



## **Guide to Scheduling Tests and Printing Student Logins in the MCAS Portal**

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2025 MCAS Test Administrations

*Posted March 26, 2025*



This document was prepared by the  
Massachusetts Department of Elementary and Secondary Education  
Russell D. Johnston, Acting Commissioner

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## Important Contact Information and Resources

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

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Contact:	<b>DESE Office of Student Assessment Services</b>
For questions on:	<ul style="list-style-type: none"><li>• policy, such as assigning accessibility features and accommodations</li><li>• student participation</li><li>• testing irregularities, including test security incidents and technology failures</li><li>• reactivating tests for CBT</li><li>• student data and SIMS (See note below regarding SIMS.)</li></ul> <p>Questions regarding SIMS data should be directed to the district’s SIMS contact (go to <a href="https://profiles.doe.mass.edu/search/search.aspx?leftNavID=11239">profiles.doe.mass.edu/search/search.aspx?leftNavID=11239</a>, select <b>SIMS Contact</b> from the <b>Function</b> menu, and click <b>Get Results</b>).</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:	<a href="https://www.doe.mass.edu/mcas/admin.html">www.doe.mass.edu/mcas/admin.html</a>
Email:	<a href="mailto:mcas@mass.gov">mcas@mass.gov</a>
Telephone:	781-338-3625

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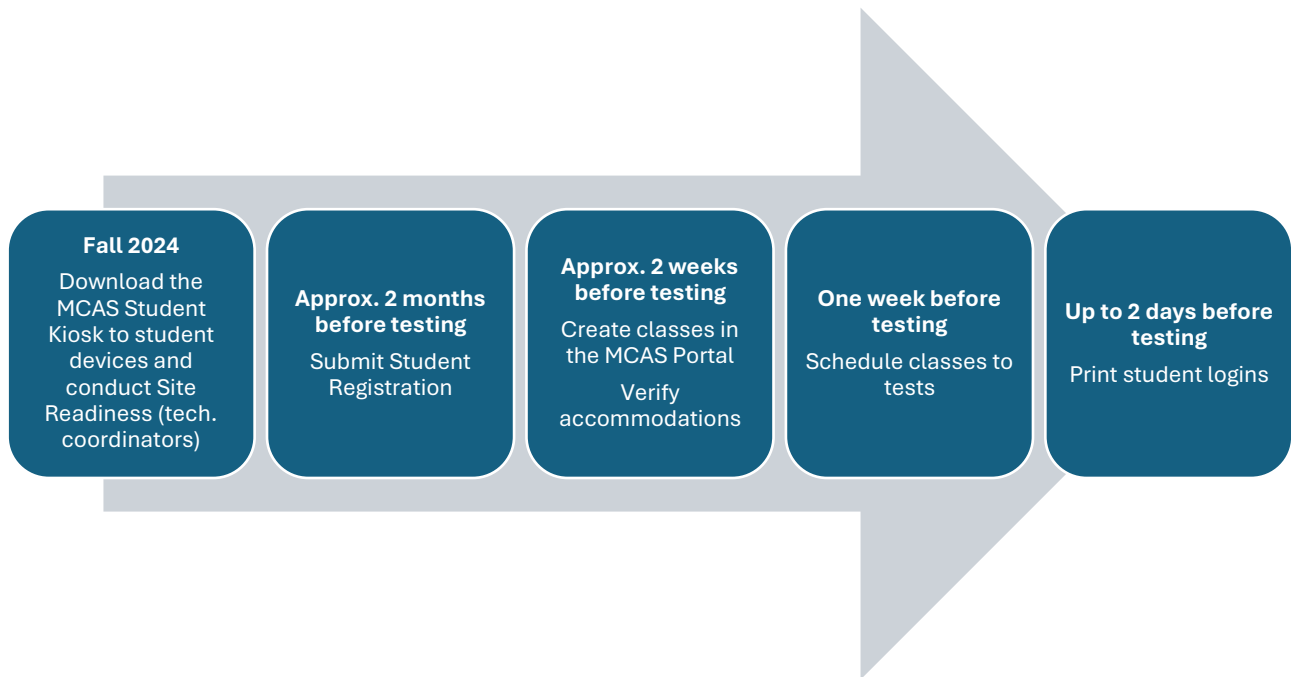
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## I. Introduction

Test coordinators will need to schedule tests approximately one week prior to test administration. The [Statewide Testing Schedule](#) lists the dates that test scheduling should be completed for each administration. Scheduling a test assigns classes to tests, assigns the correct testing form to students with and without accommodations, and creates the student logins.

