dese MASSACHUSETTS
Department of Elementary
and Secondary Education

Guide to Conducting a Practice Test through the MCAS Training Site

2025 MCAS Test Administrations

MASSACHUSETTS
Department of Elementary
and Secondary Education

Important Contact Information and Resources

Contact:	**MCAS Service Center**

For questions on:	• general test administration support
	• MCAS Training Site and MCAS Student Kiosk such as
	    o user accounts
	    o technology support and readiness
	    o student registration process and loading files
	    o viewing student data
	    o scheduling tests
	• locating resources
	• shipments of materials

Hours:	7:00 a.m.–5:00 p.m., Monday–Friday
Web:	mcas.onlinehelp.cognia.com
Email:	mcas@cognia.org
Telephone:	1-800-737-5103 TTY: 888-222-1671

Contact:	**DESE Office of Student Assessment Services**
For questions on:	• 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.) 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**).
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

Table of Contents

I. Introduction

There are two components of the MCAS Training Site online testing system:

- **MCAS Training Site** (https://mcas-training.cognia.org/), used by school and district test coordinators, technology coordinators, and test administrators
- **MCAS Training Student Testing Interface** (https://mcas-training.cognia.org/student), used by students for testing.

This document is intended to provide instructions for navigating and utilizing the MCAS Training Site to conduct a practice test.

A. Purpose and General Overview

Conducting a practice test through the MCAS Training Site is an opportunity for districts, schools, and students to prepare for MCAS computer-based testing (CBT) by simulating test day processes and procedures.

Conducting a practice test through the MCAS Training Site provides the school with a scheduled opportunity to practice administering a test in a low-stakes environment that can identify possible issues with communication and procedures. Unlike during an operational administration, this practice test will not use real student information, and students will log in via a browser URL instead of through the MCAS Student Kiosk, but many of the other steps for an operational administration will be followed.

Schools may choose to conduct a practice test through the training site during a school-wide practice test event or in individual classrooms.

The practice tests that are accessed through MCAS Training Site are the only practice tests from which test administrators can view student constructed responses and essays. See additional details in the Information for Administering Practice Tests on the MCAS Resource Center.

B. Scheduling the Practice Test

A practice test should take approximately 60 minutes to administer. However, additional time is needed for the following set-up tasks prior to administration: training staff, creating student records, creating and assigning students to classes, and scheduling the classes for tests. The time involved will vary depending on the size of the school and the number of students testing at a given time.

The number of test sessions for each practice test is shown below:

Content Area	Number of test sessions per test
ELA	1
Math	2
Science	1
Civics	1

Schools will need to:

- designate appropriate testing locations (see guidance in the Principal's Administration Manual).

- Train all staff involved on using the MCAS Training Site.
- Identify students who will participate in the practice test.
- Have students practice MCAS Student Kiosk navigation and tools by using the tutorial found at https://mcas.onlinehelp.cognia.org/practice/. (The tutorial is expected to be posted by mid-February).

II. Roles and Responsibilities

The MCAS Training Site recognizes the same five user roles as the MCAS Portal:

1. District Test Coordinator (DTC)
2. School Test Coordinator (STC)
3. Test Administrator (TA)
4. Technology Coordinator (TC)
5. Reports Access Only (RAO)

Each role has a separate set of responsibilities which determine the user's level of access to the components available within the MCAS Training Site. The permissions are identical to those outlined in the *MCAS Portal User Management Guide*, located on the MCAS Resource Center.

District and school test coordinators and technology coordinators can create additional accounts in the MCAS Training Site by following the same steps as outlined in the *MCAS Portal User Management Guide*, located on the MCAS Resource Center.

III. Using the MCAS Training Site

The MCAS Training Site is used to create student logins, create classes, schedule tests, monitor student progress, and view student reports.

Schools should create accounts for test administrators, as well as any other staff members, following the instructions in the MCAS Portal User Management Guide, available on the MCAS Resource Center. The MCAS Service Center can provide support if there are questions about adding new users. Please note that schools will need to create user accounts **separately** for the MCAS Training Site and the MCAS Portal. Schools are encouraged to set up user accounts in the MCAS Portal first, and then use the same user IDs to create accounts in the MCAS Training Site.

Confirm that all staff participating in the practice test have a user account for the MCAS Training Site and have been assigned the appropriate roles. To find a user in the MCAS Training Site, select **Users** at the top left-hand side of the top menu bar on the MCAS Training Site homepage to access **User Management**. User Management is where MCAS Training Site user accounts are created and edited. More information about user accounts and User Management can be found in the MCAS Portal User Management Guide.

Logging In

1. To access the MCAS Training Site, users will navigate to https://mcas-training.cognia.org (screenshot below). Select the **Log In** button and enter your username and password.

When logging in for the first time, use the username and password from the initial system emails (see the MCAS Portal User Management Guide for additional information on logging in for the first time).

