

2025-2026



MONTANA OFFICE OF PUBLIC INSTRUCTION

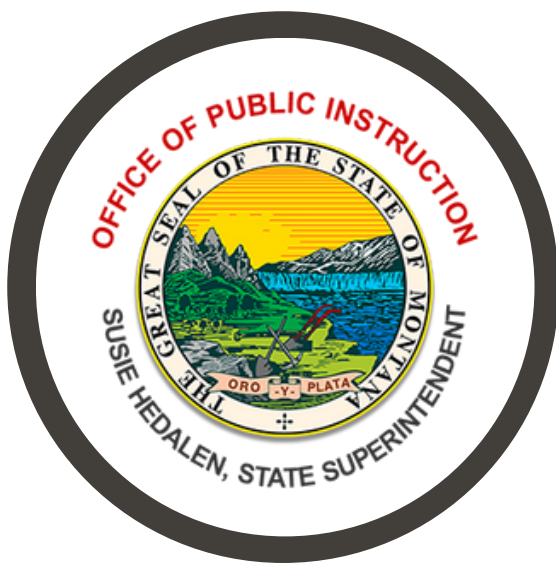
MAST

Monitoring Testlet Completion

OPI ASSESSMENT UNIT FOCUSED SUPPORT VIDEO



opi.mt.gov



MODULE OBJECTIVE

Monitor testlet completion within window

- Meet federally mandated standardized testing completion guidelines in accordance with section 1111(c)(4)(E)(iii).
- Identify and understand different methods of monitoring testlet completion.



MONITORING TESTLET COMPLETION

Multiple Methods:

- Using the Dashboard (high-level)
 - Reminder: this percentage shares percent of students completed with ***all*** testing for the window.
- Using the Test Administration Monitoring Data Extract
 - Most useful for identifying individual students and testlets needing to be completed.
- Using the Test Monitor Screen



KITE EDUCATOR PORTAL

Kite Educator Portal

*The delivery system of the
MAST assessment*



*Portal for preparing, administering, and monitoring
completion of MAST testlets*

Before Testing: Training Videos, User Management, Rostering,
Entering PNPs, Printing Student Tickets & DACs

During & After Testing: Administering Testlets, Monitoring
Testlet Completion, Accessing Student Score Reports & Sharing
Reports with Parents/Guardians



MONITORING TESTLET COMPLETION

Monitoring Testlet Completion
Focused Support [Video](#) & [Slides](#)

Using the Dashboard

High level testlet completion can be monitored at the district level to ensure all students are completing testing. *The Dashboard is updated at noon and midnight Central Time and shares the number of students that have completed all testing.*

1. DASHBOARD

2. View by **school** or by **district**.

3. **Download Extract** if needed.

SETTINGSMANAGE TESTSINTERIMREPORTSDASHBOARDHELP

Testing SummaryTesting Outside HoursShort Duration Testing1

Dashboard: View Testing Summary

View a districtBack to state

District:As of: Thursday 2/15/2024 12:09 PM CST

Subject	Test Sessions Completed			Students Assigned	School Year 2023-2024				Students Percent Complete	Test Sessions Reactivated	
	Today 2/15	Prior Day 2/14	School Year 2023-2024		Students All Sessions Unused	Students All Sessions In-progress	Students All Sessions Complete	Prior Day 2/14		School Year 2023-2024	
Testlet											
English Language Arts	0	0	424	214	2	0	212	99.1%	2	n/a	n/a
Mathematics	0	0	422	214	2	2	212	99.1%		n/a	n/a

Data updated twice daily - approximately noon and midnight Central Time.

Download Extract

Live Chat

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Site Map

MONITORING TESTLET COMPLETION


Using a Data Extract

This method is the most efficient and effective method to find individual students and testlets needing to be completed.

Navigate to:

1. REPORTS > DATA EXTRACTS
2. Select the Test Administration and Monitoring tab.
3. Click on New File.
4. Once the file has loaded, click on the csv icon to download a document that can be filtered to identify testlets that in progress, unused, or paused.

The screenshot shows the 'REPORTS' tab selected in the top navigation bar. Below it, the 'Test Administration and Monitoring' tab is active. The 'Data Extracts' section is visible, with a note about Personally Identifiable Information (PII). A table lists the available extracts, with the first one being 'Testlet Test Administration Monitoring'. The 'File' column shows a 'New File' button and a 'CSV' icon. Red circles 1 through 4 indicate the steps: 1. Reports tab, 2. Test Administration and Monitoring tab, 3. New File button, and 4. CSV icon.

Extract	Description	Requested	File	Action
Testlet Test Administration Monitoring	Testlets assigned, in progress, and completed by subject, and student.	04/04/2024 07:57 AM		New File

Filtering must be performed to generate a list of students and names of testlets left to complete.

