

2025-2026



MAST SCHEDULING & SCHEDULER TOOL FOCUSED SUPPORT VIDEO

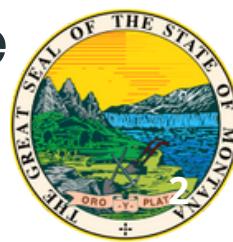


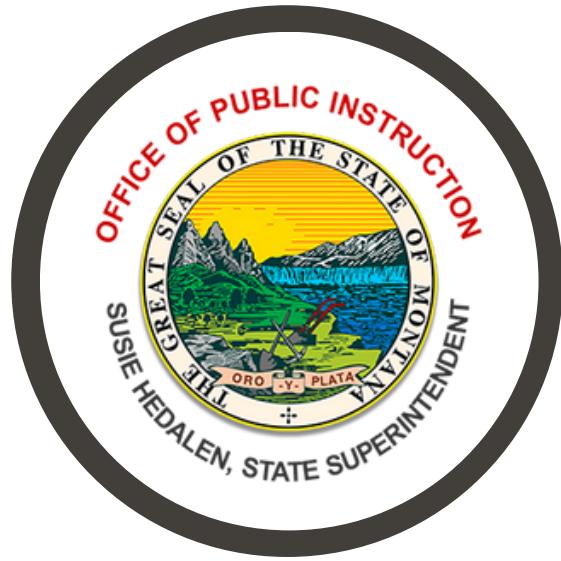
OBJECTIVES

Schedule math testlets to best align assessment to instruction

- Understand the scheduling flexibilities of math testlets
- Create a plan for collecting information required for submitting math testlet schedules
 - How can teachers be a part of scheduling testlets for each window?
 - How can teachers schedule testlets within each window?

Log into Waypoint Scheduler & submit your district's/school's math testlet schedule





2025-2026



MONTANA OFFICE OF PUBLIC INSTRUCTION

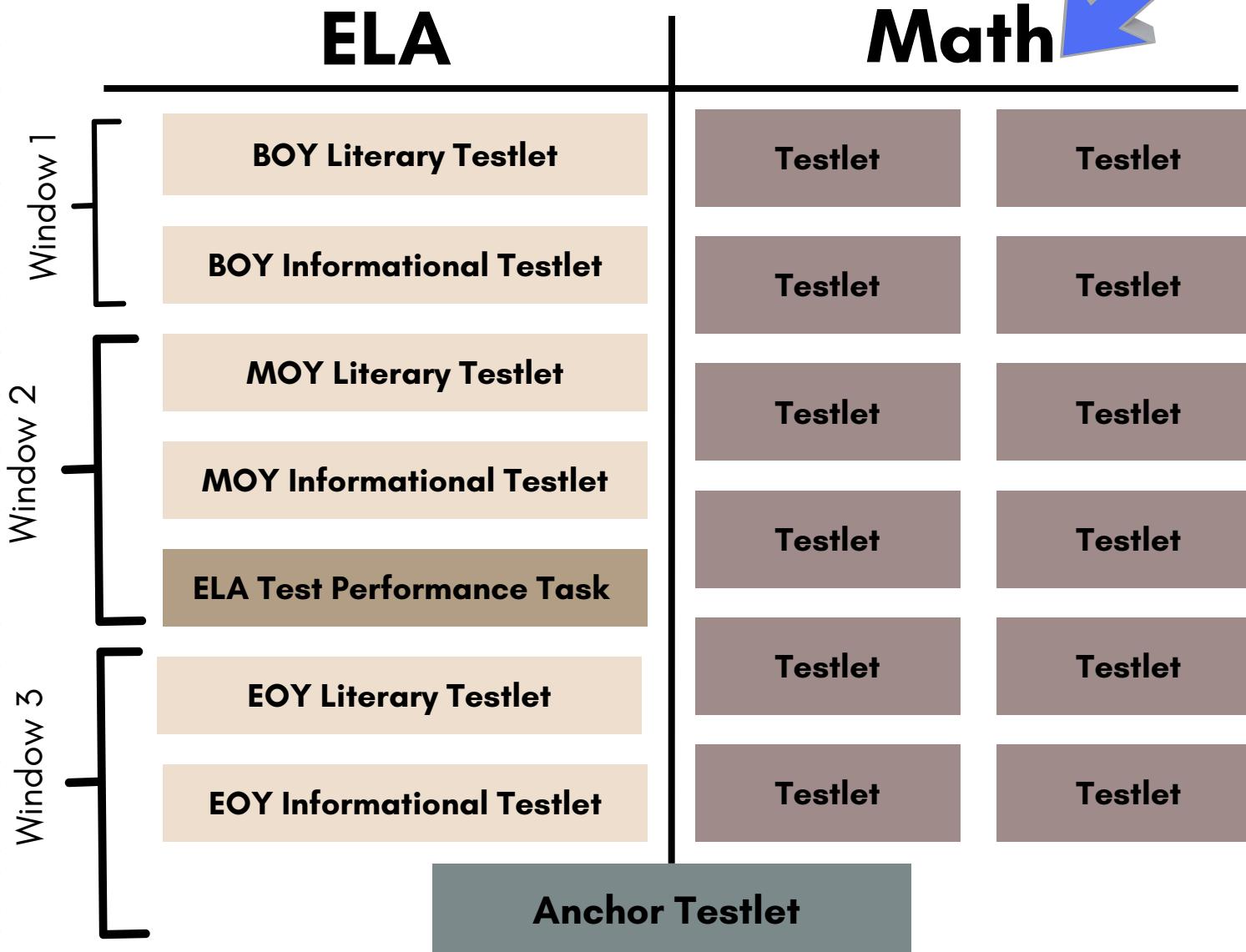
MAST SCHEDULER TRAINING

BEST PRACTICES FOR
SCHEDULING MAST TESTLETS



2025-2026 MAST DESIGN

These 12 testlets
are flexibly
scheduled at the
school level



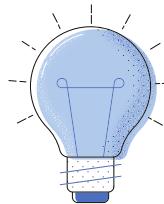
2025-2026 TESTING OVERVIEW

	Window 1	Window 2	Window 3
	October 13 - December 5	January 12 - March 6	March 30 - May 22
	8 weeks	8 weeks	8 weeks
MATH	3-5 Testlets	3-5 Testlets	3-5 Testlets
			1 Anchor Test
	2 BOY Testlets	2 MOY Testlets Performance Task	2 EOY Testlets
ELA			