Note: The MCAS Training Site can be distinguished from the MCAS Portal by its green color and different text on the welcome screen, and by the MCAS Training Page text at the top left of each page.
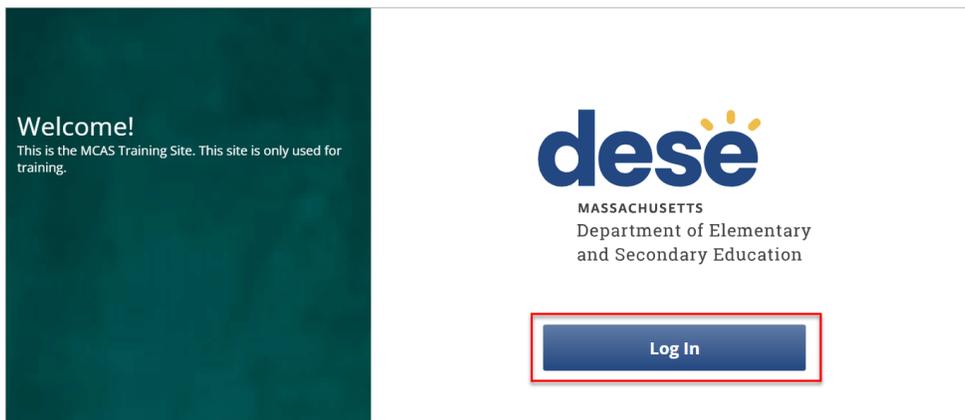
2. Type in your username and password as indicated in the screenshot below and click the **Sign In** button to enter the Training Site.
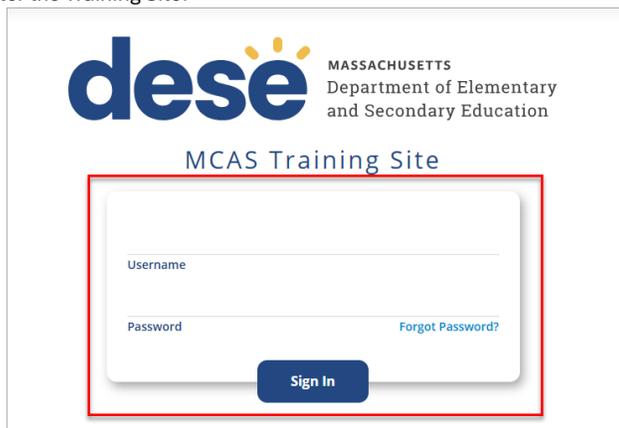
To reset your password (if needed), select the **Forgot Password?** link and enter your username as indicated in the screenshot below. Select the **Submit** button. The system will send an email to the email address associated with the account providing instructions to reset your password.
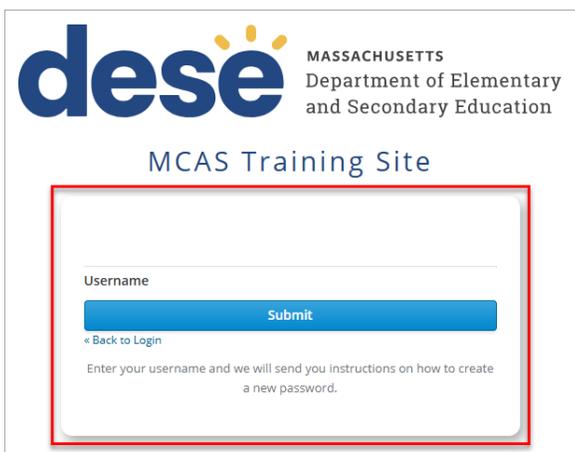
IV. MCAS Training Site Homepage

Upon logging in to the MCAS Training Site, the portal homepage provides access to the following components according to your role and organization:

- **User Management:** Used for adding and editing portal user accounts

- **Administration:** Used for:

  - o organizing students and classes for testing
  - o scheduling practice tests
  - o accessing practice test student log-in information
  - o printing student logins
  - o monitoring student practice test testing progress

- **Reporting:** Used for accessing reports for practice tests. Test coordinators and test administrators will be able to view student results and student responses for practice tests.

A. Navigating the MCAS Training Site Homepage

In Table 1 below are descriptions of the features and sections that are available on the MCAS Training Site 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 Training Site homepage.

Table 1. MCAS Training Site Homepage

Icons	Description
1	Select the **DESE logo** in the top left corner of any page to return to the MCAS Training Site homepage.
2	Select **Users** at the top left-hand side of the top menu bar on the MCAS Training Site homepage to access User Management. User Management is where MCAS Training Site user accounts are created and edited. More information about user accounts and User Management can be found in the *MCAS Portal User Management Guide*.
3	Select **Downloads** to view and download large exports of student test statuses, such as Export Test Status for All Tests.
4	Select 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	Select the **MCAS Resource Center** link on the top right-hand side to access the MCAS Resource Center, which will open in a new tab in your web browser.
6	Select **Logout** at the top right-hand corner to log out of the Training Site. After selecting **Logout**, you will be prompted to then select the **Logout** button on the next page that appears.
7	Select **Administration** to access the Administration section to manage sample student data, assign sample students to classes, schedule tests, print student logins, and monitor practice test testing status.
8	Select **Reporting** to access the Reporting section. Reporting is where users will access the reports for the practice tests. Test coordinators and test administrators will be able to view student results and responses to the practice tests in the MCAS Training Site.
9	Select **Contact Us** at the bottom of the MCAS Training Site 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.
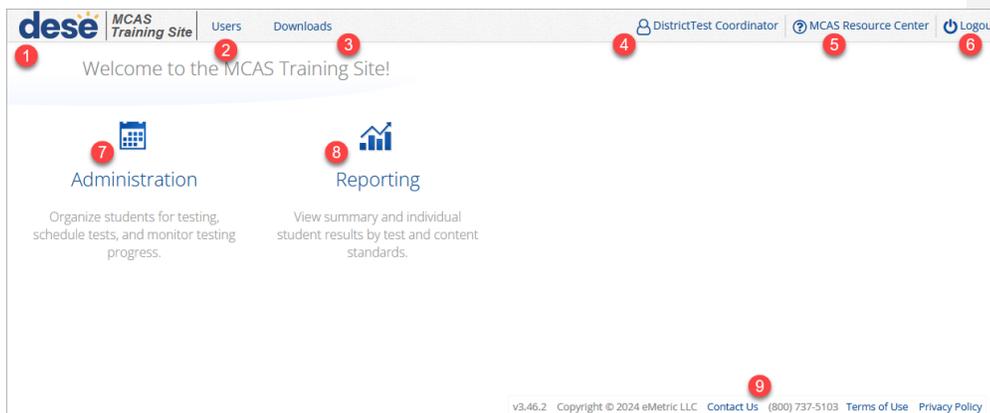
V. Registering Students for the Practice Test

A. General Overview of Student Registration

DESE does not recommend using live student data in the MCAS Training Site. Instead, DESE recommends using sample student data to avoid potential confusion of multiple versions of live data during operational testing. Schools are recommended to export their Student Registration file from the MCAS Portal and mask student information as described in step 1 below.

