



Guide to the MCAS Portal

2025 MCAS Test Administrations

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This document was prepared by the
Massachusetts Department of Elementary and Secondary Education
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Important Contact Information and Resources

Contact:	MCAS Service Center
For questions on:	<ul style="list-style-type: none">• general test administration support• MCAS Portal and MCAS Student Kiosk such as<ul style="list-style-type: none">○ user accounts○ technology support and readiness○ student registration process and loading files○ viewing student data○ scheduling tests• locating resources• shipments of materials
Hours:	7:00 a.m.–5:00 p.m., Monday–Friday
Web:	mcas.onlinehelp.cognia.org
Email:	mcas@cognia.org
Telephone:	800-737-5103 TTY: 888-222-1671

Contact:	DESE Office of Student Assessment Services
For questions on:	<ul style="list-style-type: none">• policy, such as assigning accessibility features and accommodations• student participation• testing irregularities, including test security incidents and technology failures• reactivating tests for CBT• student data and SIMS (See note below regarding SIMS.) <p>Questions regarding SIMS data should be directed to the district’s SIMS contact (go to profiles.doe.mass.edu/search/search.aspx?leftNavID=11239, select SIMS Contact from the Function menu, and click Get Results).</p>
Hours:	8:00 a.m.–5:00 p.m., Monday–Friday during test administration windows
	Between 7:00 a.m. and 8:00 a.m. during the test administration windows, MCAS Service Center representatives will receive calls to 781-338-3625, answer questions regarding logistics, and take messages for Department staff, which will be returned during our regular business hours.
Web:	www.doe.mass.edu/mcas/admin.html
Email:	mcas@mass.gov
Telephone:	781-338-3625

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I. Introduction

Beginning with the winter 2025 administrations, MCAS computer-based testing will use the following components:

- the **MCAS Portal**, the test administration and management website for district test coordinators, technology coordinators, principals/school test coordinators, test administrators, and other staff as needed
- the **MCAS Training Site**, where test coordinators, principals, technology coordinators, and test administrators can practice the tasks required in the MCAS Portal
- the **MCAS Student Kiosk**, the student testing platform

Note: Information on user roles and permissions in the MCAS Portal can be found in the *MCAS Portal User Management Guide* available on the [MCAS Resource Center](#).

II. MCAS Portal Homepage

The MCAS Portal is used to perform test administration management tasks, including registering students for testing, assigning student accommodations, scheduling students for tests, conducting technology preparations, and viewing reports.

Upon logging in to the MCAS Portal, the portal homepage provides access to the following sections according to your role and organization:

- **User Management:** Used for adding and editing portal user accounts
- **Administration:** Used for the following tasks:

Task	Approximate Timeline
Downloading the MCAS Student Kiosk and completing Site Readiness tasks	Fall 2024
Registering students for testing	Approximately two months prior to test administration
Assigning classes for testing	Approximately two weeks prior to test administration
Scheduling tests	One week prior to test administration
Accessing student log-in information	Two days prior to testing
Printing student test logins	
Monitoring student test status	During test administration
Placing and tracking orders for materials	Ongoing as needed

- **Reporting:** Used for accessing reports in the Download Center.

