

Introduction to the MCAS Portal: Tasks for School and District Test Coordinators

The Office of Student Assessment Services
October 28, 2024



Presenters

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Logistics for This Session

- Use the Q&A feature to ask a question.
 - We will answer some questions aloud at specified times during this training session, and we will email the Q&A afterwards.
 - Type your questions anytime, but we may not answer them in real time as some questions may be covered during the presentation.
 - Use the thumbs-up icon to “upvote” someone else’s question.
 - Email student-specific questions to mcas@mass.gov instead of asking here.
- This session is being recorded and will be available in about a week in the [MCAS Resource Center](#), along with the slides.
 - Slides were also emailed out beforehand, and are being posted in the chat.
- Closed captioning has been enabled for participants who need it.

Slides for This Session

- Slides were emailed to participants before this session from MCASEvents@cognia.org.
- Slides are now being posted in the chat.
 - If you cannot access the slides in the chat, ask in the Q&A.
- After the session, we will send the slides again to participants, and they will be posted in the MCAS Resource Center along with the recording.

Today's Agenda

1. Overview of New Systems
2. Introduction to the New MCAS Resource Center
3. Introduction to the MCAS Portal
4. Overview of User Management in the MCAS Portal
5. Overview of Next Steps
6. Resources and Next Steps
7. Live “Sandbox” Time with Additional Demonstrations

Note: This training will not cover Student Registration, pre-administration tasks, or practice tests in the new student testing platform. Information will be provided as available in upcoming Student Assessment Updates.

Poll Question

What is your role? (Check all that apply)

- A. District test coordinator
- B. School test coordinator
- C. Principal
- D. Guidance counselor
- E. Technology staff
- F. Other district staff
- G. Other school staff

Poll Question

How many years have you coordinated MCAS test administration?

- A. 0—This is my first year
- B. 1 year
- C. 2–3 years
- D. 4–5 years
- E. 6+ years

1. Overview of New Systems

Crosswalk of Terminology

Old Terminology	New Terminology	Description
PearsonAccess Next (PAN)	MCAS Portal	Test administration and management website for district test coordinators, technology coordinators, principals/school test coordinators, test administrators, and other staff as needed
TestNav	MCAS Student Kiosk/iTester (Apple app store only)	Student testing platform
MCAS Resource Center	Same term – MCAS Resource Center	Website with guides and other resources on administering MCAS computer-based tests

Crosswalk of Terminology

Old Terminology	New Terminology	Description
MCAS Service Center	Same site – MCAS Service Center	Website that principals and test coordinators use to access tasks related to test administration and reporting (e.g., the Principal's Certification of Proper Test Administration form [PCPA], order additional materials, schedule UPS pickup, report discrepancies in results)
PAN Training Site	MCAS Training Site	Website where test coordinators, principals, technology coordinators, and test administrators can practice the tasks required in the MCAS Portal
App Check/Preliminary System Test	Site Readiness	Tool used to verify that testing devices meet the minimum requirements and have been properly configured
Student testing tickets	Student logins	Tickets that contain student usernames and passwords that they need to sign in to the MCAS Student Kiosk

MCAS Portal and the MCAS Student Kiosk

- **MCAS Portal**

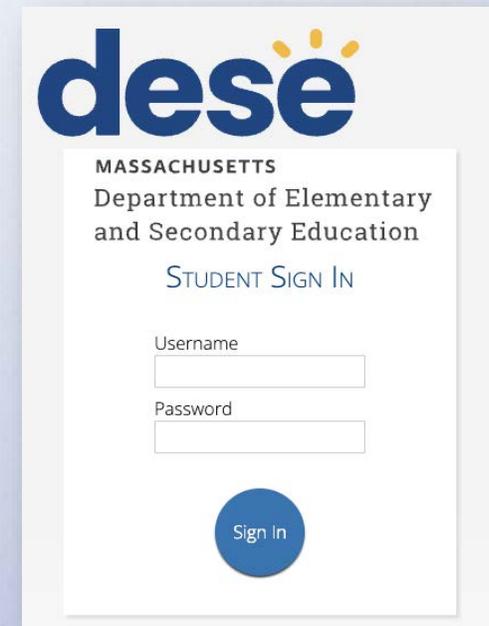
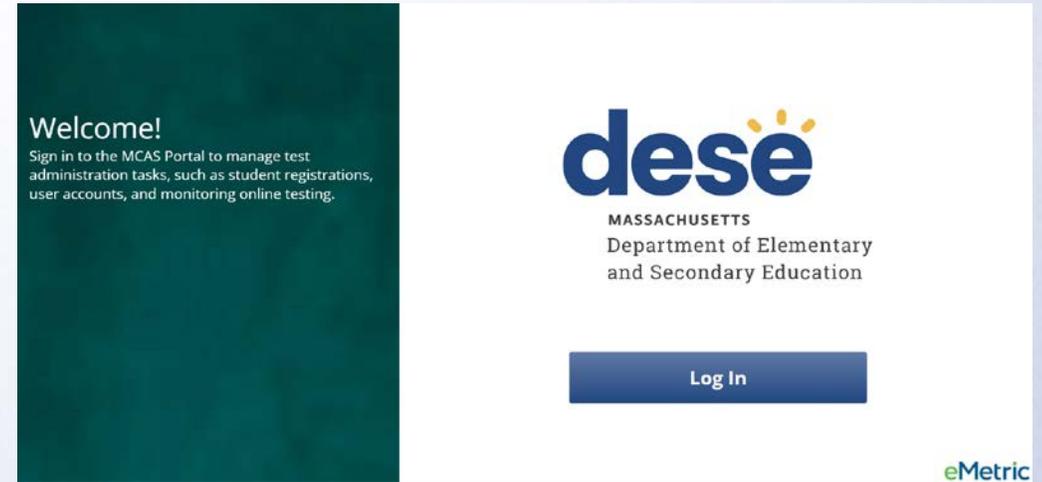
- Online test management system for principals, test coordinators, technology coordinators, and test administrators

- <https://mcas.cognia.org/>

- **MCAS Student Kiosk**

- Online testing platform used by students to take the computer-based MCAS assessments

- mcas.onlinehelp.cognia.org/technology-setup



Tasks to Complete in Fall 2024

Task	Person responsible	Recommended Deadline
Create and edit MCAS Portal user accounts	Test coordinators	November 15 for test coordinator and technology coordinator accounts; Three weeks before test administration for test administrator accounts
Download and install the MCAS Student Kiosk on student testing devices	Technology coordinator	November 15 for high schools; December 13 for grades 3–8
Conduct Site Readiness to certify that technology infrastructure is ready for testing	Technology coordinator	November 15 for high schools; December 13 for grades 3–8

2. Introduction to the New MCAS Resource Center

MCAS Resource Center

- Can be accessed at mcas.onlinehelp.cognia.org
- This website provides access to test administration information, training, practice tests, and other resources to help schools and districts prepare for and administer the MCAS tests.
- Contains links to download the MCAS Student Kiosk to student devices.

Search bar
at the top of
each page



MCAS Resource Center

Welcome to the MCAS Resource Center. This website provides access to test administration information, training, practice tests, and other resources to help schools and districts prepare for and administer the MCAS tests. Select the logo to the left for test administration manuals and policy guidance.

