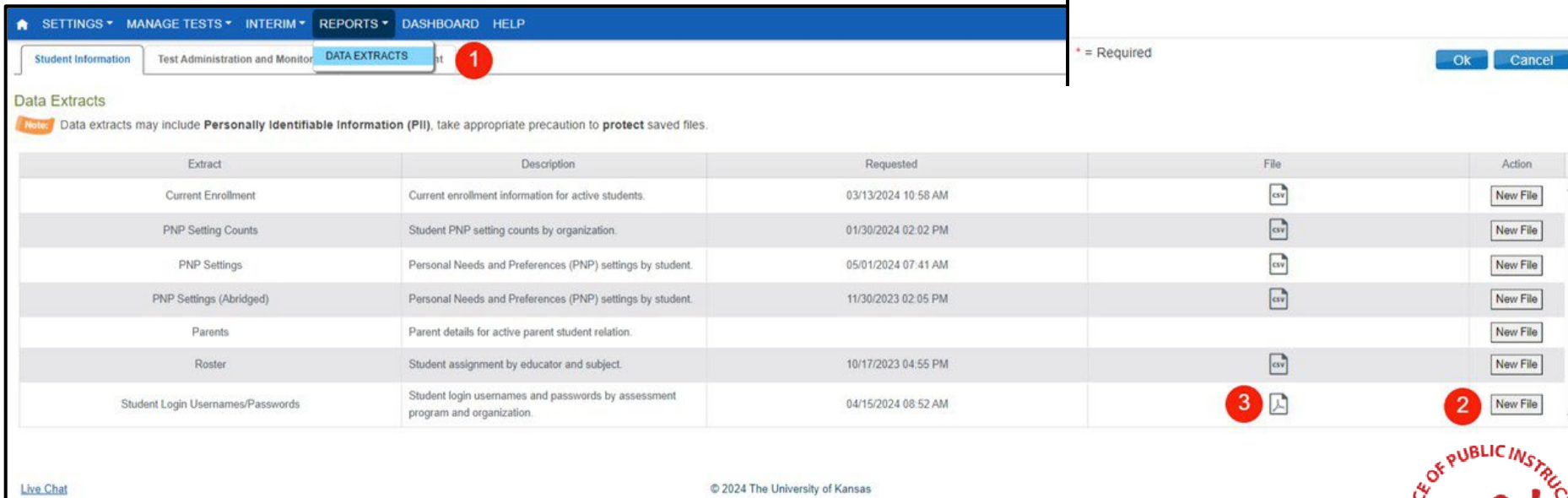
Subject:

Download as:* ☐ CSV ☐ PDF

* = Required   Ok   Cancel

SETTINGS ▾ MANAGE TESTS ▾ INTERIM ▾ REPORTS ▾ DASHBOARD HELP

Student Information | Test Administration and Monitor | 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	csv	New File
PNP Setting Counts	Student PNP setting counts by organization.	01/30/2024 02:02 PM	csv	New File
PNP Settings	Personal Needs and Preferences (PNP) settings by student.	05/01/2024 07:41 AM	csv	New File
PNP Settings (Abridged)	Personal Needs and Preferences (PNP) settings by student.	11/30/2023 02:05 PM	csv	New File
Parents	Parent details for active parent student relation.			New File
Roster	Student assignment by educator and subject.	10/17/2023 04:55 PM	csv	New File
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.	04/15/2024 08:52 AM	③ 📄	② New File

Live Chat

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Kite Educator Portal
Before Testing

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.

MAST Administration

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 identifed 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.

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.

Questions?

KITE SUPPORT DESK: (855) 277-9752

7:30 A.M. – 4:00 P.M. MST

KITE-SUPPORT@KU.EDU

OPI ASSESSMENT HELP DESK:

1-844-867-2569

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Questions?

Contact the OPI Assessment Unit:
opiassessmenthelpdesk@mt.gov

844.867.2569