



MCAS Student Registration Guide

2025 MCAS Test Administrations

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

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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



Important Contact Information and Resources

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

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

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I. Introduction

This document provides schools and districts with the information needed for completing the initial upload for the Student Registration process for MCAS testing as well as for updating information after the initial upload. This document provides instructions for all 2025 MCAS test administrations, followed by field definitions to be used as a reference when completing Student Registration.

It is also important to refer to the [Accessibility and Accommodations Manual](#) for guidance on eligibility for assigning accommodations and additional steps to take. To avoid errors that can occur during test administration, it is important to communicate students' accessibility features and accommodations with their educators and test administrators. Additionally, students can practice with these features in advance of testing; practice tests will be available on the [MCAS Resource Center](#), the MCAS Student Kiosk, and through the MCAS Training Site.

The accuracy of Student Registration is important because it provides a record of certain accessibility features and accommodations used by students. In addition, for CBT, Student Registration determines the test form that students will take (e.g., the Human Read-Aloud form); for PBT, it provides the basis for the initial shipment of test materials to schools (e.g., Student ID Labels, test & answer booklets, large-print booklets). The Student Registration process is also the basis for schools' orders for test administration manuals.

The general process for Student Registration is as follows:

- On the first day of the Student Registration window, DESE will post a pre-populated .CSV file in DropBox Central in the [DESE Security Portal](#) containing student registration information, based on the most recent Student Information Management System (SIMS) or Schools Interoperability Framework (SIF).
- Schools/districts receive notification via the Student Assessment Update when it is time to complete Student Registration for each test administration.
- Schools/districts update the file with new data and remove outdated data, and then import the file into the MCAS Portal (the test administration and management website).

All schools, with the exceptions below in the “Special Situations” section, must complete the initial Student Registration file import, after which schools can update Student Registration in the MCAS Portal for a small number of students, or import a new file into the MCAS Portal for large numbers of students. Schools must upload the initial Student Registration file by the deadlines listed in the [testing schedule](#).

Note that new accommodations and updates for 2025 are indicated accordingly in Part V.

Student Registration for Students Using Accommodations

Selected accommodations and accessibility features must be up to date in the MCAS Portal for students by the end of each test administration window in order for DESE to have current data for the purposes of accurately reporting results.

Student Registration for Students Who Transfer

Note that the “enrollment transfer” task in the MCAS Portal is used when a student transfers between schools to transfer a student's registration data from the first school to the new school. For CBT, the student will need to be placed into a “class” to be scheduled to take a test. See the “Guidance on Enrollment Transfer Requests” section for further information.

Student Registration for High Schools

Special Situations

Adult/external diploma programs, test sites, DYS/SEIS (Department of Youth Services/Special Education in Institutional Settings), and other high schools with a special situation should contact the MCAS Service Center instead of using the Student Registration process. Other high schools will be directed to follow the Student Registration process.

Schools with No Students Participating in the March Retest or High School Science Administrations

Schools that have no students participating in the March retests or high school Science administrations must [email the MCAS Service Center](#) with the school and district name and code. The MCAS Service Center will be calling schools that do not complete Student Registration or do not contact them before the deadline.

II. Steps for Completing Student Registration





The Student Registration page in the MCAS Portal is where district and school test coordinators complete the initial Student Registration upload and where they will come back if they need to add or update student information via a file upload. The Student Registration file upload is used to add new students to the MCAS Portal, update existing student demographic data, update student enrollment, add or update student accommodations and accessibility features, and create classes.

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



Table 1 below contains descriptions of the features that are available on the Student Registration page. The numbered icons in Table 1 are shown in the screenshot that follows to indicate the location of the feature.

Table 1. Student Registration Page

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

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

Student Registration for Cyber Valley

Cyber Valley (1) Export Students (2)

Select a file to be uploaded

Download Student Registration Data Definitions File (3) | Download Student Registration Template (4)

Choose File (5) No file chosen

File Name (6)	File Size (Bytes)	Upload Date	Uploaded By	Records with Error	Uploaded Records	Status (7)
MCAS_Error File.csv	2154	11/04/2024 9:53:52 AM	Test Coordinator	0	14	Processed
MCAS Student Registration Sample File.csv	34865	11/01/2024 9:06:59 PM	Test Coordinator	9	314	Validation Error

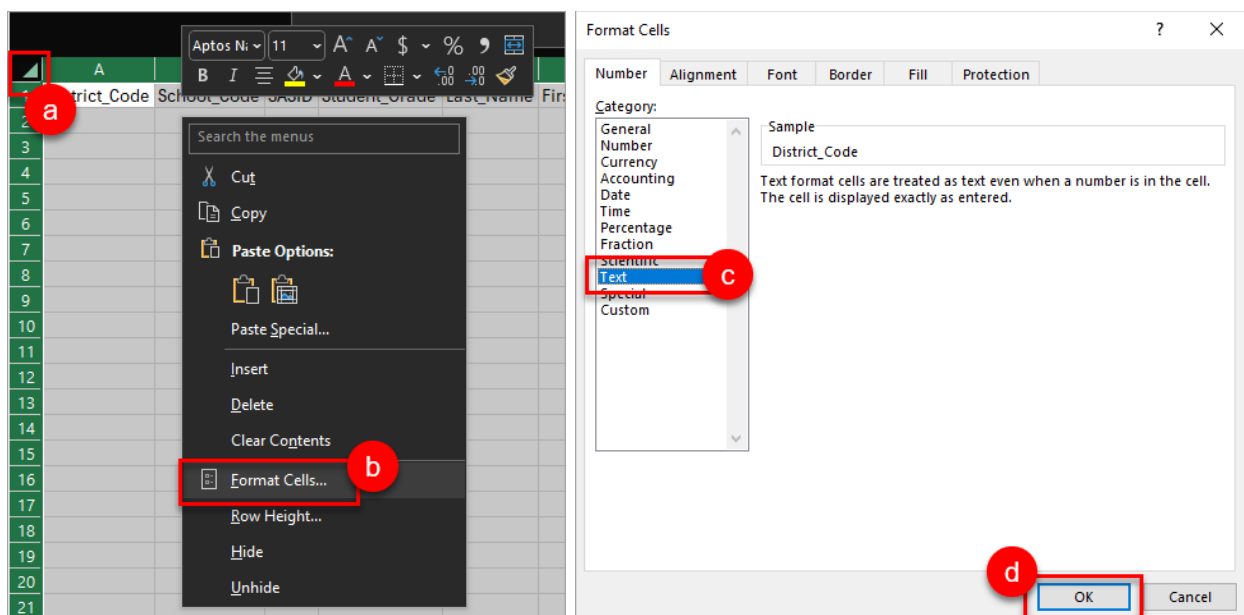
A. Preparing a Student Registration File