Schools will complete student registration for practice tests on the Student Registration page of the MCAS Training Site. The Student Registration page in the MCAS Training Site uses the same features as the Student Registration page in the MCAS Portal.

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

| Test Scheduling	Student Registration

B. Preparing a Student Registration File

Schools will need to prepare a Student Registration file for the practice tests similar to how they prepare a file for the operational tests. Schools should take the following steps:

1. Schools are recommended to export their Student Registration file from the MCAS Portal and mask student information in one or more of the following ways before importing to the MCAS Training Site:

   - Use first initials instead of first names
   - Use last initials instead of last names
   - Use fake SASIDs

   Schools may alternatively choose to use the blank Student Registration Template and populate sample students for the MCAS Training Site.

   Note: If using Excel to create your file, convert all the cells in the file to text format to ensure leading zeros will not be dropped when populating the columns and rows.
      a. Highlight the whole sheet by clicking on the arrow in the upper left corner of the spreadsheet between the columns and rows.
      b. Right-click and select **Format Cells**.
      c. Select the **Text** option from the Category selector in the Format Cells popup window.
      d. Click **OK**.
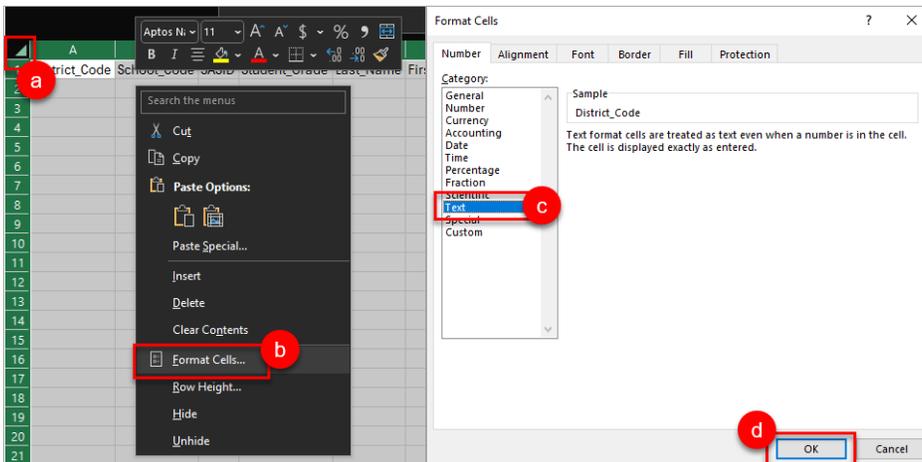
2. Delete rows of students who will not participate in the practice test.

   Note: In order to delete students from the file, you must right-click on the row to remove and select "delete." **Do not use the delete key on your keyboard.**

3. Add rows for students who were not included in the file but will participate in the practice test.

4. Verify students' selected accessibility features or accommodations in the designated columns. Refer to the field definitions in part V of the MCAS Student Registration Guide, located on the MCAS Resource Center, for expected values for each column.

5. **For the practice tests only, schools are recommended to fill in column K of the file during the initial file upload to assign class names and add students to those classes**. For operational testing, DESE recommends that schools assign students to classes approximately two weeks prior to testing.

   Fill in column K (Class Name) of the file to create classes and add students to those classes. Classes are grade- and subject-specific for all tests, including high school tests.

   DESE recommends that schools use a naming convention that will help test administrators quickly and easily find the test they are administering. It is suggested that class names include the test administrator name and testing location (e.g., SMITH 205).

   Students with the following accommodations will need to be placed into separate classes:

   - Human Read Aloud
   - Human Signer
   - Spanish/English

   It is recommended that class names for these accommodations include the test administrator name, testing location, and accommodation (e.g., HRA SMITH 208, SPANISH SMITH 215).

   The class name entered in this column will be used to automatically create a class with the following naming format in the system:

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Test Code-Content Area-Grade-Class Name-School Code

(e.g., MAT07-Math-07-SMITH 205-88881010)

Classes will not be created where Test_Format = P or Class_Name = blank

Schools may also choose to create classes manually in the Training Site or via the Class Upload file. See the Guide to Creating and Managing Classes, available on the MCAS Resource Center, for additional information.

6. Once complete, ensure leading zeros remain in the file for columns where they may be required, such as district code (column A), school code (column B), student grade (column D), and date of birth (column I).