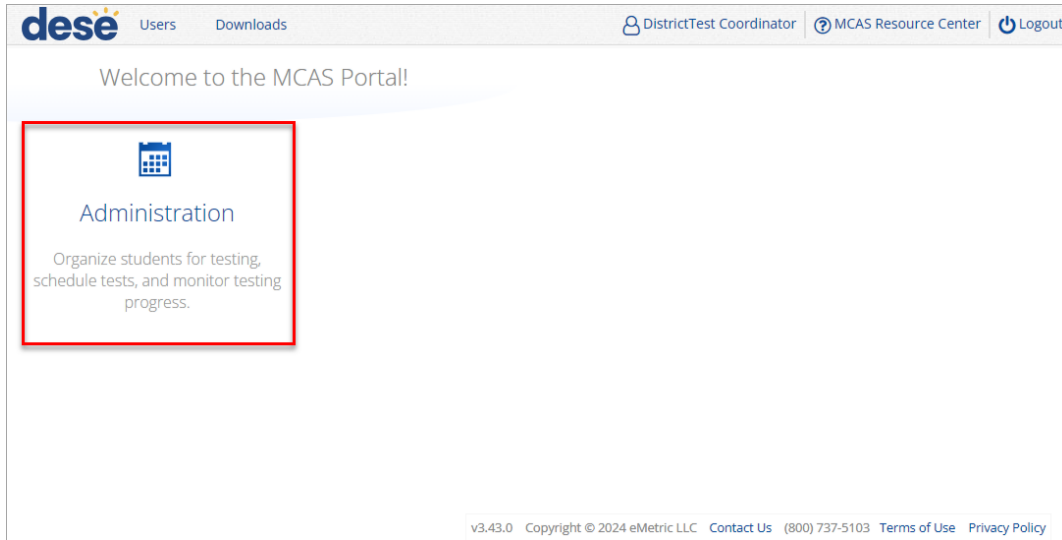
### Timeline of Tasks in the MCAS Portal



## II. Test Scheduling

The Test Scheduling page in the MCAS Portal, available to all user roles except Report Access Only, manages classes that have been scheduled for computer-based tests. To access the Test Scheduling page:

1. Log in to the [MCAS Portal](#) with your username and password.
2. On the MCAS Portal homepage, select **Administration**.




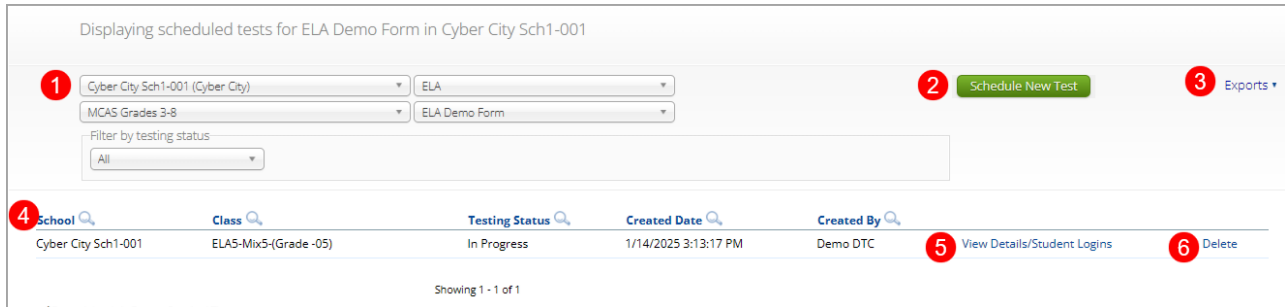
3. Select **Test Scheduling** on the top menu bar.



In Table 1 below are descriptions of the features that are available on the Test Scheduling page. The numbered icons listed in Table 1 are shown in the screenshot that follows to indicate the location of the feature.