All 12 testlets must be scheduled and administered across the 3 testing windows

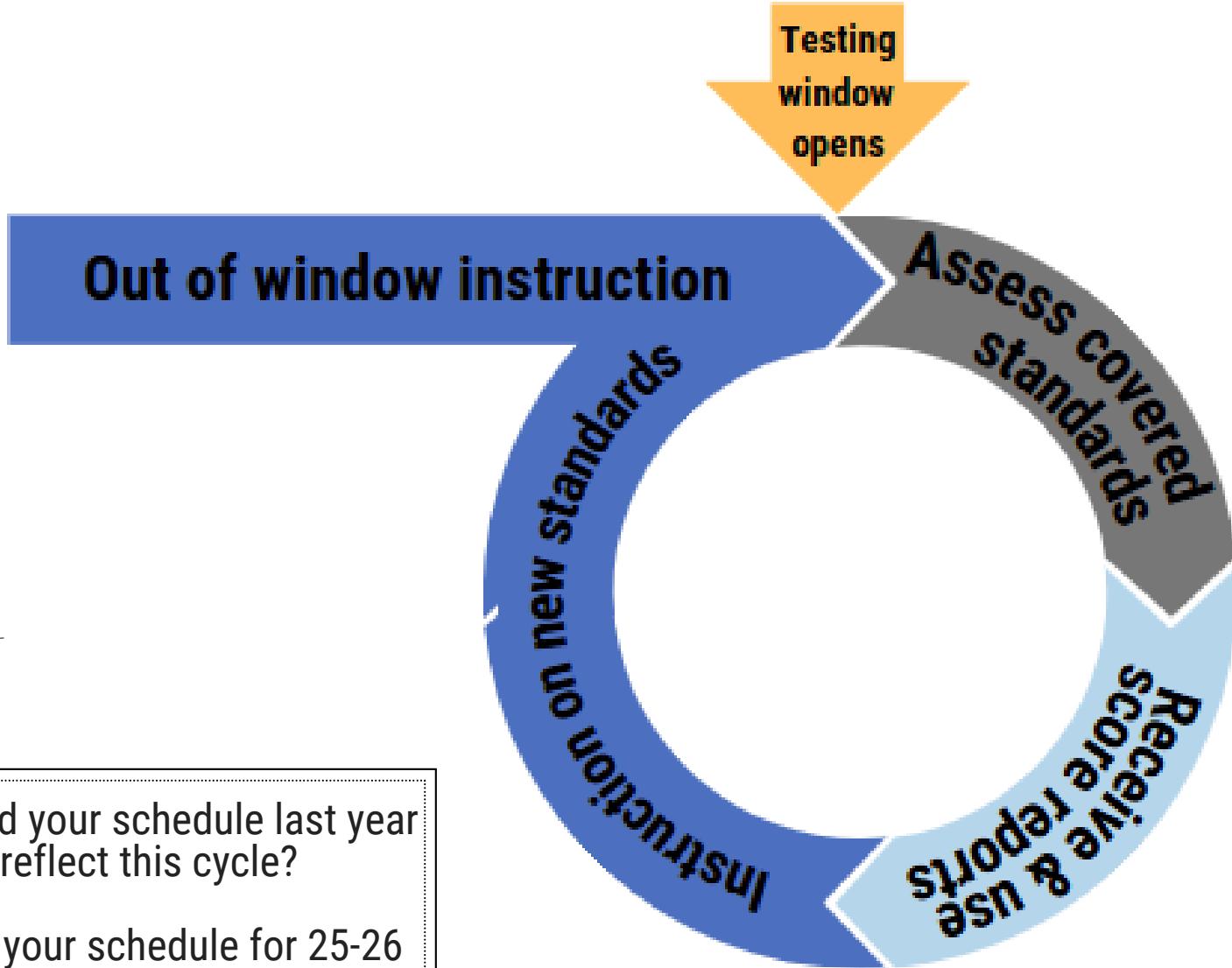


SCHEDULING TESTLETS WITHIN WINDOW



How did your schedule last year reflect this cycle?

Could your schedule for 25-26 better reflect this cycle?



SCHEDULING TESTLETS WITHIN WINDOW

Best Practice Considerations

- Administer as close to instruction as possible (at the end of the unit/chapter)
- Spread out testing throughout the window rather than clustering all testlets into the same week
- Use score reports for immediate and long-term instructional decisions (provided weekly during the window)
- Leverage testlet scheduling as an opportunity for district collaboration around curriculum and assessment
- Plan for make ups



CONSIDERATIONS FOR 2025-2026

SCHEDULING

- Testing windows are two weeks longer in the 2025-2026 school year with similar start dates
- Last year's schedules will rollover into the same windows within the scheduler tool
- If no changes are made during the editing period, testlets will remain in the same windows as last year
- STCs will be loaded into Waypoint & can add building level users to schedule testlets at the school level, but final submission must be done by the STC



FALL SCHEDULING

Who should be involved with testlet scheduling?

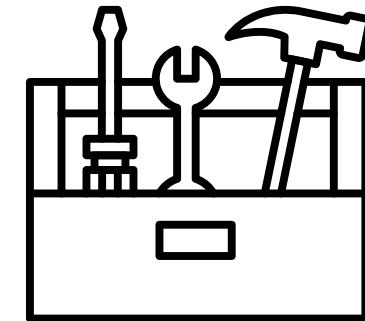
- District's System Test Coordinator (STC)
- Any Building Test Coordinators (BTC) in the district
- Instructional/curricular leaders
- Teachers



FALL SCHEDULING

Tools for Scheduling Testlets

- Math pacing guides & school calendar
- Previous year's MAST math testlet schedule
- Previous or upcoming year's high-level lesson plans
- Any notes from the previous year's pacing
- MAST Math Assessment Specifications
- MAST Scheduling Guide & FAQs for Test Coordinators
 - Pg. 11: *Math Schedule Worksheet*
 - Appendix B: *MAST Math Testlets and Standards*
OR Math Standards Blueprint



FALL SCHEDULING

Appendix B

Grade 3	
Testlet Names	MT Standards
Concepts of Multiplication and Division	3.OA.1, 3.OA.2, 3.OA.3
Multiplication and Division Equations	3.OA.4, 3.OA.6
Multiply and Divide Within 100	3.OA.5, 3.OA.7
Time, Liquid Volume, and Mass	3.MD.1, 3.MD.2
Real-World Problems and Patterns	3.OA.8, 3.OA.9
Place Value and Operations in Base Ten	3.NBT.2, 3.NBT.3
Understand Fractions as Numbers	3.G.2, 3.NF.1, 3.NF.2, 3.NF.2.a, 3.NF.2.b
Compare and Find Equivalent Fractions	3.NF.3, 3.NF.3.a, 3.NF.3.b, 3.NF.3.c, 3.NF.3.d
Unit Squares and Square Units	3.MD.5, 3.MD.5.a, 3.MD.5.b, 3.MD.6, 3.MD.7, 3.MD.7.a
Solve Area Problems	3.MD.7, 3.MD.7.b, 3.MD.7.c, 3.MD.7.d
Data and Graphing	3.MD.3, 3.MD.4
Two-Dimensional Geometric Figures	3.G.1, 3.MD.8

MAST 2024-2025 Math Schedule Worksheet

Directions:

1. Fill in grade, name, and, if applicable, curriculum name, publisher, and copyright year.
2. List unit names and/or standards covered before and during each window.
3. Compare your math curriculum units, standards, and pacing to the testing windows and to the math test blueprints to determine which testlets should be administered during each window.
4. Return the worksheet to your STC/BTC by the indicated due date.

