MAST
Monitoring Testlet Completion

OPI Assessment Unit Focused Support Video

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

Posted: August 2024

OPI Assessment Unit - MontCAS Focused Support Video

OBJECTIVES

MAST Monitoring Testlet Completion
Assessment Focused Support Video

Learn about the...

Kite Educator Portal

- **Before Testing**
  - Schedule Math Testlets
  - Training
  - 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

- **Before Testing**
  - 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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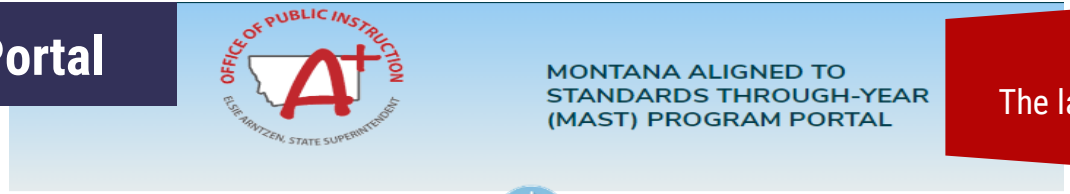
MAST Portal



MAST Portal

The landing page for all MAST resources

Kite Educator Portal

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Kite Educator Portal
During Testing

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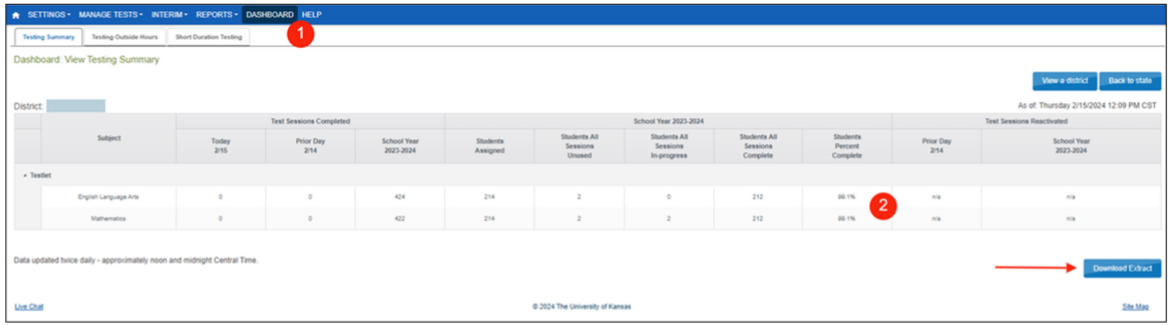
Monitoring Testlet Completion

USING THE DASHBOARD

Testlet completion should be monitored at the District level to ensure at least ***95% testlet completion*** is achieved.

1. DASHBOARD
2. View by **school** or by **district.**
3. **Download Extract** if needed.



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Kite Educator Portal
During Testing

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MAST Dashboards Tutorial

Monitoring Testlet Completion
USING THE DASHBOARD METHOD

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Kite Educator Portal
During Testing

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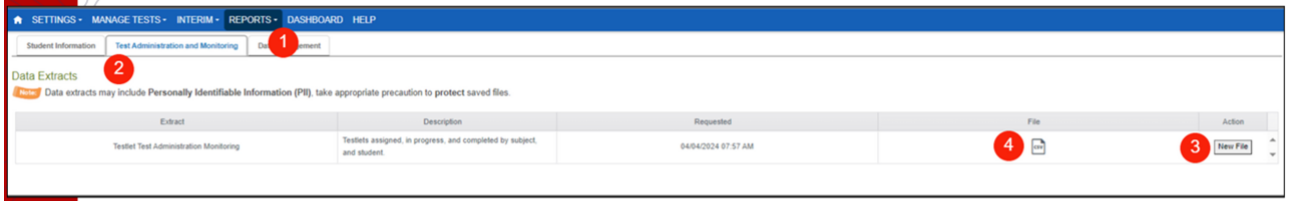
Monitoring Testlet Completion

USING THE TEST ADMINISTRATION MONITORING DATA EXTRACT

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 will list testlets assigned, in progress, and completed by subject and student.



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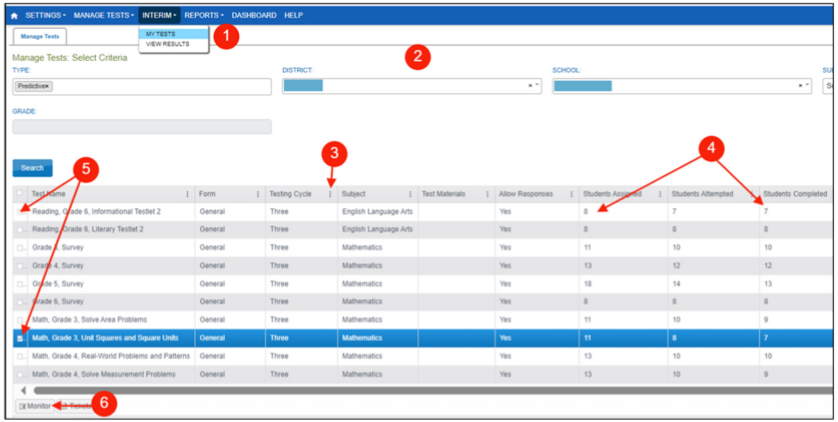
Monitoring Testlet Completion

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. Individual students can be identifed for testlet completion to ensure at least ***95% testlet completion*** is achieved.

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.



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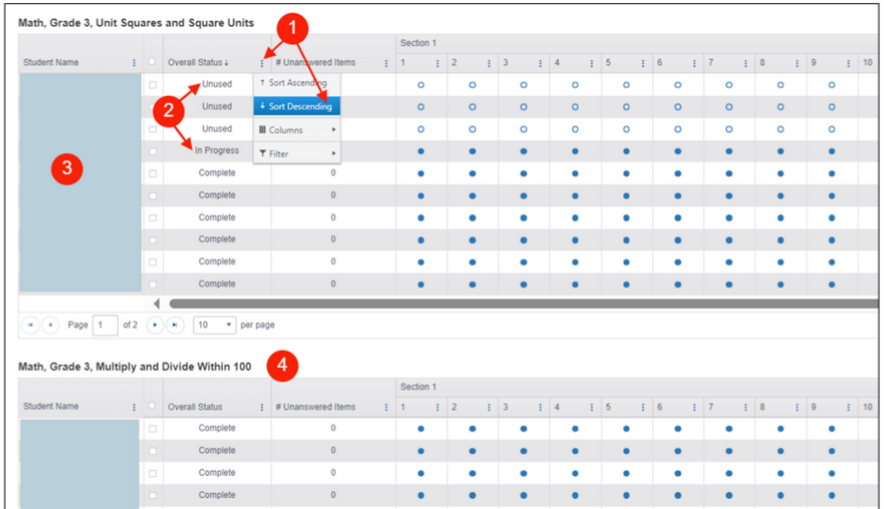
USING THE TEST MONITOR SCREEN

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.



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Kite Educator Portal
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MAST Test Administration Tutorial

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USING THE TEST MONITOR SCREEN

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GENERAL & SUPPORT OUTREACH

General and Support Outreach are ways to help 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).

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Questions?

PROGRAM & PRODUCT DESIGN QUESTIONS:
MAST@NEWMERIDIANCORP.ORG

KITE PLATFORM INQUIRIES:
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
opiassessmenthelpdesk@mt.gov

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Questions?

Contact the OPI Assessment Unit:
opiassessmenthelpdesk@mt.gov

844.867.2569