MCAS Portal

Sign in to the MCAS Portal to manage test administration tasks, such as student registrations, user accounts, and monitoring online testing.

[MCAS Portal](#)

Technology Setup

Access technology requirements and user guides.

[Technology Setup](#)

Training

Access short training modules that provide step-by-step instructions to computer-based testing and using the MCAS Portal, and view recordings of previous training sessions.

[Training](#)

Practice Tests

Access resources to prepare students for computer-based testing, including the tutorial, practice tests, equation editor guides, and other resources.

[Practice Tests](#)

Released Items

Access released items from the computer-based and paper-based MCAS tests.

[Released Items](#)

MCAS Service Center

Access the MCAS Service Center website for test administration and reporting tasks (e.g., completing the Principal's Certification of Proper Test Administration, ordering additional materials, scheduling UPS pickup, reporting discrepancies in results).

[MCAS Service Center](#)

Link to live
chat at the
bottom of
each page

MCAS Service Center

 Live Chat

 mcas@cognia.org

 800-737-5103

 TTY: 888-222-1671

 Monday - Friday 7:00 am - 5:00 pm (Eastern)

Demonstration

- MCAS Resource Center

Available Resources

- **MCAS Portal page**
 - Live links to the [MCAS Portal](#) and [MCAS Training Site](#)
 - [MCAS Portal User Management Guide](#)
- **Technology Setup page**
 - [Technology Guidelines for MCAS Computer-Based Testing](#)
 - [Guide to Installing the MCAS Student Kiosk and Conducting Site Readiness](#)
- **Training page**
 - MCAS Content Area Informational Webinars on Constructed Responses and Essays from winter 2024

Available Resources (continued)

- [Practice Tests page](#)
 - Links to paper-based practice tests
- [Released Items page](#)
 - A link to paper-based released items on the DESE website
 - A link to sample student work on the DESE website
- [Service Center page](#)
 - A link to the MCAS Service Center website, which is used during test administration

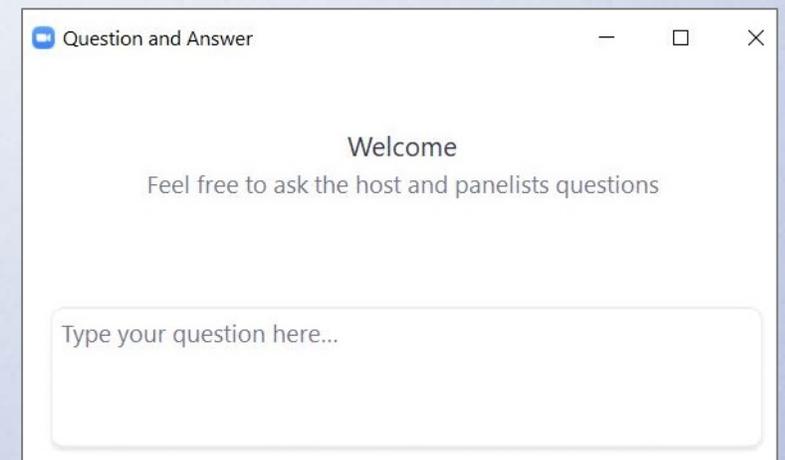
Resources Expected to be Available

Projected Availability	Resources
Early- to Mid-November	<ul style="list-style-type: none">• Modules for the following topics:<ul style="list-style-type: none">• Creating and editing user accounts in the MCAS Portal• Conducting Site Readiness• Guides for the MCAS Portal and MCAS Training Site• Guides and modules on Student Registration• Guides and modules on student tools and accommodations
Late Fall/Early Winter	<ul style="list-style-type: none">• Guides and modules on completing other pre-administration tasks• Student Tutorial• CBT Practice Tests<ul style="list-style-type: none">• High school science practice tests expected to be available first
Summer 2025	Reporting pages will become available.

Questions & Answers



Use the “Q&A” feature
to ask questions.



3. Introduction to the MCAS Portal

MCAS Portal and MCAS Training Site

- **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
- **MCAS Training Site**: where test coordinators, principals, technology coordinators, and test administrators can practice the tasks required in the MCAS Portal
- Accounts for each site are created separately.
- Unlike PAN, passwords for each site are ***set separately***, but DESE recommends using the ***same password*** for both the MCAS Portal and the MCAS Training Site.

MCAS Portal and MCAS Training Site User Accounts

- DESE created an initial set of user accounts for the MCAS Portal and MCAS Training Site on October 21–23.
 - The initial list of users was created based on information in PearsonAccess Next and School and District Profiles.
 - For details on how DESE created the initial accounts, refer to the [October 18 Student Assessment Update](#).
- Users received two emails from mcas@cognia.org for the MCAS Portal: one with their username, and one with their password.
 - Usernames will be your email address.
- Users also received two emails from mcas@cognia.org for the MCAS Training Site.

Instructions for Obtaining User Login Credentials

- If you did not receive automated emails containing your username and password, first check all your email folders (including spam and junk folders).
 - Recommended to add mcas@cognia.org as “Trusted” email sender
 - If you know your username but not your password, you can use the “Forgot Password” link on the Sign In page.
- Then, users may request support as follows:

Role	Who to contact for support
Test administrators and school-level technology coordinators	Their principal or school test coordinator
Principals, school test coordinators, and district-level technology coordinators	Their district test coordinator
District test coordinators	MCAS Service Center

Getting Started: Logging In

- Browser specifications for the MCAS Portal*:

- **Chrome™** 130 or newer
- **Firefox®** 131 or newer
- **Microsoft Edge** 130 or newer
- **Safari®** 18 or newer

*Refer to the [Technology Guidelines for MCAS Computer-Based Testing](#) posted on the MCAS Resource Center for latest updates.

- When you log in for the first time with your initial password, you will be prompted to update your password.
 - Passwords are valid for 365 days.

Annual Tasks to Complete in the MCAS Portal

Who's responsible	Task	Timeframe for completing task
District and school test coordinators	Creating/assigning user accounts	Recommended deadlines: <ul style="list-style-type: none"> • November 15 for test coordinators, principals, and technology coordinators • At least three weeks prior to test administration for test administrators
Technology coordinators	Downloading/installing the MCAS Student Kiosk Conducting Site Readiness to ensure devices and network are configured for testing	Recommended deadlines: <ul style="list-style-type: none"> • November 15 for high schools • December 13 for grades 3–8

Tasks to Complete in the MCAS Portal During Test Administration for School Test Coordinators

Task	Timeframe for completing task
Student registration (with extended window to follow for CBT)	Approximately 2 months before administration February Science: December 2–13 March Retests: January 21–31
Assigning and managing accommodations	During Student Registration and throughout testing
Create and assign students to “classes”	Approximately 2 weeks before administration Recommended deadlines: February Science: January 21 March Retests: February 19
“Schedule” classes in the MCAS Portal for CBT	February Science: January 28–February 3 March Retest ELA: February 27–March 5 March Retest Math: March 3–10
Printing student logins	1–2 days before testing
Monitoring test administration Test coordinators and test administrators view student statuses, and test coordinators can view dashboards.	During testing

Note: Schools and districts will also use the MCAS Portal after testing to access reports of results.

