

MCAS Test Administration and Security Protocols for New Staff

Note: This training session will be geared toward new staff.

Experienced test coordinators may want to attend the training on January 30. [Registration is available.](#)

The Office of Student Assessment Services
January 28, 2025

Presenters

- Shannon Cullen, Test Administration Coordinator
- Robert Pelychaty, Manager of Inclusive Assessment
- David Ragsdale, Test Security Specialist
- Jodie Zalk, Manager of Test Administration and Publications
- Abbie Currier, eMetric Sr. Project Manager

Logistics for This Session

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

Slides for This Session

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

Today's Agenda

1. Introduction and Resources
2. Test Administration Protocols
3. Preparation for Computer-Based Testing
4. Test Security Requirements
5. Accessibility and Accommodations
6. Additional Resources, Support, and Next Steps
7. Protocols for Paper-Based Testing (PBT)

Poll Question

Have you attended any of DESE's MCAS training sessions this school year?

- A. 3 or more
- B. 1 or 2
- C. This is my first one.

1. Introduction and Resources

Introduction to MCAS Computer-Based Testing

- [Crosswalk of Terminology for MCAS Tests Beginning in 2025](#)
- [MCAS Portal](#): The test administration and management website used by test coordinators, technology coordinators, and test administrators.
- [MCAS Training Site](#): Test coordinators, technology coordinators, and test administrators may use this site to practice with MCAS Portal tasks and administer practice tests.
- **MCAS Student Kiosk**: Student testing platform

Commonly Used Acronyms

- **CBT:** Computer-based testing
- **PBT:** Paper-based testing
- **SIMS:** Student Information Management System
- **EL:** English learner
- **ELA:** English Language Arts
- **STE:** Science and Technology/Engineering

Delivery Dates for Manuals and Materials for Paper-Based Testing (PBT)

- Grades 3–8:
 - **March 10:** Receive all manuals, and ELA PBT materials
 - **April 14:** Receive Math/STE/Civics PBT materials
- Grade 10:
 - **March 11:** Receive manuals for ELA and Math, and ELA PBT materials
 - **May 6:** Receive Math PBT materials
- High School Science:
 - **May 21:** Receive manuals and PBT materials

MCAS Page on the DESE Website

dese MASSACHUSETTS Department of Elementary and Secondary Education

English

Security Portal | School Profiles

Most Requested: Licensure Learning Standards MCAS Educator Evaluation MTEL

Massachusetts Comprehensive Assessment System

Massachusetts Comprehensive Assessment System

MCAS Updates

- 01/16/2025 Student Assessment Update January 16, 2025
- 01/15/2025 February Science Administration Manuals Now Available
- 01/09/2025 Student Assessment Update January 9, 2025

[MCAS Updates Archive](#)

About the MCAS

- Webinar on the Update on Student Competency Determinations — December 18, 2024
- Webinar Transcript

What is the MCAS?
The Massachusetts Comprehensive Assessment System (MCAS) is a set of statewide standardized tests. Students in grades 3-8 and 10 take MCAS tests in English language arts and mathematics; students in grades 5, 8, and one high school grade (usually grade 9 or 10) take a science MCAS test. Students in grade 8 take a civics MCAS test. State law requires that high school students meet the Competency Determination (CD) standard in order to graduate, which is usually done by earning a passing score on MCAS tests.

Why does Massachusetts give MCAS tests?
Statewide testing gives families an objective measure of their child's and school's progress and is one way for taxpayers to see the results of their investment in schools. State test scores are just one piece of a student's academic picture, but they provide important information. In addition, federal and state laws require statewide testing.

Does MCAS determine whether students progress to the next grade level?
No.

Who creates the MCAS questions?
Test contractors, DESE staff, and more than 250 educators annually all help create and review test questions.

DESE has Assessment Development Committees (ADCs) and a Bias and Sensitivity Committee (BSC) composed of classroom teachers and administrators, academic support specialists, and university faculty who edit and revise the questions. Committee members represent schools and districts from across the state, including rural, suburban, and urban communities. In addition, members are selected to represent different types of school districts, including charter schools and vocational schools.

Student Assessment

- Graduation Requirements
- MCAS
 - Student Participation
 - Statewide Testing Schedule
 - Test Administration Resources
 - Accessibility and Accommodations
 - Test Design and Development
 - Test Questions and Practice Tests
 - Student Work/Scoring Guides
 - Technical Reports
 - Results
 - Student Growth
- MCAS Alternate Assessment
- MCAS Grade-Level Portfolio
- Performance Appeals
- Educational Proficiency Plans (EPPs)
- ACCESS for ELLs
- National/International Tests
- Parent/Guardian Information
- Training Opportunities

Featured

- Student Assessment Updates

Contact Us

- Office of Student Assessment Services

Spring 2025 MCAS Test Administration Resources for Grades 3–8 and High School

- Test Administration Manuals
 - Principal's Administration Manual (PAM) and Test Administrator's Manuals (TAMs) to be available soon
- Test Administration Sample Forms and Materials
- Additional Policies/Resources
- Technology-Related Resources for Computer-Based Testing
- [High School Participation Guidelines](#) and [FAQ on Student Competency Determinations](#)

MCAS Resource Center

The screenshot shows the MCAS Resource Center website. At the top is a dark blue navigation bar with links for Home, MCAS Portal, Tech Setup, Training, Practice Tests, Released Items, and Service Center, along with a search icon. Below the navigation bar is the dese logo for the Massachusetts Department of Elementary and Secondary Education. The main heading is 'MCAS Resource Center', followed by a welcome message. The page is organized into six columns, each with a title, a brief description, and a corresponding button: MCAS Portal, Technology Setup, Training, Practice Tests, Released Items, and MCAS Service Center.

Home MCAS Portal Tech Setup Training Practice Tests Released Items Service Center

dese MASSACHUSETTS Department of Elementary and Secondary Education

MCAS Resource Center

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

MCAS Portal

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

MCAS Portal

Technology Setup

Access technology requirements and user guides.