STC/BTC Name:	Due Date:
Name:	Curriculum name, publisher, and copyright year, if applicable:
Grade:	

	Window 1	Window 2	Window 3
Math	October 14 – November 22, 2024	January 13 – February 21, 2025	March 24 – May 2, 2025
ELA	3–5 testlets	3–5 testlets	3–5 testlets
	2 BOY testlets	2 MOY testlets + PT	2 EOY testlets

	Window 1	Window 2	Window 3
Units Covered			
Standards Covered			
Aligned Testlets	1		
	2		
	3		
	4		
	5		

The Math Schedule Worksheet and Math Standard Blueprints/Appendix B can be used together to help plan scheduling

Math Standard Blueprint

Montana MAST Math Testlets

Gr	Testlet	Standards	Content Attributes
3	Concepts of Multiplication and Division	3.OA.1 3.OA.2 3.OA.3	<ul style="list-style-type: none"> Interpret products and quotients of whole numbers. Solve one-step real-world problems by multiplying or dividing within 10×10.
3	Multiplication and Division Equations	3.OA.4 3.OA.6	<ul style="list-style-type: none"> Determine an unknown number in a multiplication or division equation relating three whole numbers, within 10×10. Understand division as an unknown-factor problem.
3	Multiply and Divide Within 100	3.OA.5 3.OA.7	<ul style="list-style-type: none"> Understand and use properties of operations to multiply and divide. Fluently multiply and divide within 10×10.
3	Time, Liquid Volume, and Mass	3.MD.1 3.MD.2	<ul style="list-style-type: none"> Tell time and solve problems involving intervals of time. Solve real-world problems involving liquid volume and mass.

FALL SCHEDULING

Structures for Gathering Information

- Grade level PLC time
- School-wide planning time with grade level work and vertical alignment
- School leadership team using last year's schedule and notes to draft a potential schedule that is shared with teachers for feedback and adjustment



FALL SCHEDULING



Discussions for Scheduling

- *Is there a curriculum change for the upcoming school year?*
- *How well did math testlets align to instruction last year?*
 - *Were there testlets that could have been administered earlier?*
 - *Were there testlets that should have been moved to a later window?*
- *How will the move from six to eight week windows affect our scheduling?*

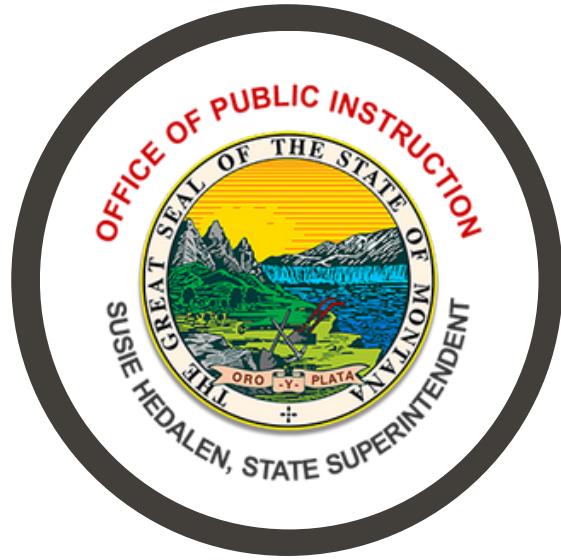


SCHEDULING MAST TESTLETS

Considerations for 2025-2026

- Testing windows are two weeks longer in the 2025-2026 school year with similar start dates
- Last year's schedules will rollover into the same windows within the MAST Scheduler
- If no changes are made during the editing period, testlets will remain in the same windows as last year
- STCs will be loaded into the MAST Scheduler and can add building-level users to schedule testlets at the school level, but final submission must be done by the STC





2025-2026



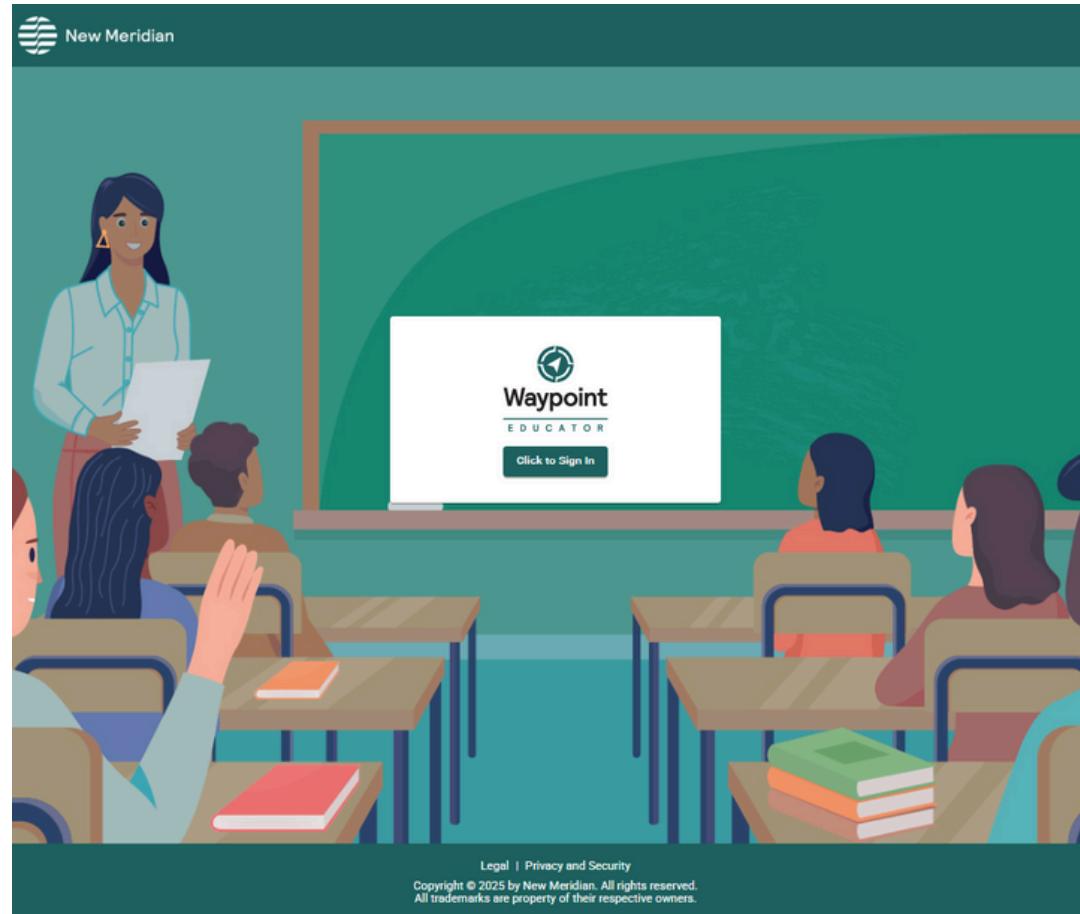
MONTANA OFFICE OF PUBLIC INSTRUCTION

MAST SCHEDULER TRAINING

SCHEDULING WITHIN THE WAYPOINT
SCHEDULER TOOL



WAYPOINT



*The portal for scheduling and publishing
MAST math testlets.*



WAYPOINT

Required Software

- Supported Operating Systems
 - Microsoft Windows 11
 - Chrome OS 124 and later
- Supported Browsers
 - Google Chrome: Version 124 and higher
 - Microsoft Edge: Version 124 and higher
 - Firefox: Version 126 and higher

Users

- STCs have accounts created for them by the OPI.
 - *New users: an activation email will be sent. Check junk/spam folders if rerouted.*
- STCs may delegate building users for each school.