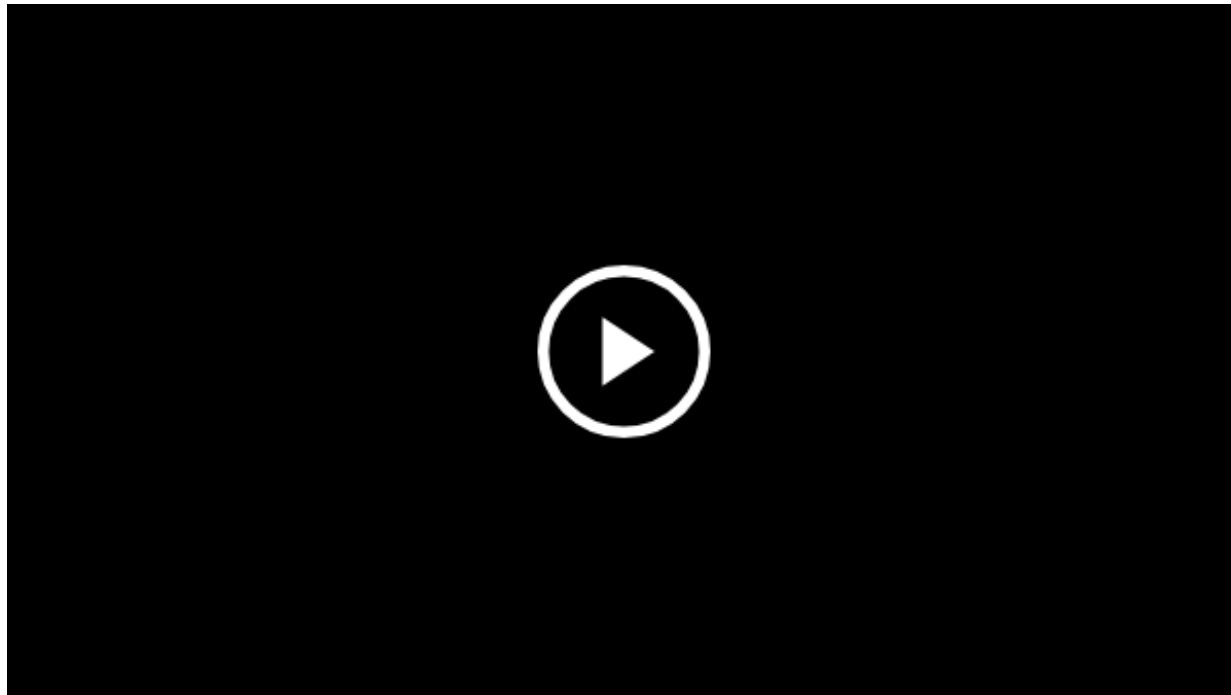


MONITORING TESTLET COMPLETION

Using a Data Extract (CONT.)

This method is the most efficient and effective method to find individual students and testlets needing to be completed.

Filtering the Data Extract Tutorial



MONITORING TESTLET COMPLETION

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.

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' interface with the following elements:

- 1**: 'My Tests' tab selected in the top navigation bar.
- 2**: 'DISTRICT' and 'SCHOOL' dropdown menus.
- 3**: Three dots icon in the table header for filtering.
- 4**: Arrows pointing to the 'Students Assigned' and 'Students Completed' columns.
- 5**: Arrows pointing to checkboxes in the 'Test Name' column.
- 6**: 'Monitor' button at the bottom left.

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



MONITORING TESTLET COMPLETION

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), "In Progress" (student has started but hasn't completed), or "Paused" (student has not 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

			Section 1									
Student Name	Overall Status	# Unanswered Items	1	2	3	4	5	6	7	8	9	10
	Unused	↑ Sort Ascending	○	○	○	○	○	○	○	○	○	○
	Unused	↓ Sort Descending	○	○	○	○	○	○	○	○	○	○
	Unused	Columns	○	○	○	○	○	○	○	○	○	○
	In Progress	Filter	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●
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Math, Grade 3, Multiply and Divide Within 100

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

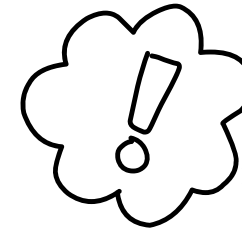


MONITORING TESTLET COMPLETION

Using the Test Status Report for Student Mobility

Navigate to:

1. INTERIM > VIEW RESULTS
2. Testlet Report dropdown > Test Status Report
3. Fill out the organizational information for the individual student.
4. Click Search.
5. Select the three dots in one of the student's identifier columns (state ID, last name, or first name). Hover over Filter then click in the empty box under *Show items with value that: contains* [enter student's info]. Click on Filter.
6. This will pull ELA or math testlets for the student. If the cell under the testlet name says,
 - a. **Report Available:** student has completed the testlet within the window.
 - b. **N/A:** student took that specific testlet in a previous testing window in their previous school. Student's report for that previously taken testlet can be found in the individual Student Report (Interim > View Results)
 - c. **Unused:** student has not yet taken this testlet and should complete the assigned testlet at your district.