**Table 1. Test Scheduling**

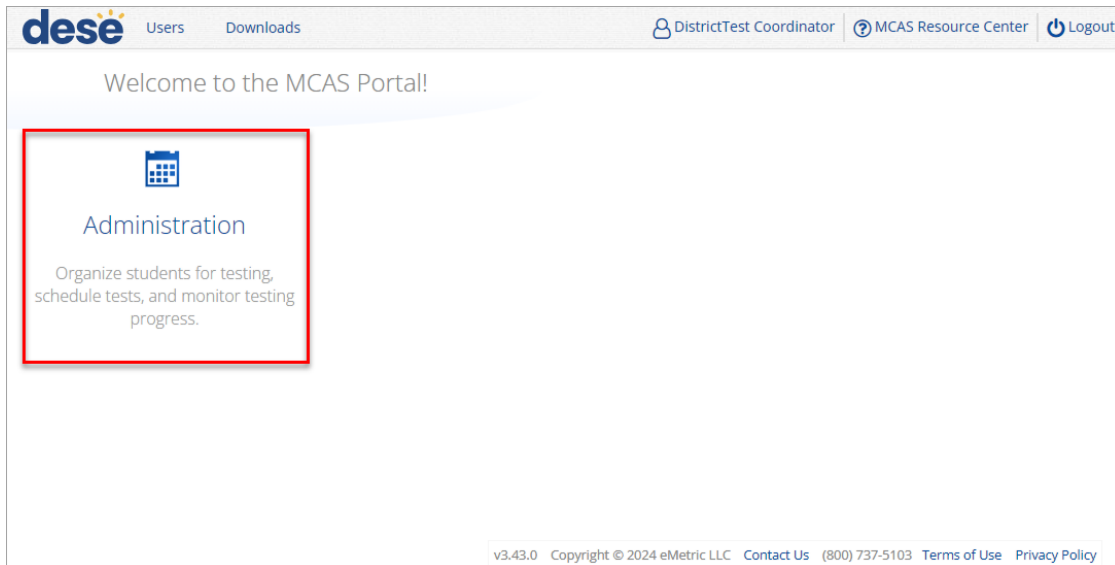
Icons	Description
1	<b>Filter</b> the Scheduled Tests by selecting an option from one or more of the following drop-down lists: Organization, Program Name (MCAS Grades 3–8 or MCAS High School), Subject, Test Name, and Testing Status (All, Not Started, In Progress, or Finished).
2	Click the green <b>Schedule New Test</b> button to schedule a new test.
3	Click <b>Exports</b> to Export Test Status or Export Students Not Scheduled for the selected test criteria. A .CSV file will be downloaded to your computer.
4	Sort columns by clicking on a column heading. Click the search icon  next to the column heading and type the desired search criteria.
5	Click <b>View Details/Student Logins</b> to view the Scheduled Test Details page and print student logins.
6	Click <b>Delete</b> to delete a scheduled test. DTCs, STCs, and TCs can delete any test session that has <b>NOT</b> started. Once a student has logged in, the scheduled test cannot be deleted.



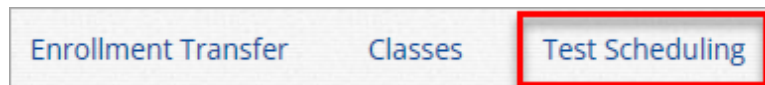
## A. Schedule a New Test

Test coordinators will be able to schedule tests beginning approximately one week prior to testing administration. Classes must be created, and students must be assigned to classes before a school can schedule the test. To schedule a test, follow the steps below:

1. Log in to the [MCAS Portal](#) with your username and password.
2. On the MCAS Portal homepage, select **Administration**.



3. Select **Test Scheduling** from the top menu bar.



4. On the Test Scheduling page, select the organization from the **Organization** drop-down menu.
5. Select the program from the **Program** drop-down menu (MCAS Grades 3-8 or MCAS High School).
6. Select the subject from the **Subject** drop-down menu.
7. Select a test from the **Test** drop-down menu.
- ⚠ **Note:** If the class is assigned to the Spanish/English edition of the test, be sure to select the Spanish/English edition in the drop-down menu.
8. Click the green **Schedule New Test** button.