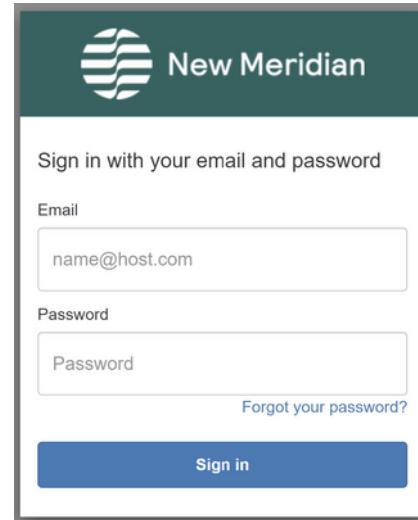
SCHEDULER ACCESS



To log in to the Scheduler, follow these steps:

- Go to the login page at www.newmeridian.io.
- Enter your registered email address and password (case sensitive).
- Click *Sign In* to access your dashboard. If you encounter any issues during the login process, ensure that you have entered the correct email address and password.

Step-by-step scheduling instructions are located in the Scheduler User Manual



Common troubleshooting:

Use the *Forgot Password* option to reset your password or contact support for assistance.

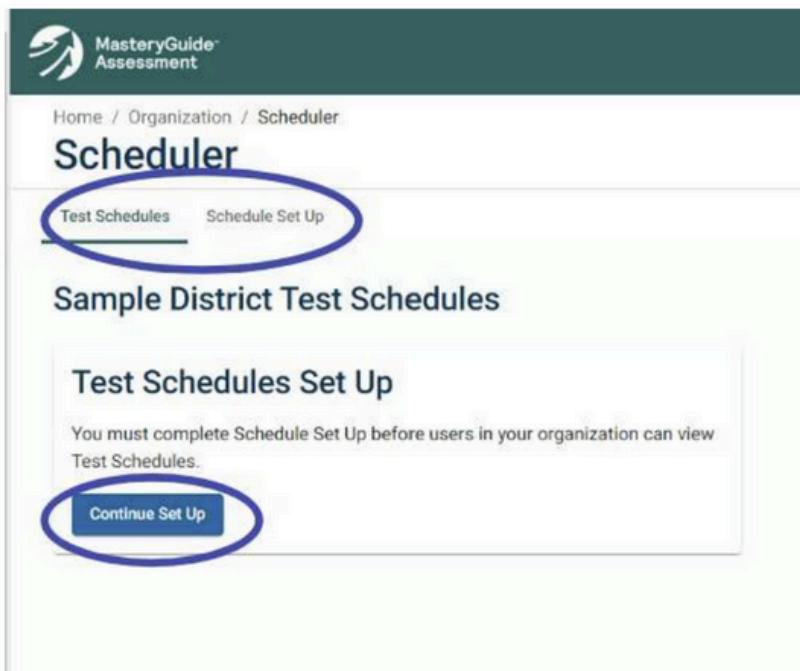
help@newmeridian.org



TEST SCHEDULES

Accessing Test Schedules

The Scheduler can be accessed via the left-hand navigation menu. Users designated to set up and publish test schedules will see a prompt either to *Start* or *Continue Schedule Set Up*. They will also see two tabs: *Test Schedules* and *Schedule Set Up*.



MasteryGuide®
Assessment

Home / Organization / Scheduler

Scheduler

[Test Schedules](#) [Schedule Set Up](#)

Sample District Test Schedules

Test Schedules Set Up

You must complete Schedule Set Up before users in your organization can view Test Schedules.

[Continue Set Up](#)



SCHEDULE SET UP OVERVIEW

Only designated users as determined by your organization can access the Schedule Set Up tab.

The steps at the top of the page will guide you through the set-up process:

Step 1: Testing Windows - These have been set by OPI

Step 2: Curriculum - Decide whether to complete all scheduling yourself or delegate scheduling to the building level. If the former, you will enter Math curriculum information for each grade and complete Steps 3 and 4. If the latter, the designee(s) will complete the remaining steps.

Step 3: Schedule Testlets - Assign testlets to Testing Windows.

Step 4: Publish - Review Test Schedules and publish them to other users in your organization.



The screenshot shows the MasteryGuide Assessment Scheduler interface. The top navigation bar includes 'Organization', 'Users', and 'Scheduler' icons. The main menu shows 'Home / Organization / Scheduler / Setup'. The 'Scheduler' section is active, with 'Test Schedules' and 'Schedule Set Up' tabs. The 'Schedule Set Up' tab is selected and highlighted with a green background. Below it, four numbered steps are listed: 1. Testing Windows, 2. Curriculum, 3. Schedule Testlets, and 4. Publish. Each step is enclosed in a blue oval. The right side of the interface shows 'Organization' and 'Sample District' information, along with a help icon (question mark) and a user icon (JC).



SCHEDULE SET UP

STEP 2: CURRICULUM

To establish uniform Test Schedules for all applicable schools and grade levels in your organization, select *The District* and proceed to *Select Math Curriculum*.

Who should create Test Schedules?

The District

The district will establish uniform test schedules for all schools and grade levels.

School Buildings

Delegate test schedule creation to Building Test Coordinators.

To delegate, follow these steps:

1. Select School Buildings.
2. Review the information about delegating.
3. Click Save and *Next*.
4. Review the confirmation prompt.
5. Click Save and *Finish*.



SCHEDULE SET UP

STEP 2: CURRICULUM

Select Math Curriculum

1. Select from the dropdown for each grade

- Selecting a Publisher Curriculum will generate testlet-to-unit alignments.
- Selecting *Local Curriculum* or *Not Listed* will generate alphabetized lists of testlets.

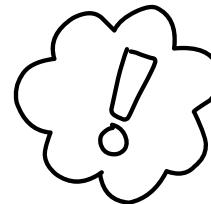
2. Click Save and Next.

Select Math Curriculum

Curriculum selection affects the display order of math testlets for each grade in the next step. Selecting a Publisher Curriculum will generate testlet-to-unit alignments. Selecting Local Curriculum or Not Listed will generate alphabetized lists of testlets.

Grade	Math Curriculum Name
3rd	Curriculum*
4th	Curriculum*
5th	Curriculum*
6th	Curriculum*
7th	Curriculum*
8th	Curriculum*

Save and Next



Returning Schools

Curriculum and Schedules from SY24-25 will be prepopulated if there are no changes in delegation

- Prepopulated schedules are editable.
- If there are no changes, you can proceed to the next step.



SCHEDULE SET UP

STEP 3: SCHEDULE TESTLETS

1. Select *Subject* and *Grade* from the drop-down menus.
2. View the list of testlets for the subject and grade on the left.
3. Select *Schedule* for the testlet you wish to schedule. A new *Assign Testlet* window will appear.

Schedule Testlets

Select subject and grade for scheduling

1 Subject: Math Grade: 3rd

2 Math Testlets

Math testlets are organized around 12 strands of mathematical understanding that represent grade-level content. Compare the alphabetized list of testlets and corresponding standards to your Math curriculum pacing to determine when students will be ready for each testlet.