Technology Setup

Training

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

Training

Practice Tests

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

Practice Tests

Released Items

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

Released Items

MCAS Service Center

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

MCAS Service Center

MCAS Resource Center

- [MCAS Portal page](#)
 - Live links to the MCAS Portal and MCAS Training Site
 - Guide to the MCAS Portal
 - MCAS Portal User Management Guide
- [Technology Setup page](#)
 - Technology Guidelines for MCAS Computer-Based Testing
 - Guide to Installing the MCAS Student Kiosk and Conducting Site Readiness
- [Training page](#)
 - Contains links to previously recorded webinars and accompanying slides and training modules
 - Introduction to the MCAS Portal: Tasks for School and District Test Coordinators
- [Practice Tests page](#)
 - High school science practice tests available now.
 - Additional practice tests and student tutorial expected to be posted by mid-February.

Orientation to the *Principal's Administration Manual* (PAM)

- **Icons:**



technology coordinators



accessibility and accommodations, and information related to students with disabilities and ELs



training

- **Front matter:** purpose of the PAM, contact information and information on online accounts, testing schedule, updates
- **Part I:** MCAS Test Security Requirements – page 1
- **Part II:** Student Participation – page 11
- **Page III:** MCAS Test Administration Protocols – page 15
- **Part IV:** Tasks to Complete for Test Administration – page 37; **Checklist of tasks** – page 38
- **Appendix A:** Tasks and Guidance for Technology Coordinators– page 53
- **Appendix B:** Procedures for Paper-Based testing – page 67
- **Appendix C:** Accessibility and Accommodations – page 87
- **Appendix D:** Procedures Related to Student Information and Guidance on Reporting – page 119
- **Appendix E:** Selected Forms – page 127

2. Test Administration Protocols

General Timeline for MCAS CBT Pre-Administration Tasks

Beginning in Fall 2024

- (Ongoing) Read biweekly [Student Assessment Updates](#).
- Become familiar with CBT components.
- Identify the school test administration team.
- Establish a communication plan with the test administration team.
- Update contact info with DESE.

At least 2 months before testing

- Update user accounts the MCAS Portal and create additional accounts.
- Plan for accessibility features and accommodations.
- View online modules and participate in training sessions.
- Meet with the technology coordinator, who will review the tech specs and prepare the school's technology, including Site Readiness.
- Complete Student Registration.

At least 2 weeks before testing

- Train test administrators in protocols and security requirements.
- Prepare devices and materials.
- Prepare students for online testing.
- Review instructions in the *Principal's Administration Manual*.
 - Delivered to schools 2 weeks before spring ELA, and one week before each fall/winter administration. Available online beforehand.

Identify Your Test Administration Team

- Meet with the technology coordinator and begin technology preparations.
- Consider assignments for test administrators.
- Develop your communication plan for technology and administration.
- Update contact information with DESE and in the MCAS Portal as needed.
 - See the [MCAS Portal User Management Guide](#) for guidance on updating MCAS Portal accounts.

Identify “Who,” “Where,” and “When” (Late Winter/Early Spring)

- Particularly for high schools, identify all students participating in each grade’s tests.
 - [High school participation guidelines](#) now available
- Assign accessibility features and accommodations.
 - Plan for where accommodations will be administered (e.g., students with a one-to-one administration).
- Establish testing locations and develop staffing plans.
 - Prepare list of test administrators and students for school records, and assign/update user roles in the MCAS Portal (details on upcoming slide).
 - Begin training plans for test administrators and staff.
 - Plan for secure testing environments.
 - [Slide template](#) for training test administrators to be updated by mid-Feb.; template for [February Science](#) available

Scheduling Considerations

- The MCAS Student Kiosk will be available between 7:00 a.m. and 4:00 p.m., Monday–Friday, except the week of April school vacation; request special access to test outside these hours (see PAM page 24).
- Grades 4 and 10 Math, and grades 5 and 8 STE:
 - Decide whether to administer the optional questionnaire directly after Session 2 or another time.
- Plan logistics related to scheduling.
 - One break per session, around 3–5 minutes, at test administrator’s discretion.
 - Make plans for students who finish early and students who need extra time, including students who work through lunch; consider using dismissal waves.

Scheduling Considerations (cont'd)

- If needed for efficiency, you can group together students in different grades taking the same subject-area test for make-up testing, as long as the TAM script matches.
 - **ELA:** Grades 3–8
 - **Math:** Grades 3 and 4, grades 5 and 6, grades 7 and 8
 - **STE:** Grades 5 and 8
- Do not group together students doing CBT and any students doing PBT.
- Note that in the MCAS Portal, classes are grade and subject-specific. Students in different grades will need to be placed in different classes in the MCAS Portal, each with their own session access code.

Update Student Information

In **SIMS** (DESE Student Information Management System)

- Go to the [People Search page](#) on the Profiles website, select **SIMS Contact** from the Function menu, and click **Get Results**
- Data source: School Interoperability Framework (SIF) for Student Registration for districts that use SIF (October SIMS for non-SIF districts)

In the **MCAS Portal**

- Pre-administration Student Registration deadlines for PBT test materials and CBT/PBT manuals are as follows:
 - **January 31** for the March retests
 - **January 31** for grades 3–8
 - **February 7** for grade 10 ELA and Mathematics
 - **April 29** for High school Science

Poll Question

Where do you work?

- A. At an elementary school
- B. At a middle school
- C. At a combined middle/high school
- D. At a high school
- E. At a district office
- F. Other

2025 Grades 3–8 Administration Schedule

ELA testing window	March 24–April 18 (Note that ELA will be administered earlier than Mathematics and STE.)
Mathematics testing window	April 28–May 23
STE testing window (grades 5 and 8)	April 28–May 23
Civics testing window (grade 8)	April 28–June 6

- These testing windows include ***all*** make-up testing.
- The sequence for administering tests should be as follows, ***when possible***
 - *first* ELA
 - *followed by* Mathematics
 - *followed by* STE
 - Civics can be administered at any time between April 28 and June 6.

Recommended Testing Times for Grades 3–8

MCAS Subject Area Test for Grades 3–8	Recommended Testing Times for Spring 2025 (2 sessions per test)
ELA	2 to 2½ hours per session
Mathematics	1½ hours per session
Grades 5 and 8 STE	1 to 1½ hours per session
Grade 8 Civics	State-level performance task: 1 hour End-of-course (EOC) test: 1 hour

Each test session must be administered simultaneously to all students taking that particular test in your school except for students who receive DF10 (Specific Time of Day) or DF3 (Frequent Breaks). See Part III, section C, of the PAM for scheduling guidance.