Displaying scheduled tests for Spring 2025 Demo ELA Grade 8 in Cyber Valley Sch3-003

Cyber Valley Sch3-003 (Cyber Valley) ELA  
 MCAS Grades 3-8 Spring 2025 Demo ELA Grade 8

Filter by testing status  
 All

Schedule New Test

There are no tests scheduled that match the selected criteria.

The **Schedule Tests** page will display a list of classes available to schedule as shown in the screenshot below.

Schedule Tests

5 forms selected. Please select class(es) to proceed with scheduling.

Content Area: ELA Program: MCAS Grades 3-8  
 Test: Spring 2025 Demo ELA Grade 8

Search for Classes  
 Cyber Valley Sch3-003 (Cyber Valley)

Classes: Select All Unselect All

ELA08-Williams 202-00010001-(Grade -08)

Start Date: 03/26/2025 End Date: 04/30/2025 Time Zone: Eastern

Use digital proctoring

Schedule Cancel

9. Select one or more classes to schedule or click **Select All** to schedule the test for all classes in the list as shown in the screenshot below. Multiple classes may be assigned to the same test.
10. The start date and end date are not editable and are fixed to the first and last day of the testing window.
11. **DO NOT** check the box to Use Digital Proctoring.
12. Click **Schedule** to schedule the test.



Schedule Tests

5 forms selected for scheduling 1 class.

Content Area: ELA Program: MCAS Grades 3-8

Test: Spring 2025 Demo ELA Grade 8

Search for Classes: Cyber Valley Sch3-003 (Cyber Valley)

Classes:

- ELA08-Williams 202-00010001-(Grade -08)

Start Date: 03/26/2025 End Date: 04/30/2025 Time Zone: Eastern

Use digital proctoring

**⚠ Note:** If any students in the selected class(es) do not have the correct test Registration Code assigned, an error will appear identifying the students and the test will not be scheduled, as shown in the screenshot below. Correct the Registration Code on the Edit page (**Administration > Students > find the student > Edit**) and then reschedule the test.

Schedule Tests

The following student(s) do not have the test's Registration Code:
 

- Student, Demo

5 forms selected for scheduling 1 class.

Content Area: Program:

ELA MCAS Grades 3-8

Test:

Spring 2025 Demo ELA Grade 8

Search for Classes

Cyber Valley Sch3-003 (Cyber Valley)

Classes: Select All Unselect All ✕

- ELA08-Williams 202-00010001-(Grade -08)

Start Date: End Date: Time Zone:

03/26/2025 04/30/2025 Eastern

Use digital proctoring

Schedule
Cancel

v3.49.12.4 Copyright © 202

## B. View Scheduled Test Details

Test administrators are instructed to view their scheduled test on the morning of test day to ensure that their student roster matches the students listed for the scheduled test. 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.

Displaying scheduled tests for ELA05 in Cyber City Sch1-001

Cyber City Sch1-001 (Cyber City)
ELA

MCAS Grades 3-8
ELA05

Filter by testing status
All

Schedule New Test

2. The scheduled classes for the selected test will be shown.
3. Locate the scheduled class in the scheduled tests table and click **View Details/Student Logins** to view the scheduled test details.

Displaying scheduled tests for ELA05 in Cyber City Sch1-001

Cyber City Sch1-001 (Cyber City) ELA Schedule New Test Exports ▾

MCAS Grades 3-8 ELA05

Filter by testing status  
All ▾

School 🔍	Class 🔍	Testing Status 🔍	Created Date 🔍	Created By 🔍	
Cyber City Sch1-001	ELA5-Mix5-(Grade -05)	In Progress	12/11/2024 1:26:51 PM	Demo DTC	<a href="#">View Details/Student Logins</a> Delete

Showing 1 - 1 of 1

\*Created date is in Eastern Standard Time.

