

# Instructions for Unlocking Test Questions in the MCAS **Student Kiosk**

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Massachusetts Department of Elementary and Secondary Education 135 Santilli Highway, Everett, MA 02149 Phone 781-338-3000 TTY: N.E.T. Relay 800-439-2370 www.doe.mass.edu



Contact:	MCAS Service Center
For questions on:	<ul> <li>general test administration support</li> <li>MCAS Portal and MCAS Student Kiosk such as         <ul> <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:	mcas.onlinehelp.cognia.org
Email:	mcas@cognia.org
Telephone:	800-737-5103 TTY: 888-222-1671

## **Important Contact Information and Resources**

Contact:	DESE Office of Student Assessment Services
For questions on:	<ul> <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>
	Questions regarding SIMS data should be directed to the district's SIMS contact (go to <u>profiles.doe.mass.edu/search/search.aspx?leftNavID=11239</u> , select <b>SIMS Contact</b> from the <b>Function</b> menu, and click <b>Get Results</b> ).
Hours:	8:00 a.m.–5:00 p.m., Monday–Friday during test administration windows Between 7:00 a.m. and 8:00 a.m. during the test administration windows, MCAS Service Center representatives will receive calls to 781-338-3625, answer questions regarding logistics, and take messages for Department staff, which will be returned during our regular business hours.
Web:	www.doe.mass.edu/mcas/admin.html
Email:	mcas@mass.gov
Telephone:	781-338-3625

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## I. Overview

In certain circumstances, a student may need to re-enter a test in the MCAS Student Kiosk. In some cases, questions that a student has previously answered will be automatically locked when the student signs back in. The student will not be able to return to those questions unless they are unlocked by a school or district test coordinator. The table below outlines the following:

- the situations that may require that a student log back in to a test in the MCAS Student Kiosk
- login credentials to re-enter a test
- whether notes they took in the notepad and highlighting they marked will be retained
- whether previously answered questions will be automatically locked

Student Activity in the Test	What is required for log in?	Will highlighting/notes in the Notepad be retained?	Are previously answered questions automatically locked?		
Student pauses	<ul> <li>password</li> </ul>	Yes	No		
a test for less					
Student pauses	username	No	Yes		
a test for more	<ul> <li>password</li> </ul>				
than 60 minutes	session access code				
	<ul> <li>proctor password</li> </ul>				
Student exits a	username	No	No		
test for less than	<ul> <li>password</li> </ul>				
60 minutes	session access code				
Student exits a	<ul> <li>username</li> </ul>	Νο	Yes		
test and more	<ul> <li>password</li> </ul>				
than 60 minutes	session access code				
pass	<ul> <li>proctor password</li> </ul>				
Student does	<ul> <li>username</li> </ul>	Νο	Yes		
not interact with	<ul> <li>password</li> </ul>				
the test for 60	session access code				
minutes or more	<ul> <li>proctor password</li> </ul>				
(inactivity					
Abrupt closure		No	Ves		
(such as loss of			165		
power or the					
device is turned	session access code     nroctor password				
off while testing)					

The screenshot below shows what a student will view when they log back in to a test where their test questions have been locked due to one of the situations outlined above. If there is not a need for their previously answered questions to be unlocked, the student should use the test review screen or the **Next** button to navigate to the next unanswered question.



This sections below provide additional information for each of these situations as well as instructions for school or district test coordinators to unlock a student's test questions.

## II. Using the Pause/Exit Options and Inactivity Timeout

#### A. Pausing a test

The Pause/Exit button in the MCAS Student Kiosk allows students to securely pause their test and take a break during MCAS testing.

Question 2 V	Screen Zoom: Q	Text-to-Speech:
Passage 1	Passage 2 🔶	Pool both pressnes and answer the questions
Sample S	timulus	that follow. What was Sample Stimulus about?
By: Sample	e Author	Hide All
Lorem ipsum dolor sit amet, co elit. Nulla posuere nulla id temp metus sit amet arcu faucibus eg pharetra neque. Suspendisse ui pellentesque magna lectus, sed eu. Nulla facilisi. Aliquam moles malesuada, odio purus portition eget leo. Praesent nec sapien vi rhoncus massa. Aliquam auctor sollicitudin mi sagittis et. Suspe ultrices tincidunt, enim purus m massa augue ac dolor. Donec si viverra, a semper nunc porta.	nsectetur adipiscing por dictum. Nulla faucibus gestas. Curabitur vitae elementum mauris. Morbi ullamcorper enim iaculis tie, dolor nec mattis risus, ac tempor libero nibh verra, tempor mauris eget, odio mi, hendrerit ndisse lobortis, felis non lattis orci, non placerat uscipit ligula accumsan justo	<ul> <li>A Bears</li> <li>B The color blue</li> <li>C Tigers</li> <li>D The color yellow</li> </ul>
🔤 🞽 🚺 🚺 💉	/ 📝 🖃	Pause/Exit Back Next Finish

When a student clicks on the **Pause/Exit** button, they will be given the option to pause their test, exit their test, or cancel and return to their test.