2025 Grade 10 Prescribed Administration Schedule

Grade 10 ELA	ELA Session 1 ELA Session 2 Last date for <i>all</i> make-up testing	March 25 March 26 April 3
Grade 10 Mathematics	Mathematics Session 1 Mathematics Session 2 Last date for <i>all</i> make-up testing	May 20 May 21 May 28

High schools should test the maximum number of students who can participate concurrently on the prescribed dates. On the next two dates, schools can test any remaining students who did not participate due to technology/device limitations, or they can begin make-up testing.

2025 High School Science Prescribed Administration Schedule

Science Session 1	June 4
Science Session 2	June 5
Last date for <i>all</i> make-up testing	June 12

High schools should test the maximum number of students who can participate concurrently on the prescribed dates. On the next two dates, schools can test any remaining students who did not participate due to technology/device limitations, or they can begin make-up testing.

Recommended Testing Times for High Schools





































MCAS Subject Area Test for High School	Recommended Testing Times for Spring 2025 (2 sessions per test)
Grade 10 ELA	<i>Session 1: 2½ hours</i> <i>Session 2: 1½ to 2 hours</i>
Grade 10 Mathematics	1½ to 2 hours per session
High School Science	1½ hours per session








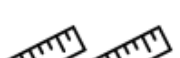

Preparing Students and Families for CBT



- Student tutorial (*expected to be available by mid-February*)
 - Demonstration of the navigation, tools, and features for CBT
 - Students complete it independently (no audio)
- Practice tests (*expected to be available by mid-February*)
 - Simulation of the tools and features for CBT
 - Include accessibility features and accommodated test forms
 - Equation editor guides and reference sheets for Math and STE
- [Digital Item Library](#) (previously released items)
- [Sample student work](#) from previous MCAS tests
- [Resources for parents/guardians](#)
- Topics in the PAM for students and parents/guardians; newsletter or meetings (pages 32–35)

Prepare Materials that Your School Will Provide to Students

Grade	Tools Available for Session 1	Tools Available for Session 2
3	  centimeter ruler and eighth-inch ruler	  centimeter ruler and eighth-inch ruler
4	  centimeter ruler and eighth-inch ruler	  centimeter ruler and eighth-inch ruler
5	   reference sheet centimeter ruler and eighth-inch ruler	   reference sheet centimeter ruler and eighth-inch ruler
6	   reference sheet centimeter ruler and eighth-inch ruler	   reference sheet centimeter ruler and eighth-inch ruler
7	   reference sheet centimeter ruler and eighth-inch ruler	   basic/scientific reference sheet centimeter ruler and eighth-inch ruler
8	   reference sheet centimeter ruler and eighth-inch ruler	   scientific/TI graphing/Desmos reference sheet centimeter ruler and eighth-inch ruler
10	  reference sheet	  scientific/TI graphing/Desmos reference sheet

Grade/Subject	Tools Available
5	 basic  centimeter ruler and eighth-inch ruler
8	 scientific  centimeter ruler and eighth-inch ruler
Biology	 scientific  centimeter ruler and eighth-inch ruler
Introductory Physics	 scientific/TI scientific/Desmos  centimeter ruler and eighth-inch ruler  reference sheet

For the list of materials that are required or permitted for testing, and materials prohibited from testing, refer to the PAM beginning on page 20.

3. Preparation for Computer-Based Testing

Test Coordinator Tasks in the MCAS Portal – Before Testing

Fall 2024

- Create/update MCAS Portal user accounts
- Download the MCAS Student Kiosk to student devices and conduct Site Readiness (tech. coordinators)

Approx. 2 months before testing
Submit Student Registration

- Approx. 2 weeks before testing**
- Create classes in the MCAS Portal
 - Verify accommodations

One week before testing
Schedule classes to tests

Up to 2 days before testing
Print student logins

Test Coordinator Tasks in the MCAS Portal – During and After Testing

During Testing

- Resolve incorrect accommodations and other issues
- Manage makeup testing
- Void tests as needed

After Testing

- Fill in not tested codes
- Void tests as needed

Poll Question

As a principal or school test coordinator, who should you contact if you don't have an MCAS Portal account?

- A. Another principal or test coordinator
- B. Technology coordinator
- C. Call the MCAS Service Center
- D. District test coordinator

CBT Technology Preparations – Technology Coordinator

- Technology Coordinator tasks include:
 - Install the MCAS Student Kiosk on testing devices (*fall 2024*).
 - Conduct Site Readiness (*fall 2024*).
 - Instructions in the [Guide to Installing the MCAS Student Kiosk and Conducting Site Readiness](#)
 - Review the [Technology Guidelines for MCAS Computer-Based Testing](#).
 - Review Appendix A of the PAM for additional tasks.
 - Review the Introduction to the MCAS Portal: Tasks for Technology Coordinator [training session](#).
- Principals/test coordinators should meet with the technology coordinator to confirm they have completed the tasks listed above, and plan for set-up and troubleshooting during test administration.
 - See PAM page 41 (section B, step 1), and Appendix A (page 53).
 - Prepare devices, hardware, and network settings.
 - Can use the [Computer-based Testing Device Planner](#)
 - e.g., power strips, battery adapters, extension cords, extra devices for each testing area, external keyboards for tablets, headphones for text-to-speech accommodation

Site Readiness

- Site readiness is a process conducted by technology coordinators to:
 - Confirm that installation of the MCAS Student Kiosk was done correctly on student devices
 - Confirm that testing devices meet the minimum requirements and have been properly configured
 - Confirm that test content reaches student devices without issue
 - Identify any potential technology-related issues before testing begins
- Site readiness should have been conducted in fall 2024. Please confirm with your technology coordinators.
 - If the school's technology setup has changed since conducting Site Readiness, it is recommended to conduct Site Readiness again prior to testing.
- General steps for Site Readiness:
 - Technology coordinators complete two-part test on each device type
 - Technology coordinators certify Site Readiness in the MCAS Portal.
 - School and district test coordinators confirm that technology coordinators have completed Site Certification.