The Scheduled Test Details page displays the following information as shown in the screenshot below:

- Session access code(s). Test administrators will provide students with a session access code that students will enter while signing in to each test.
- For each student:
  - Student’s first and last name
  - Student’s username and password
  - Form assigned to the student, including the accommodated forms listed below
    - Human Read Aloud
    - Human Signer
    - Screen Reader/Assistive Technology (SR/AT)
    - ASL
    - Spanish/English
  - Date/Time Created: The date and time when student test login was generated
  - Test report codes (Schools may add test report codes before the end of the testing window as needed. See additional information in Appendix D of the *Principal’s Administration Manual*.)
  - Test status (Not Started, In Progress, or Finished)
  - Date and time when the test was started and completed

Scheduled Test

[← Back](#)
[Edit Scheduled Test](#)

**District:** Cyber City      **School:** Cyber City Sch1-001  
**Administration:** Massachusetts Admin      **Content Area:** ELA  
**Class:** QA AM ELAS-Mix5-(Grade-05)  
**Test Name:** ELA Demo Form  
**Testing Window:** 01/14/2025 to 02/28/2025

**Test is in progress.** It ends on 02/28/2025. Students may log in and take the test using their username and password shown below.

Access Codes

Session Sequence	Session Name	Access Code
1	Session 1	2461006411
2	Session 2	8044145001

Filter by Session

[Export Logins for Selected Students](#)
[Add Report Code](#)

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	Annieqaam	James	2222345685	qxkl8f84	ELA Demo Form	01/14/2025 11:38:00 AM	+	Session 1:Not Started Session 2:Not Started		
<input type="checkbox"/>	Buchannon	Artqa	2222345694	8hfd3cc	ELA Demo Form	01/14/2025 11:38:00 AM	+	Session 1:Not Started Session 2:Not Started		

### III. Printing Student Test Logins

Student logins will contain students' usernames and passwords to sign in to the MCAS Student Kiosk. Student logins can be exported from the Scheduled Test Details page as a PDF or .CSV file.

When printing student logins as a PDF file, the first page of the PDF file is a summary 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.

To export student logins as a PDF, 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 as shown in the first red box below. To select individual students, select the check box next to each student's name as shown in the second red box below.

Filter by Session

[Export Logins for Selected Students \(16\)](#)
[Add Report Code \(16\)](#)

<input checked="" type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input checked="" type="checkbox"/>	Annieqaam	James	2222345685	qxkl8f84	ELA Demo Form	01/14/2025 11:38:00 AM	+	Session 1:Not Started Session 2:Not Started		
<input checked="" type="checkbox"/>	Buchannon	Artqa	2222345694	8hfd3cc	ELA Demo Form	01/14/2025 11:38:00 AM	+	Session 1:Not Started Session 2:Not Started		
<input checked="" type="checkbox"/>	Dennis	Hiedlqa	2222345689	gfx9tpd8	ELA Demo Form	01/14/2025 11:38:00 AM	+	Session 1:Not Started Session 2:Not Started		

2. Click **Export Logins**.

Filter by Session							
Choose a Session		Export Logins for Selected Students (16)			Add Report Code (16)		
<input checked="" type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code
<input checked="" type="checkbox"/>	Annieqaam	James	2222345685	qxkl8f84	ELA Demo Form	01/14/2025 11:38:00 AM	+
<input checked="" type="checkbox"/>	Buchannon	Artqa	2222345694	8hfd3cc	ELA Demo Form	01/14/2025 11:38:00 AM	+

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

*Export Logins*

Select a format of the export:

PDF  CSV

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

*Export Logins*

Select a format of the export:

PDF  CSV

Select the number of logins to be printed:

1 login per page

- The student logins are exported to a PDF file. The first page of the PDF file is a summary 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.

Class Name: ELA5-Mix5-(Grade -05)  
 Test Name: ELA Demo Form  
 Testing Window: 1/14/2025 to 2/28/2025

Session Sequence	Session Name	Access Code
1	Session 1	6783418763
2	Session 2	1136645855

Student Name	Date of Birth	Username	Password	Accommodations
Annieqaam, James S	1/1/2012	2222345685	mw74gutn	ELA05-(Human Read Aloud Special)
Buchannon, Artqa F	1/1/2012	2222345694	7yk94g4h	
Dennis, Hiediqa C	1/2/2012	2222345689	c3pnnjdr	
Jones, Isaqa E	1/1/2012	2222345686	6q1k594j	
Marvella, Annaqa	1/3/2012	2222345687	r4vvfubw	

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

**Annieqaam, James S**  
 DOB: 1/1/2012  
 ELA Demo Form

Username: 2222345685

Password: mw74gutn

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 as shown in the first red box below. To select individual students, select the check box next to each student's name as shown in the second red box below.