Sections Currently Available in the MCAS Portal

MCAS Portal Section	Tasks to Complete in this Section	Who will complete these tasks?
Users	Create, edit, and manage user accounts	School and district test coordinators
Administration	<ul style="list-style-type: none"> • Access links to download the MCAS Student Kiosk • Access Site Readiness credentials <p>Note: These topics will be discussed in detail in the October 31 training — Introduction to the MCAS Portal: Tasks for Technology Coordinators</p>	School and district technology coordinators
Additional sections and features will be released as we approach test administration.		

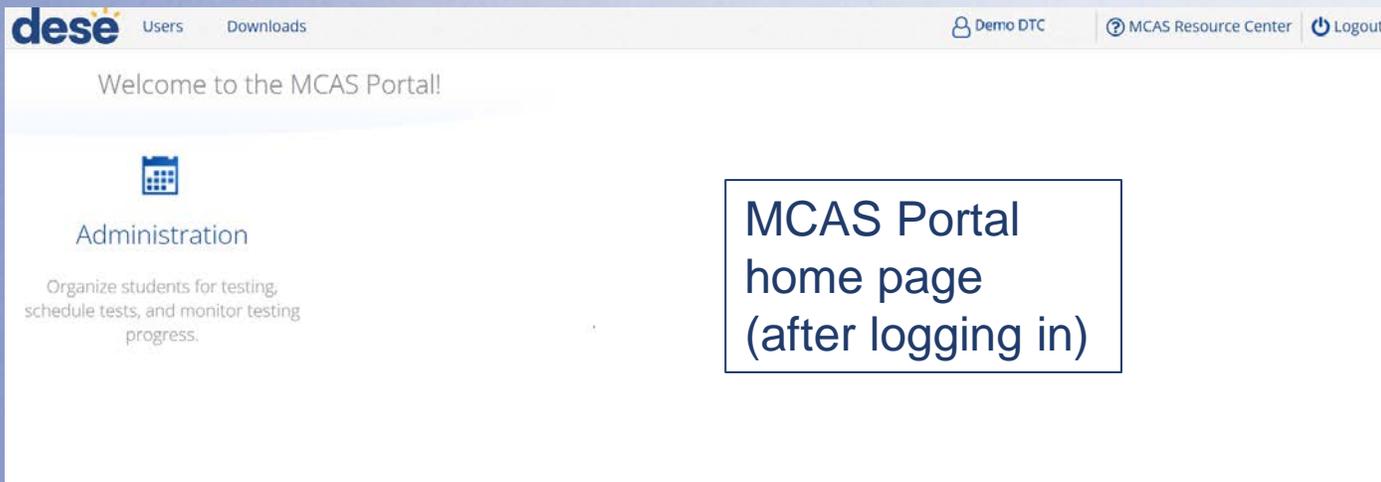
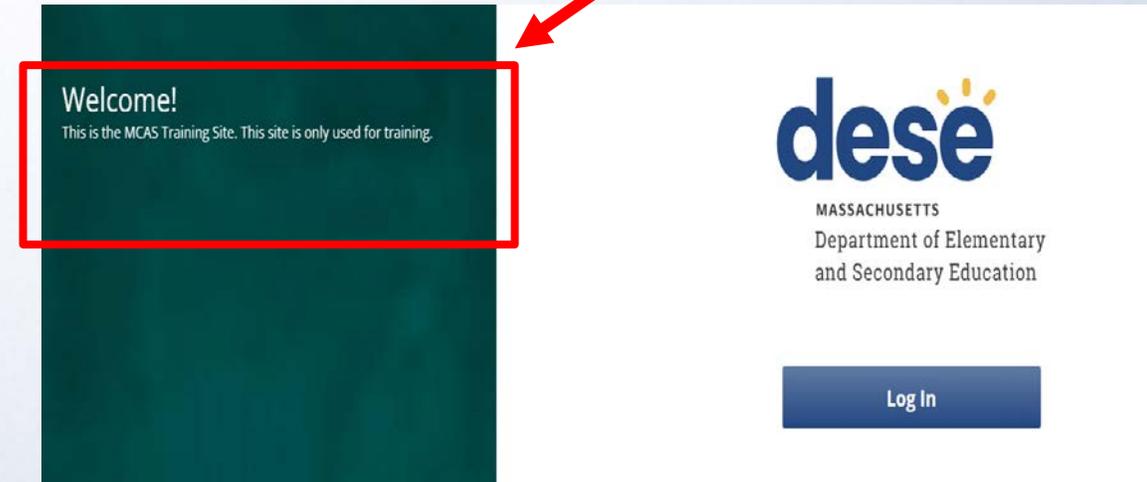
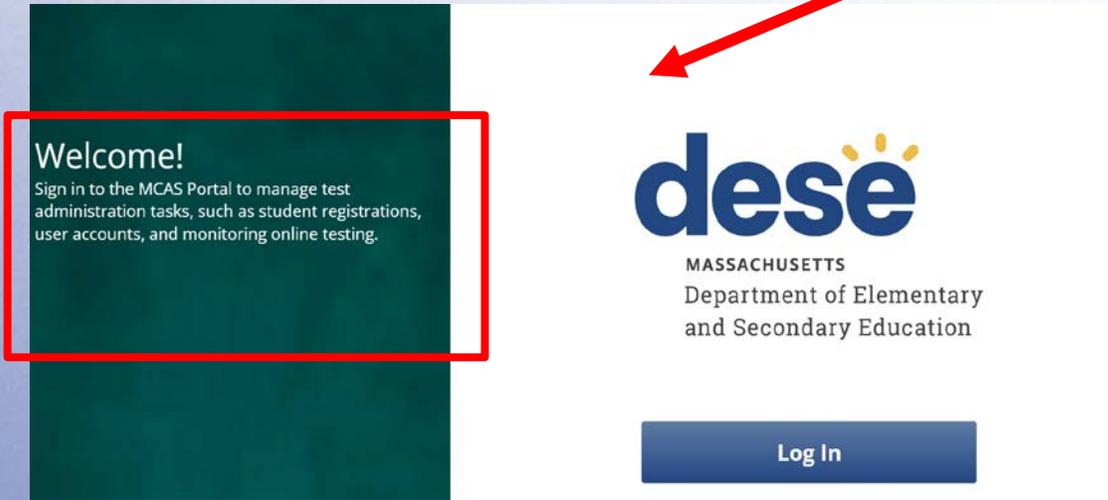
Demonstrations

- Signing in to the MCAS Portal
- Overview of the MCAS Portal
- MCAS Portal vs. MCAS Training Site