Listed below are the steps to prepare a Student Registration file.

1. Log in to the [DESE Security Portal](#). At **DropBox Central**, select the **MCAS 2025 Data** folder, and download the .CSV file for the appropriate test administration.

Note: When opening the file, users will see a prompt asking whether to remove the leading 0s in the file. Users should select “no”.

2. Note: If you will not use the DESE .CSV file, download the Student Registration Template on the Student Registration page. If using Excel to create your file, convert all the cells in the file text format to ensure leading zeros will not be dropped when populating the columns and rows by following the directions below:
 - a. Highlight the entire 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 pop-up window.
 - d. Click **OK**.



3. Delete rows of students who are no longer enrolled in your school or who will not participate in that particular administration.
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.**
4. Add rows for students who were not included in the file but should be tested.
Note: This step is particularly important for PBT, since students taking the PBT will only receive Student ID Labels and secure test materials if they are listed in the MCAS Portal during the initial Student Registration window.
5. For the February and June high school Science administrations: Add the appropriate Science test code for the subject test that students will take (refer to Part V, column J of this document for the test codes). The test code is pre-populated in the DESE file for all other grades/tests.
6. Enter students’ selected accessibility features or accommodations in the designated columns. Refer to the field definitions in Part V of this document for the expected values for each column.

Note: The accessibility features and accommodations are only pre-populated in the February and spring data files by DESE and are based on the previous spring MCAS test administration. Accommodations for students who did not participate in the spring administration and accommodations for the retests are not available and are not pre-populated. **Be sure to review the file and update a student’s accessibility features and accommodations if changes are needed.**

Column K of the Student Registration file can be used to automatically create classes and add students to those classes for computer-based tests. Schools may choose to do this step during the initial Student Registration import or later, prior to testing. DESE recommends leaving column K blank during the initial Student Registration import. Then, schools can create classes approximately two weeks before test administration to

minimize changes needed. See the field notes and validations for Column K, “Class Name,” for recommended naming conventions.

Note: Classes are grade and subject specific.

7. 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).
8. Save the file as a .CSV file.

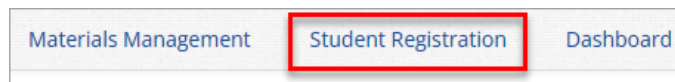
Note for Apple users: Prior to saving, verify that the Date of Birth field (column I) is correctly formatted to show the 8-digit birth year, e.g., 01/01/2000. If it is not in this format, refer to the directions shown in column I in the table in Part V to update it.

Note: Please ensure that the headings in your Student Registration file match the [Student Registration Template](#) exactly. Header spelling is case-sensitive, and may return a validation error upon upload to the MCAS Portal if it does not match the [Student Registration Template](#).

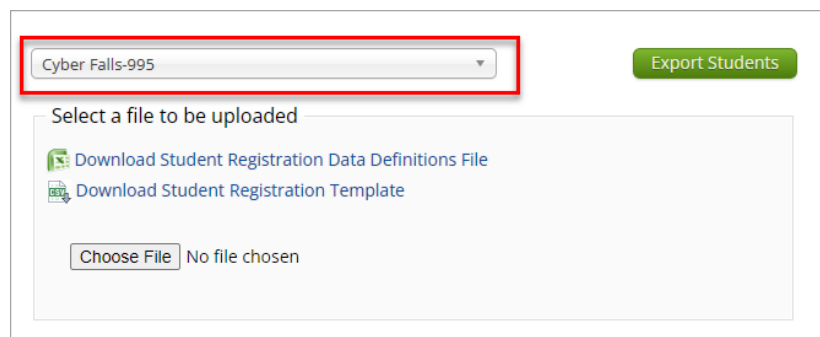
B. Uploading a Student Registration file into the MCAS Portal

To upload a Student Registration file, 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 **Student Registration** from the top menu bar.



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.



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**.

Cyber Falls-995 Export Students

Select a file to be uploaded

[Download Student Registration Data Definitions File](#)

[Download Student Registration Template](#)

Choose File Student Regi...emplate.csv

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.
 - **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 following the steps in Section III A below.
 - **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 this document 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

C. Resolving Student Registration Validation Errors

When the Student Registration file contains records with validation errors, a Validation Error file is provided in the MCAS Portal on the Student Registration page. The Validation Error file will only include records that have validation errors and were not imported into the MCAS Portal. To view the error file, 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 **Student Registration** from the top menu bar.

4. Select the **organization** from the organization drop-down to view the Student Registration file at the district or school that has been processed and the validation errors.
5. Select **Validation Error** to download the file with validation errors that need correcting.

File Name	File Size (Bytes)	Upload Date	Uploaded By	Records with Error	Uploaded Records	Status
REL_MCAS_Student_Registration_Template.csv	5461	11/05/2024 10:25:54 AM	Demo DTC	32	46	Validation Error

6. Open the file and scroll to column header titled **Error Description** (column AP) to view a description of the validation errors for the records that were in the Student Registration file.