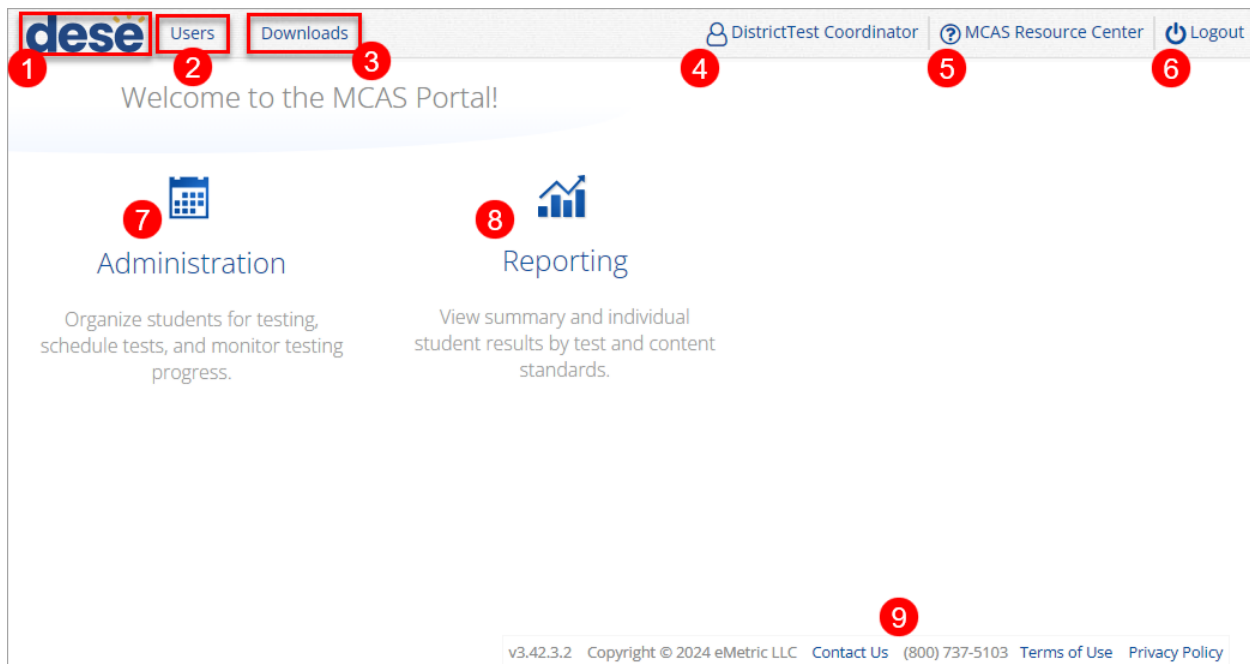
- **Note:** The Download Center is not available in fall 2024 and will be available later in the school year.

A. Navigating the MCAS Portal Homepage

In Table 1 below are descriptions of the features and sections that are available on the MCAS Portal homepage. The numbered icons listed in Table 1 below are shown in the screenshot that follows indicating the location of the feature or section on the MCAS Portal homepage.

Table 1. MCAS Portal Homepage

Icons	Description
1	Click the DESE logo in the top left corner of any page to return to the MCAS Portal homepage.
2	Click Users at the top left-hand side of the top menu bar on the MCAS Portal homepage to access User Management. User Management is where MCAS Portal user accounts are created and edited. More information about user accounts and User Management can be found in the <i>MCAS Portal User Management Guide</i> .
3	Click Downloads to view and download large exports of student test statuses, such as Export Test Status for All Tests.
4	Click your username in the top-right corner of the page to view your profile. This is where you can update your password. (“DistrictTest Coordinator” is the username in this example.)
5	Click the MCAS Resource Center link in the top right-hand side to access the MCAS Resource Center , which will open in a new tab in your web browser.
6	Click Logout at the top right-hand corner to log out of the portal. After clicking Logout , you will be prompted to then select the Logout button on the next page that appears.
7	Click Administration to access the Administration section to manage student data, order materials, assign students to classes, schedule tests, print student logins, and monitor testing status.
8	Click Reporting to access the Reporting section. Reporting is where users will access the available reports. This feature will be available later this school year.
9	Click Contact Us at the bottom of the MCAS Portal homepage to open a blank email message addressed to the MCAS Service Center . The phone number next to Contact Us is for the MCAS Service Center.

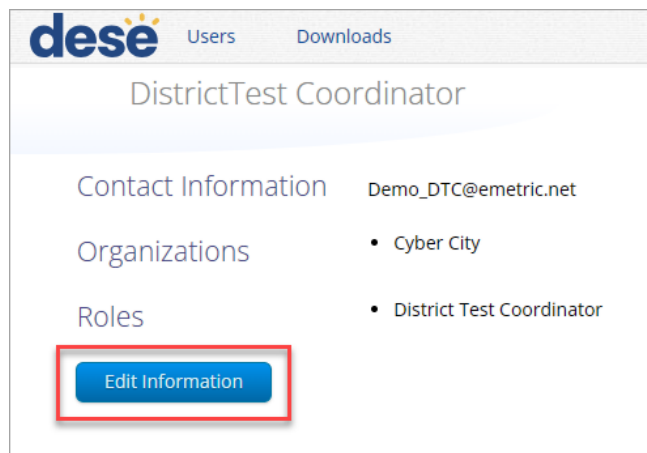


B. Update Your Profile

Your profile page displays your contact information, organization(s), and role.