MCAS Portal

MCAS Portal
Log In screen

MCAS
Training Site
Log In screen



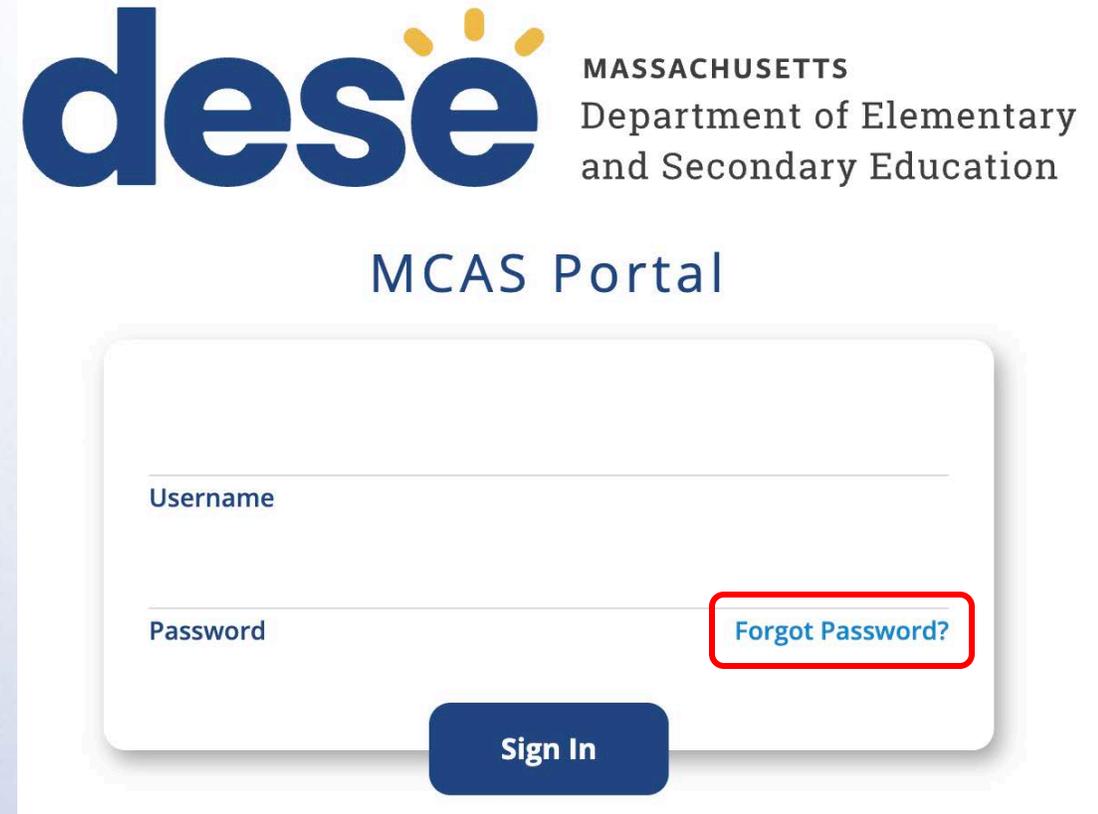
MCAS Portal
home page
(after logging in)

- See log in instructions starting on page 3 of the [MCAS Portal User Management Guide](#)
- See an overview of the MCAS Portal homepage starting on page 4 of the [MCAS Portal User Management Guide](#)

MCAS Portal: Steps to Retrieve Your Password

Forgot your password or cannot locate your temporary password?

1. Visit the MCAS Portal or MCAS Training Site and select **Log In**.
2. Select **Forgot Password**.
3. Enter your username.
4. Click **Submit**.
5. Check your email inbox for an email with further instructions.



The screenshot shows the MCAS Portal login interface. At the top left is the 'dese' logo with three yellow dots above the 'e'. To the right of the logo is the text 'MASSACHUSETTS Department of Elementary and Secondary Education'. Below this is the title 'MCAS Portal'. The main content area contains a white rounded rectangle with a shadow. Inside this rectangle are two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a blue link labeled 'Forgot Password?' which is highlighted with a red rectangular border. Below the input fields is a dark blue button labeled 'Sign In'.

MCAS Portal: Steps to Update Account Information

1. After logging in to the MCAS Portal, select your name in the top right corner.
2. The assigned contact information, organization(s), and role will be displayed.
3. To edit contact information, select **Edit Information**.
4. Update the first name, last name, email address, and password fields.
5. Select **Save Profile**.

See pages 6–7 of the [MCAS Portal User Management Guide](#).

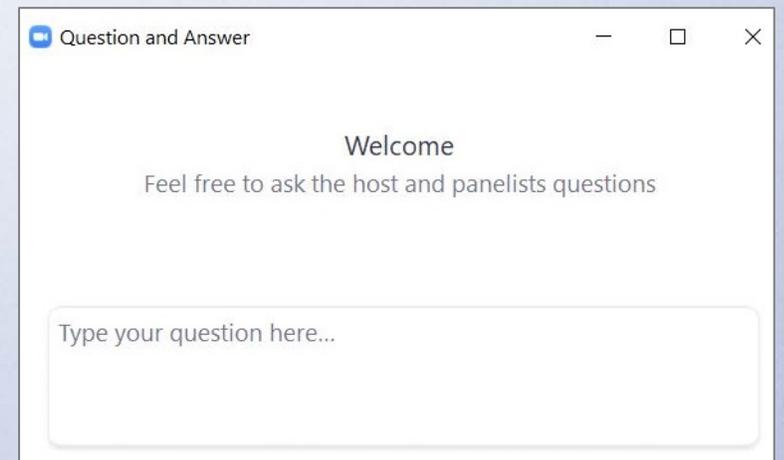
Note: If you are updating your school/district test coordinator or district-level technology coordinator account, please ask your [District Directory Administrator](#) to update this information in [School and District Profiles](#).

The screenshot shows the user profile page for 'Demo DTC' in the MCAS Portal. The page header includes the 'dese' logo, 'Users', 'Downloads', and a red-bordered box around the user name 'Demo DTC'. Below the header, the user's name 'Demo DTC' is displayed. The profile information is organized into three sections: 'Contact Information' with the email 'demo.mcas.user1@maildrop.cc', 'Organizations' with 'Cyber Falls', and 'Roles' with 'District Test Coordinator'. A blue 'Edit Information' button is highlighted with a red-bordered box at the bottom of the profile section.

Questions & Answers



Use the “Q&A” feature
to ask questions.



4. Overview of User Management in the MCAS Portal

User Roles

- There are five user roles in the MCAS Portal:
 - District Test Coordinator
 - School Test Coordinator
 - Technology Coordinator (at the school or district level)
 - Test Administrator
 - Reports Access Only
- Each user account can be assigned to only one role.
 - If a person will conduct tasks that are common across multiple roles, they should be assigned to the role with the **highest level of permission** to complete their tasks.
- Users can be assigned to multiple organizations.
- User role permissions are outlined on pages 1–2 of the [MCAS Portal User Management Guide](#).

Managing User Accounts in the MCAS Portal

- The following roles can manage user accounts:
 - **District test coordinators** can manage user accounts for all roles within their district and schools.
 - **School test coordinators** can manage user accounts for test administrators and school-level technology coordinators within their school.
- Schools and districts should review user accounts to determine if they need to create additional users, edit existing users, and/or deactivate users for staff that will not administer MCAS tests in 2025
 - **By November 15** for test coordinator and technology coordinator accounts
 - **Three weeks before testing** for test administrator accounts

Creating and Editing User Accounts

- Two options for creating and editing user accounts in the MCAS Portal:

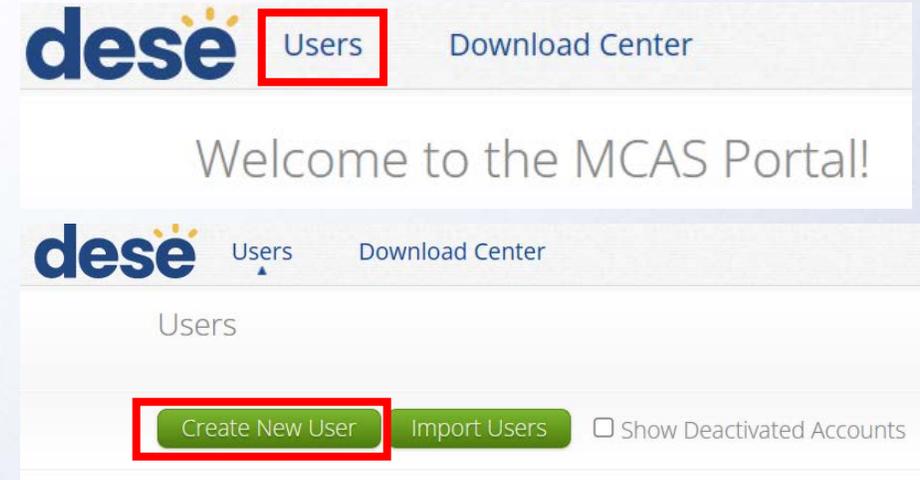
Options for creating/editing accounts	When is this option recommended?
Manual process (one at a time)	If you are adding or editing fewer than ten accounts
File upload	If you are added or editing a large number of user accounts

Demonstration

- Manually creating and editing user accounts

Manually Adding a New User Account

1. On the MCAS Portal homepage, click **Users** at the top left-hand side of the top menu bar.
2. Click the **Create New User** button.
3. Enter the new user's contact information. Fields with a red asterisk (*) are required.



See pages 8–10 of the [MCAS Portal User Management Guide](#).

A screenshot of the user creation form. The form contains the following fields: 'Username*' (required), 'First Name*' (required), 'Last Name*' (required), 'Email*' (required), 'Phone Number', 'Fax Number', and 'Address'. Each field has a text input box. The asterisk (*) indicates that the field is required.

Manually Adding a New User Account (cont'd)

4. Select the role you wish the user to have from the **New User has the following role** drop-down menu.
5. In the **New User belongs to the following organizations** section, click the blue bar to select the organization(s) the user will have access to.
6. In the **New User has access to the following programs** section, click the blue bar to select **MCAS Grades 3–8** and/or **MCAS High School**. (The programs are **MCAS Training Grades 3–8** and **MCAS Training High School** on the MCAS Training Site.)
7. Click **Save User** in the top left-hand side of the screen to save the new user account.

Roles & Organizations

New User has the following role:

No role selected. Click here to choose role. ▼

New User belongs to the following organizations:

No organizations selected. Click here to choose organization(s).

Click here to select organization(s).

New User has access to the following programs:

No program selected. Click here to choose program(s).

Click here to select program(s).

Manually Editing User Accounts

1. On the MCAS Portal homepage, click **Users** at the top left-hand side of the top menu bar.
2. Select the **Edit User**  icon in the user's row.
3. You are directed to the user's profile.
4. Edit fields as allowed by your account settings.
 - Users will only be able to edit accounts within their assigned organization and assigned program(s).

See pages 10–11 of the [MCAS Portal User Management Guide](#).

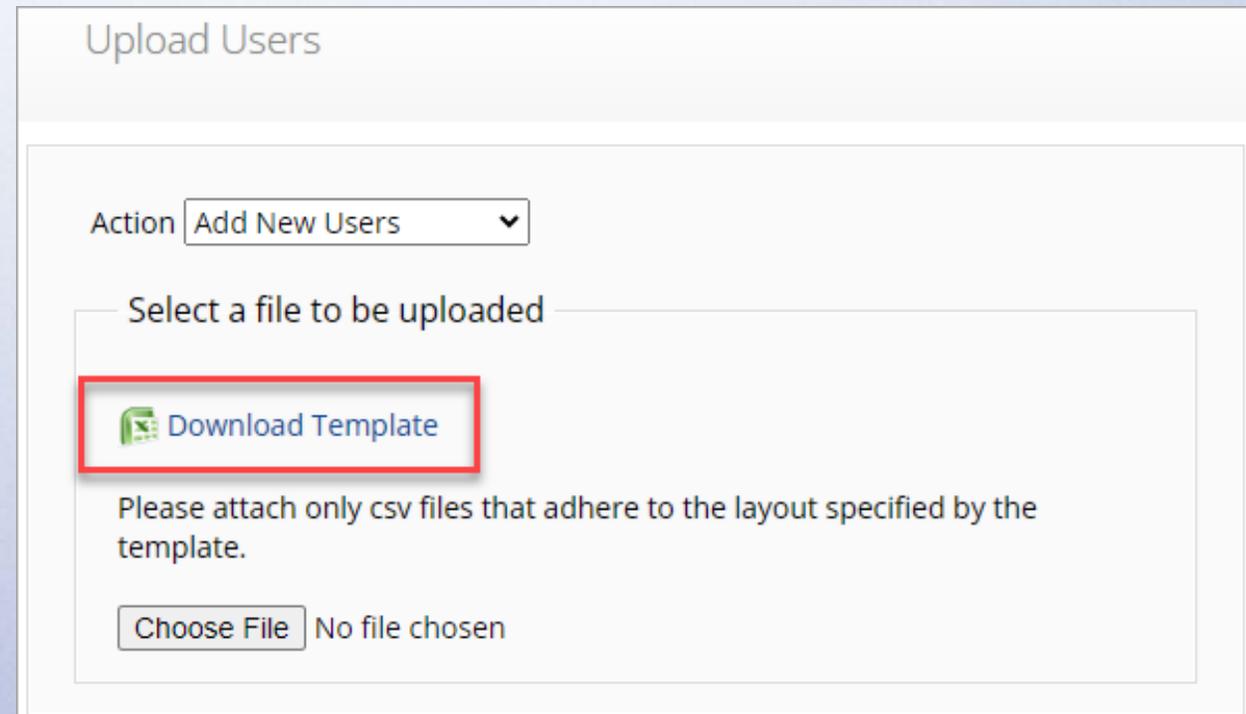
Demonstration

- Creating and editing multiple user accounts through file upload

Adding Multiple User Accounts via File Upload

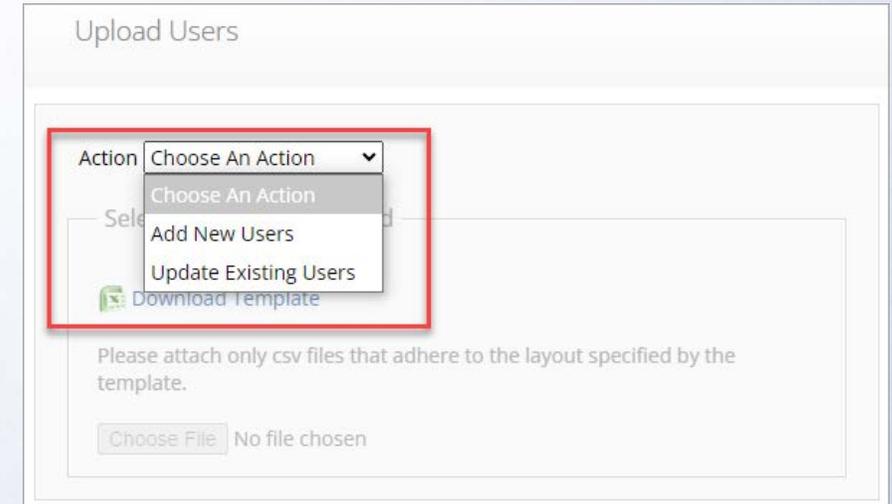
1. To add new users via file upload, from the **Users** page, click the **Import Users** button.
2. Click the **Download Template** link to download the user template.
3. Fill out the template accordingly and save the file in .CSV format. There is a **limit of 200 records** for each upload file.