Options for making corrections are to update the Student Registration file (correcting the original file), uploading corrected records from the validation error file, or, if there are only a few students with errors, those students can be added to the MCAS Portal manually.

AO	AP	
Filler4	ErrorColumnNm	
	SASID	
	Human_Read_Aloud_Standard,Test_Code,Text_to_Speech_Special	
	School_Code,Test_Code	
	Test_Code	
	ASL_Edition,Human_Read_Aloud_Standard,Test_Code	

7. Use the Student Registration Data Definitions File or reference Part V in this document to help you correct the records with validation errors.

Note: The error **Student Enrollment** indicates that the student in this row of the file is already enrolled in the MCAS Portal in a different organization. If a student record returns this error, remove the student from the Student Registration upload file and complete an Enrollment Transfer Request in the MCAS Portal. Step-by-step instructions on completing enrollment transfers can be found in the *Enrollment Transfer Guide* located on the MCAS Resource Center.

8. Save the file as a .CSV.
9. Upload the corrected file on the **Student Registration** page in the MCAS Portal.

III. Updating Student Information after Upload

District and school test coordinators have two options for adding and updating student information after the initial Student Registration upload as described in the table below.

Options for updating Student Registration	When would you use this option?
Option 1: Student Registration file export and import	when updating a large number of student records
Option 2: Manually add/edit students in the MCAS Portal user interface	when updating approximately 10 or fewer student records

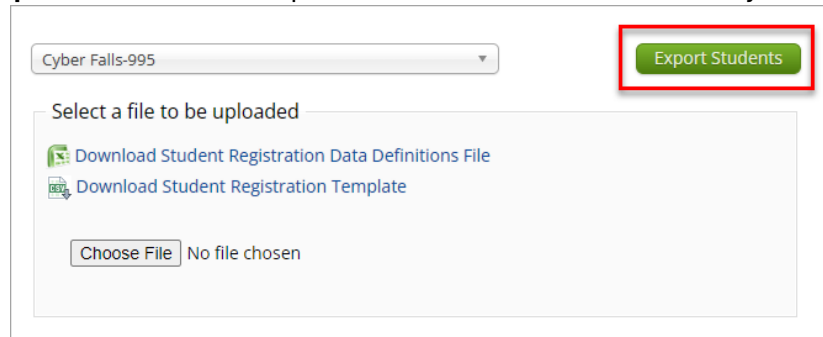
A. Option 1: Student Registration Export and Upload

To export Student Registration, 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 **Student Registration** from the top menu bar.



4. Select the **organization** from the organization drop-down. Student Registration files can be exported 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.
5. Select **Export Students**. The exported file will be downloaded locally.



6. Use the Student Registration Data Definitions File to assist in updating the exported Student Registration file. The Data Definitions File provides information on each column, identifies which columns are required to have a value, and shows the expected values for each column in the file. The data definitions for the Student Registration file are also referenced in Part V of this document.
7. Update the fields in the Student Registration export file that need updating.
8. Save the file as a .CSV. The Student Registration file is now ready for upload into the MCAS Portal, following the steps in Section II B.

B. Option 2: Manually Update Student Records on the Students Page

The Students page in the MCAS Portal is used to manually add students and edit demographic information and accommodations.

Manually Add a New Student in the MCAS Portal

To add a new student record, 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 **Students** from the top menu bar.

4. Select the school from the **Organization** drop-down menu and then select **Add Student**.
5. Fill in the student's demographic information. Fields with a red asterisk are required.

dese Home Site Readiness Students Enrollment Transfer Classes

Add a new student to Cyber City Sch1-001

Student Information Accommodations Classes

Required Information:

State Student ID: * 1000005264

Student Grade: * 10

Last Name: * Student

First Name: * Demo

Middle Initial:

Date of Birth: * 03/02/2009

Registration Codes: * ELA10 MAT10

Save Cancel

6. If the student has accessibility features and/or accommodations that need to be added, select **Accommodations**, select the **Test Code** from the Accommodations for Test Code drop-down, and then check the boxes next to the accommodations.
7. Select **Save** to add the new student.

Student Information
Accommodations
Classes

Accommodations for Test Code: MAT10 (Spring Grade 10 Math)

☐ Test Format Paper
☐ Not Tested Reason

☐ EL FirstYr

☒ Mouse Pointer

☐ Graphic Organizer Reference Sheet

☒ Text to Speech Standard

☐ Human Read Aloud Standard

☐ Human Signer Standard

☐ Human Scribe Standard

☐ Speech to Text Standard

☐ Word Prediction Standard

☐ Spanish English

☐ Calculation Device

☐ Typed Responses

☐ Large Print Test Edition

☐ Braille Test Edition

☐ ASL Edition

☐ Screen Reader Edition

☐ Compatible Assistive Technology

Save
Cancel

Edit a Student Record in the MCAS Portal

To edit a student's demographic information or update accessibility features and/or accommodations, 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 **Students** from the top menu bar.
4. Select the school from the **Organization** drop-down menu
5. Locate the student in the Students table and select **Edit** in the row for the student.

Last Name 🔍	First Name 🔍	Middle Initial 🔍	State Student ID 🔍	Student Grade 🔍				
Student	Brittany	P	4707162489	05	View Classes	View Test Sessions	Enrollment Info	Edit

6. The Student Information tab will be shown, allowing changes to be made to the student's demographic information.

The screenshot shows a web application interface with three tabs: "Student Information", "Accommodations", and "Classes". The "Student Information" tab is selected and highlighted. Below the tabs are several input fields for student demographic information:

- State Student ID:** * 4707162489
- Student Grade:** * 05 (with a dropdown arrow and an 'X' icon)
- Last Name:** * Student
- First Name:** * Brittany
- Middle Initial:** P
- Date of Birth:** * 04/15/2011
- Registration Codes:** * SCI05 (with a checkmark icon and an 'X' icon)

At the bottom of the form are two buttons: "Save" (highlighted in blue) and "Cancel" (greyed out).

