

2025-2026



MONTANA OFFICE OF PUBLIC INSTRUCTION

MAST

Monitoring Testlet Completion

OPI ASSESSMENT UNIT FOCUSED SUPPORT VIDEO



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



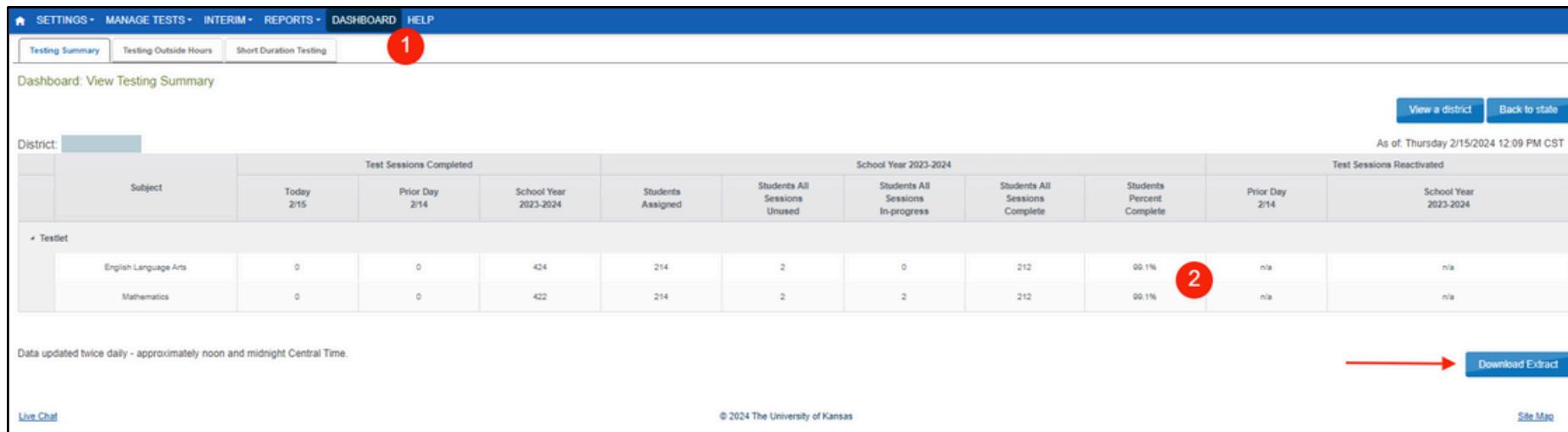
MONITORING TESTLET COMPLETION

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.



The screenshot shows the Testlet Monitoring Dashboard. At the top, there are tabs for SETTINGS, MANAGE TESTS, INTERIM, REPORTS, DASHBOARD (which is highlighted and has a red circle with '1' over it), and HELP. Below the tabs, there are buttons for Testing Summary, Testing Outside Hours, and Short Duration Testing. The main area is titled 'Dashboard: View Testing Summary' and shows data for the 'District' (highlighted with a red box). The data is presented in a table with columns for Subject, Today, Prior Day, School Year, Students Assigned, Students All Sessions Unused, Students All Sessions In-progress, Students All Sessions Complete, Students Percent Complete, Prior Day, and School Year. For English Language Arts, the values are 0, 0, 424, 214, 2, 0, 212, 99.1%, n/a, and 2023-2024. For Mathematics, the values are 0, 0, 422, 214, 2, 2, 212, 99.1%, n/a, and 2023-2024. At the bottom, a note says 'Data updated twice daily - approximately noon and midnight Central Time.' and there is a 'Download Extract' button with a red arrow pointing to it. The page footer includes 'Live Chat', '© 2024 The University of Kansas', and 'Site Map'.