Students must be rostered to show in the Test Status Report

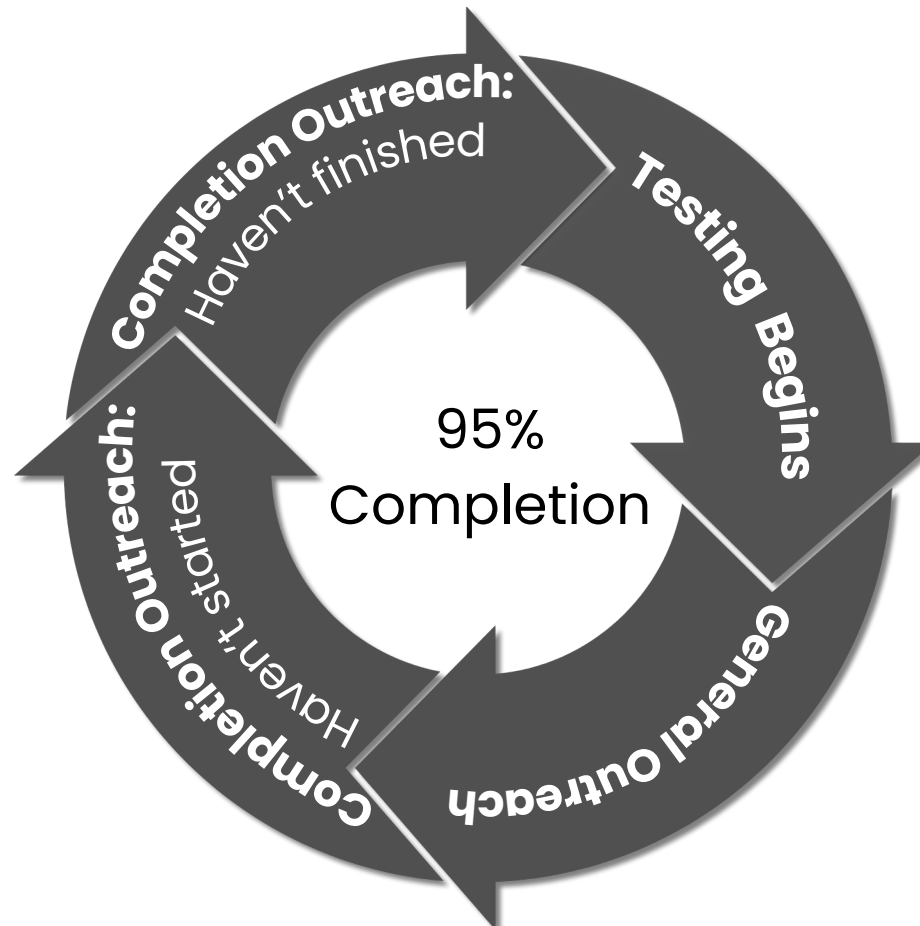
The screenshot shows the 'Test Status Report' interface. At the top, there is a navigation bar with 'SETTINGS', 'INTERIM', 'REPORTS', 'DASHBOARD', and 'HELP'. Below this, a dropdown menu is set to 'Testlet Report'. The main section is titled 'Test Status Report' and includes a 'Select Criteria' area with filters for DISTRICT, SCHOOL, SUBJECT (set to 'English Language Arts'), GRADE (set to 'Grade 4'), ROSTER, and TEST WINDOW (set to 'MT Admin 1 2025'). A 'Search' button is located below these filters. The results are displayed in a table with columns: State Student ID, First Name, Last Name, Reading, Grade 4, Informational Testlet, Beginning of Year, and Reading, Grade 4, Literary Testlet, Beginning of Year. The first row shows a student with 'Report Available' in both testlet columns. A dropdown menu is open for the 'Last Name' column, showing options for 'Sort Ascending', 'Sort Descending', 'Columns', and 'Filter'. The footer includes a 'Live Chat' link and a copyright notice for '© 2024 The University of Kansas'.

State Student ID	First Name	Last Name	Reading, Grade 4, Informational Testlet, Beginning of Year	Reading, Grade 4, Literary Testlet, Beginning of Year
			Report Available	Report Available

MONITORING TESTLET COMPLETION

General & Completion Outreach

General and Completion Outreach are ways the OPI helps to support districts in meeting federally-mandated standardized testing completion guidelines. Districts are expected to assess all eligible students at a participation rate of at least 95% in accordance with section 1111(c)(4)(E)(iii).



MODULE EIGHT RESOURCES

- Kite Educator Portal (unique MT login)
- Kite Educator Portal Manual
- Monitoring Testlet Completion Focused Support Video

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





Questions?

OPI ASSESSMENT HELP DESK:

1-844-867-2569

OPIASSESSMENTHELPDESK@MT.GOV

LINK TO SLIDE DECK