7. To update the student's accessibility features and/or accommodations, select **Accommodations**, select the **Test Code** from the Accommodations for Test Code drop-down and then check or uncheck the box next to the accommodation or accessibility feature that needs updating.
8. Once edits have been completed, click **Save**.

Student Information **Accommodations** Classes

Accommodations for Test Code: SCI05 (STE Grade 05)

- ☐ Test Format Paper
- ☐ Not Tested Reason
- ☐ EL FirstYr
- ☐ Mouse Pointer
- ☐ Graphic Organizer Reference Sheet
- ☒ Text to Speech Standard
- ☐ Human Read Aloud Standard
- ☐ Human Signer Standard
- ☐ Human Scribe Standard
- ☐ Speech to Text Standard
- ☐ Word Prediction Standard
- ☐ Spanish English
- ☐ Typed Responses
- ☐ Large Print Test Edition
- ☐ Braille Test Edition
- ☐ Screen Reader Edition
- ☐ Compatible Assistive Technology

Save Cancel

IV. Glossary of Terms

Class: A group of students who will test at the same time in the same place, grouped by grade level.

MCAS Portal: Test administration and management website for district and school test coordinators, technology coordinators, and test administrators.

MCAS Student Kiosk: Student testing platform.

Student Registration Data Definitions File: The data definitions file shows the data fields in Student Registration as well as the expected value for each column and any validation notes.

Validation Error: An error that occurs during the Student Registration file upload. The MCAS Portal will return a Validation Error file for any Student Registration upload that contains errors.

V. Student Registration File Data Definitions

The following table shows the Student Registration fields as well as the expected value for each column and any validation notes. Accommodations (beginning with column R) have been grouped separately for standard and special access accommodations. Note that accommodations fields are ordered differently from previous years.

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
A	District_Code	N	8	<p>The Testing District responsible for administering the test to a student</p> <p>Non-public schools that do not have a parent organization should leave this field blank.</p>		0-9, A-Z
B	School_Code	Y	8	<p>The Testing School responsible for administering the test to a student</p> <p>If a school code doesn't exist within the MCAS Portal, an error message will appear.</p>		0-9, A-Z Use the same codes in DESE's School and District Profiles .
C	SASID	Y	10	<p>A unique numeric code given to each Massachusetts publicly funded student. SASIDs must be 10-digits beginning with "10..."</p> <p>If you do not have a student's SASID, create and assign to the student a 10-digit number starting with "8 instead of "10." If a valid SASID is eventually assigned to the student, correct the SASID in the Portal.</p> <p>A different SASID format is used for test administrator logins for the Human Reader/Human Signer accommodations (see instructions in the Principal's Administration Manual).</p>		0-9
D	Student_Grade	Y	2	<p>Student's grade as listed in most recent SIMS</p> <p>Students must participate in MCAS tests only for the grade in which they are enrolled and reported in SIMS (for grades 3–8). The MCAS</p>	<p>February High School Science: 09, 10, 11, 12, SP Spring MCAS Gr 3-8:</p>	

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
				Portal will restrict test registration to grade-level testing in grades 3–8; call your SIMS contact with any questions (see instructions on page i on finding the contact for your district). Participation guidelines for the high school tests will be posted at www.doe.mass.edu/mcas/highschool.html .	03, 04, 05, 06, 07, 08 Spring MCAS Gr 10 ELA and Math: 10, 11, 12, SP March Retest: repeating grade 10, 11, 12, SP June High School Science: 09, 10, 11, 12, SP	
E	Last_Name	Y	25	The student's last name as it appears in SIMS		A-Z, a-z - (hyphen) . (period) ' (standard apostrophe) embedded spaces
F	First_Name	Y	25	The student's full first name as it appears in SIMS		A-Z, a-z - (hyphen) . (period) ' (standard apostrophe) embedded spaces
G	Middle_Initial	N	1	The initial of the full middle name as it appears in SIMS		A-Z, a-z, blank
H	Gender	N	1	Gender of the student M = Male, F = Female, N = Non-Binary		M, F, N, blank
I	Date_of_Birth	Y	10	The year, month, and day on which the student was born Note for Apple users: .CSV files on a Mac will remove the first two digits on the birth year, and an error message will appear. Use the following steps to update the formatting. 1. Select column I in the file and right-click (secondary click). 2. Select Format Cells from the menu.		mm/dd/yyyy

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
				3. Select the Custom option from the list. 4. In the Type text box, remove the text and enter “mm/dd/yyyy.” 5. Click OK .		
J	Test_Code	Y	6	Identifier assigned to the test name February 2025 MCAS High School Science BIOFEB = Biology PHYFEB = Introductory Physics March 2025 MCAS Retest ELAMAR = ELA retest MATMAR = Math retest Spring 2025 Grades 3-8 ELA03 = Grade 3 ELA ELA04 = Grade 4 ELA ELA05 = Grade 5 ELA ELA06 = Grade 6 ELA ELA07 = Grade 7 ELA ELA08 = Grade 8 ELA MAT03 = Grade 3 Math MAT04 = Grade 4 Math MAT05 = Grade 5 Math MAT06 = Grade 6 Math MAT07 = Grade 7 Math MAT08 = Grade 8 Math SCI05 = Grade 5 STE SCI08 = Grade 8 STE CIV08 = Grade 8 Civics		