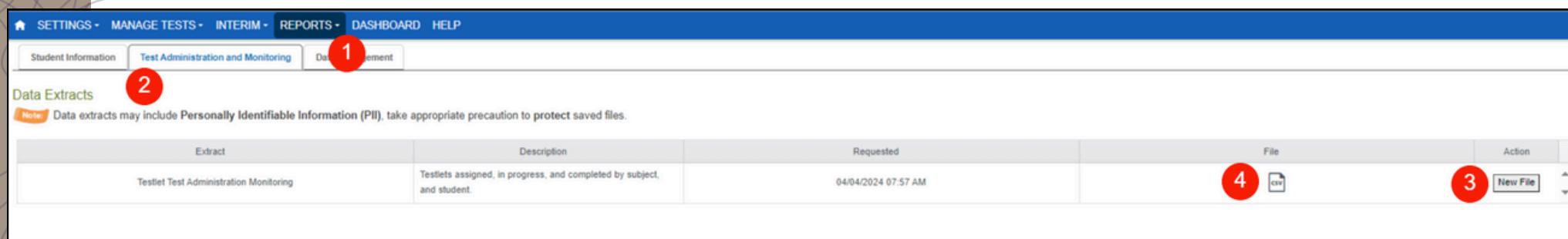
MONITORING TESTLET COMPLETION

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 a software interface for test administration. The top navigation bar includes 'SETTINGS', 'MANAGE TESTS', 'INTERIM', 'REPORTS' (which is the active tab, indicated by a red circle with '1'), 'DASHBOARD', and 'HELP'. Below the navigation is a sub-menu with 'Student Information', 'Test Administration and Monitoring' (which is the active sub-tab, indicated by a red circle with '2'), and 'Data Extracts'. A note about PII is displayed. The main content area shows a table for 'Data Extracts' with one row: 'Testlet Test Administration Monitoring' (Extract), 'Testlets assigned, in progress, and completed by subject, and student.' (Description), '04/04/2024 07:57 AM' (Requested), and a 'File' column with a CSV icon (indicated by a red circle with '4') and an 'Action' column with a 'New File' button (indicated by a red circle with '3').