Test Administrator Tasks in the MCAS Portal

Approx. 3 weeks before testing

Verify access to MCAS Portal account

Up to 2 days before testing

Verify that students have the correct form-dependent accommodations in the MCAS Portal (slide 42)

Before students arrive

- Verify student roster
- Verify accommodations on student summary page

During testing

- Distribute student logins
- Monitor student testing status in the MCAS Portal
- Enter proctor password as needed

Note: Schools may choose to have the test coordinator complete these tasks instead of test administrators.

CBT Preparations – Test Administrators

- Familiarize test administrators with tasks they may need to complete in the MCAS Portal (slides 39–45)
 - Instructions and troubleshooting steps: CBT TAM Appendix E
 - If there is a technology situation in which a student is waiting more than 15–20 minutes, schedule the student to complete the session at another time, after calling the MCAS Service Center for support (800-737-5103).

Demonstrations – Test Administrator Tasks in the MCAS Portal

- Accessing the proctor password
- Viewing scheduled tests
- Verifying accommodated form assignments
- Verifying accommodations on student summary sheet
- Accessing the session access codes
- Monitoring student testing status

Accessing the Proctor Password

1. Log in to the MCAS Portal.
2. Click **Administration.**
3. Scroll down to view the Proctor Password.

The screenshot shows the MCAS Portal home page. At the top, there is a navigation bar with the 'dese' logo and links for Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Scheduling, Materials Management, Student Registration, Dashboard, Demo DTC, MCAS Resource Center, and Logout. Below the navigation bar, the page title is 'Home'. A welcome message reads: 'Welcome to the MCAS Portal. This site provides access to MCAS test administration and reporting tasks. If you need assistance with this site, please contact the MCAS Service Center at mcas@cognia.org or 800-737-5103, or you may chat with the Service Center by clicking here.' Below this, a section for Technology Coordinators provides instructions to download and install MCAS Student Kiosks. A table lists the download links for different operating systems:

Chromebook	Chrome Web Store Note: The name of the app is "MCAS"
iPad	Apple App Store Note: The name of the app is "iTester." The first time the app is used on a student testing device, select "MCAS"
Windows	Student Kiosk for Windows
Mac	Student Kiosk for Mac
Linux	Student Kiosk for Linux

At the bottom of the page, there is a 'Proctor password for' field. The dropdown menu is set to 'Cyber City Sch Supp (Cyber City)'. The password 'd5zwwuau' is entered in the text box. A 'Change' button is located to the right of the password field. The entire password input area is highlighted with a red rectangular box.

Viewing Scheduled Tests

1. Log in to the MCAS Portal.
2. Click **Administration**.
3. Click **Test Scheduling**.
4. Use the drop-down menus (Organization, Program, Subject, and Test Name) to filter for the scheduled test.
5. 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
MCAS Grades 3-8 ELA05

Filter by testing status
All

Schedule New 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 Exports

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	View Details/Student Logins Delete

Showing 1 - 1 of 1

*Created date is in Eastern Standard Time.

Verifying Accommodations

Included in the TAM instructions: Verify accommodations

- Verify that the correct accommodated forms such as Screen Reader, Human Read-Aloud, and Human Signer are assigned to students, if applicable. This can be confirmed on the **View Details/Student Logins** page in the MCAS Portal.
- Also verify that students' other accommodations such as Text-to-Speech are listed, if applicable. This can be confirmed on the **Edit Student** page in the MCAS Portal or the summary page you were given with your student logins.

Sample Student Summary Page

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

Test administrators will write the session access code on the board.

Session Sequence	Session Name	Access Code
1	Session 1	7228380883
2	Session 2	7762508063

Student Name	Date of Birth	Username	Password	Accommodations
Demo, Matt	5/30/2005	4087153355	jf9s8xmp	
Demo, Steve	5/30/2005	7059530559	zq25893j	ELA03- (Mouse Pointer, Text to Speech Special)
Demo, Zachery	5/30/2005		f522b	
Four, Student	1/2/2008		25sfh	ELA03- (Mouse Pointer, Speech to Text Special)

Check that accommodations are correct before testing.

Accessing the Session Access Codes

1. Sign in to the MCAS Portal and click **Administration**.
2. Go to **Test Scheduling** and use the drop-down menus to filter for the scheduled test.
3. Locate the scheduled class in the scheduled tests table and click **View Details/Student Logins**. The session access codes will be listed at the top of the page.

Scheduled Test

« Back Edit Scheduled Test

District: Cyber City **School:** Cyber City Sch1-001
Administration: Massachusetts Admin **Content Area:** ELA
Class: QA AM ELA5-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.

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

Monitoring Student Testing Status

1. Sign in to the MCAS Portal and click **Administration**.
2. Go to **Test Scheduling** and use the drop-down menus to filter for the scheduled test.
3. Locate the scheduled class in the scheduled tests table and click **View Details/Student Logins**. The table will list the status of each student (Not Started, In Progress, or Finished)

Filter by Session
Choose a 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	8hfbd3cc	ELA Demo Form	01/14/2025 11:38:00 AM	+	Session 1:Not Started Session 2:Not Started		

Steps to Complete for Principals/Test Coordinators During and After Testing

- CBT tasks for principals/test coordinators:
 - Tasks to complete during testing: beginning on PAM page 48
 - Tasks to complete after testing: beginning on PAM page 51
- Ask the district SIMS contact to update student data as necessary.
- Be prepared to check preliminary data according to the reporting schedule, which will be provided in a spring edition of the [Student Assessment Update](#).
- Additional training sessions will be held later this winter.

Go online to the [MCAS Service Center website](#) to complete the PCPA.