Not Scheduled (9) Scheduled (3) All (12)

3 Time, Liquid Volume, and Mass

3.MD.1 3.MD.2

3 Real-World Problems and Arithmetic Patterns

3.NBT.1 3.OA.8 3.OA.9

3 Place Value and Operations in Base Ten

3.NBT.2 3.NBT.3

3 Schedule

Testing Windows

Window 1 10/14/2024 - 11/22/2024 Concepts of Multiplication and Division

Window 2 01/13/2025 - 02/21/2025 Multiplication and Division Equations

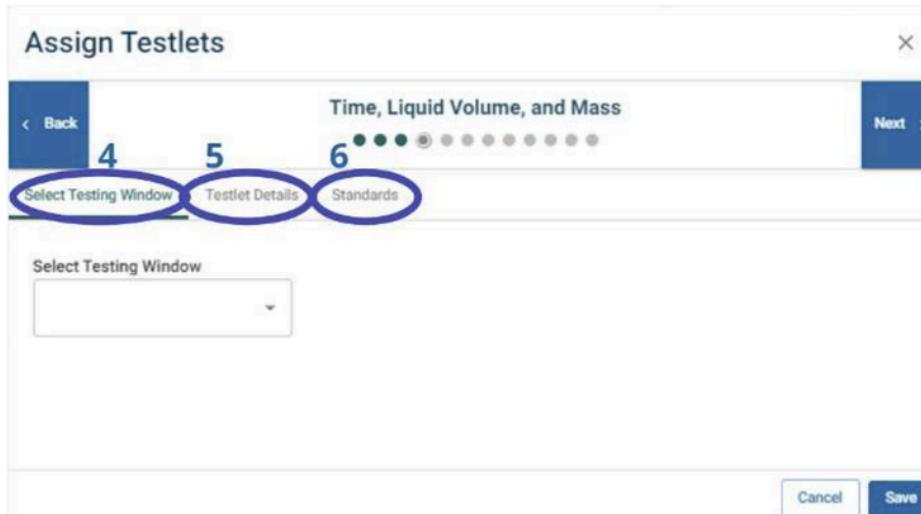
Window 3 03/24/2025 - 05/02/2025 Multiply and Divide Within 100



SCHEDULE SET UP

STEP 3: SCHEDULE TESTLETS (CONT.)

4. Choose the Testing Window.
5. Select *Testlet Details* to learn more about each testlet.
6. View *Standards* to see the descriptions for the standards covered in the testlet.



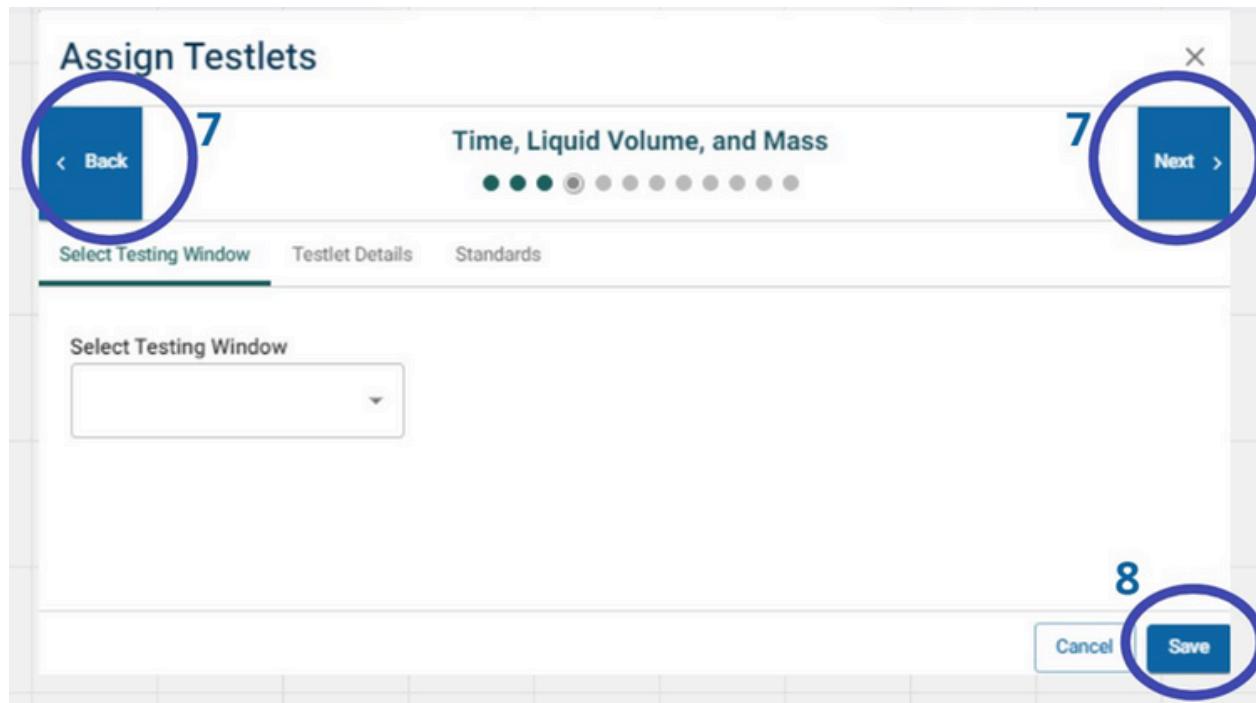
7. Click the *Back* and *Next* buttons to navigate between all testlets for the applicable subject and grade.
8. When you have finished assigning testlets to Testing Windows, click *Save*.



SCHEDULE SET UP

STEP 3: SCHEDULE TESTLETS (CONT.)

7. Use *Back* and *Next* buttons to navigate between all testlets for the applicable subject and grade.
8. When you have finished assigning testlets to Testing Windows, click *Save*.



SCHEDULE SET UP

STEP 3: SCHEDULE TESTLETS (CONT.)

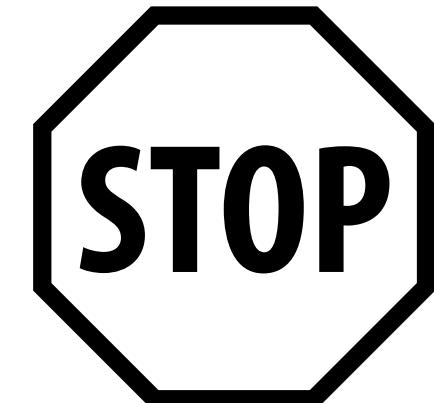
ELA testlets are pre-scheduled. You may use the subject drop-down to see the scheduled testlets but changes cannot be made.

9. The testlets you have assigned to windows will populate under their respective Testing Windows on the right.

The screenshot shows the 'Schedule Testlets' interface. At the top, there are dropdown menus for 'Subject' (Math) and 'Grade' (3rd). Below this, the 'Math Testlets' section lists three items: 'Time, Liquid Volume, and Mass', 'Real-World Problems and Arithmetic Patterns', and 'Place Value and Operations in Base Ten'. Each item has a 'Schedule' button. To the right, the 'Testing Windows' section is highlighted with a blue oval. It contains three windows: 'Window 1' (10/14/2024 - 11/22/2024) with 'Concepts of Multiplication and Division', 'Window 2' (01/13/2025 - 02/21/2025) with 'Multiplication and Division Equations', and 'Window 3' (03/24/2025 - 05/02/2025) with 'Multiply and Divide Within 100'. Each window has a 'Schedule' button.

10. Repeat as necessary until all testlets for the subject and grade have been assigned to Testing Windows.
11. To continue scheduling for all grades, select a new grade from the Grade drop-down menus.





Check Schedules before Publishing

Once all testlets have been scheduled, you can review the Test Schedules before publishing. Print the draft schedule and check with all involved staff to ensure alignment and pacing.

