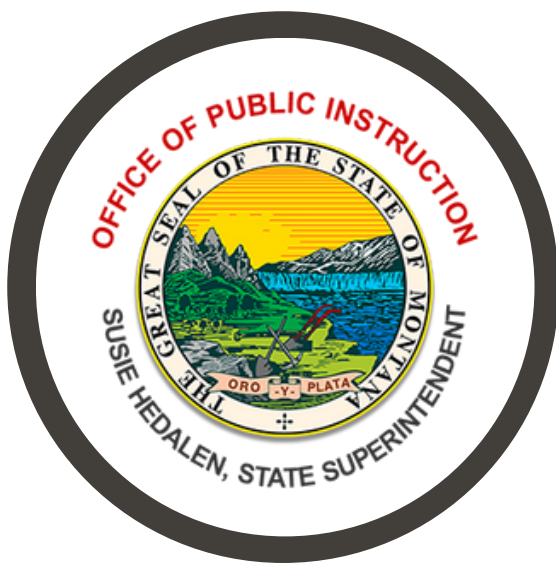MONTANA OFFICE OF PUBLIC INSTRUCTION

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.

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

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

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 <u>all</u> testing.*

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

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.

Filtering must be performed to generate a list of students and names of testlets left to complete.
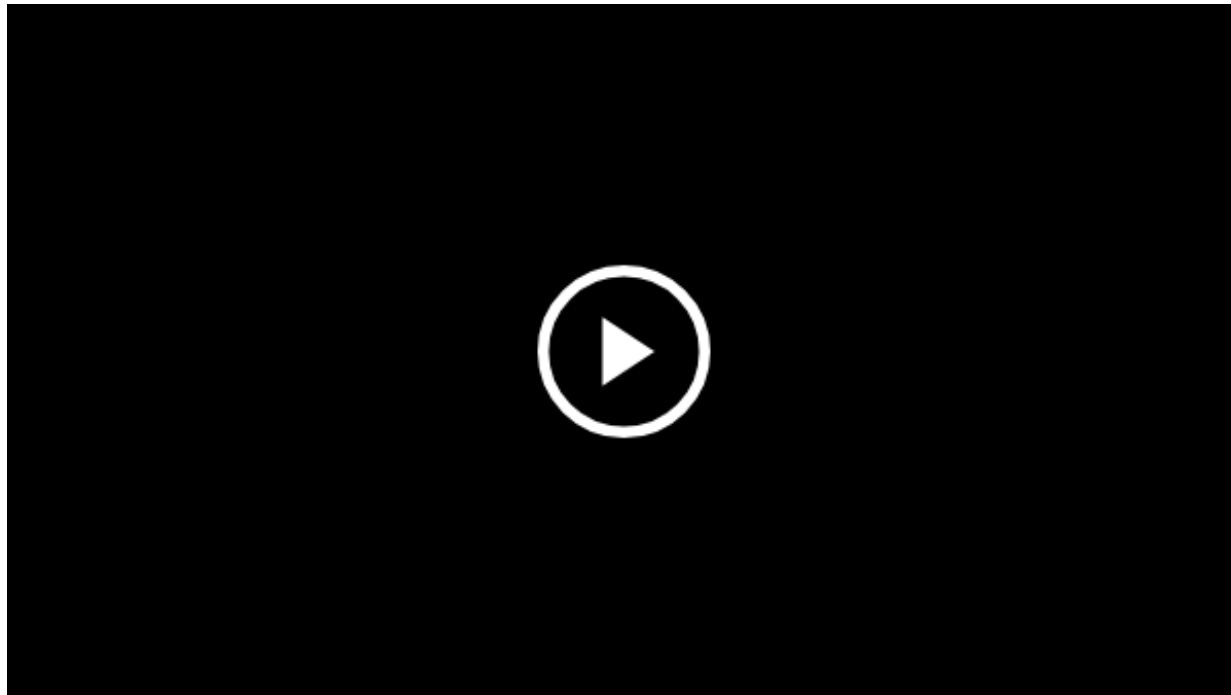
Using a Data Extract (CONT.)

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.

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.
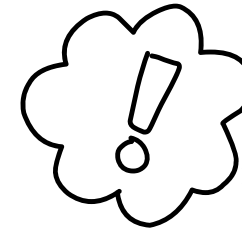
Using the Test Status Report for Student Mobility

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.

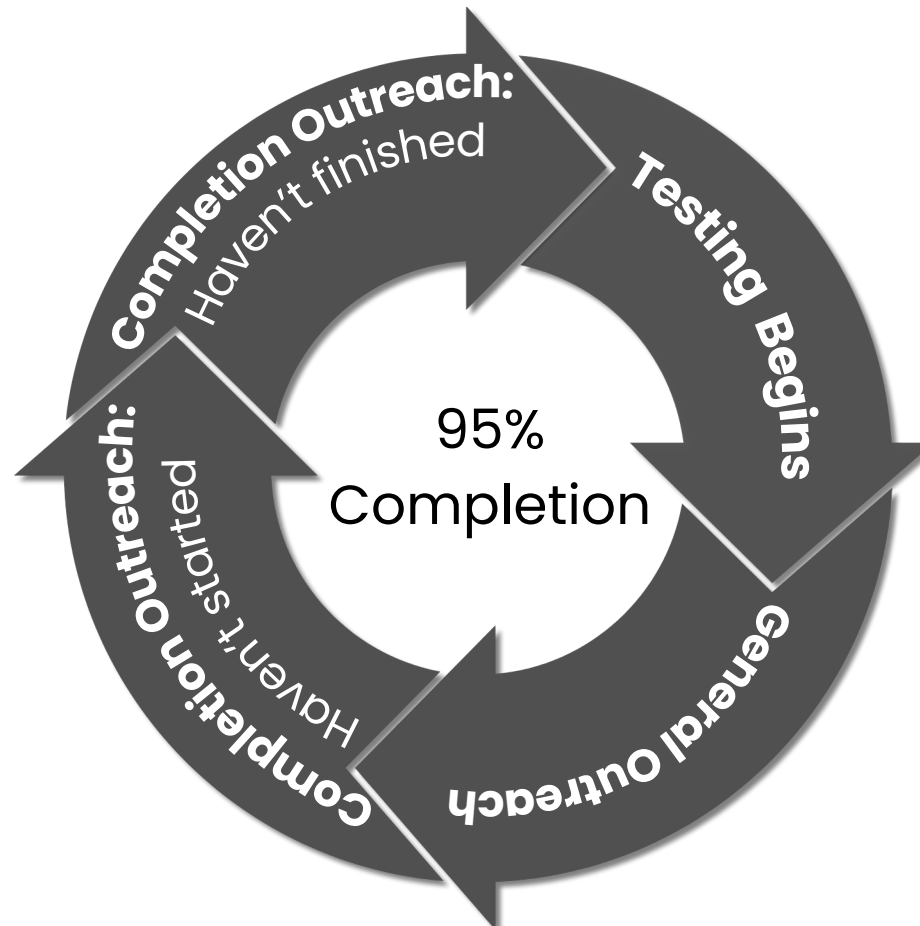*Students must be rostered to show in the Test Status Report*

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