- Principals must complete the PCPA to certify that the school has followed proper MCAS test security protocols.
- See PAM page 51 (section I, step 3) for steps to complete the PCPAs.
 - Note: The PCPA may not be completed by a designee.
- Use your school's 2025 password for the [MCAS Service Center website](#) to access the PCPA.
 - Password letters are in DropBox Central in DESE's [Security Portal](#).
 - See the [Dec. 10 Student Assessment Update](#) for details.
 - Schools that do not find their password in their DropBox should email mcas@mass.gov, and questions about completing the PCPA should be sent to mcas@cognia.org.
- Deadline dates for submitting the PCPAs:
 - Grades 3–8: **June 9**
 - Grade 10 ELA and Math: **May 29**
 - High school Science: **June 13**

Resources for MCAS Portal Tasks

General MCAS Portal Resources

- [Guide to the MCAS Portal](#)
- [MCAS Portal User Management Guide](#)
- [Recordings of recent training sessions](#)
- [Register](#) for future trainings and office hours sessions

Resources for Completing (and Updating) Student Registration

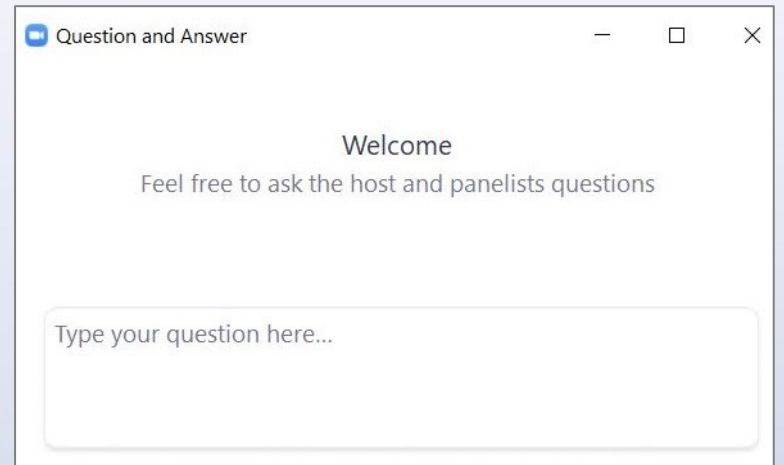
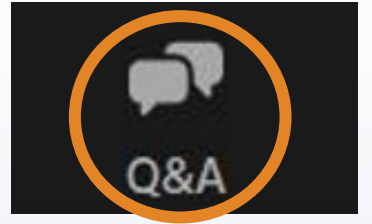
- [MCAS Student Registration Guide](#)
- [Student Registration Data Definitions](#)
- [Student Registration Template](#)
- [Guide to Enrollment Transfers in the MCAS Portal](#)

Resources for Pre-Administration Tasks in the MCAS Portal

- [Guide to Creating and Managing Classes](#)
- [Guide to Scheduling tests and Printing Student Logins](#)
- [Instructional video on creating classes, scheduling tests, and printing student logins](#)

Questions and Answers

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



4. Test Security Requirements

Poll Question

Which of these are testing irregularities? (*Select all that apply.*)

- A. wearing a smartwatch during testing
- B. word prediction on the ELA test for a student who has accommodation A18 in their IEP
- C. supplemental Mathematics reference sheet for a student who does not receive accommodation A9
- D. using a calculator on a Science test
- E. students passing notes during testing
- F. copying another student's work/answers
- G. wearing wireless earbuds

The Framework for Test Security

- Prevent
 - The foundation of a test security plan is always prevention. Most issues can be anticipated and prevented.
- Detect
 - How do you detect incidents? By looking for them.
- Investigate
 - Gather all the facts you can.
- Report
 - Call DESE to report testing irregularities.

The Importance of Leadership

- Teachers and students take their cues from above – leaders set the tone.
- Superintendents
 - should review their principals' test security plans and be comfortable with the procedures in their buildings (PAM, page 3)
 - are encouraged to visit their schools and observe testing
- Principals
 - must establish school-wide expectations for a proper test administration
 - must ensure that test administrators are properly trained
 - must ensure that MCAS protocols are being followed
 - must ensure that accommodations are correctly given
 - must sign the Principal's Certification of Proper Test Administration (PCPA) and attest to a proper test administration

Poll Question

Which of the following materials are secure? (*Select all that apply.*)

- A. blank scratch paper
- B. student logins
- C. reference sheets
- D. test & answer booklets
- E. used scratch paper
- F. test administrator logins

Secure Content and Materials for CBT

- **Secure content**
 - MCAS questions not publicly released by DESE
 - including reading passages, diagrams, writing prompts and other information on testing screens and (for PBT) in testing booklets
 - student responses to test questions
- **Secure materials**
 - student logins and test administrator logins
 - summary pages from the student login PDFs
 - used scratch paper after testing (until it is securely destroyed)
 - booklets containing test content or student responses (for PBT)

Confidentiality of Secure Test Content

- Principals, test administrators, and others are prohibited from
 - Viewing test content (on screens or in booklets)
 - Duplicating or reproducing test content
 - Technology staff may not take photographs of computer screens.
 - Discussing test content with anyone before, during, or after testing
 - Exception for a student reporting a concern about a test question

Exceptions to Prohibition of Test Administrators Viewing MCAS Content

- Administering certain accommodations ([MCAS Nondisclosure Acknowledgment](#) required)
 - Accommodations A2, A3.1, A3.2, A3.3, A5, A6.1, A8, A10.1, A10.2, A11, A12, A13, A14, A15
 - Special access accommodations SA1.2, SA2, SA3.1, SA3.2, SA6
 - English learner accommodations EL3.2, EL4.1, EL4.2
- Assisting a student with the computer interface during testing
- Reading a word or phrase aloud on Mathematics, Science, or Civics tests – Universal Accessibility Feature 11 (UF11)
 - See page 89 of the PAM for the description of UF11

If a Student Has a Concern about a Test Question

- If a student reports a concern with a test question (e.g., the student thinks there is a flaw in the question or the student is uncomfortable with the content of the question for a nonacademic reason), the school should do the following:
 - The test administrator should note the question number, the student's form number, and the nature of the concern.
 - The test administrator should report the concern to the principal.
 - The principal should report the concern to DESE.
 - School staff should refrain from discussing the content of the test question.
 - See also page 31 of the PAM.

Handling and Storage of Secure Materials

- Store all secure materials in a secure central location.
 - locked when tests are not being administered
 - restricted access
- Maintain chain of custody of materials during test administration.
 - [Internal tracking forms](#)
 - Schools can develop their own tracking forms, as long as they adhere to the requirements described on pages 16–17 of the PAM.
 - Independent counts of secure materials
 - Do not leave materials unattended.