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
				<p>Spring 2025 MCAS Grade 10 ELA and Math ELA10 = Grade 10 ELA MAT10 = Grade 10 Math</p> <p>June 2025 MCAS High School Science BIOSPR = Biology PHYSPR = Introductory Physics</p>		
K	Class_Name	N	50	<p>For CBT only; not applicable for PBT.</p> <p>If this field is populated in the initial import, a class will automatically be created with the name entered in this field in the MCAS Portal. Students who share the same class name will also be automatically placed into it. When creating classes, 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).</p> <p>Students with the following accommodations will need to be placed into separate classes:</p> <ul style="list-style-type: none"> • Human Read Aloud • Human Signer • Spanish/English <p>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).</p> <p>DESE recommends leaving this column blank during the initial Student Registration import and creating classes approximately two weeks prior to test administration.</p> <p>The class name entered in this column will be used to</p>		<p>A-Z, a-z - (hyphen) . (period) ' (standard apostrophe) embedded spaces Blank</p>

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
				<p>automatically create a class with the following naming format in the system: Test Code-Content Area-Grade-Class Name- School Code (e.g., MAT07-Math-07-SMITH 205-88881010).</p> <p>Classes will not be created where Test_Format = P or Class_Name = blank</p>		
L	Test_Format	N	1	Format of the test		P = Paper O = Online
M	Not_Tested_Reason	N	1	<p>Use this field to indicate if a student had a medically documented absence.</p> <p>New for 2025: Available for both CBT and PBT. Instructions will be provided in the Principal's Administration Manual.</p>	Not Available for: March Retests	Y = Medical absence Blank
N	Filler1	N	1	Blank Field		
O	Filler2	N	1	Blank Field		