To update your user profile, follow the steps below:

1. Click on your name in the upper right corner of the portal.
2. Click the **Edit Information** button to make updates to your first or last name, email address, password, phone number, fax number, or address.



Note: If you are updating the contact information in your school/district test coordinator or district-level technology coordinator account, please ask your [District Directory Administrator](#) to update these changes in [School and District Profiles](#) as well. (Other roles are not included in School and District Profiles.)

3. Click **Save Profile** to save any changes you have made.

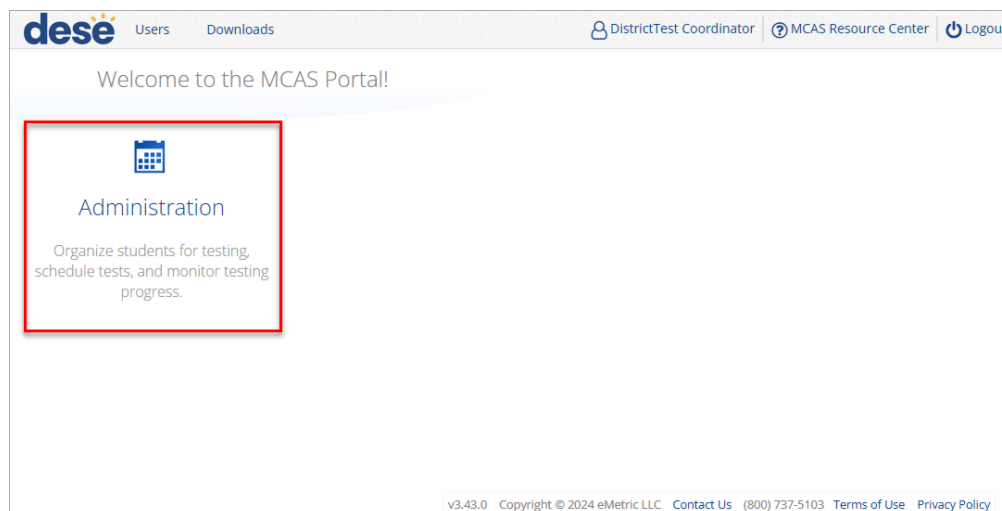
The screenshot shows a web interface for editing a user profile. At the top left is the 'dese' logo. To its right are the words 'Users' and 'Downloads'. Below this is a header bar with the text 'Edit User DemoDTC (DistrictTest Coordinator)'. The main content area contains a form with the following fields: 'First Name*' with the value 'DistrictTest', 'Last Name*' with the value 'Coordinator', 'Email*' with the value 'Demo_DTC@emetric.net', 'Password', 'Phone Number', 'Fax Number', and 'Address'. At the bottom of the form are two buttons: 'Save Profile' (highlighted with a red box) and 'Cancel'.

III. Administration

A. General Overview of Administration

To access the Administration section of the MCAS Portal (available to all user roles except Reports Access Only), click the **Administration** icon on the MCAS Portal homepage. Within Administration, users can complete the following tasks according to their user role.

- **Test coordinators** can download the MCAS Student Kiosk and complete Site Readiness tasks, add and manage students, assign students to classes, schedule classes to tests, access and print student test logins, monitor student test status, and track and manage additional materials orders.
- **Technology coordinators** can download the MCAS Student Kiosk and complete Site Readiness tasks and, if needed, add and manage students, assign students to classes, schedule classes to tests, access and print student test logins, and monitor student test status.
- **Test administrators** can view students, view classes, view scheduled tests, and access and print student test logins.