When the student clicks on the **Pause Test** button, their test will be paused and a timer will begin to count down from 60 minutes. The student will have 60 minutes to return to their test before they are automatically exited from the test.

Your test is <b>paused</b> .	
To resume testing, enter your password and click the Resume I To exit the test and close the testing application, click the Exit k When the timer reaches 00:00, your test will exit on its ow	button. button. m.
59:31	
Password:	
Resume Exit Test	

#### **B.** Exiting the Test

If a student exits the test, they will be logged out of the kiosk. In order to exit the test, a student must click on the **Pause/Exit** button on the lower right corner of the screen.



Then, they must select the **Exit Test** button.



#### C. Inactivity Timeout

When a student is inactive in their test for 60 minutes or more, the test will automatically time out and the student will be logged out of the kiosk. The student will be shown a message on screen, as displayed in the screenshot below, and the only option for the student will be to Exit.



#### D. Abrupt Closure

An abrupt closure refers to any time the kiosk closes without the student pausing or exiting; for example, this can occur due to a power outage, a device shutting off, or a hard reset.

## III. Unlocking Test Questions in a Test Session – Steps for School or District Test Coordinators

If a student needs access to previously answered questions that are locked in a test session, a school test coordinator or a district test coordinator can allow the student access to those questions by using the **Unlock** feature on the scheduled tests details page. **Note that the Unlock** feature unlocks ALL previously unanswered questions in the test session. The student's original responses will be visible and may be edited by the student.

To unlock previously answered questions in a test session, follow the steps below:

- 1. Log into the MCAS Portal with your username and password.
- 2. On the MCAS Portal homepage, click Administration.



3. From the top menu bar of the Administration homepage, click **Test Scheduling**.

dese	Home	Site Readiness	Students	Enrollment Transfer	Classes	Test Scheduling	Student Registration
Но	me						

- 4. Select the Organization, Program, Subject, and Test.
- 5. Locate the scheduled test in the scheduled tests table and click **View Details/Student Logins**.

	Displaying schedul	ed tests for Demo Biology Te	est in Cyber City			
	Cyber City MCAS High School	2) (* ]] (*	Science Demo Biology Test	V V	Schedule New Test	Exports •
	Filter by testing status	Ŧ				
	School 🔍	Class 🔍	Testing Status 🔍	Created Date 🔍	Created By 🔍	
	Cyber City Sch2-002	BIOFEB-Demo-Rm202-00009899-(Gr	rade -10) In Progress	1/29/2025 9:30:14 PM	Demo Test Coordinator	View Details/Student Logins
*Create	ed date is in Eastern Standard T	Showing 1 -	- 1 of 1			

- 6. In the scheduled tests details table, click on the search icon a next to the First Name, Last Name, or Username to search for the student.
- 7. Click the **Unlock** link to unlock all the questions in the test session.

« Bac	k Edit Sch	neduled Test										
District Adminis Class: Test Na Testing	: C stration: M B me: D Window: 0	yber Valley Iassachusetts Admir iology_Demo TA_RN iemo Biology Test 1/31/2025 to 07/01/	n I 202_CVSchool00 2025	4-(Grade -09	School : Content Area: 9)	Cyber Valley Sch4-004 Science						
Test i passv	i <b>s in progress</b> word shown be	. It ends on <b>07/01/2</b> elow.	025. Students ma	y log in and	take the test using t	heir username and						
Sessio	n Sequence					Session Nan	ne			Access Code		
1						Session 1				1468526185		
2						Session 2				6616208771		
Filter by Choose	Session a Session	Export I	ogins for Selecter	d Students	Unlock							
0	Last Name	🕹 🛛 First Name 🔍	Username 🔍	Password	Form Name 🔍	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed		
	Student	Demo	9999910082	7hr9rm55	Demo Biology Form	1 01/31/2025 9:41:31 AM	+	Session 1:In Progress	1/31/2025 9:47:00 AM		Unlock	Session Report Codes
								Session 2:Not Started				Session Report Codes
	Student	Dama	0000010081	car42abd	Domo Piology Form	1 01/21/2025 0:41:21 AM	+	Session 1:In Progress	1/31/2025 9:50:38 AM		Unlock	Session Report Codes
	Student	Denio	5555510081	C21422110	Denio Biology Porm	1 01/31/2025 9.41.51 AM		Session 2:Not Started				Session Report Codes
_		_						Session 1:In Progress	1/31/2025 9:48:32 AM		Unlock	Session Report Codes
	Student	Demo	aaaaa10080	4arnpwgm	Demo Biology Form	1 01/31/2025 9:41:31 AM	Ŧ	Session 2:Not Started				Session Report Codes

The student will be able to log into the MCAS Student Kiosk and view the questions that were automatically locked.