<input checked="" type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input checked="" type="checkbox"/>	Annieqaam	James	2222345685	qxkl8f84	ELA Demo Form	01/14/2025 11:38:00 AM	+	Session 1:Not Started Session 2:Not Started		
<input checked="" type="checkbox"/>	Buchannon	Artqa	2222345694	8hfd3cc	ELA Demo Form	01/14/2025 11:38:00 AM	+	Session 1:Not Started Session 2:Not Started		
<input checked="" type="checkbox"/>	Dennis	Hiediqa	2222345689	gfx9tpd8	ELA Demo Form	01/14/2025 11:38:00 AM	+	Session 1:Not Started Session 2:Not Started		

2. Click **Export Logins**.

Filter by Session  
 Choose a Session Export Logins for Selected Students (16) Add Report Code (16)

<input checked="" type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code
<input checked="" type="checkbox"/>	Annieqaam	James	2222345685	qxkl8f84	ELA Demo Form	01/14/2025 11:38:00 AM	+
<input checked="" type="checkbox"/>	Buchannon	Artqa	2222345694	8hfd3cc	ELA Demo Form	01/14/2025 11:38:00 AM	+

3. A pop-up will appear with the option to choose PDF or CSV; select **CSV**. Click **Export**.

*Export Logins*

Select a format of the export:

PDF  CSV

Export Cancel

4. A .CSV file listing each student’s demographics, login information, test name, and accommodations will be downloaded.

	A	B	C	D	E	F	G	H
1	Listing Test Logins for ELA5-Mix5-(Grade -05)							
2	Access code for Session 1: 2461006411							
3	Access code for Session 2: 8044145001							
4	Last Name	First Name	Middle Initial	DOB	Username	Password	Test Name	Accommodations
5	Annieqaam	James		1/1/2012	2222345685	qxkl8f84	ELA Demo Form	ELA05-(Human Read Aloud Special)
6	Buchannon	Artqa		1/1/2012	2222345694	8hfd3cc	ELA Demo Form	
7	Dennis	Hiediqa		1/2/2012	2222345689	gfx9tpd8	ELA Demo Form	
8	Jones	Isaqa		1/1/2012	2222345686	wqlwqqm2	ELA Demo Form	
9	Marvella	Annaqa		1/3/2012	2222345687	v4s8rxdl	ELA Demo Form	

**Note:** If students were added to the class after the test was scheduled or if any of the following accommodations were changed (Assistive Technology, ASL, Human Read Aloud, Human Signer, or Screen Reader) for a student in the class after the test was scheduled, the **Add or Update Students** button will appear at the top of the Scheduled Test Details page. Click the **Add or Update Students** button to update the scheduled test with the new or updated students. Once completed, student logins will need to be exported again to reflect the changes for the added/updated students.

Scheduled Test

« Back Edit Scheduled Test

**District:** Cyber City **School :** Cyber City Sch 001  
**Administration:** Massachusetts Admin **Content Area:** Science  
**Class:** Smith RM201 PHYFEB 001  
**Test Name:** Feb 2025 Physics  
**Testing Window:** 12/23/2024 to 01/17/2025

**Test is in progress.** It ends on **01/17/2025**. Students may log in and take the test using their username and password shown below.

Add or Update Students  
 Students have been added to the test or received updated forms or accommodations. You must click the "Add or Update Students" button to generate new logins for these students.

Add or Update Students

Export Logins for Selected Students Unlock

If any of the students being added do not have the correct test Registration Code assigned, an error will appear identifying the students and they will not be added to the scheduled test, as shown in the screenshot below. Correct the Registration Code on the Edit page (**Administration > Students > find the student > Edit**) and then reschedule the test.

Scheduled Test

« Back Edit Scheduled Test

**The following student(s) do not have the test's Registration Code:**  
 • Student, Demo

**District:** Cyber City **School :** Cyber City Sch 001  
**Administration:** Massachusetts Admin **Content Area:** Science  
**Class:** Smith RM201 PHYFEB 001  
**Test Name:** Feb 2025 Physics  
**Testing Window:** 12/23/2024 to 01/17/2025

**Test is in progress.** It ends on **01/17/2025**. Students may log in and take the test using their username and password shown below.