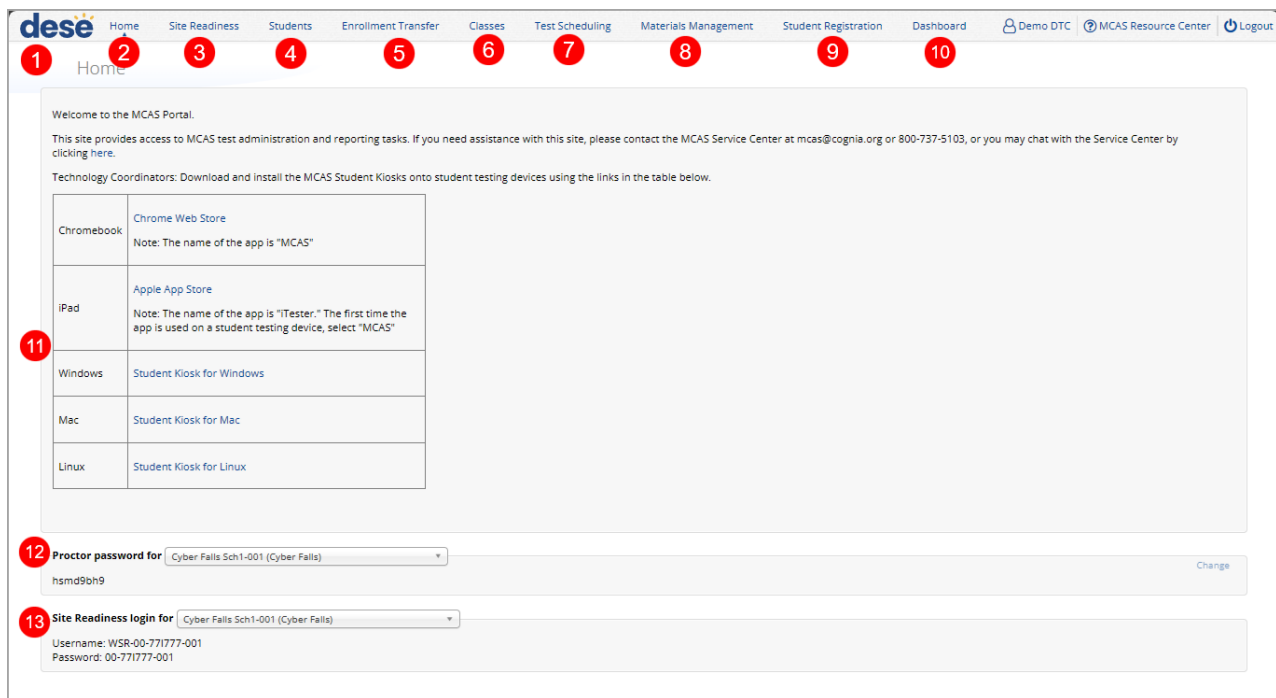


In Table 2 below are descriptions of the features that are available on the Administration homepage. The numbered icons listed in Table 2 are shown in the screenshot that follows to indicate the location of the feature.

Table 2. Administration Homepage

Icons	Description
1	To return to the portal homepage, click the DESE logo in the top-left corner of any page.
2	To return to the Administration homepage, click Home from any page in the Administration section.
3	To review a summary of completed Site Readiness tests and certify Site Readiness as ready for student testing, click Site Readiness . For more information on Site Readiness, see section IV below.
4	To add and edit student information, accommodations, and enroll or unenroll students from the school, click Students .
5	To view, request, and approve enrollment transfers for students located outside of your district, click Enrollment Transfer .
6	To view, add, and edit classes, click Classes . This feature will be available later this school year.
7	To view and schedule tests, delete scheduled tests, and print student logins, click Test Scheduling . This feature will be available later this school year.
8	To track materials orders or order additional testing materials, click Materials Management . This feature will be available later this school year.
9	To add or update student data via student registration upload, click Student Registration .

Icons	Description
10	To view district and school-level testing status, click Dashboard . This feature will be available later this school year.
11	To download and install the MCAS Kiosk, click on Student Kiosk for Windows, Student Kiosk for Mac, or Student Kiosk for Linux . For more information on installing the MCAS Student Kiosk, see the <i>Guide to Installing the MCAS Student Kiosk and Conducting Site Readiness</i> located on the MCAS Resource Center .
12	To view the Proctor Password for schools in your organization, select the school from the organization drop-down menu. For more information on the Proctor Password, see section IX below.
13	To view the Site Readiness Login information for your organization, select the school from the organization drop-down menu.



IV. Site Readiness and Site Certification

A. Purpose

The MCAS Portal includes a Site Readiness tool for schools and districts to assess their readiness for online testing via the MCAS Student Kiosk and to identify any potential technology-related issues before testing begins to ensure a smooth testing experience. The Site Readiness tool is used to verify that testing devices meet the minimum requirements and have been properly configured.

Step-by-step instructions for conducting Site Readiness can be found in the *Guide to Installing the MCAS Student Kiosk and Conducting Site Readiness* available on the [MCAS Resource Center](#) on the [Technology Setup](#) page.