A Secure Testing Environment – Out of the Room

- Students must be supervised when out of the testing room.
 - e.g., using the restroom, visiting the nurse, moving to a test completion room or supervised lunch
- A few options
 - hallway monitors
 - monitors stationed at restrooms with lines of sight to testing rooms
 - staff who escort students to and from the restroom
- Optional scripts in Test Administrator’s Manuals (TAMs) to read prior to
 - the transition to a test completion room
 - a supervised lunch break
 - students visiting the restroom

A Secure Testing Environment – In the Room

- Cover or remove prohibited classroom displays.
- No unauthorized visitors in testing rooms
 - parents, media, non-testing students
 - teachers not assigned to the room as test administrators
- Testing rooms may be entered by
 - technology staff for troubleshooting
 - school administrators (including the testing coordinator)
 - district personnel
 - DESE observers
- When possible, use two test administrators in the room.

Secure Room Set-up for Computer-Based Testing

- Students must not be able to view any screen but their own.
 - Set up rooms in advance to test out different seating arrangements (e.g., spreading desks out, staggering students, turning students in different directions).
 - Consider physical barriers (partitions, privacy screens, cardboard taped to the side of monitors).
 - Have an administrator walk around at the start of testing and check all the rooms.

Prohibited Materials

- Make sure students understand they are not allowed to have
 - cell phones and other electronic devices (e.g., wireless ear buds, smartwatches)
 - calculators on noncalculator tests and sessions
 - notes or reference material beyond what they're given, such as additional reference sheets, graphic organizers, multiplication grids (exceptions for certain accommodations)
 - dictionaries
- A poster showing examples of prohibited materials [is available](#) for download and printing
- New resource from the MA attorney general – "[Cell Phones and Social Media in Schools: A Toolkit for School Leaders and Communities](#)"

Examples of Collecting Cell Phones



Thanks to New Bedford High School



Thanks to Swampscott High School



Thanks to Lowell High School

Poll Question

How do you ensure students don't have access to cell phones during testing? (*Select all that apply.*)

- A. Students put phones in backpacks and put backpacks to the side/back of the room.
- B. Phones are collected and kept at the front of the room with the test administrator.
- C. Phones are put in lockers and not allowed in the testing room.
- D. Students are not allowed to bring phones to school.
- E. Student phones are locked away during the school day (e.g., in storage cases or Yondr pouches).
- F. Other

Training Test Administrators and Other Personnel

- All individuals involved in MCAS administration must participate in a school-provided training session.
 - MCAS test security requirements (Part I of the PAM)
 - MCAS test administration protocols (Part III of the PAM)
 - School-specific procedures and logistics
- [Sample slides](#) for training test administrators (to be posted soon)

Training Test Administrators and Other Personnel – Documentation

- Test administrators must sign forms to acknowledge the following:
 - participation in training
 - receipt of TAMs
 - [combined sample form](#)
- Test administrators who will administer certain accommodations to students with disabilities or ELs must sign an [MCAS Nondisclosure Acknowledgment](#)
 - See page 20 of the CBT TAM, page 20 of the PBT TAM, or page 91 of the PAM for the list of accommodations this requirement applies to (also listed on slide 57).

Test Administrator Responsibilities

- Test administrators must
 - Maintain the chain of custody of secure materials.
 - Make sure students have the correct materials for each session.
 - Follow instructions in the TAMs and read scripts verbatim.
 - Circulate throughout the room to prevent cheating and the use of prohibited materials – active proctoring.
 - Focus their full attention on the testing room.
 - Refrain from coaching students or influencing their responses in any way.

Poll Question

Which of the following are examples of coaching? (*Select all that apply.*)

- A. “Don't forget to use specific examples in your essay.”
- B. “You need to write more.”
- C. “Just do your best.”
- D. “Give your best effort.”
- E. “Remember what we talked about in class last week.”
- F. “You've got this.”

What is Coaching?

- Providing hints or clues
 - “Think about what we studied in class last week.” “What’s the acronym for order of operations?” “Consider it from the main character’s perspective.” “Don’t forget to use specific examples in your essay.”
- Indicating in any way that a student has answered a question incorrectly:
 - “You should look at that one again.”
 - “Check your work” (to a specific student on a specific question)
- Defining or spelling words
- Explaining, simplifying, or paraphrasing any part of the test
- Suggesting that a student write more
- Influencing a student’s response through gestures, facial expressions, nods, body language, or changes in voice inflection

What is Permitted?

- **Assisting students with technology-related problems**
 - helping a student sign in to the MCAS Student Kiosk (this is the only situation in which a test administrator may type directly into a student's test)
 - pointing to a tool button if a student is unable to find it
 - explaining to a student how to enter a result in the equation editor
 - explaining how to navigate to a test question from the review screen
- **Re-reading part of the TAM script to students**
 - E.g., As students finish, can read script to students to check their work.
- **Encouraging students if they have questions about test content:**
 - “Just do your best.” “Just give your best effort.” “Do the best you can.”

Test Security Requirements for Students

- Students' results may be invalidated if they engage in any of the following activities:
 - duplicating any portion of secure test content
 - accessing prohibited materials such as cell phones or other electronic devices
 - communicating with other students (e.g., talking, whispering, writing notes)
 - looking at any other student's computer screen or answer booklet
 - asking for or receiving help from anyone (except for reporting a concern about a test question to a test administrator)
 - providing help to another student
 - consulting notes, books, or instructional materials during testing
 - discussing test content with a student who hasn't tested yet.
- See [sample form for students](#) and a [sample letter to send to parents](#) (recommended for grades 6 and up)

Poll Question

What should you do *first* if a testing irregularity happens at your school?

- A. Call DESE's Office of Student Assessment Services.
- B. Call the MCAS Service Center.
- C. Contact the student's parents/guardians.
- D. Email an irregularity report to DESE.