7. Save the file as a .CSV. The Student Registration file is now ready for upload into the MCAS Training Site.

    Note for Apple users: Prior to saving, verify that the Date of Birth field (column I) is correctly formatted to show the 8-digit birth year, e.g., 01/01/2000.
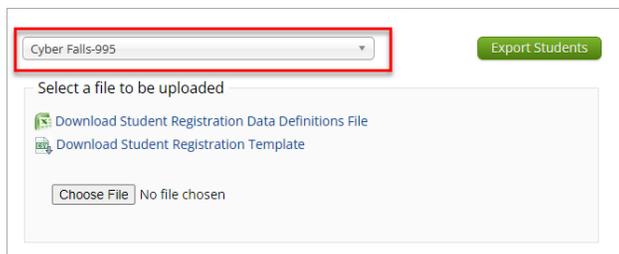
C. Uploading a Student Registration file into the MCAS Training Site

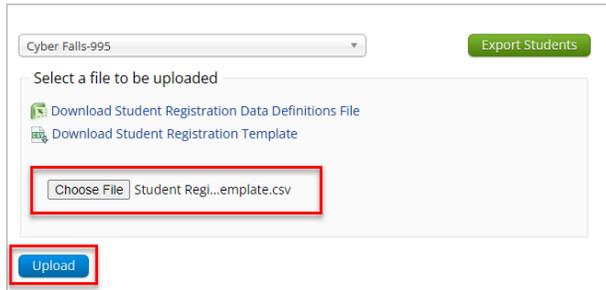To upload a Student Registration file, follow the steps below:

1. Log in to the MCAS Training Site with your username and password.

2. On the MCAS Training Site homepage, select **Administration**.

3. Select **Student Registration** from the top menu bar.

Test Scheduling	Student Registration

4. Select the **organization** from the organization drop-down. Student Registration files can be uploaded at the district level by a district test coordinator or district-level technology coordinator, or at the school level by a district test coordinator, school test coordinator, or technology coordinator.

> Cyber Falls-995 ▼   Export Students
>
> Select a file to be uploaded
>
> 📄 Download Student Registration Data Definitions File
> 📄 Download Student Registration Template
>
> [Choose File] No file chosen

5. Select **Choose File** and select the Student Registration file to upload.

    Note: Remember that the file must be saved in .CSV format.

6. Select **Upload**.

7. The Student Registration file will go through an initial validation process upon upload. This validation process ensures that the file is in the correct format, verifies the headers in the file are correct, and that the file is not empty.

8. After the initial validation, the uploaded student registration file will be processed within a few minutes, and the Status column will display one of the three available statuses:

- **Pending**: The file has been uploaded successfully and is processing. Processing can take up to ten minutes.

- **Processed**: All records in the file have uploaded successfully. After the file passes initial validation and has been processed, the Student Registration table will be updated to reflect the status of the **Processed** file, showing the number of uploaded student records.

   o **Note:** If the file has been processed, schools will not be able to select "Processed" for a link to the file. Schools can export all uploaded student records by selecting the **Export Students** button on the Student Registration page.

- **Validation Error**: At least one student record has a validation error, and the file needs to be updated and reimported. Select **Validation Error** to download an error file. The error file will list the column in the uploaded Student Registration file where the error occurred. Schools should refer to the Student Registration Data Definitions file or Part V of the MCAS Student Registration Guide for expected values for each column.

- **Error: Contact eMetric**: Contact the MCAS Service Center for support.

File Name	File Size (Bytes)	Upload Date	Uploaded By	Uploaded Records	Records with Error	Status
Student Registration Corrections.csv	2065	07/02/2024 10:41:51 AM	District TestCoordinator	2	0	Processed
MCAS Student Registration_CyberFalls.csv	7350	07/02/2024 8:40:57 AM	District TestCoordinator	33	2	Validation Error

D. Resolving Student Registration Validation Errors

When the Student Registration file contains records with validation errors, a Validation Error file is provided in the MCAS Training Site on the Student Registration page. The Validation Error file will only include records that have validation errors and were not imported into the MCAS Training Site. To view and correct validation errors, follow the instructions in the Resolving Student Registration Validation Errors section of the MCAS Student Registration Guide, beginning on page 6.

E. Updating Student Information

If needed, schools may use the Students page to manually add or edit student information, including accommodations. See the Updating Student Information after Upload section of the MCAS Student Registration Guide, beginning on page 7, for additional information.

VI. Administering Accommodated Practice Tests

Adding Accessibility Features and Accommodations

All accessibility features and accommodations are available for the practice tests administered through the MCAS Training Site. DESE strongly recommends administering accommodated practice tests for all accommodations that will be utilized by students during operational testing.

For more information about accessibility features and accommodations, refer to the MCAS Student Registration Guide and the Accessibility and Accommodations Manual.

Accessibility features and accommodations should be added during the Student Registration file upload. Accessibility features and accommodations can also be manually added or edited on the Students page. **Accessibility features and accommodations must be assigned correctly before a test is scheduled.**

To manually add accessibility features or accommodations for a student, follow the steps below:

1. Log in to the MCAS Training Site with your username and password.

2. On the MCAS Training Site homepage, select **Administration**.

3. Select **Students** from the top menu bar.

4. Locate the student in the table by selecting the search icon (🔍) next to the column heading and type the desired search criteria and then select **Edit** in the row for the student.
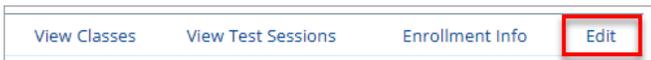
5. The Student Information tab will be displayed. Select **Accommodations**.

6. From the **Accommodations for Test Code** drop-down menu, select the test code to add accommodations to.

7. Check the box next to the accessibility feature or accommodation that the student will use.

8. Once accessibility features and accommodations have been added for all test codes, select **Save**.

VII. Test Scheduling

A. Navigating the Test Scheduling Page

Students must be assigned to classes before tests can be scheduled (see section VI B, step 7). Test coordinators will need to schedule tests prior to administering the practice test. Scheduling a test assigns classes to tests, assigns the correct test form to students, creates the student logins, shows students' testing progress for the scheduled test, and provides the ability of adding test report codes and invalidating test sessions as needed. Schools do not need to add test report codes or invalidate test sessions during the practice test but may choose to practice with these functionalities prior to operational testing.