B. Viewing Site Readiness and Site Certification

District test coordinators, school test coordinators, and technology coordinators can view the results of Site Readiness testing on the Site Readiness page in the MCAS Portal. To view Site Readiness testing results and Site Certification, follow the steps below:

1. Log in to the MCAS Portal with your username and password.
2. Click **Administration**.
3. Click **Site Readiness** on the top menu bar.



4. On the Site Readiness page, select your district or school. The table will update to show the number of devices at each school that have been tested, when the school was certified, and who certified it. This certification indicates to the district or school test coordinator that the technology coordinator has tested the devices at the school and ensured they are operating as expected and meet the technology requirements.

Site Readiness in Cyber Falls

Cyber Falls

School	Number of Devices Tested	Date and Time	Certified By	
Cyber Falls Sch1-001	6	10/16/2024 11:56:07 AM	Demo_TechCoord	View Details
Cyber Falls Sch2-002	1			View Details

Showing 1 - 2 of 2

*Date and time is in Eastern Standard Time.

5. To view a list of the devices that were tested at the school using the Site Readiness tool, click **View Details**.

Site Readiness in Cyber Falls

Cyber Falls

School	Number of Devices Tested	Date and Time	Certified By	
Cyber Falls Sch1-001	6	10/16/2024 11:56:07 AM	Demo_TechCoord	View Details
Cyber Falls Sch2-002	1			View Details

Showing 1 - 2 of 2

*Date and time is in Eastern Standard Time.

Site Readiness Details

Cyber Falls Sch2-002 (Cyber Falls)

Device Name	OS	Screen Size	Date and Time
DESKTOP-7EB3FNI	window 10.0.0	1424x720	10/16/2024 1:44:46 PM

Showing 1 - 1 of 1

« Back

V. Student Registration

A. General Overview of Student Registration

The Student Registration page in the MCAS Portal, available to district test coordinators, school test coordinators and technology coordinators, is where students can be added or updated via file upload. The Student Registration file upload is used to add new students to the MCAS Portal, update existing student demographic data, and add or update student accommodations and accessibility features. It can also be used to create classes.

To access the Student Registration page, click **Student Registration** on the top menu bar of **Administration** homepage.



In Table 3 below are descriptions of the features that are available on the Student Registration page. The numbered icons listed in Table 3 are shown in the screenshot that follows to indicate the location of the feature.

Table 3. Student Registration Page

Icons	Description
1	The Organization drop-down menu allows test coordinators to select the organization for which they will upload files and view processed files.
2	Click Export Students to export a Student Registration file. The exported file will contain the current student data as it appears in the portal and will be in the same file format as the Student Registration file template. Exported Student Registration files can be edited and uploaded back into the MCAS Portal to update student records.
3	Click Download Student Registration Data Definitions file to download a reference of the required columns and expected values for each field.
4	Click Download Student Registration Template to download the Student Registration file template as a .CSV file. A reference is also available on the MCAS Resource Center .

Icons	Description
5	Click Choose File to select your file, and then click Upload to upload the file.
6	Uploaded files appear in the file table on the Student Registration page. Users can sort the table by clicking on the column headings.
7	The status column will inform users whether their file is pending or has been processed and indicates whether this was done successfully or if there are errors that would require the file to be updated and reimported.

File Name	File Size (Bytes)	Upload Date	Uploaded By	Records with Error	Uploaded Records	Status
MCAS_Error File.csv	2154	11/04/2024 9:53:52 AM	Test Coordinator	0	14	Processed
MCAS Student Registration Sample File.csv	34865	11/01/2024 9:06:59 PM	Test Coordinator	9	314	Validation Error

For instructions on completing the Student Registration process, see the *MCAS Student Registration Guide*, available on the [MCAS Resource Center](#).

VI. Students


A. General Overview of the Students Page

The Students page, available to all user roles except Report Access Only, is used to manually add students and edit demographic information and accommodations. Select **Students** from the top menu bar of the Administration homepage to access the Students page.



In Table 4 below are descriptions of the features that are available on the Students page. The numbered icons listed in Table 4 are shown in the screenshot that follows to indicate the location of the feature.