Reminder: Once schedules have been published and the scheduling window is closed, no changes may be made for the school year.

To reschedule any testlets:

1. Select the applicable subject and grade from the drop-down menus.
2. Click the pencil icon next to the appropriate testlet under Testing Windows. The Assign Testlets window will appear.
4. Select the appropriate Testing Window from the Testing Window drop-down menu on the Select Testing Window tab.
5. When you have finished reassigning testlets to new Testing Windows, click Save.

Testing Windows

Window 1
10/14/2024 - 11/22/2024



Concepts of Multiplication and Division



Window 2
01/13/2025 - 02/21/2025



Multiplication and Division Equations



Window 3
03/24/2025 - 05/02/2025



Multiply and Divide Within 100

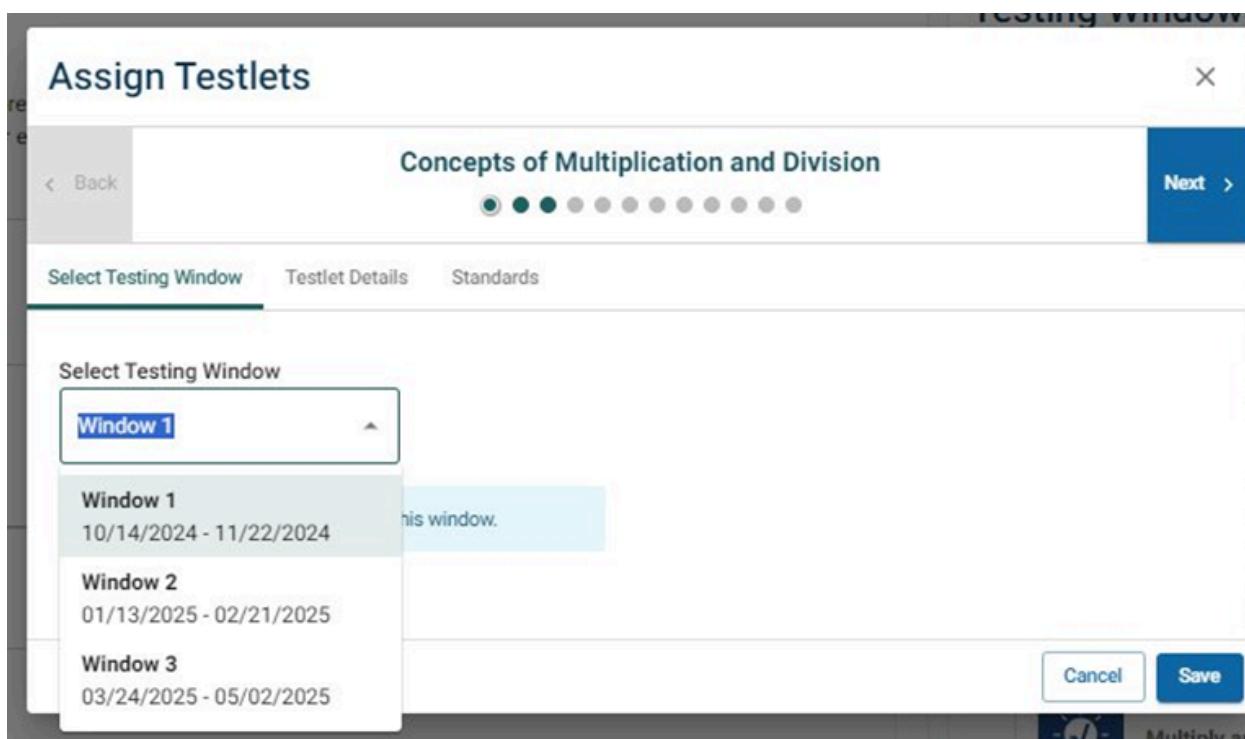


SCHEDULE SET UP

STEP 3: SCHEDULE TESTLETS (CONT.)

To reschedule any testlets (cont.):

3. The Assign Testlets window will appear.
4. Select the appropriate Testing Window from the Testing Window drop-down menu on the Select Testing Window tab.
5. Reassign and Save.



SCHEDULE SET UP

STEP 4: PUBLISH

Publish Test Schedules

1. Review the Test Schedules.
2. Click *Publish Schedule* at the bottom right.

Schedule Set Up

Testing Workbooks

Comments

Schedule Variables

Publish

Sample District Test Schedule

Math Test Schedule

3rd Local Curriculum	4th enVision Math © 2020	5th enVision Math © 2012	6th enVision Math © 2020	7th Enrich Math © 2021	8th Enrich Math © 2021	
17 of 17	17 of 17	17 of 17	17 of 17	17 of 17	17 of 17	
Test Dates Scheduled Window 1 10/14/2024-11/20/2024	<ul style="list-style-type: none">Concepts of Multiplication and DivisionTime, Liquid Volume, and MassReal-World Problems and ArithmeticOperations with Decimals	<ul style="list-style-type: none">Place Value in the Base Ten SystemMulti-Digit MultiplicationCompare and Find Equivalent FractionsAngles and Geometry	<ul style="list-style-type: none">Represent and Compare DecimalsMultiply and Divide Whole NumbersPlace Value and Powers of TenOperations with Decimals	<ul style="list-style-type: none">Divide FractionsComputational FluencyRational Numbers and Absolute ValueAlgebraic Expressions and Equations	<ul style="list-style-type: none">Concepts of Ratios and Proportional RelationshipsAdd and Subtract Rational NumbersOperations with Rational NumbersUsing PercentsSolving Inequalities	
Test Dates Scheduled Window 2 10/13/2025-02/27/2025	<ul style="list-style-type: none">Multiplication and Division EquationsPlace Value and Operations in Base TenUnderstand Fractions as RatiosCompare and Find Equivalent Fractions	<ul style="list-style-type: none">The Standard Algorithm for Addition and SubtractionMulti-Digit DivisionExtend Concepts of MultiplicationMultiply Fractions	<ul style="list-style-type: none">Numerical ExpressionsAdd and Subtract FractionsMultiply FractionsDivision with Fractions	<ul style="list-style-type: none">Equivalent ExpressionsUse Variables in Expressions and EquationsWrite and Interpret InequalitiesConcepts of Ratios and Unit Rates	<ul style="list-style-type: none">Multiply and Divide Rational NumbersSolve Problems with Two- and Three-Dimensional FiguresMeasures of Center and VariabilityProbability	
Test Dates Scheduled Window 3 03/28/2025-05/02/2025	<ul style="list-style-type: none">Multiply and Divide Within 100Solve Area ProblemsData and GraphingTwo-Dimensional Geometric Figures	<ul style="list-style-type: none">Add and Subtract FractionsSimplify FractionsSolve Measurement ProblemsSolve Problems with Whole Numbers and Patterns	<ul style="list-style-type: none">Unit Cubes and Cubic UnitsSolve Volume ProblemsGeometric Attributes of Two-Dimensional FiguresThe First Quadrant of the Coordinate Plane	<ul style="list-style-type: none">Percents and Measurement System ConversionsSolve Problems with Area and VolumeThe Coordinate PlaneConcepts of Statistics	<ul style="list-style-type: none">Solve Problems with Ratios and Proportional RelationshipsSolve Problems with Rational NumbersUse Angle Relationships and Construct Triangles	
ELA Test Schedule	3rd Local Curriculum	4th Local Curriculum	5th Local Curriculum	6th Local Curriculum	7th Local Curriculum	8th Local Curriculum
	17 of 17	17 of 17	17 of 17	17 of 17	17 of 17	17 of 17

Back

Publish Schedule

3. A new *Publish Schedule* window will appear.
4. Review the Publish Test Schedules confirmation prompt.
5. If you wish to proceed, click *Yes*.
6. You will be redirected to the Test Schedules page.