The Test Scheduling page, available to all user roles except Report Access Only, manages classes that have been scheduled for computer-based tests. Select **Test Scheduling** on the Administration homepage top menu bar to access Test Scheduling.

Enrollment Transfer	Classes	Test Scheduling

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

Table 2. Test Scheduling

Icons	Description
1	**Filter** the Scheduled Tests by selecting an option from one or more of the following drop-down lists: Organization, Program Name, Content Area, Test Name, and Testing Status (Not Started, In Progress, or Finished).
2	Select the green **Schedule New Test** button to schedule a new test.
3	Select **Exports** to Export Test Status or Export Students Not Scheduled for the selected test criteria. A .CSV file is downloaded to your computer.
4	Sort columns by clicking on a column heading. Select the search icon 🔍 next to the column heading and type the desired search criteria.
5	Select **View Details/Student Logins** to view the Scheduled Test Details page and print student logins.
6	Select **Delete** to delete a scheduled test. DTCs, STCs, and TCs can delete any test session that has **not** started. Once a student has logged in, the scheduled test cannot be deleted.

B. Schedule a New Test

To schedule a test, follow the steps below:

1. Select the organization from the **Organization** dop-down menu.

2. Select the program from the **Program** drop-down menu (MCAS Training Grades 3-8 or MCAS Training High School).

3. Select the subject from the **Subject** drop-down menu.

4. Select a test from the **Test** drop-down menu.

5. Select the green **Schedule New Test** button.

The **Schedule Tests** page will display a list of classes available to schedule. Classes listed here are shown based on the content area and grade selected at the time the class was created.

6. Select one or more classes to schedule or click **Select All** to schedule the test for all classes in the list. Multiple classes may be assigned to the same test.

7. Select **Schedule** when you are done in order to schedule the test. The start date and end date are not editable. Practice tests will be open and available to schedule throughout the year.

C. View Scheduled Test Details

To view details for a scheduled test, follow the steps below:

1. On the Test Scheduling page, use the drop-down menus (Organization, Program, Subject, and Test Name) to filter for the scheduled test.

2. The scheduled classes for the selected test will be shown.

3. Locate the class in the scheduled tests table and select **View Details/Student Logins** to view the scheduled test details.

The Scheduled Test Details page displays the following information:

- Session access code(s): **Only available for operational testing. Session access codes are not available for practice tests.** Test administrators will provide students with a session access code that students will enter while signing in to each test.

- A roster of the students in the class, including the following information:

    - Student's first and last name

    - Student's username and password

    - Test form assigned to the student

    - Date and time when student test logins were generated

    - Test report codes (explained in Part 2 of this guide)

    - Test status (Not Started, In Progress, or Finished)

    - Date and time when the test was started and completed

    Note: The Test Status will be updated after a student has started or completed their test with a status of In Progress or Finished. The date and time when the test was started and completed will also be filled in accordingly. This page does not update in real time. The page will need to be refreshed to see the most current information for each student.

	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
☐	Demo	Matt	4087153355	jf9s8xmp	ELA_G3_Form 1	01/08/2025 11:03:15 AM	✚	Session 1:Not Started		
								Session 2:Not Started		
☐	Demo	Steve	7059530559	zq25893j	ELA_G3_Form 1	01/08/2025 11:03:15 AM	✚	Session 1:Not Started		
								Session 2:Not Started		
☐	Demo	Zachery	8175315686	nktf522b	ELA_G3_Form 1	01/08/2025 11:03:15 AM	✚	Session 1:Not Started		
								Session 2:Not Started		
☐	Four	Student	8745129854	7c825sfh	ELA_G3_Form 1	01/08/2025 11:03:15 AM	✚	Session 1:Not Started		
								Session 2:Not Started		

VIII. Preparing for the Practice Test

A. Print Student Logins

Student logins include a username and password to log in to the practice tests and are generated for each student scheduled to a test. Student logins can be exported from the Scheduled Test Details page as a PDF or .CSV file.

Note: If students were added to the class after the test was scheduled, the **Add or Update Students** button will appear at the top of the Scheduled Test Details page. Select the **Add or Update Students** button to update the scheduled test with the new or updated students before exporting student logins.

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To export student logins as a PDF, follow the steps below:

1. Locate the class in the scheduled tests table and select **View Details/Student Logins** to view the scheduled test details.

2. Select the students whose login information will be printed. To select all the students scheduled, select the check box in the top-left corner of the header row. To select individual students, select the check box next to each student's name as shown in the screenshot below.

3. Select **Export Logins.** In this example, there are four logins for the four selected students from the screenshot above.

4. A pop-up will be shown with the option to choose PDF or CSV. Select **PDF**.

5. Select the number of student logins to be printed per page (1, 8, or 27 logins per page), and then select **Export**.

Export Logins

Select a format of the export:

◉ PDF   ○ CSV

Select the number of logins to be printed:

[8 logins per page ▾]

[Export] [Cancel]

6. The student logins are exported to a PDF file. The first page of the PDF file is a cover sheet for the test administrator, listing the session access codes for the test, the students in the scheduled class along with their login information, and accommodations assigned. Test administrators should review this prior to testing to ensure students have the correct accommodations before students log in to the test.

Class Name:	Class One-(Grade -03)
Test Name:	ELA_G3_Practice Test
Testing Window: 1/8/2025 to 1/31/2025	

Student Name	Date of Birth	Username	Password	Accommodations
Demo, Matt	10/2/2011	4087153355	jf9s8xmp	
Demo, Steve	5/30/2005	7059530559	zq25893j	ELA03-(Mouse Pointer,Text to Speech Special)
Demo, Zachery	5/30/2005	8175315686	nktf522b	
Four, Student	1/2/2008	8745129854	7c825sfh	ELA03-(Mouse Pointer,Speech to Text Special)

Following the cover sheet will be the student logins. Each login displays the student's name, date of birth, test name, username, and password.