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
P	EL_FirstYr	N	1	<p>First-year English learner status is estimated using historical SIMS. Official reporting will be based on March and June SIMS of this school year.</p> <p>This field is to help schools remove ELA test assignments for first-year EL students who will not participate in the spring ELA test in grades 3–8 and 10 (removal of the test assignment is optional). (Note that ELA testing is optional, but participation in Mathematics, STE, and Civics is required.) See the Accessibility and Accommodations Manual for guidance on participation.</p> <p>Note: Any student with a “Y” in this field is projected to be a first-year EL as of March of the spring test administration and is not required to participate in the spring ELA test.</p>	<p>Available for:</p> <ul style="list-style-type: none"> Grades 3–8 Grade 10 ELA and Math June High School Science <p>Not Available for:</p> <ul style="list-style-type: none"> February High School Science March Retests 	Y = First-year English learner Blank
Universal Accessibility Features						
Q	Mouse_Pointer (UF4)	N	1	<p>For CBT only</p> <p>Select an enlarged cursor/mouse size with or without a different color.</p> <p>If expected value = Y then the following criteria must be met or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> Test Format must be "O" 	Available for all administrations	Y = Yes Blank
Accommodations						
R	Graphic_Organizer_Reference_Sheet (A9)	N	1	<p>A student with a disability uses an approved reference sheet or graphic organizer for ELA, Mathematics, STE, or Civics tests. See the <i>Graphic Organizers, Checklists, and Supplemental Reference Sheets, for use by students with disabilities</i> for specific policy information on types of materials that can be used:</p> <p>https://www.doe.mass.edu/mcas/accessibility/organizers/</p>	Available for all administrations	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
S	Text_to_Speech_Standard (A4, EL3.1)	N	1	<p>For CBT only</p> <p>TTS-enabled version of computer-based test read aloud to student</p> <p>TTS is only available for computer-based tests. TTS is not available for paper-based tests.</p> <p>If using headphones, the student may be tested in a typical-size group; if not using headphones, the student must be tested individually in separate setting.</p> <p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • Test format must be “O” • Large Print Test Edition must be left blank • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Reader as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • ASL must be left blank • Spanish/English Edition must be left blank <p>New for 2025: Text-to-speech as a special access accommodation for ELA should be indicated in a separate column (column Y).</p>	<p>Available for:</p> <ul style="list-style-type: none"> • February High School Science • March Math Retest • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science <p>Not available for:</p> <ul style="list-style-type: none"> • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA 	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
T	Human_Read_Aloud_Standard (A5, EL3.2)	N	1	<p>⚠ See Appendix A: MCAS Portal Guidance for Form-Dependent Accommodations for additional information.</p> <p>For CBT or PBT</p> <p>Standard Accommodation</p> <p>Test administrator reads aloud a test to a student with a disability.</p> <p>See Appendix G of the Accessibility and Accommodations Manual for additional instructions.</p> <p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Read-Aloud as a Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL must be left blank for Feb. Science, Gr 10 Math, and HS Science • Math, STE, and Civics tests only 	<p>Available for:</p> <ul style="list-style-type: none"> • February High School Science • March Math Retest • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science <p>Not available for:</p> <ul style="list-style-type: none"> • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA 	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
U	Human_Signer_Standard (A6.1)	N	1	<p>⚠ See Appendix A: MCAS Portal Guidance for Form-Dependent Accommodations for additional information.</p> <p>For CBT or PBT</p> <p>Standard Accommodation</p> <p>Test administrator signs a test (CBT or PBT) to a student who is Deaf or Hard-of- hearing. No more than five students may be tested in a group.</p> <p>See Appendix G of the Accessibility and Accommodations Manual for additional instructions.</p> <p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL must be left blank • Math, STE, and Civics tests only 	<p>Available for:</p> <ul style="list-style-type: none"> • February High School Science • March Math Retest • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science <p>Not available for:</p> <ul style="list-style-type: none"> • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA 	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
V	Human_Scribe_Standard (A10.1, EL4.1)	N	1	<p>For CBT or PBT</p> <p>Standard Accommodation</p> <p>Scribe must record student's responses verbatim (as dictated by the student and following the guidelines in the MCAS Principal's Administration Manual) at the time of testing into the student's test (into the MCAS Student Kiosk, for CBT), or into the student's test & answer booklet (for PBT).</p> <p>The student must be tested individually in a separate setting.</p> <p>Students with recent arm fractures or severe injuries may be provided with a scribe. This information must be included in a 504 plan (or IEP, if student already has one).</p> <p>If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • Speech-to-Text as a Standard/Special Access Accommodation must be left blank • Human Scribe as a Special Access Accommodation must be left blank • Math, STE, and Civics tests only 	<p>Available for:</p> <ul style="list-style-type: none"> • February High School Science • March Math Retest • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science <p>Not available for:</p> <ul style="list-style-type: none"> • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA 	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
W	Speech_to_Text_Standard (A10.2, EL4.2)	N	1	<p>For CBT or PBT</p> <p>Standard Accommodation</p> <p>If student is using their own speech-to-text application (not the MCAS Student Kiosk speech-to-text tool) review Appendix D of the Accessibility and Accommodations Manual: Guidelines for Using Assistive Technology as an MCAS Test Accommodation prior to selecting this accommodation.</p> <p>If a compatible (a district owned software program installed on the student's computer) speech-to-text device or software will be used on the same device as the MCAS Student Kiosk, then Compatible Assistive Technology must also be selected (Column AM).</p> <p>If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • Human Scribe as a Standard/Special Access Accommodation must be left blank • Speech-to-Text as a Special Access Accommodation must be left blank • Math, STE, and Civics tests only 	<p>Available for:</p> <ul style="list-style-type: none"> • February High School Science • March Math Retest • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science <p>Not available for:</p> <ul style="list-style-type: none"> • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA 	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
X	Word_Prediction_Standard (A18)	N	1	<p>For CBT or PBT</p> <p>If a student is using their own word prediction application (not the MCAS Student Kiosk word prediction tool) review Appendix D of the Accessibility and Accommodations Manual: Guidelines for Using Assistive Technology as an MCAS Test Accommodation prior to selecting this accommodation.</p> <p>If a compatible (a district owned software program installed on the student's computer) word prediction device or software will be used on the same device as the MCAS Student Kiosk, then Compatible Assistive Technology must also be selected (Column AM) .</p> <p>Test administrator may assist student to transcribe words from the external device or application into either the MCAS Student Kiosk (CBT) or the student's answer booklet (PBT).</p> <p>If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • Word Prediction as a Special Access Accommodation must be left blank • Math, STE, and Civics tests only <p>New for 2025: Word prediction as a special access accommodation for ELA should be indicated in a separate column (column AD).</p>	<p>Available for:</p> <ul style="list-style-type: none"> • February High School Science • March Math Retest • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science <p>Not available for:</p> <ul style="list-style-type: none"> • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA 	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
Y	Text_to_Speech_Special (SA1.1)	N	1	<p>For CBT only</p> <p>Special Access Accommodation</p> <p>TTS-enabled version of computer-based test read aloud to student</p> <p>TTS is only available for computer-based tests. TTS is not available for paper-based tests.</p> <p>If using headphones, the student may be tested in a typical-size group; if not using headphones, the student must be tested individually in separate setting.</p> <p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • Test format must be “O” • Large Print Test Edition must be left blank • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Reader as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • ASL must be left blank • Spanish/English Edition must be left blank 	<p>Available for:</p> <ul style="list-style-type: none"> • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA <p>Not available for:</p> <ul style="list-style-type: none"> • February High School Science • March Math Retest • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science 	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
Z	Human_Read_Aloud_Special (SA1.2)	N	1	<p>⚠ See Appendix A: MCAS Portal Guidance for Form-Dependent Accommodations for additional information.</p> <p>For CBT or PBT</p> <p>Special Access Accommodation</p> <p>Test administrator reads aloud a test to a student with a disability.</p> <p>See Appendix G of the Accessibility and Accommodations Manual for additional instructions.</p> <p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Read-Aloud as a Standard Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL must be left blank • ELA tests only 	<p>Available for:</p> <ul style="list-style-type: none"> • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA <p>Not available for:</p> <ul style="list-style-type: none"> • February High School Science • March Math Retest • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science 	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AA	Human_Signer_Special (SA2)	N	1	<p>⚠ See Appendix A: MCAS Portal Guidance for Form-Dependent Accommodations for additional information.</p> <p>For CBT or PBT</p> <p>Special Access Accommodation</p> <p>Test administrator signs a test (CBT or PBT) to a student who is Deaf or Hard-of-Hearing. No more than five students may be tested in a group.</p> <p>See Appendix G of the Accessibility and Accommodations Manual for additional instructions.</p> <p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL must be left blank • ELA tests only 	<p>Available for:</p> <ul style="list-style-type: none"> • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA <p>Not available for:</p> <ul style="list-style-type: none"> • February High School Science • March Math Retest • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science 	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AB	Human_Scribe_Special (SA3.1)	N	1	<p>For CBT or PBT</p> <p>Special Access Accommodation</p> <p>Scribe must record student's responses verbatim (as dictated by the student and following the guidelines in the MCAS Principal's Administration Manual) at the time of testing into the student's test (into the MCAS Student Kiosk, for CBT), or into the student's test & answer booklet (for PBT).</p> <p>The student must be tested individually in a separate setting.</p> <p>Students with recent arm fractures or severe injuries may be provided with a scribe. This information must be included in a 504 plan (or IEP, if student already has one).</p> <p>If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • Speech-to-Text as a Standard/Special Access Accommodation must be left blank • Human Scribe as a Standard Accommodation must be left blank • ELA tests only 	<p>Available for:</p> <ul style="list-style-type: none"> • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA <p>Not available for:</p> <ul style="list-style-type: none"> • February High School Science • March Math Retest • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science 	Y = Yes Blank


Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AC	Speech_to_Text_Special (SA3.2)	N	1	<p>For CBT or PBT</p> <p>Special Access Accommodation</p> <p>For PBT: Test administrators must transcribe student responses verbatim (as dictated by the student) into the student's answer booklet.</p> <p>For CBT: If student is using their own speech-to-text application (not the MCAS Student Kiosk speech-to-text tool) review Appendix D of the Accessibility and Accommodations Manual: Guidelines for Using Assistive Technology as an MCAS Test Accommodation prior to selecting this accommodation.</p> <p>If a compatible (a district owned software program installed on the student's computer) speech-to-text device or software will be used on the same device as the MCAS Student Kiosk, then Compatible Assistive Technology must also be selected (Column AM).</p> <p>If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • Human Scribe as a Standard/Special Access Accommodation must be left blank • Speech-to-Text as a Special Access Accommodation must be left blank • ELA tests only 	<p>Available for:</p> <ul style="list-style-type: none"> • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA <p>Not available for:</p> <ul style="list-style-type: none"> • February High School Science • March Math Retest • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science 	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AD	Word_Prediction_Special (SA6)	N	1	<p>For CBT or PBT</p> <p>Special Access Accommodation</p> <p>If a student is using their own word prediction application (not the MCAS Student Kiosk word prediction tool) review Appendix D of the Accessibility and Accommodations Manual: Guidelines for Using Assistive Technology as an MCAS Test Accommodation prior to selecting this accommodation.</p> <p>If a compatible (a district owned software program installed on the student's computer) word prediction device or software will be used on the same device as the MCAS Student Kiosk, then Compatible Assistive Technology must also be selected (Column AM) .</p> <p>Test administrator may assist student to transcribe words from the external device or application into either the MCAS Student Kiosk (CBT) or the student's answer booklet (PBT).</p> <p>If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • Word Prediction as a Standard Accommodation must be left blank • ELA tests only 	<p>Available for:</p> <ul style="list-style-type: none"> • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA <p>Not available for:</p> <ul style="list-style-type: none"> • February High School Science • March Math Retest • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science 	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AE	Spanish_English (EL7)	N	1	<p>⚠ See Appendix A: MCAS Portal Guidance for Form-Dependent Accommodations for additional information.</p> <p>For CBT and PBT</p> <p>CBT: Spanish/English appears stacked on the same screen, with Spanish above English.</p> <p>PBT: Spanish/English test booklets are published in side-by-side Spanish/English format, with identical test questions presented on opposing pages in two languages: left-facing pages present the questions in Spanish; right-facing pages present the same questions in English.</p> <p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • Large Print Test Edition must be left blank • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL must be left blank <p>New for 2025: Spanish/English is available for grades 3–8 Math, STE, and Civics.</p>	<p>Available for:</p> <ul style="list-style-type: none"> • February High School Science • March Math Retest • Grades 3–8 Math • Grades 5 & 8 STE • Grade 8 Civics • Grade 10 Math • June High School Science <p>Not available for:</p> <ul style="list-style-type: none"> • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA 	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AF	Calculation_Device (SA4)	N	1	<p>For CBT or PBT</p> <p>Special Access Accommodation</p> <p>CBT: Calculators will be embedded in the MCAS Student Kiosk if selected.</p> <p>PBT: Calculator must be provided to the student.</p> <p>Select if student requires a calculator for Mathematics noncalculator sessions. If selected, a calculator will be embedded in the MCAS Student Kiosk for the noncalculator session (i.e., school does not need to provide student with a calculator).</p> <p>Note for STE Tests: Calculator will be automatically available (embedded) in the MCAS Student Kiosk for all students taking computer-based STE tests and is not part of Student Registration for STE.</p> <p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • Math tests only 	<p>Available for:</p> <ul style="list-style-type: none"> • March Math Retest • Grades 3–8 Math • Grade 10 Math 	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AG	Spell_Checker (SA5)	N	1	<p>For CBT or PBT</p> <p>Special Access Accommodation</p> <p>CBT: Student uses spell-checker embedded in the MCAS Student Kiosk for ELA.</p> <p>PBT: Student uses an external spell- checking device for ELA.</p> <p>Note: Spell-checker will be available automatically to all students taking all CBT STE tests, and therefore, does not need to be collected.</p> <p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • ELA tests only 	<p>Available for:</p> <ul style="list-style-type: none"> • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA <p>Not available for:</p> <ul style="list-style-type: none"> • February High School Science • March Math Retest • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science 	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AH	Typed_Responses (A12)	N	1	For PBT only If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear: <ul style="list-style-type: none"> • Test format must be “P” • Mouse Pointer must be left blank • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL Edition must be left blank 	Available for all administrations	Y = Yes Blank
AI	Large_Print_Test_Edition (A2)	N	1	 See Appendix A: MCAS Portal Guidance for Form-Dependent Accommodations for additional information. For PBT only A large-print combined test and answer booklet is provided with printed text in approximately 18-point font. Responses must be transcribed into the student’s standard test & answer booklet. If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear: <ul style="list-style-type: none"> • Test format must be “P” • Mouse Pointer must be left blank • Screen Reader edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test edition must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL edition must be left blank • Spanish/English edition must be left blank 	Available for all administrations	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AJ	Braille_Test_Edition (A3.2)	N	1	<p>⚠ See Appendix A: MCAS Portal Guidance for Form-Dependent Accommodations for additional information.</p> <p>For PBT only</p> <p>A hard-copy UEB Braille test booklet is provided. Responses must be transcribed by test administrator into the student's standard answer booklet.</p> <p>If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • Test format must be "P" • Large Print Test Edition must be left blank • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL Edition must be left blank • Spanish/English Edition must be left blank • Mouse Pointer must be left blank 	Available for all administrations	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AK	ASL_Edition (A6.2)	N	1	<p>⚠ See Appendix A: MCAS Portal Guidance for Form-Dependent Accommodations for additional information.</p> <p>For CBT only</p> <p>American Sign Language video is embedded in the MCAS Student Kiosk for all test items and responses.</p> <p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • Test format must be “O” • Large Print Test Edition must be left blank • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Reader as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • Spanish/English Edition must be left blank 	<p>Available for:</p> <ul style="list-style-type: none"> • Grade 10 Math • June High School Science <p>Not available for:</p> <ul style="list-style-type: none"> • Grades 3–8 • Grade 10 ELA • March Retest 	Y = Yes Blank
AL	Screen_Reader_Edition (A3.1)	N	1	<p>⚠ See Appendix A: MCAS Portal Guidance for Form-Dependent Accommodations for additional information.</p> <p>For CBT only</p> <p>Screen reader-enabled edition of computer-based test for a student who is blind</p> <p>Screen Reader assistive technology application (e.g., Jaws, NVDA) is used for browser navigation and to deliver a computer-based test tagged to support Screen Reader use. Generally used in conjunction with a Refreshable Braille display or hard-copy Braille test.</p> <p>Note: “Screen Reader Edition” is different from “Compatible Assistive Technology,” “Text-to-Speech,” test forms.</p>	Available for all administrations	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
				<p>If Spell-checker accommodation is needed, the student must use a spell- checking program on a second computer.</p> <p>If selecting “Screen Reader Edition,” the student will automatically receive a Braille hard-copy test for Mathematics. The student will receive a Braille hard- copy test for ELA only if graphics are included in the test.</p> <p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • Test format must be “O” • Large Print Test Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL must be left blank • Typed Responses must be left blank • Spell-Checker must be left blank • Spanish/English Edition must be left blank 		