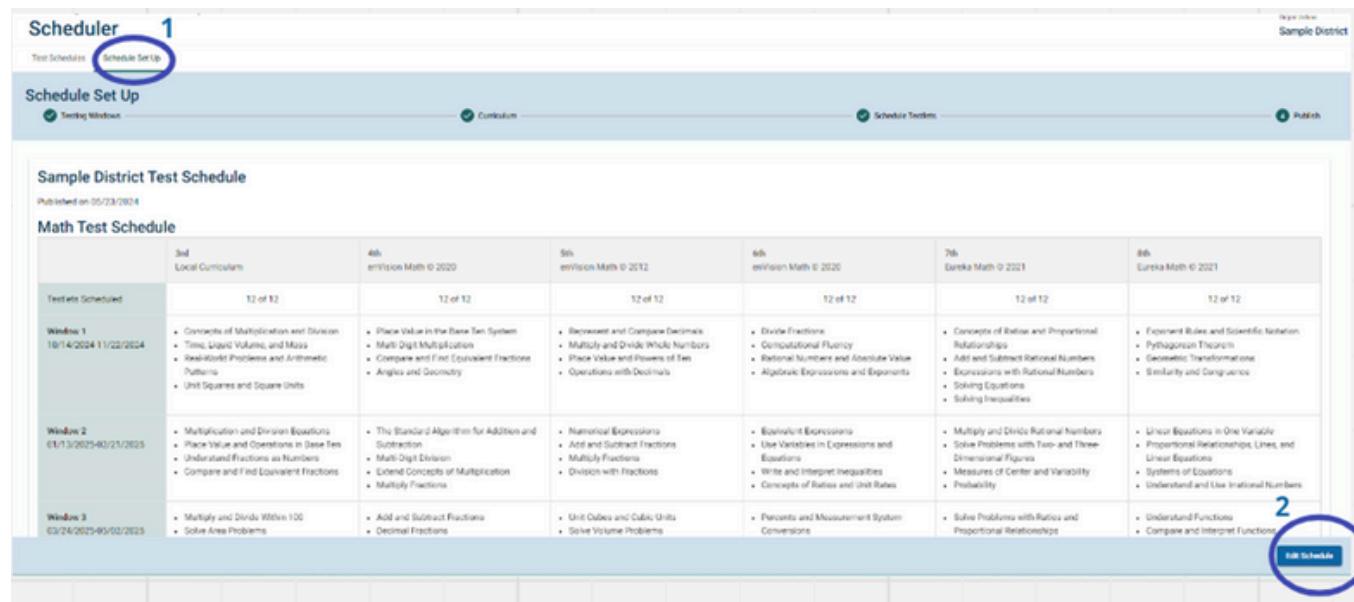


SCHEDULE SET UP

STEP 4: PUBLISH

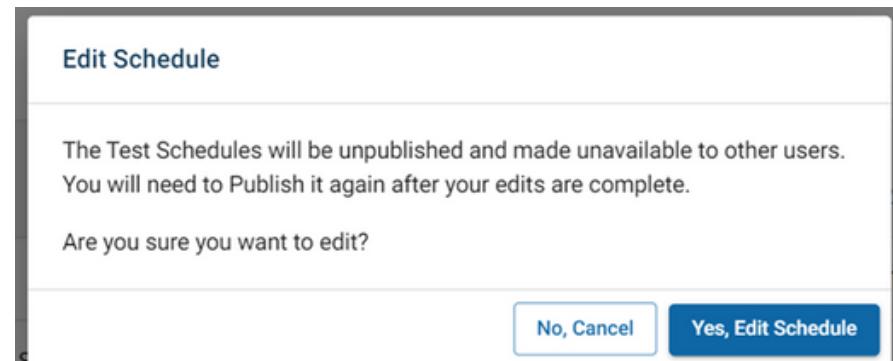
Edit Published Test Schedules

1. Select Schedule Set Up tab.
2. Click *Edit Schedule*



The screenshot shows the Scheduler interface with the 'Schedule Set Up' tab selected (circled with a blue '1'). The main content area displays the 'Sample District Test Schedule' for the 'Math Test Schedule'. The schedule is published on 05/23/2024. It includes three windows: Window 1 (10/1/2024-11/22/2024), Window 2 (01/1/2025-01/23/2025), and Window 3 (03/1/2025-05/02/2025). Each window lists the grade level, curriculum, and specific math concepts covered. The 'Edit Schedule' button is located at the bottom right of the schedule table and is circled with a blue '2'.

3. View Edit Schedule window
4. Read confirmation
5. Click *Yes, Edit Schedule*
6. Continue to edit.



The screenshot shows a confirmation dialog box titled 'Edit Schedule'. The text inside reads: 'The Test Schedules will be unpublished and made unavailable to other users. You will need to Publish it again after your edits are complete.' Below this is the question 'Are you sure you want to edit?'. At the bottom are two buttons: 'No, Cancel' and 'Yes, Edit Schedule' (which is highlighted with a blue background).

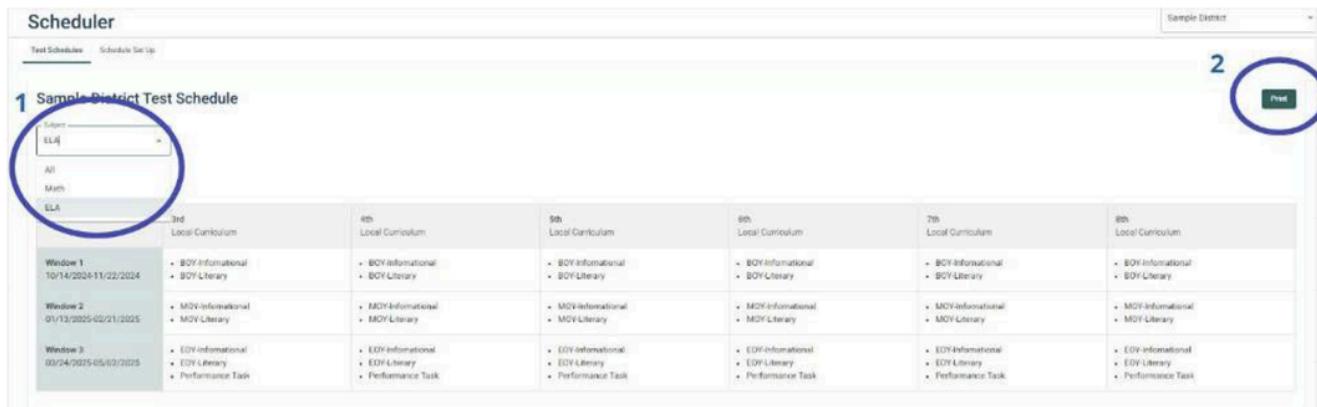


PRINT

View & Print Test Schedules

Once Test Schedules are published, all users in an organization will be able to view and print Test Schedules on the Scheduler page. Follow these steps:

1. Select the subject(s) you want to print from the Subject drop-down menu on the left.
2. Click Print.



The screenshot shows the 'Scheduler' page with the following interface elements:

- Header:** 'Scheduler' with tabs for 'Test Schedules' and 'Schedule Set Up'.
- Subject Selection:** A dropdown menu labeled 'Subject' with 'ELA' selected. This is circled with a blue line and labeled '1'.
- Print Button:** A green 'Print' button in the top right corner, circled with a blue line and labeled '2'.
- Section Headers:** '3rd Local Curriculum', '4th Local Curriculum', '5th Local Curriculum', '6th Local Curriculum', '7th Local Curriculum', and '8th Local Curriculum'.
- Test Schedules:** A table showing three windows of test schedules:
 - Window 1:** Dates 10/14/2024-11/22/2024, Subjects BOY Informational, BOY Literary.
 - Window 2:** Dates 01/13/2025-02/21/2025, Subjects MOY Informational, MOY Literary.
 - Window 3:** Dates 03/24/2025-05/03/2025, Subjects EOY Informational, EOY Literary, Performance Task.

3. A new window will appear with your web browser's print function.
4. Use your web browser's print function to implement your desired action, such as printing or saving as a PDF.



USERS: PERMISSIONS

Permission	DTC	BTC
Delegate Scheduling to Building Test Coordinators	✓	
Select Curriculum and Create Testing Schedules*	✓	✓
Publish Testing Schedules*	✓	✓
View Published Schedules	✓	✓
Create and Edit Users**	✓	✓
View Organizations	✓	✓



NEW USERS

Add New User

1. Select *Users*
2. Click *Create New User*
3. Enter information into fields.
4. Click *Save*.

Home / Users

Users

Name	Email	Roles
Washington, Lilah	lWASHINGTON@sampledistrict.org	District Coordinator
Khan, Aisha	akhan@sampledistrict.org	District Coordinator
Patel, Raj	rPATEL@sampledistrict.org	District Coordinator
Garcia, Casey	cgarcia@sampledistrict.org	District Coordinator

Show All Organizations

Rows per page: 10 1-4 of 4 < >

Create New User

First Name *

Last Name *

Email *

Roles *

Organizations *

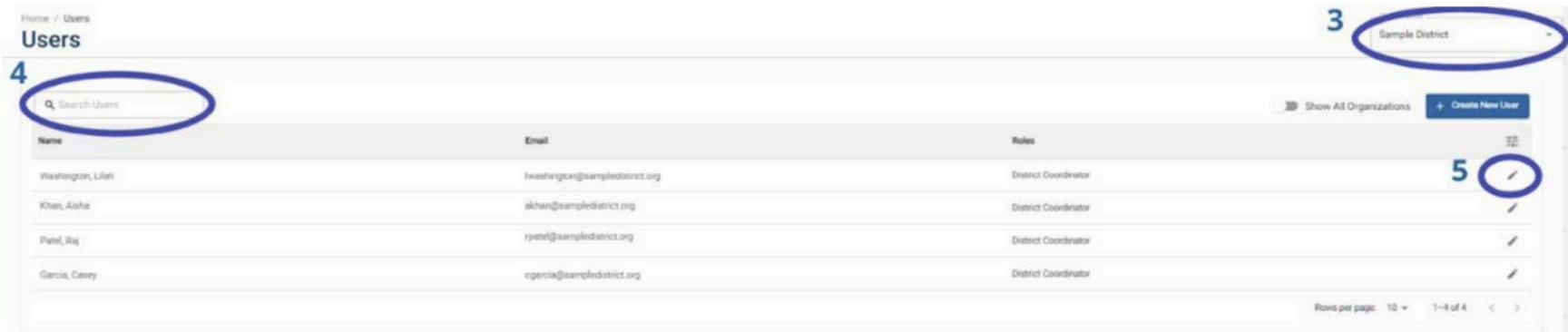
Active



EDIT OR DEACTIVATE USERS

To edit an existing user's information, follow these steps:

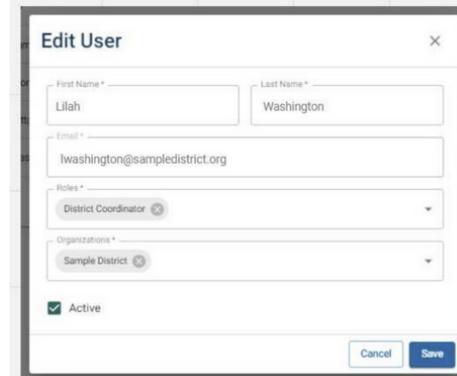
1. Click *Users* in the left-hand navigation.
2. See *Users* page.
3. Select school.
4. Type user's name in the *Search Users* field to further narrow your search.
5. Click the pencil icon next to the user's name in the table to edit their information.



The screenshot shows a table of users with columns for Name, Email, and Roles. A search bar labeled 'Search Users' is highlighted with a blue oval. The 'Sample District' organization is selected. A blue oval highlights the pencil icon in the top right corner of the table header.

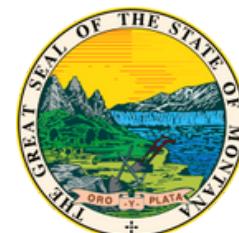
Name	Email	Roles
Washington, Lilah	lwashington@sampledistrict.org	District Coordinator
Khan, Aisha	akhan@sampledistrict.org	District Coordinator
Patel, Raj	rpatel@sampledistrict.org	District Coordinator
Garcia, Casey	cgarcia@sampledistrict.org	District Coordinator

- 6.
7. Make the necessary edits.
8. OPTIONAL: If you need to deactivate a user's access, deselect the *Active* checkbox.
9. Click *Save*.



The dialog box shows user details: First Name (Lilah), Last Name (Washington), Email (lwashington@sampledistrict.org), Roles (District Coordinator), and Organizations (Sample District). The 'Active' checkbox is checked. Buttons for 'Cancel' and 'Save' are at the bottom.

First Name * Lilah
Last Name * Washington
Email * lwashington@sampledistrict.org
Roles * District Coordinator
Organizations * Sample District
Active



DISSEMINATE

Who Should Receive Testing Schedules?

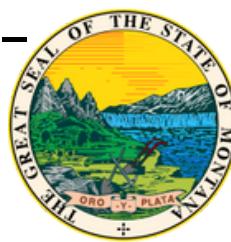
- Testing Coordinators
- Teachers administering MAST
- Special Education teachers supporting grade level instruction
- Support staff involved with instruction
- Anyone supporting MAST administration



REFLECT

Throughout the Year

- Have teachers make note of testlets that could be moved to earlier or later windows
- Allow time to discuss student results in reference to alignment
- Ensure all students in a school within the grade level are able to complete scheduled testing within each designated window-*Testlets may not be rescheduled once the September deadline has passed*
 - Testlets may be rescheduled prior to the 2026-2027 school year



SCHEDULER TOOL RESOURCES

- MAST Before Testing Tasks
- MAST Scheduling Guide & FAQs for Test Coordinators
 - MAST Math Scheduling Worksheet
- Math Assessment Specifications
- Math Standards Blueprint
- Testing Windows
- Waypoint Scheduler Tool Portal
 - Scheduler Tool Manual
 - Scheduler Tool Focused Support Video

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





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