Commented [JZ7]: The CSV instructions should have something similar.

Commented [MB8R7]: There is no cover sheet for the CSV file as the file contains all of the same information as on the cover sheet.

Commented [SC9]: Can this screenshot be updated to not include session access codes?

Commented [KH10R9]: Updated

Demo, Matt
DOB:5/30/2005
ELA_G3_Practice Test

Username: 4087153355

Password: jf9s8xmp

Demo, Steve
DOB:5/30/2005
ELA_G3_Practice Test

Username: 7059530559

Password: zq25893j

Demo, Zachery
DOB:5/30/2005
ELA_G3_Practice Test

Username: 8175315686

Password: nktf522b

Four, Student
DOB:1/2/2008
ELA_G3_Practice Test

Username: 8745129854

Password: 7c825sfh

To export student logins as a .CSV, follow the steps below:

1. Select the students whose login information will be printed. To select all the students scheduled, select the check box in the top-left corner of the header row. To select individual students, select the check box next to each student's name.

2. Select **Export Logins**. A pop-up will appear with the option to choose PDF or CSV; select **CSV**.

3. Select **Export.**

4. A .CSV file listing the students in the scheduled class along with their login information, and accommodations assigned will be downloaded. Test administrators should review this prior to testing to ensure students have the correct accommodations before students log in to the test.

	A	B	C	D	E	F	G	H
1	Listing Test Logins for Class One-(Grade -03)							
2								
3								
4	Last Name	First Name	Middle Initital	DOB	Username	Password	Test Name	Accommodations
5	Demo	Matt		5/30/2005	4087153355	jf9s8xmp	ELA_G3_Practice Test	
6	Demo	Steve		5/30/2005	7059530559	zq25893j	ELA_G3_Practice Test	ELA03* (Mouse Pointer, Text to Speech Special)
7	Demo	Zachery		5/30/2005	8175315686	nktf522b	ELA_G3_Practice Test	
8	Four	Student		1/2/2008	8745129854	7c825sfh	ELA_G3_Practice Test	ELA03* (Mouse Pointer, Speech to Text Special)
9								
10								

B. Human Reader/Human Signer Sessions

Schools will need to create separate classes for each group of students receiving the human read-aloud or human signer accommodation (five students maximum per group). For computer-based testing, schools may choose to have test administrators read the test over the student's shoulder or create test administrator logins so that test administrators can log in to their own test on their own device in order to read aloud.

If using test administrator logins, test administrators will need their own computer to sign in to their own version of the test. (Students will sign in and record responses using their student logins.)

See the sample test administrator login below. For test administrator logins, the last name should be entered as TA LOGIN, the date of birth as 1/1/1900, and the SASID as the school code + 01, 02, 03, etc. Test coordinators should refer to the steps outlined in Appendix F of the [Accessibility and Accommodations Manual](): Procedures for Creating Test Administrator Logins for Human Read-Aloud and Human Signer.

Ta Login, John
DOB:1/1/1900
Biology Practice Test_Tra

Username: 7766555501

Password: jyqqt84e

IX. The Day of the Practice Test

Test coordinators should:

1. **Distribute student logins and test administrator logins if applicable**: Ensure that test administrators have the student logins for all students assigned to them, and test administrator logins for the Human Read-Aloud or Human Signer accommodations. Make sure that you do not hand out test administrator logins to students.

2. Direct test administrators and students to their assigned testing locations.

3. **Conduct the test sessions**: Test administrators will have the students log in to the practice test through https://mcas-training.cognia.org/student. The following section contains steps for test administrator during the practice test.

4. **Oversee practice testing**: During each test session, principals or school test coordinators should monitor the administration to ensure that testing is being completed as expected.

5. **Complete testing**: Refer to page 1 for information on the number of test sessions students should complete for each subject.

6. **Debrief with the test administration team**: Test coordinators should collect feedback from test administrators, technology coordinators, and other staff, and reach out to DESE or to the MCAS Service Center with questions.

X. Steps for the Test Administrator to Administer the Practice Test

A. Materials needed for Practice Test

1. You will need the following materials available in your testing space prior to the practice test:
   - testing devices for students

- a computer to monitor testing sessions

2. **Prior to the practice test, you will receive the following materials for students assigned to you by the principal or school test coordinator:**
    - student logins
    - test administrator logins for Human Reader or Human Signer accommodations, if applicable
    - scratch paper and pencils

3. **Additional preparations for computer-based testing**
    - Ensure all devices to be used for testing are charged.
    - Make sure sufficient power cords and power strips are available.
    - Confirm that accessories, such as external keyboards for tablets and headphones for students using the text-to-speech edition, are available and in working order prior to testing.

B. Before Students Arrive

Practice tests do not have session access codes. Note that for operational testing, test administrators will want to write the session access code on the board.

You may choose to write the practice test URL on the board: **https://mcas-training.cognia.org/student**

C. Administer the Practice Test

The following script is to assist test administrators with the administration of the practice test. Unlike the scripts in the Test Administrator's Manuals for use during testing, test administrators are not required to read the script verbatim.

1. Direct students to the following URL: https://mcas-training.cognia.org/student

2. Once all students are at the correct webpage, say to students:
   "We will now begin a practice test that will help you understand how to answer questions on the MCAS test for_____ (say the name of the subject you are administering).

   The practice test has the same kinds of questions that you will see on the actual test, but your answers to questions on this practice test do not count toward your MCAS score. Additionally, today you will have the opportunity to practice using the online tools that you will see on the actual test."