Table 4. Students

Icons	Description
1	Filter the Students table by selecting an organization from the Organization drop-down menu.
2	Filter the Students table by selecting a subject from the Choose A Content Area drop-down menu.
3	To add a new student, click Add Student .
4	Select Exports to Export Roster for the selected organization. A .CSV file listing all students at the selected school will be downloaded to your computer.
5	Sort columns by clicking on a column heading. To locate a student, click the search icon  next to the column heading and type the desired search criteria.
6	Select View Classes to view a student's classes. A pop-up box will display a list of the assigned classes.
7	Select View Test Sessions to view a student's scheduled tests. A pop-up box will display a list of the scheduled tests.
8	Select Enrollment Info to view the student's enrollment information. This page will display current and previously enrolled schools for the student, as well as links to view classes and scheduled tests.
9	To edit a student record, select Edit in the student's row. The Student Information tab will be displayed. Make your changes to the student's demographic information, accommodations, and classes as needed.

Students in Cyber Falls Sch1-994

1 Cyber Falls Sch1-994 (Cyber Falls-995) 3 Add Student

2 Choose a Content Area 4 Exports

5 Last Name 	First Name 	Middle Initial 	State Student ID 	Grade 	6 View Classes	7 View Test Sessions	8 Enrollment Info	Edit 9
Demo	Jeff		478545212	8	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Apple		201003335	4	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Floyd		201003336	4	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jimmy		201003337	4	View Classes	View Test Sessions	Enrollment Info	Edit

For additional information and instructions on adding and updating student information, including accommodations, see the *MCAS Student Registration Guide* on the [MCAS Resource Center](#).

VII. Enrollment Transfer – Transferring Students between Districts

A. General Overview of Enrollment Transfer

The Enrollment Transfer feature, available to district and school test coordinators, allows users to request enrollment transfers for students transferring between school districts. District test


coordinators and school test coordinators will be able to request and approve student enrollment transfers.

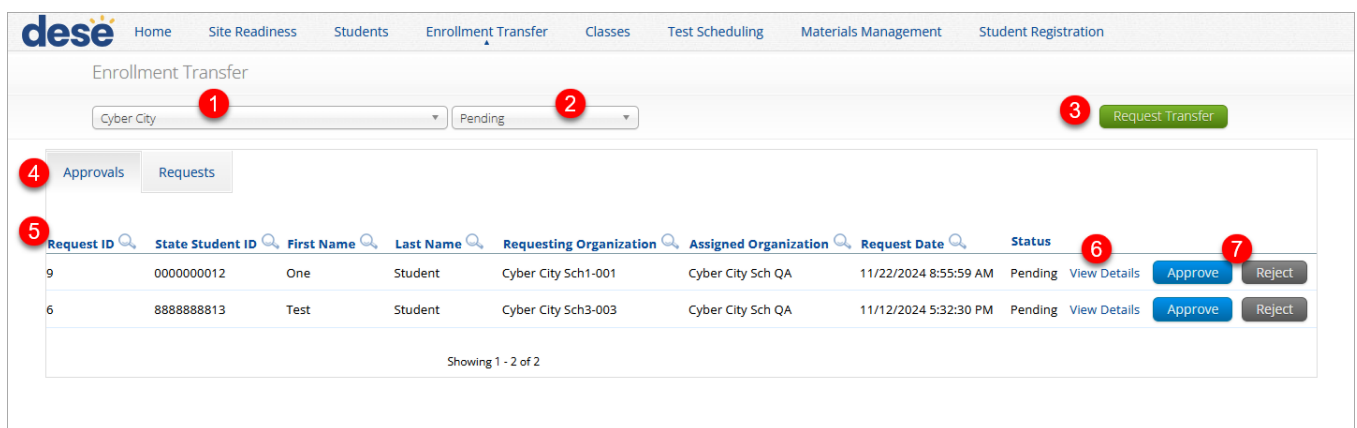
Select **Enrollment Transfer** from the Administration homepage top menu bar to access the Enrollment Transfer page.



In Table 5 below are descriptions of the features that are available on the Enrollment Transfer page. The numbered icons listed in Table 5 are shown in the screenshot that follows to indicate the location of the feature.

Table 5. Enrollment Transfer

Icons	Description
1	Filter the table by selecting an organization from the Organization drop-down menu.
2	Filter enrollment transfers by status (Pending, Canceled, Approved, Rejected) using the Status drop-down menu.
3	Select the green Request Transfer button to request a new enrollment transfer.
4	View enrollment Approvals or Requests using the tabs provided. The Approvals tab will show enrollment transfers from your school that require approval whereas the Requests tab will display enrollment transfers you have requested.
5	Sort table columns by selecting a column heading. To locate a student, select the search icon  next to the column heading and type the desired search criteria.
6	Select the View Details link to view the detailed enrollment transfer information for the selected student.
7	Select the desired button to Approve or Reject pending enrollment transfers.