See pages 14–20 of the [MCAS Portal User Management Guide](#).



Adding Multiple User Accounts via File Upload (cont'd)

4. Select **Add New Users** from the Action drop-down menu on the Import Users page.
5. Click **Choose File** and select the user upload file from your computer. You will now see the file name next to the **Choose File** button.
6. Click **Upload** to upload the file.



Upload Users

Action Choose An Action

Choose An Action

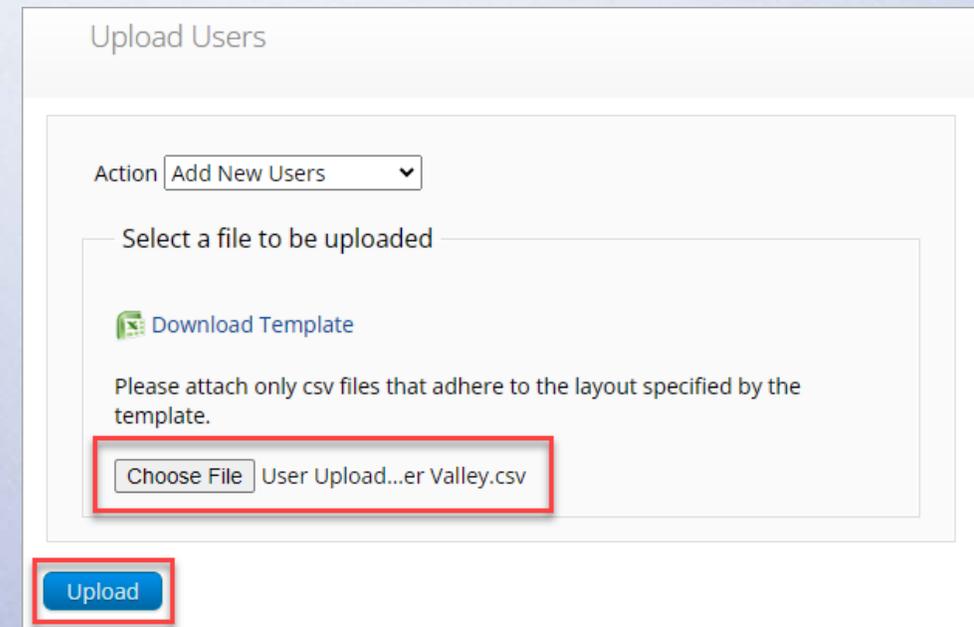
Add New Users

Update Existing Users

Download Template

Please attach only csv files that adhere to the layout specified by the template.

Choose File No file chosen



Upload Users

Action Add New Users

Select a file to be uploaded

Download Template

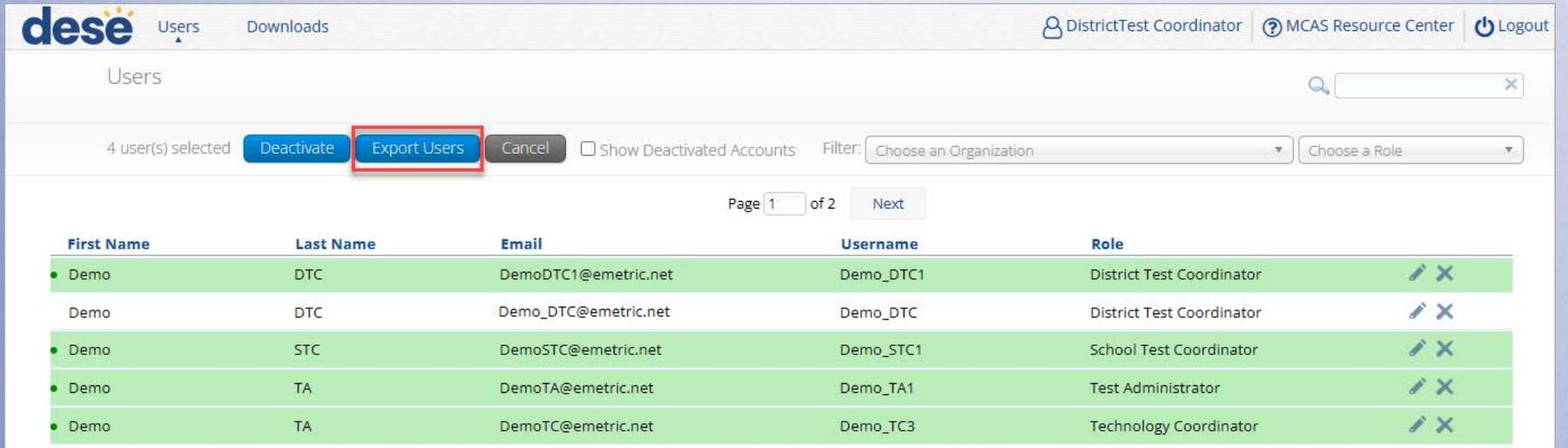
Please attach only csv files that adhere to the layout specified by the template.

Choose File User Upload...er Valley.csv

Upload

Editing Multiple User Accounts via File Upload

1. To edit new users via file upload, from the **Users** page, select the user accounts you wish to edit by clicking on their row in the user table.
 - Once selected, they will appear in green highlighting and the **Export Users** button will appear.
2. Click **Export Users**. A confirmation will appear to confirm that the user data you selected was exported and the export file downloaded.
3. Edit the exported file as needed.



The screenshot shows the 'Users' page in the 'dese' system. The page header includes the 'dese' logo, 'Users', and 'Downloads' tabs. The user is logged in as 'DistrictTest Coordinator' and is viewing the 'MCAS Resource Center'. The page shows a table of users with columns for First Name, Last Name, Email, Username, and Role. Four users are selected, indicated by green highlighting and a green dot in the first column. The 'Export Users' button is highlighted with a red box. The page also includes a search bar, a filter dropdown, and a 'Logout' button.

First Name	Last Name	Email	Username	Role	
• Demo	DTC	DemoDTC1@emetric.net	Demo_DTC1	District Test Coordinator	✎ ✕
Demo	DTC	Demo_DTC@emetric.net	Demo_DTC	District Test Coordinator	✎ ✕
• Demo	STC	DemoSTC@emetric.net	Demo_STC1	School Test Coordinator	✎ ✕
• Demo	TA	DemoTA@emetric.net	Demo_TA1	Test Administrator	✎ ✕
• Demo	TA	DemoTC@emetric.net	Demo_TC3	Technology Coordinator	✎ ✕

Editing Multiple User Accounts via File Upload (cont'd)

4. On the User Management homepage, click **Import Users**.
5. On the Upload Users screen, select **Update Existing Users** in the Action drop-down menu.
6. Click **Choose File** and select the user upload file from your computer. You will now see the file name next to the **Choose File** button .
7. Click **Upload** to upload the file.

dese Users Downloads

Upload Users

Action Update Existing Users ▾

Select a file to be uploaded

Download Template

Please attach only csv files that adhere to the layout specified by the template.