3. Then say to students:
   "I will now distribute scratch paper for you to use during the session. If at any point you need more, raise your hand and I will give you an additional sheet. You may have up to three pages of scratch paper at one time."

4. Then say:
   "I will now distribute the student logins. Do not sign in until I instruct you to do so."

5. Distribute the student logins. If you are administering a test with a human reader or human signer, make sure you do not hand out test administrator logins.

6. Say to students:

"Now, on the computer, enter the username that is shown on the sheet I just gave you. Your username is a number that is 10 digits long."

Assist any students who need help entering their usernames. Then say:
"Now, on the computer, enter the password that is shown on the sheet."

Assist any students who need help entering their passwords. Then say:
"Now, click the button that says 'Sign In.'"

Walk around the room and make sure that all students have successfully signed in. Assist any students who did not successfully sign in. You may retype usernames and passwords for students, if necessary. Either collect the student logins at this time, or at the end of the session.

7. Once students are properly signed in, say:
"Your computer screen should now be at the 'Hello' screen. Please keep your testing ticket with you and do not use it for scratch paper. I will need to collect it at the end of this test session.

Click the blue button on the screen that says 'Session 1.' You should now see a prompt for a session access code. I have written the code on the board for you. Please type in the session access code. Now click the green 'Submit' button.

8. Then say:
"If you are taking the test with certain accessibility features or accommodations, you will see an options screen that lists those features. Please click the 'Continue' button."

Please raise your hand if you are not on the screen with Session 1 directions."

9. Pause to confirm that students are on the correct screen. Then say to all students:
"You may read the directions and begin the practice test."

10. At the end of the session, say to any students still working:
"This is the end of the time scheduled for this session. Navigate to the last question of the test and click the green Finish button. You should now see the test review screen. This screen displays a list of the questions, and your answer status for each question. Click the Turn In button to submit the test. You will be prompted one final time to confirm that you wish to turn in the test, click Turn In and you will be shown your results."

11. Collect scratch paper, pencils, and logins from students.

IX. Monitoring the Practice Test

A. How to Monitor Test Sessions and Session Statuses

To monitor test sessions and student session statuses, navigate to the **Scheduled Test Details** page by locating the scheduled class in the scheduled tests table and select **View Details/Student Logins** to view the scheduled test details. The Scheduled Test Details page will display the following information for each student:

- Student's first and last name

Commented [SC13]: Will there be session access codes for practice tests through the training site?

Commented [KH14R13]: There will not be session access codes.

Commented [SC15R13]: What will they see on screen? Will it be a blue button for Session 1? Or will they click the green Submit button? Or Both?

Commented [KH16R13]: They will see a blue button for Session 1. They will click it and they will be directed to the options (if they have accommodations) or they will be directed to the directions page.

- Student's username and password
- Test Form assigned to the student
- Date and time when new student test logins were generated
- Test report codes
- Test status (Not Started, In Progress, or Finished)
- Date and time when the test was started and completed

The Test Status will update after a student has started or completed their test with a status of In Progress or Finished. The date and time when the test was started and completed will also be filled in accordingly.

Note: This page does not update in real time. The page will need to be refreshed to see the most current information for each student.

B. Reactivate Student Tests

If a student submits their test and it needs to be reopened, only an individual with the district test coordinator role can reactivate student tests; reactivation cannot be done at the school level. Schools should contact their district test coordinator for assistance, who can reactivate tests with the following steps.

District test coordinators can reactivate a student's test by clicking on the **Reactivate** link from the Scheduled Test Details page. A test can only be reactivated if the status is listed as **Finished**.

When a student's test is reactivated, their test status will display in the MCAS Training Site as **In Progress,** but their previously listed Date/Time Completed will remain the same until they have completed the test after it was reactivated.
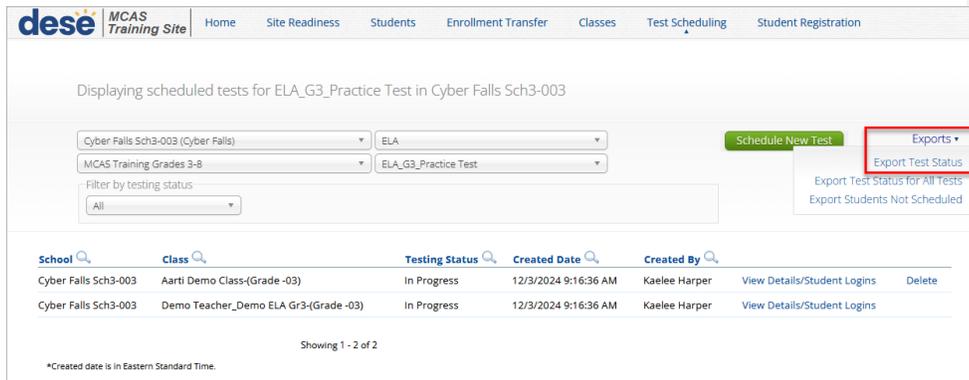
C. Exports

Schools may find the following reports useful as they track the preparation and completion of the practice tests.

1. Export Test Status

Export Test Status is a feature that is available to district test coordinators and school test coordinators that provides a .CSV file listing every student and their completion status per test of the currently selected school and test. The report will only appear at the school level; if a district is selected on the Test Scheduling page, the report will not appear. Schools may want to use this report to assess how many students are still in Not Started or In Progress status for a particular test.

To download a file with the test status of all students in the selected school, on the Test Scheduling page, select the organization, program, subject, and test name in the drop-down menus. Then, select **Exports** then **Export Test Status**.