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AM	Compatible_Assistive_Technology (A3.3)	N	1	<p>⚠ See Appendix A: MCAS Portal Guidance for Form-Dependent Accommodations for additional information.</p> <p>For CBT only</p> <p>Select Compatible Assistive Technology (AT) to allow activation of external software or hardware that is compatible (e.g., Dragon Naturally Speaking, ZoomText). For more information on how to determine compatibility of software or devices, see Appendix D of the Accessibility and Accommodations Manual: Guidelines for Using Assistive Technology as an MCAS Test Accommodation.</p> <p>Compatible Assistive Technology is intended for non-screen reader AT only. Select “screen reader” instead, if used by a student with a visual disability.</p> <p>Covers accommodation codes: (A10.2, SA6, EL4.2 or approved Unique Accommodation) Must obtain DESE approval prior to testing for AT applications</p> <p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • Test format must be “O” • Large Print Test Edition must be left blank • Screen Reader Edition must be left blank • Braille Test Edition must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL must be left blank • Typed Responses must be left blank • Spell-Checker must be left blank • Spanish/English Edition must be left blank 	Available for all administrations	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AN	Filler3	N		Blank Field		
AO	Filler4	N		Blank Field		

Appendix A: MCAS Portal Guidance for Form-Dependent Accommodations

A. Form-Dependent Accommodations

Principals and test coordinators must verify that all accommodations have been assigned correctly in the MCAS Portal prior to testing. The following accommodations are particularly important to verify prior to testing because **they cannot be changed in the MCAS Portal after a student has signed in to a computer-based test**. If a student begins testing and one of these accommodations has been assigned incorrectly, it may result in voiding the student's test.

- ASL
- Compatible assistive technology
- Human Read-Aloud
- Human Signer
- Screen reader edition
- Spanish/English edition

The following form-dependent accommodations should also be verified for paper-based testing:

- Braille
- Large-print
- Spanish/English

Test administrators should also review and verify the accommodations for the students they will be proctoring one day before testing.

B. Assigning Students to Spanish/English Classes in the MCAS Portal and Scheduling the Spanish/English Test

For students receiving a Spanish/English edition for the computer-based test, **in addition** to selecting the appropriate column (column AE) in the Student Registration file as described above, students must **also** be assigned to a Spanish/English class and scheduled for the Spanish/English test prior to testing. DESE recommends creating and assigning students to classes approximately two weeks prior to test administration. **Note that the scheduling tests functionality will not be available in the MCAS Portal until one week prior to test administration.**

To create a Spanish/English class, follow the steps below:

1. On the Classes page in the MCAS Portal, select an **organization** from the organization drop-down list, and then select a **subject** from the subject drop-down list.
2. Select **Create Grade Level Class**.
3. Type the name of the class in the **Class Name** field. It is recommended that the name of the class include an identifier that the class will be scheduled for the Spanish/English test.
4. Select a grade from the **Choose a Grade** drop-down list for the class.
5. Select or deselect the "Show only students that are not assigned to a class" checkbox to activate or deactivate this filter as needed. When the box is checked, only students that are not assigned to the class are shown as available to add to a class.
6. Add students to the class by selecting one or more students from the list on the left, and click **Add**. If you need to remove students from the class list, select one or more students from the list on the right and click **Remove**.
7. Select **Save** to create the class.

The scheduling tests functionality in the MCAS Portal will be available one week prior to test administration. To schedule the class for the Spanish/English test, follow the steps below:

1. On the Test Scheduling page in the MCAS Portal, select the organization from the **Organization** drop-down menu.
2. Select the program from the **Program** drop-down menu (MCAS Grades 3–8 or MCAS High School).
3. Select the subject from the **Subject** drop-down menu.
4. Select the Spanish/English version test from the **Test** drop-down menu.
5. Select the green **Schedule New Test** button.
6. Select the Spanish classes that need to be assigned the Spanish/English test.
7. Select **Schedule** when you are done to schedule the test. The start date and end date are not editable and are fixed to the first and last day of the testing window.