Choose File Edited Expor...ve_Users.csv

Upload

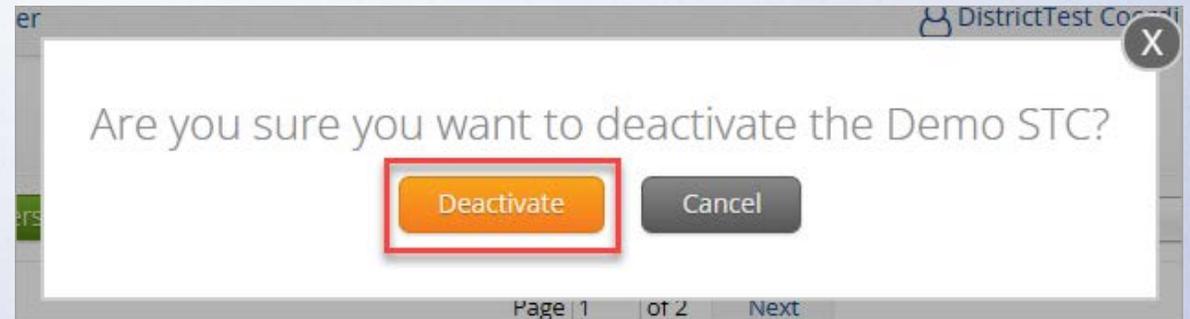
See pages 16–20 of the [MCAS Portal User Management Guide](#).

Demonstration

Deactivating and reactivating user accounts

Deactivate a User Account

1. On the MCAS Portal homepage, click **Users** at the top left-hand side of the top menu bar.
2. Click the **Deactivate User icon**  in the user's row.
3. A pop-up verification message will appear. Click **Deactivate** to confirm deactivation of the user account.



See pages 11–12 of the [MCAS Portal User Management Guide](#).

Deactivate Multiple User Accounts

1. On the MCAS Portal homepage, click **Users** at the top left-hand side of the top menu bar.
2. Select each account and click the **Deactivate** button above the user table.
3. A pop-up verification message will appear. Click **Deactivate** to confirm deactivation of the selected user accounts.

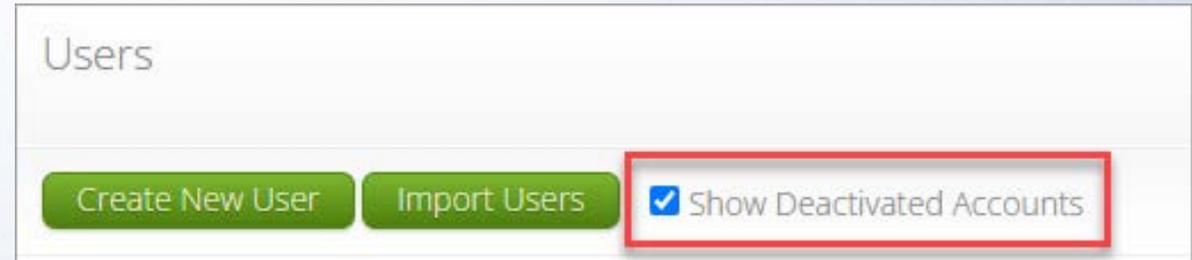
See page 12 of the [MCAS Portal User Management Guide](#).

The screenshot shows the 'Users' management page in the MCAS Portal. At the top, there are navigation links for 'Users' and 'Downloads', and user information for 'DistrictTest Coordinator' and 'MCAS Resource Center'. Below the navigation, there is a search bar and a selection summary: '4 user(s) selected'. A red box highlights the 'Deactivate' button, which is next to 'Export Users' and 'Cancel' buttons. There is also a checkbox for 'Show Deactivated Accounts' and two dropdown filters: 'Choose an Organization' and 'Choose a Role'. Below the buttons, there is a table with the following columns: First Name, Last Name, Email, Username, and Role. The table contains five rows of user data, each with a green background and edit/delete icons.

First Name	Last Name	Email	Username	Role
• Demo	DTC	DemoDTC1@emetric.net	Demo_DTC1	District Test Coordinator
Demo	DTC	Demo_DTC@emetric.net	Demo_DTC	District Test Coordinator
• Demo	STC	DemoSTC@emetric.net	Demo_STC1	School Test Coordinator
• Demo	TA	DemoTA@emetric.net	Demo_TA1	Test Administrator
• Demo	TA	DemoTC@emetric.net	Demo_TC3	Technology Coordinator

Reactivate a User Account

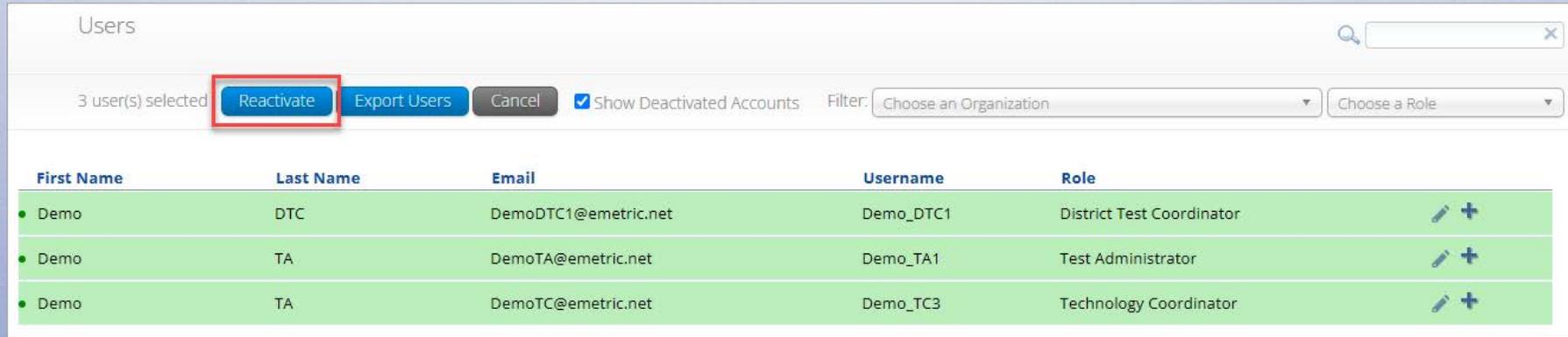
1. On the MCAS Portal homepage, click **Users** at the top left-hand side of the top menu bar.
2. Click the **Show Deactivated Accounts** checkbox.
3. Click the **Reactivate User icon**  in the user's row.
4. A pop-up verification message will appear. Click **Reactivate** to confirm reactivation of the user account.



See pages 12–13 of the [MCAS Portal User Management Guide](#).

Reactivate Multiple User Accounts

1. On the MCAS Portal homepage, click **Users** at the top left-hand side of the top menu bar.
2. Click the **Show Deactivated Accounts** checkbox.
3. Select each account and click the **Reactivate** button above the user table.
4. A pop-up verification message will appear. Click **Reactivate** to confirm deactivation of the selected user accounts.