A .CSV file listing every student and their completion status per test of the currently selected school and test will be downloaded. To filter the results before exporting, set the **Filter by testing status** drop-down to the desired testing status and then select **Export Test Status**.

2. Export Test Status for All Tests

Export Test Status for All Tests is a feature available to district test coordinators and school test coordinators that provides a .CSV file listing every student and their completion status per session for all tests of the currently selected district/school, program, and content area. Schools and districts may want to use this report to see how many students are still in Not Started or In Progress status across the school or district.

On the Test Scheduling page, use the drop-down menus (Organization, Program, and Subject) to filter for the scheduled tests. Select **Exports** then **Export Test Status for All Tests** to download a file with the test status of all students for all tests in the selected school or district.

A pop-up message will appear indicating the downloaded file will be available in the Downloads section of the MCAS Training Site.

Once the file has completed processing, the user will receive an email indicating that the file is available to download. Navigate to the **Downloads** section from the MCAS Training Site homepage to access the file.
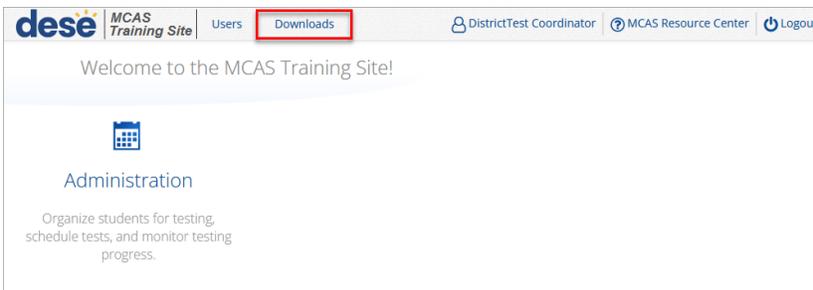
A table will appear with the files available to download. Select **Download Result** to download the **Export Test Status for All Tests** file.

A .CSV file listing every student and their completion status per session of the currently selected district/school, program, and content area will be downloaded.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Last Name	First Name	SSID	Grade Level	Test Name	Class Name	Program Name	District Name	School	District Code	School Code	Session Name	DateTimeStartedTestSession
2	ELAmathSci	Five	8888808005	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	0088I888	I888-001	Session 1	1/14/2025 15:06
3	ELAmathSci	Five	8888837055	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	0088I888	I888-001	Session 1	1/14/2025 15:06
4	ELAmathSci	Five	8888837005	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	0088I888	I888-001	Session 1	1/14/2025 15:06
5	ELAmathSci	Five	8888877055	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	0088I888	I888-001	Session 1	
6	ELAmathSci	Five	8888877005	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	0088I888	I888-001	Session 1	
7	ELAmathSci	Five	8888801055	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	0088I888	I888-001	Session 1	1/14/2025 15:05
8	ELAmathSci	Five	8888801005	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	0088I888	I888-001	Session 1	1/14/2025 15:05
9	ELAmathSci	Five	8888808055	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	0088I888	I888-001	Session 1	1/14/2025 15:05

3. Export Students Not Scheduled

Export Students Not Scheduled is a feature that is available to district and school test coordinators. The report will only appear at the school level; if a district is selected on the Test Scheduling page, the report will not appear. Schools may want to use this report to determine whether they have any students who have been registered but not scheduled for at test.

To download a file with a listing of students not scheduled for the selected school or test, select **Exports** then **Export Students Not Scheduled**.

A .CSV file listing every student not scheduled for the selected school and test will be downloaded.

	A	B	C	D	E	F	G	H
1	Last Name	First Name	Middle Initial	State Student ID	Student Grade	Class Name	Test Name	
2	Demo	Student		1234567293	3	Demo G3 Class-(Grade -03)	ELA_G3_Practice Test	
3	Doe	John	C	3636363636	3	MADI_G3_Class_Grade_Level-(Grade -03)	ELA_G3_Practice Test	
4	Demo	M		1000002125	3		ELA_G3_Practice Test	
5	Demo	Nik		6546365460	3	ELAClass85-(Grade -03)	ELA_G3_Practice Test	
6	Demo	Brand		5645646264	3		ELA_G3_Practice Test	

XI. Follow-up

Once the practice test is complete, staff who participated in it should review their notes. Follow-up steps include the following:

- Share any notes regarding the need for support with the principal or test coordinator.
- Report to the principal or test coordinator any issues that could not be resolved with assistance from the MCAS Service Center.
- Schools are not required to utilize the Not Tested Codes for the practice tests, but they may need to do this for operational tests. Schools may choose to practice with this functionality in the Training Site. Additional instructions are below.
- Test administrators and test coordinators may review student responses in the Reporting component of the MCAS Training Site. See instructions in Part 2 of the Guide to the MCAS Training Site.

Optional for the Practice Test: Add Test Report Codes

Test report codes are codes that can be added to a test session for a student to indicate a reason the student did not attempt or complete a test. **Schools do not need to apply test codes for practice tests**, but they may choose to practice with this functionality.

Test report codes can be added in bulk for multiple students at once, or individually for a single student.

To add bulk test report codes, select the students in the student table of the Scheduled Test Details page, and select the **Add Report Code** button at the top of the table.

To add a test report code for an individual student, locate the student in the list and select the ✚ under the Test Report Code field.

Select a test report code from the list and then select **Save**.

You will receive a message that your changes were saved. Select **Close** and you will see the code reflected in the test.

	Last Name 🔍	First Name 🔍	Username 🔍	Password	Form Name 🔍	Date/Time Created	Test Report Code
☐	Demo	Torrey	7082917002	5eqzcj36	ELA_G3_Form 1	12/03/2024 9:16:37 AM	VWA