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

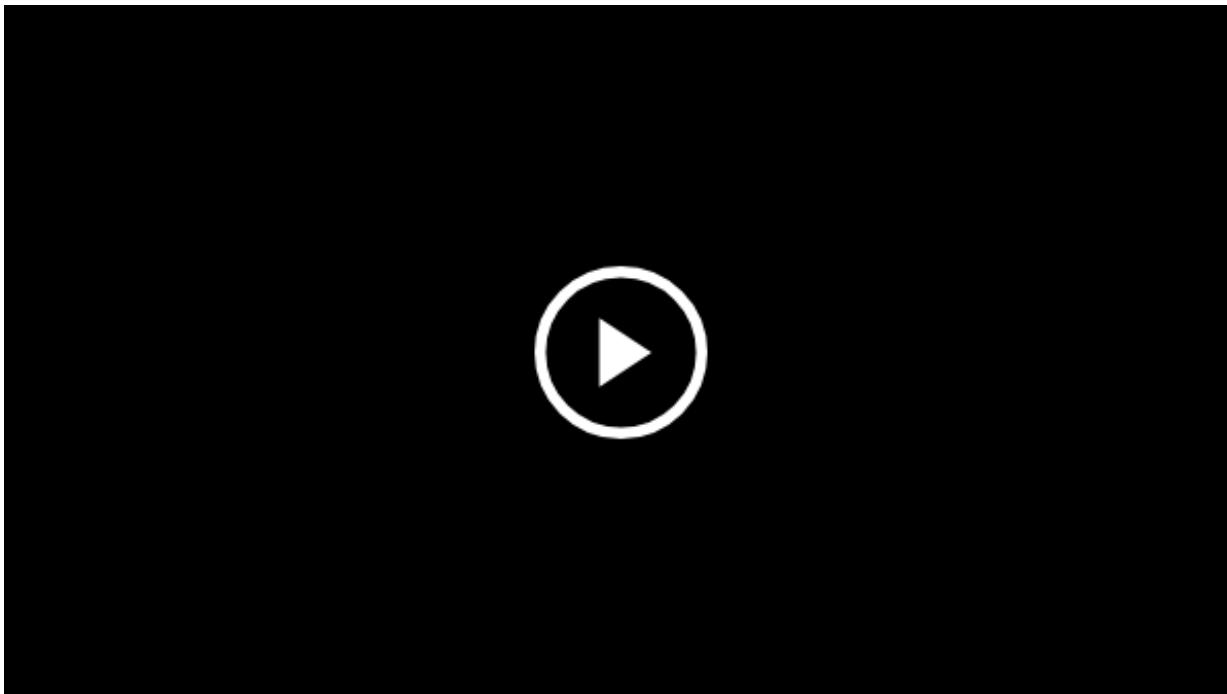


MONITORING TESTLET COMPLETION

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' section of the Kite Educator Portal. At the top, there are tabs for SETTINGS, MANAGE TESTS, INTERIM, REPORTS, DASHBOARD, and HELP. The 'INTERIM' tab is selected. Below the tabs are dropdown menus for 'TYPE' (set to 'Predictive'), 'DISTRICT' (set to 'Predictive'), and 'SCHOOL' (set to 'Predictive'). A 'GRADE' dropdown is also present. A 'Search' button is located on the left. A table lists various testlets with columns for 'Test Name', 'Form', 'Testing Cycle', 'Subject', 'Test Materials', 'Allow Responses', 'Students Assigned', 'Students Attempted', and 'Students Completed'. The 'Students Completed' and 'Students Attempted' columns are highlighted with red arrows and the number 4. A red arrow and the number 5 points to the 'Students Assigned' column. A red arrow and the number 3 points to the three dots in the 'Testing Cycle' header. A red arrow and the number 6 points to the 'Monitor' button at the bottom left of the table. A red arrow and the number 2 points to the 'SCHOOL' dropdown.

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

Student Name	Overall Status	# Unanswered Items	Section 1									
			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	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●
	Complete	0	●	●	●	●	●	●	●	●	●	●

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Math, Grade 3, Multiply and Divide Within 100

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

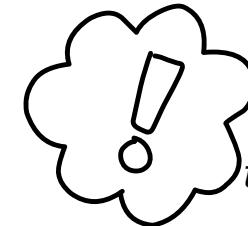


MONITORING TESTLET COMPLETION

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 with the following numbered callouts:

1. The 'INTERIM' menu item in the top navigation bar.
2. The 'Testlet Report' dropdown menu item.
3. The 'GRADE' dropdown menu item set to 'Grade 4'.
4. The 'Search' button.
5. A context menu with options: 'Sort Ascending', 'Sort Descending', 'Columns', and 'Filter'. An arrow points from this menu to the 'Filter' option.
6. A 'Report Available' status in the testlet list.

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

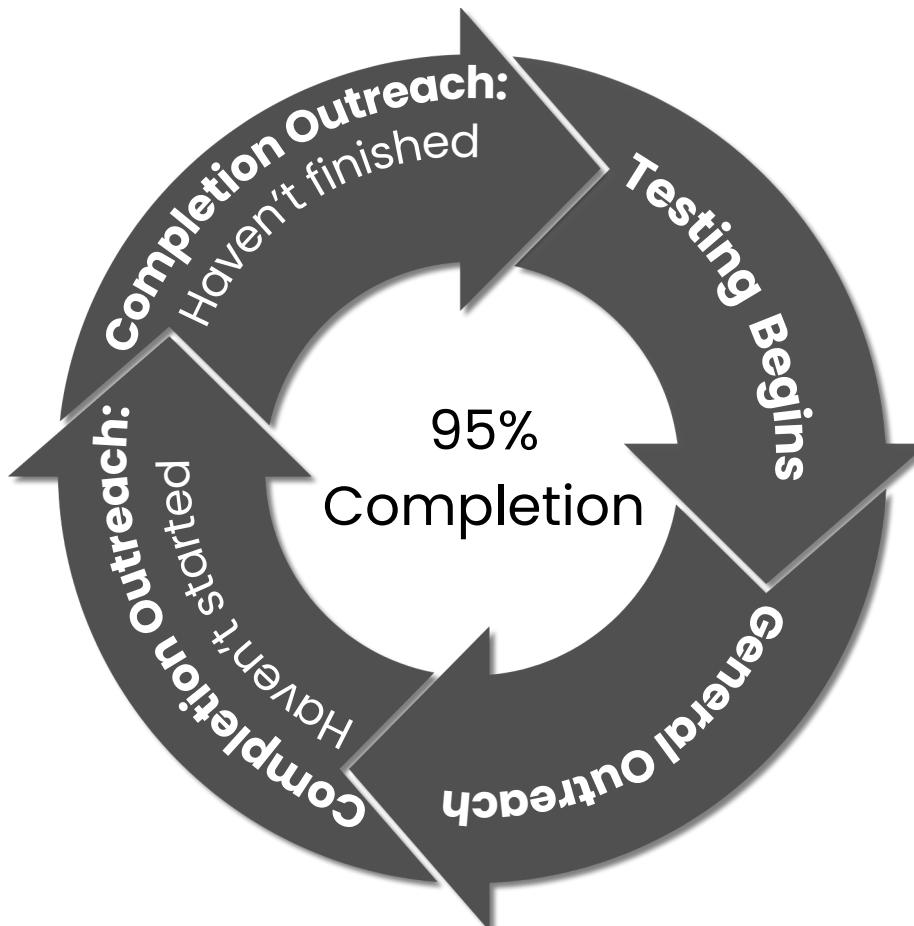
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MONITORING TESTLET COMPLETION

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