See the *Guide to Enrollment Transfers in the MCAS Portal* for step-by-step instructions on requesting, approving, and rejecting enrollment transfers.

VIII. Classes

A. General Overview of Classes








A class in the MCAS Portal is a group of students that will test in the same place at the same time. The **Classes** page, available to all user roles except Reports Access Only, manages the classes, or groups of students, for testing. Select **Classes** on the top menu bar of the Administration homepage to access classes.

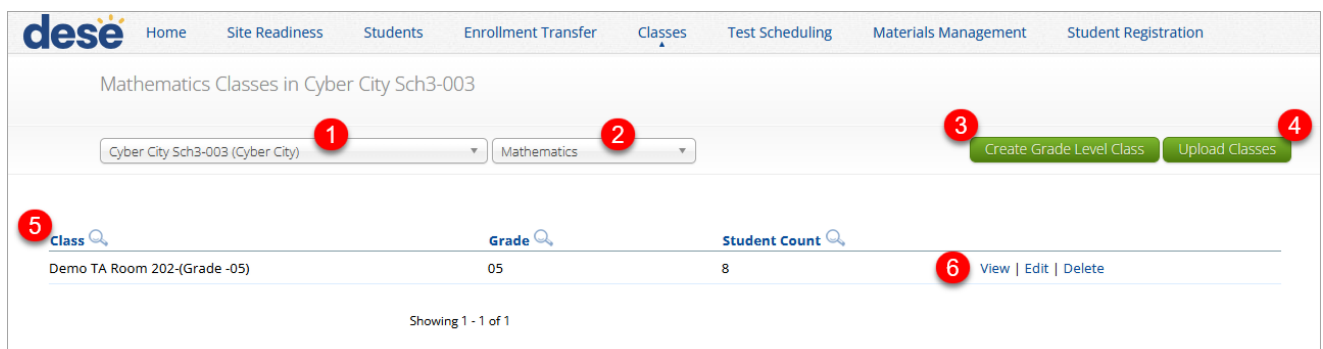


There are three ways to create classes in the MCAS Portal: by manually creating classes one at a time, by uploading a Class Upload file to create multiple classes at once, or by entering class names in column K of the Student Registration file. DESE recommends creating classes approximately two weeks prior to test administration to minimize changes needed.

In Table 6 below are descriptions of the features that are available on the Classes page. The numbered icons listed in Table 6 are shown in the screenshot that follows to indicate the location of the feature.

Table 6. Classes

Icons	Description
	Filter the Classes table by selecting an organization from the Organization drop-down menu.
	Filter the Classes table by selecting a subject from the Subject drop-down menu.
	Select the green Create Grade Level Class button to manually create a new class.
	Select Upload Classes to create multiple classes using a .CSV file.
	Sort columns by clicking on a column heading. Select the search icon  next to the column heading and type the desired search criteria.
	To view or modify an existing class, locate the class in the table and select View, Edit, or Delete .

A screenshot of the DESE MCAS Portal 'Classes' page. The page title is 'Mathematics Classes in Cyber City Sch3-003'. The navigation bar includes 'Home', 'Site Readiness', 'Students', 'Enrollment Transfer', 'Classes', 'Test Scheduling', 'Materials Management', and 'Student Registration'. Below the navigation bar, there are two dropdown menus: 'Organization' (set to 'Cyber City Sch3-003 (Cyber City)') and 'Subject' (set to 'Mathematics'). To the right of these dropdowns are two green buttons: 'Create Grade Level Class' and 'Upload Classes'. Below these elements is a table with columns: 'Class', 'Grade', and 'Student Count'. The table contains one row: 'Demo TA Room 202-(Grade -05)', '05', and '8'. To the right of the table row are links for 'View | Edit | Delete'. At the bottom of the page, it says 'Showing 1 - 1 of 1'. Red numbered callouts (1-6) are placed over the page to indicate the location of the features described in Table 6.

For additional information on creating, editing, and deleting classes, see *the Guide to Creating and Managing Classes in the MCAS Portal*.

