

2025-2026



# ENTERING PNP SETTINGS

## FOCUSED SUPPORT VIDEO



# MAST TESTING TASKS

The WHY: Successful administration of the MAST.

## Kite Educator Portal

- **Before Testing**
  - Train & Prepare Staff
  - User Management
  - Roster Students
  - Enter PNPs
  - Print Student Tickets & DACs
- **During/After Testing**
  - Administer Testlets
  - Monitor Completion
  - Make-Up Testing
  - Access & Sharing Score Reports

## Kite Student Portal

- **Before Testing**
  - Prepare Student Testing Devices
  - Student Practice Test

## Parents/Guardians

- **Before Testing**
  - Notify Families of Testing
- **After Testing**
  - Provide guidance to parents/guardians on score report access & interpretation



# OBJECTIVES

## **Enter accommodations and designated supports for students through the PNP settings**

- Identify the differences between universal, designated supports, and accommodations
- Ensure accommodations and designated supports reflect student need and daily learning environment
- Accurately enter accommodations and designated supports



# STUDENT PNPS

## What is a PNP?

- A student's PNP or Personal Needs Profile sets additional supports during testing within the Kite system.
- *WHY are PNPs important?* To obtain valid and reliable test results, accommodations and designated supports should reflect student need and daily learning environment.

## What students should have PNP settings?

- Students with statewide assessment accommodations within active 504/IEPs or use designated supports in daily learning experiences.

## Who can set PNPs?

- District and building level users have the ability to set PNPs. Teachers are able to view PNPs.
- If your students' PNPs are not correctly set, please reach out to a building or district-level user prior to administration.



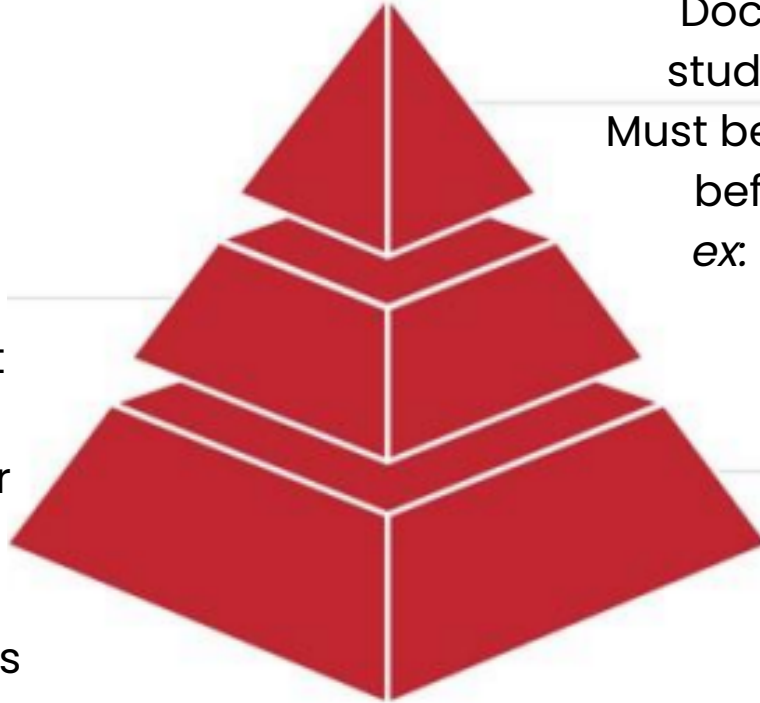
# TYPES OF SUPPORTS

## Designated Supports

Available to any student that has an identified need and uses the support on a regular basis in typical learning and assessment experiences.

Must be set in the PNP Settings before administration.

*ex. Masking-Answer Choices, Reverse Contrast*



## Accommodations

Documented through a student's IEP or 504 plan.

Must be set in the PNP Settings before administration.

*ex. Speech to Text, ASL*

## Universal Features

Available to all students within the platform.

*ex. Highlighter, Notes*

A support is either **embedded** in Kite or **non-embedded** (provided to students outside of the platform)



# STUDENT PNPS

## Remember....

Statewide assessment supports should mirror a student's regular learning and testing experience.

A student shouldn't use an accommodation or support only for statewide testing.





## Considerations for Supports

- Accommodations must be included in a student's IEP/504 plan to be set in Kite.
- Any supports or accommodations should mirror the regular learning and testing environment for the student. *MAST testing shouldn't feel different.*



# VERIFY STUDENT ROSTERS & PNPS

## Verify Student PNPs

\*viewable by all users and for teachers with the student connection

PNP Profile for: Vyse Zeug

**Student Demographics**

First Name: Vyse      Middle Name: Otto      Last Name: Zeug      Date of Birth: 07/17/2010  
State ID: 02171962      Grade 4

**Summary**    Accommodations    Designated Supports    Universal Features

**Selected PNP Profile Settings for Vyse Zeug**

**Embedded Selections**

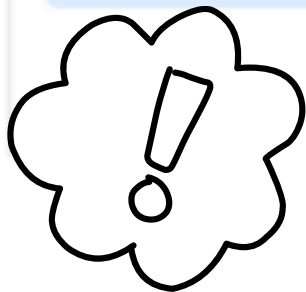
- Accommodations
- Open Captioning
- Designated Supports
- Color Contrast
- Color Overlay
- Magnification

**Non-Embedded Selections**

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

Cancel    Save

Encourage educators to verify student PNPs in student's *PNP Summary* prior to testing.



PNPs should be set at least **24 hours prior to MAST administration** to ensure they are applied. If a student begins to test and PNPs are not showing up, STOP testing and ensure settings have been applied in the Educator Portal before student resumes testing.