Reporting Requirements for Certain Irregularities after Students Have Completed Their Tests

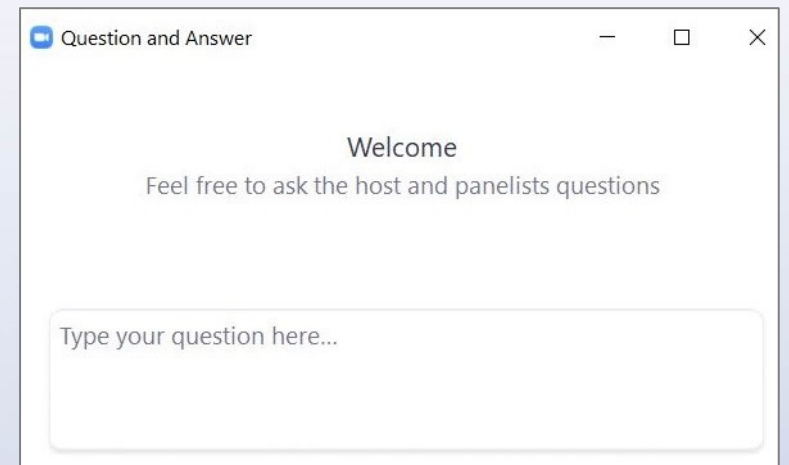
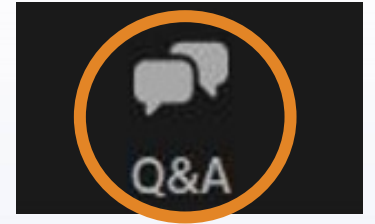
- Irregularities involving benign use of electronic devices **after students have submitted their tests in the MCAS Student Kiosk** (or turned in PBT materials) do not need to be reported to DESE.
- These situations can be handled locally, with any school-based consequences at the discretion of the principal.
- This is **not a change to any of the policies** on prohibited devices described in slide 63 and on pages 21–22 of the PAM – it is only a change in reporting requirements.
- As always, schools can call DESE to consult.

Steps to Take after a Security Incident or Irregularity

- Call DESE at 781-338-3625.
- Investigate the incident.
 - Talk to the test administrator(s) involved.
 - Talk to any students involved.
 - Collect documents (e.g., notes, extra reference sheets).
 - If reporting a read-aloud violation, determine how much of the test was read.
 - If reporting a calculator violation, determine which items were solved with the calculator.
- Submit a report if instructed to.
- Take any local action that is appropriate.

Questions and Answers

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



5. Accessibility and Accommodations

Resources for Accessibility and Accommodations

Category	Resources
Test administration manuals	<ul style="list-style-type: none">• Appendix C of the Principal’s Administration Manual• Appendices F, G, and H of the CBT Test Administrator’s Manual• Appendices E–J of the PBT Test Administrator’s Manual
Other guidance materials	<ul style="list-style-type: none">• Accessibility and Accommodations Manual and other resources• Procedures During Testing for Students Who Use a Cell Phone or Smartwatch to Monitor Medical Information• Expansion of Bilingual Spanish/English MCAS Tests in 2025
Previous trainings and modules	Recordings and slides in the MCAS Resource Center on the Training page <ul style="list-style-type: none">• January 16: Overview of Student Registration• January 21 and 22: MCAS Accessibility and Accommodations

Participation of Students with Disabilities and EL Students

- **Students with disabilities**
 - Participate according to IEP or 504 plan
 - **Paper-based tests** are available as an accommodation for students with disabilities who are unable to use a computer for testing.
- **English learners (ELs)** are required to participate in MCAS or MCAS-Alt in all subjects required their grade.
 - Exception: First-year ELs have option to participate in ELA testing for diagnostic purposes only.
 - “First-year EL” is a student whose name does not appear in March 2024 SIMS.
 - **Paper-based tests** available as an accommodation for first-year ELs unfamiliar with technology
 - Bilingual word-to-word dictionaries available for current ELs and students who were ever EL
 - Spanish/English tests available for all grades and subjects except ELA
- See Appendix C of the PAM for more information.

Test Preparation

- **Students** should:
 - Become familiar with features and basic functionality of MCAS Student Kiosk.
 - **Take online practice tests** prior to test administration.
 - **Review student tutorial**, *expected to be available by mid-February*.
- **Schools** should:
 - **Plan for testing students with accommodations.**
 - Schedule testing locations, test administrators, and testing time.
 - Set up specialized computers/Assistive Technology (AT) after reviewing IEPs, 504 plans, and local EL accommodations forms.
 - Plan to monitor accommodations.

Prohibitions for Accommodations

Test administrators may NOT:

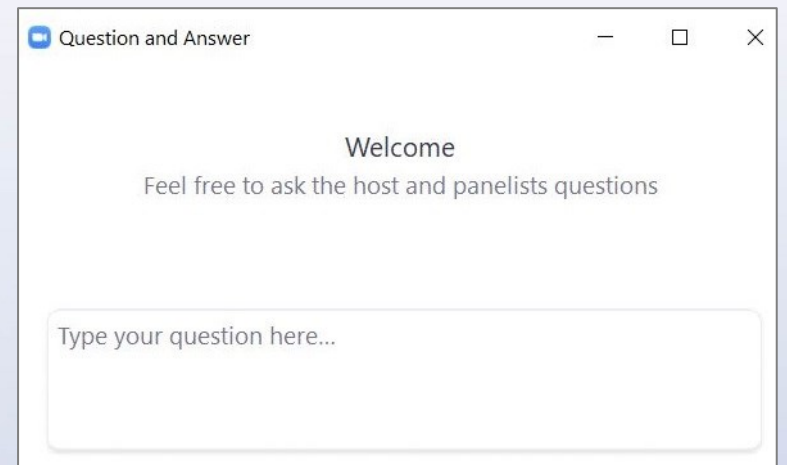
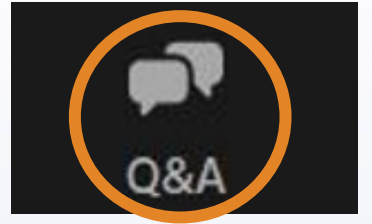
- Provide accommodations not listed in
 - a student's IEP or 504 plan
 - Appendix C of the PAM, without prior DESE approval
- Provide a student with a modified version of a test or a test for a different grade.
- Coach or assist a student with their responses
 - E.g., “Write more” or “Go back and review”
 - Provide clues/assistance/definitions

Students' results may be invalidated for these situations:

- Using an English-language dictionary for ELA
- Reading aloud the ELA test to a student who does not have this Special Access accommodation in their IEP
- Giving a calculator on noncalculator session of the Mathematics test to a student who does not have this Special Access accommodation in their IEP
- Test administrator coaching or assisting a student

Questions and Answers

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



6. Additional Resources, Support, and Next Steps

Additional Resources

Resource	Description
<u>ELA</u> <u>Mathematics</u> <u>STE</u> <u>Civics</u>	Test designs
<u>Sample materials from schools</u>	Locally developed test administration materials from schools/districts
<u>Cybersecurity information</u>	Guidance on cybersecurity
<u>Civics topic assignment</u>	Grade 8 Civics topic assignment and resources for schools
<u>January 23 Student Assessment Update</u>	Updates to test designs

Upcoming Training Sessions

Session	Date and Registration Link	Intended Audience	Recommended Read-Ahead Materials
Student Registration Office Hours for High Schools	Wednesday, January 29 at 9:30–10:30 a.m.	High school principals and school test coordinators, district test coordinators	MCAS Student Registration Guide
MCAS Test Security and Administration Protocols for Returning Staff	Thursday, January 30 at 9:30–11:15 a.m.	Principals and school test coordinators, district test coordinators	The Spring 2025 MCAS Principal's Administration Manual is planned to be available in advance of this session. Participants are encouraged to review Part I — MCAS Test Security Requirements prior to the training session.
Office Hours — MCAS Portal Tasks for February Science	Friday, January 31 at 9:30–10:30 a.m.	High school principals and school test coordinators, district test coordinators	<ul style="list-style-type: none">• MCAS Student Registration Guide• Guide to the MCAS Portal• Guide to Creating and Managing Classes

Test Admin Workgroup Input: “What advice would you give to a new test coordinator?”



- Be thorough in knowing every facet of the process.
- Make your own list of activities and estimate how much time it may take you and other departments to produce any information you may need. Ensure that you're not caught out-of-time.
- Start creating one test box for a testing room and put everything you think a test administrator may need in this box. Review the materials and make lists of what every box needs, then replicate it.
- Make cheat sheets for what you may need to get done during testing and have that information readily available during testing.
- Attend trainings, ask your district for support, read through the manuals.

Next Steps

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

Email and Phone Support

MCAS Service Center

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

DESE Student Assessment Services

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

7. Protocols for PBT

- Accommodations A1 and EL1

Booklets for Spring 2025

Grades/Subjects	Type of booklets	# of booklets and description
Grades 3–8 tests	Combined test & answer booklets	One booklet per subject (both sessions for each subject in a single booklet)
Grade 10 ELA and Mathematics, Biology and Introductory Physics	Combined test & answer booklets	One booklet per session (two booklets total)
Spanish/English editions (grades 3–8 and 10 Mathematics, grades 5 and 8 STE, grade 8 Civics, high school Biology and Introductory Physics)	Separate test booklets and answer booklets	One test booklet for each session, and one answer booklet for each session (four booklets total)

Secure PBT materials include these booklets, test questions not publicly released by DESE, and student responses.

Receive Test Materials and Prepare for Distribution

- Account for secure materials using ID #s on packing slips, and document the counts on internal tracking forms and Materials Summary.
 - DESE recommends having 2 people present to count materials upon receipt.
- Affix Student ID Labels to answer booklets before testing
 - Labels based on SIMS/SIF as well as Student Registration updates
 - Can open packages of answer booklets up to two days prior to apply labels
 - Can open packages of test & answer booklets one day prior to apply labels, and then seal in envelopes until the day of testing. Document the count on the envelopes.
 - See PAM page 76, step 5.

Order Materials for Newly Enrolled Students

- A small overage is shipped to schools; check your shipment to determine if you have extra materials.
- [Order additional materials](#) if the overage doesn't cover your testing needs
- Materials are shipped for receipt on the following business day if the order is received before 12:00 p.m. (two business days otherwise).
- Remember to update Student Registration in the MCAS Portal.

Additional Preparations for PBT

- Additional resources for preparing students
 - [Released PBT questions](#)
 - [Gridded response guidelines for Mathematics](#)
- PBT edition of the student questionnaire
- Tools available for students taking Mathematics and STE
 - Lists on pages 85–87 of the PAM

Steps During and After Testing

- After each test session, verify that all materials have been returned to you.
 - Independently count materials after each test administrator counts their materials.
- Double-check central storage area.
 - In the bottom of a bin and in between file folders
- Find original shipping cartons to return materials.
- See the PAM for packing instructions and lists of materials for school files, to recycle/discard, and to securely destroy.

Important Reminders for Packing PBT Materials

- Review “Special Instructions” included with Braille, and large-print materials to avoid problems with scoring.
- Review tables in the PAM on pages 80 and 81 to determine whether to assign booklets for students, and instructions on student information on booklet covers.
- *If necessary*, return the following materials in the Special Handling Envelope:
 - All large-print booklets, along with corresponding standard booklets with transcribed work
 - Typed responses, printed and slipped inside standard booklets (see pages 107–109 of the PAM for the header information for each page).
- *If necessary*, return booklets that should not be scored in the Void Envelope.
 - Fill in “void booklet” circle on outside back cover (follow transcription instructions if needed).
- Return all other used and unused booklets (except for Braille) in the Return Envelope marked with the corresponding subject.
- All materials will be shipped back to the contractor in their original packing cartons.

The Return Shipment

- Complete the Materials Summary and retain it for school files.
 - Reconcile quantities of secure materials received vs. returned.
- Maintain security of materials while preparing for pickup.
 - Use correct UPS labels.
 - Do not take materials to UPS or remove from building.
 - Do not leave materials unattended.
- Prescheduled automatic pickups
 - A UPS driver will automatically come to the school on the pickup deadline date for each administration. Schedule earlier pickup if ready.
 - Grades 3–8 ELA: **April 29**; Grades 3–8 Math/STE: **May 27**; Grade 8 Civics: **June 10**
 - Grade 10 ELA: **April 7**
 - Grade 10 Mathematics: **May 30**
 - High School Science: **June 13**

THANK YOU

The Office of Student Assessment Services



781-338-3625



mcas@mass.gov



www.doe.mass.edu/mcas



135 Santilli Highway, Everett, MA 02149