IX. Proctor Password

A. Purpose

A proctor password is required to be entered in the MCAS Student Kiosk during testing if one of the following four situations occurs:

1. A student is idle in the test for more than 60 minutes. A student is “idle” if they do not interact in any way with the kiosk. This includes the use of any accommodation or tool, navigating through the test, or interacting with any of the on-screen widgets and answer choices.
2. A student pauses or exits the test and attempts to log back in to the test after more than 60 minutes have passed.
3. The MCAS Student Kiosk has experienced an abrupt closure, such as a loss of power, or the device is turned off while testing.
4. The proctor password will always be required on the Options page for students with the accommodation “Compatible Assistive Technology.”

B. Viewing the Proctor Password

District test coordinators, school test coordinators, technology coordinators, and test administrators can view the Proctor Password on the Administration homepage of the MCAS Portal. To view the Proctor Password, follow the steps below:

1. Log in to the MCAS Portal with your username and password.
2. Click **Administration**.
3. Scroll down to view the Proctor Password. To view the **Proctor Password** for schools in your organization, select the school from the organization drop-down menu.

The screenshot shows the MCAS Portal Administration page. At the top, there is a navigation bar with links: Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Scheduling, Materials Management, Student Registration, Dashboard, Demo DTC, MCAS Resource Center, and Logout. Below the navigation bar, the page title is "Home". The main content area contains a welcome message and a table of links for downloading MCAS Student Kiosks for various operating systems: Chromebook (Chrome Web Store), iPad (Apple App Store), Windows (Student Kiosk for Windows), Mac (Student Kiosk for Mac), and Linux (Student Kiosk for Linux). At the bottom of the page, there is a "Proctor password for" dropdown menu with "Cyber City Sch Supp (Cyber City)" selected, and a "Change" button next to it. The password field contains the text "d5zwwuau".

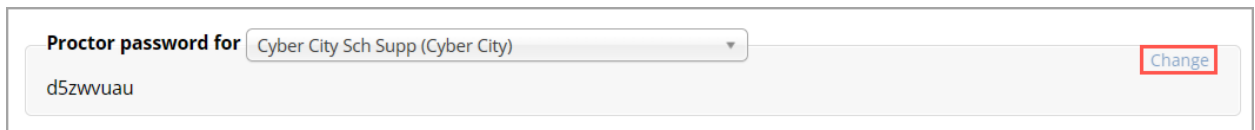
Device	Link
Chromebook	Chrome Web Store Note: The name of the app is "MCAS"
iPad	Apple App Store Note: The name of the app is "iTester." The first time the app is used on a student testing device, select "MCAS"
Windows	Student Kiosk for Windows
Mac	Student Kiosk for Mac
Linux	Student Kiosk for Linux

Proctor password for Cyber City Sch Supp (Cyber City) Change
d5zwwuau

C. Changing the Proctor Password

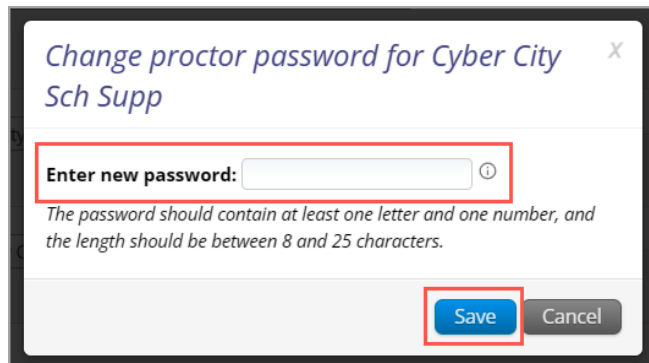
The Proctor Password will be automatically updated nightly during test administration windows, but district test coordinators and school test coordinators can manually update the proctor password as needed on the Administration homepage of the MCAS Portal. Schools may choose to manually update the proctor password for security purposes (for example, if the proctor password was shared with a large number of students after a power outage). To change the proctor password, follow the steps below:

1. Log in to the MCAS Portal with your username and password.
2. Click **Administration**.
3. Scroll down to view the proctor password. To view the proctor password for schools in your organization, select the school from the organization drop-down menu.
4. Click **Change** to update the proctor password.



Proctor password for Cyber City Sch Supp (Cyber City)
d5zwwuau Change

5. Enter a new proctor password and click **Save**. The password should contain at least one letter and one number, and the length should be between 8 and 25 characters.



Change proctor password for Cyber City Sch Supp x

Enter new password:

The password should contain at least one letter and one number, and the length should be between 8 and 25 characters.

Save Cancel