The screenshot shows the 'Users' management interface. At the top, there is a search bar and a close button. Below that, it indicates '3 user(s) selected' and features buttons for 'Reactivate', 'Export Users', and 'Cancel'. A checkbox for 'Show Deactivated Accounts' is checked. There are also dropdown menus for 'Filter: Choose an Organization' and 'Choose a Role'. The main part of the interface is a table with the following columns: First Name, Last Name, Email, Username, and Role. Three users are listed, each with a green background and a plus icon in the right margin.

First Name	Last Name	Email	Username	Role
Demo	DTC	DemoDTC1@emetric.net	Demo_DTC1	District Test Coordinator
Demo	TA	DemoTA@emetric.net	Demo_TA1	Test Administrator
Demo	TA	DemoTC@emetric.net	Demo_TC3	Technology Coordinator

See page 13 of the [MCAS Portal User Management Guide](#).

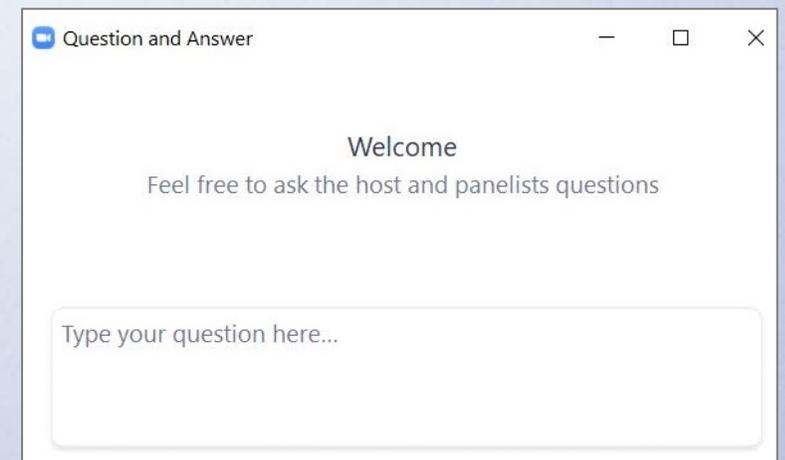
Additional Notes

- Emails will be sent to users when their account is deactivated or reactivated.
- User accounts do not automatically deactivate after a set period of time.
- Common errors and resolutions are described on pages 20–22 the [MCAS Portal User Management Guide](#).
- If you need to create a new school/district test coordinator or district-level technology coordinator account, please coordinate with your [District Directory Administrator](#) to ensure those roles are accurately reflected in [School and District Profiles](#).

Questions & Answers



Use the “Q&A” feature
to ask questions.



5. Overview of Next Steps

Upcoming Steps for Test Coordinators

- ❑ Subscribe to the [Student Assessment Update](#), if you have not already.
- ❑ Establish a communication plan with your staff — including technology coordinators.
- ❑ Review guides and modules as they become available on the MCAS Resource Center, and share them with your teams.
- ❑ Ensure site readiness is certified by Technology Coordinators on time.
- ❑ Student registration: more information and training coming soon.
- ❑ High schools: review the [February and March administration deadlines](#).
- ❑ A training session for **high schools only** will be held on **Tuesday, November 19**. It will cover student registration and other tasks for the February Science and March Retest administrations.

Upcoming Steps for Technology Coordinators

- ❑ Review Technology Guidelines for MCAS Computer-Based Testing
 - Confirm whether all devices planned for testing will meet these specifications.
- ❑ Download the MCAS Student Kiosk on all testing devices.
- ❑ Conduct Site Readiness to certify that the school is ready for testing.
- ❑ Participate in training for technology coordinators on **Thursday, October 31**.
 - Registration is still available.

Overview of Site Readiness

What are the purposes of conducting Site Readiness and Site Certification?

- For technology coordinators to:
 - Confirm that installation of the MCAS Student Kiosk was done correctly on student devices
 - Confirm that testing devices meet the minimum requirements and have been properly configured
 - Confirm that test content reaches student devices without issue
 - Identify any potential technology-related issues before testing begins
- For communication of these steps to district and school test coordinators that testing devices are ready

When is Site Readiness conducted?

- After installing the MCAS Student Kiosk on testing devices; recommended deadlines:
 - **November 15** for high schools
 - **December 13** for grades 3–8

Overview of Site Readiness (cont'd)

What are the general steps involved?

- Technology coordinators access Site Readiness credentials within the MCAS Portal
- Technology coordinators complete the two-part test on each device type:
 - System Set-Up Test
 - Student Interface Test
- Technology coordinators go back to the MCAS Portal to complete the Site Certification step.
- School and district coordinators should confirm that their technology coordinators have completed the Site Certification for their schools by the deadlines listed on the previous slide.

Site Readiness Tool – Steps for Test Coordinators

- ❑ Be aware of the general steps and confirm with their technology staff that they complete Site Readiness by the deadlines.
- ❑ Verify that technology coordinators have certified Site Readiness in the MCAS Portal by the deadlines.
 - Technology Coordinators certify Site Readiness to signal to school and district test coordinators that the school technology has been confirmed as ready for testing.
 - DESE will follow up will schools that do not complete Site Readiness.

Site Readiness in Cyber City Sch DLV1

Cyber City Sch DLV1 (Cyber City)

School	Number of Devices Tested	Date and Time	Certified By	
Cyber City Sch DLV1	3	10/22/2024 12:31:16 PM	acurrier-adm	View Details

Demonstration

- Site readiness tool

6. Resources, Support, and Next Steps

Additional Resources

Resource	Location
MCAS Resource Center	mcas.onlinehelp.cognia.org
MCAS Portal user guides <ul style="list-style-type: none">MCAS Portal User Management Guide	https://mcas.onlinehelp.cognia.org/portal/
Technology Information <ul style="list-style-type: none">Technology Guidelines for MCAS Computer-Based TestingGuide to Installing the MCAS Student Kiosk and Conducting Site Readiness	https://mcas.onlinehelp.cognia.org/technology-setup/
Student Assessment Updates (Biweekly email with important updates about the MCAS program)	www.doe.mass.edu/mcas/updates.html If you do not already receive this email, subscribe using this link: http://eepurl.com/ghSOhH

Next Steps

- **Today:** Complete the evaluation form.
 - Responses are associated with the name and email address used to log in.
 - Email your input to mcas@mass.gov if you have problems accessing or completing the form.
- **Within one week:**
 - Receive an email with the Q&A from this session
 - Recording will be available

Email and Phone Support

MCAS Service Center

- Questions on logistics and technology
 - **Web:** <https://mcas.onlinehelp.cognia.org/>
 - **Email:** mcas@cognia.org
 - **Phone:** 800-737-5103
 - **TTY:** 888-222-1671
 - Live chat is available at the link on the bottom of the page at the [MCAS Resource Center for the 2025 tests](#)

DESE Student Assessment Services

- Policy questions (e.g., student participation, accommodations)
 - **Web:** www.doe.mass.edu/mcas
 - **Email:** mcas@mass.gov
 - **Phone:** 781-338-3625
 - **TTY:** 800-439-2370

7. Live “Sandbox Time”

Poll Question

Which demonstrations would you like to see again?

- A. Signing in to the MCAS Portal
- B. MCAS Portal vs. MCAS Training Site
- C. Manually adding and editing user accounts
- D. Using file uploads to add and edit user accounts
- E. Deactivating and reactivating user accounts
- F. Site Readiness Tool

THANK YOU

The Office of Student Assessment Services



781-338-3625



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