# SETTING PNPS

## SET OR UPDATE A PNP

Navigate to:

- 1.SETTINGS
2. Select Students.
3. Enter desired organizational information.
4. Select Search.
5. Select the State Student Identifier to highlight the row for the selected student.
6. Select View.
7. Select the **No Settings** (or **Custom** if previously set) link next to PNP Profile.

View Students | Upload PNP

View Students: Select Criteria

STATE: \* Kansas x DISTRICT: \* Sunflower District x SCHOOL: Meadowlark School x 3

Search 4

| State Student Identifier | Local ID | Last Name | First Name | First Contact  | PNP Profile |
|--------------------------|----------|-----------|------------|----------------|-------------|
| 258633631 5              | 94082    | Aspin     | Natal      | Not Applicable | CUSTOM      |
| 605925338                | 90297    | Beecham   | Esme       | Not Applicable | NO SETTING  |
| 825250393                | 14663    | Bickmore  | Dollie     | Not Applicable | NO SETTING  |
| 591332292                | 33804    | Browse    | Ashley     | Not Applicable | CUSTOM      |
| 232986471                | 26579    | Dennett   | Mike       | Not Applicable | NO SETTING  |
| 761276775                | 96074    | Dives     | Welbie     | Not Applicable | NO SETTING  |

View 6

View Student Record - Esme Andreas Beecham x

**Student**

Student State ID: 605925338 Date of Birth: 11/11/2006

**Demographic**

Gender: Male Comprehensive Race: White  
First Language: Hispanic Ethnicity: Yes

**Profile**

Primary Disability: No Disability PNP Profile **No Settings**  
Assessment Program: KAP - KAP First Contact Survey: Not Applicable

**School Enrollment**



# SETTING PNPS

## SET OR UPDATE A PNP (CONT.)

8. The PNP settings popup window displays. At the top of the screen, student demographic data including full name, date of birth, gender, state student ID, and grade display. A summary of current settings (if any) is displayed in the center of the window. The Save button is located at the bottom of the window.

9. PNP settings are divided into the following categories: Accommodations, Designated Supports, or Universal Features. Select the tab to see available options. Refer to the [MAST Accessibility Manual](#) to determine which settings should be applied for your students.



The screenshot shows a web application window titled "Marlow Abelov" with a close button (X) in the top right corner. The window is divided into two main sections. The top section, titled "Student Demographics", displays the following information: First Name: Marlow, Middle Name: Onfro, Last Name: Abelov, Date of Birth: 06/20/2007, Gender: Male, State Id: 245390755, and Grade: 8. Below this information is a row of four tabs: "Summary", "Accommodations", "Designated Supports", and "Universal Features". The "Summary" tab is currently selected and highlighted with a red border. The bottom section of the window is titled "Selected PNP Profile Settings for" and contains the text "No preferences have been set." in blue. A blue "Save" button is located in the bottom right corner of the window.



# SETTING PNPS

## SET OR UPDATE A PNP (CONT.)

10. The screen below shows a student that has Text to Speech: Text & Graphics and 100s Table selected. The Descriptions for each of the tools can be displayed by toggling on the switch.
11. Select **Save** when you have entered or modified student PNP settings. A confirmation message will display. Select **Yes** to save your changes. You then can view the settings you selected on the Summary tab.

Kakalina Anetts

**Student Demographics**

First Name: Kakalina Middle Name: Carley Last Name: Anetts Date of Birth: 10/05/2012  
Gender: Male State Id: 298207 Grade: 5

Summary **Accommodations** Designated Supports Universal Features

**Accommodations**

Accommodations should be used in instruction and assessment throughout the year and at least 3 months before the assessment.

Descriptions: ☐ On ☒ Off

**Embedded**  
(Included in the Kite Student Platform)

Tool Name: Status:

American Sign Language (ASL) ☐ Off

Speech to Text ☐ Off

**Text to Speech** ☒ On ☐ Off

☒ Text & Graphics ☐ Non-Visual

**Non-Embedded**  
(Outside of the Kite Student Platform)

Tool Name: Status:

**100s Table** ☒ On ☐ Off

Abacus ☐ Off

Alternate Response Options ☐ Off

ASL Interpreter ☐ Off

**Save**



# PNP QUESTIONS

## **What students should have PNP settings turned on?**

- Students with IEPs/504 with those accommodations written into current plans.
- Students using designated supports on a regular basis within classrooms.

## **What if a student starts testing and PNP settings aren't showing up?**

- Stop testing! Pause the test, have a building- or district-level user check the student's PNP to ensure they are set correctly. Once set, PNPs should sync by the next day.

## **Many students have "separate setting" as an accommodation. What do I do?**

- Ensure the IEP/504 accommodations match as closely as possible to the regular assessment environment for that student.



# BRAILLE & PAPER FORM REQUESTS

## **Braille Form**

- Submit requests into the MontCAS application at least three weeks before each testing window.

## **Paper Form**

- Submit requests by calling the OPI Assessment Help Desk at least three weeks before each testing window.



# ENTERING STUDENT PNPS RESOURCES

- MAST Before Testing Tasks
- Kite Educator Portal (unique MT login)
- Kite Educator Portal Manual
- MAST Accessibility Guide
- Montana's Three Tiers of Accessibility
- English Learner Guidance for School Districts
- Entering Student PNPs Focused Support Video on the MAST Stay Informed webpage

*All MAST-related resources can be found on the MAST Portal*



# ?? Questions? ??

---

**OPI ASSESSMENT HELP DESK:**

1-844-867-2569

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

