ENTERING PNP SETTINGS
FOCUSED SUPPORT VIDEO

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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

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.
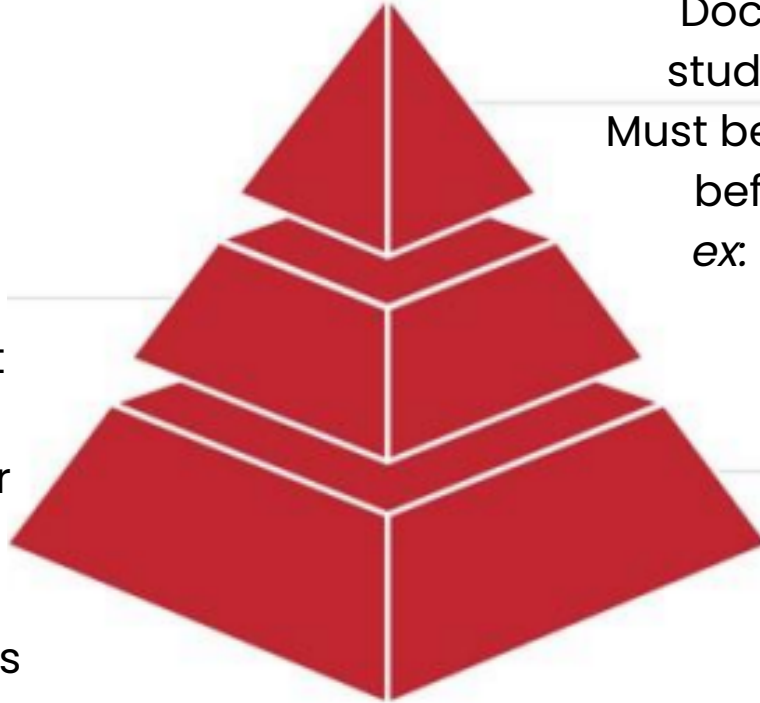
TYPES OF SUPPORTS

Accommodations
Documented through a student's IEP or 504 plan. Must be set in the PNP Settings before administration.
ex: Speech to Text, ASL

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

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)

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 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

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

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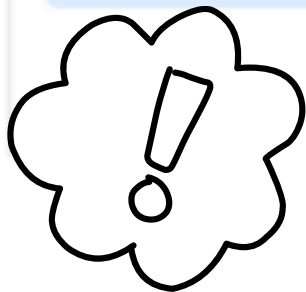
PNPs should be set at least **24 hours prior to MAST administration** to ensure they are applied. If a student begins to test and PNPs are not showing up, STOP testing and ensure settings have been applied in the Educator Portal before student resumes testing.

Cancel   Save

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.

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.

Marlow Abelov   ✕

Student Demographics

First Name: Marlow   **Middle Name:** Onfroi   **Last Name:** Abelov   **Date of Birth:** 06/20/2007

Gender: Male   **State Id:** 245390755   **Grade:** 8

| Summary | Accommodations | Designated Supports | Universal Features |

Selected PNP Profile Settings for

No preferences have been set.

Save

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.

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

- <u>MAST Before Testing Tasks</u>

- <u>Kite Educator Portal</u> (unique MT login)

- <u>Kite Educator Portal Manual</u>

- <u>MAST Accessibility Guide</u>

- <u>Montana's Three Tiers of Accessibility</u>

- <u>English Learner Guidance for School Districts</u>

- Entering Student PNPs Focused Support Video on the <u>MAST Stay Informed</u> webpage

All MAST-related resources can be found on the <u>MAST Portal</u>

Questions?

OPI ASSESSMENT HELP DESK:

1-844-867-2569

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