MASSACHUSETTS
Department of Elementary and Secondary Education

Additional Tasks on the Test Scheduling Page of the MCAS Portal: Adding Report Codes, Reactivating Tests, and Exports

2025 MCAS Test Administrations

Posted February 4, 2025

MASSACHUSETTS
Department of Elementary and Secondary Education

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

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Important Contact Information and Resources

Contact:	**MCAS Service Center**

For questions on:	• general test administration support
	• MCAS Portal and MCAS Student Kiosk such as
	  ○ 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:	• policy, such as assigning accessibility features and accommodations • student participation • testing irregularities, including test security incidents and technology failures • reactivating tests for CBT • student data and SIMS (See note below regarding SIMS.) Questions regarding SIMS data should be directed to the district's SIMS contact (go to profiles.doe.mass.edu/search/search.aspx?leftNavID=11239, select **SIMS Contact** from the **Function** menu, and click **Get Results**).
Hours:	8:00 a.m.–5:00 p.m., Monday–Friday during test administration windows Between 7:00 a.m. and 8:00 a.m. during the test administration windows, MCAS Service Center representatives will receive calls to 781-338-3625, answer questions regarding logistics, and take messages for Department staff, which will be returned during our regular business hours.
Web:	www.doe.mass.edu/mcas/admin.html
Email:	mcas@mass.gov
Telephone:	781-338-3625

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I. Introduction

School and district test coordinators will need to complete tasks on the Test Scheduling page in the MCAS Portal including scheduling tests and monitoring student progress. They may also need to add report codes, reactivate finished tests, and export reports as needed. This guide includes instructions on adding report codes, reactivating finished tests, and exporting reports from the Test Scheduling page in the MCAS Portal.

II. Add Report Codes

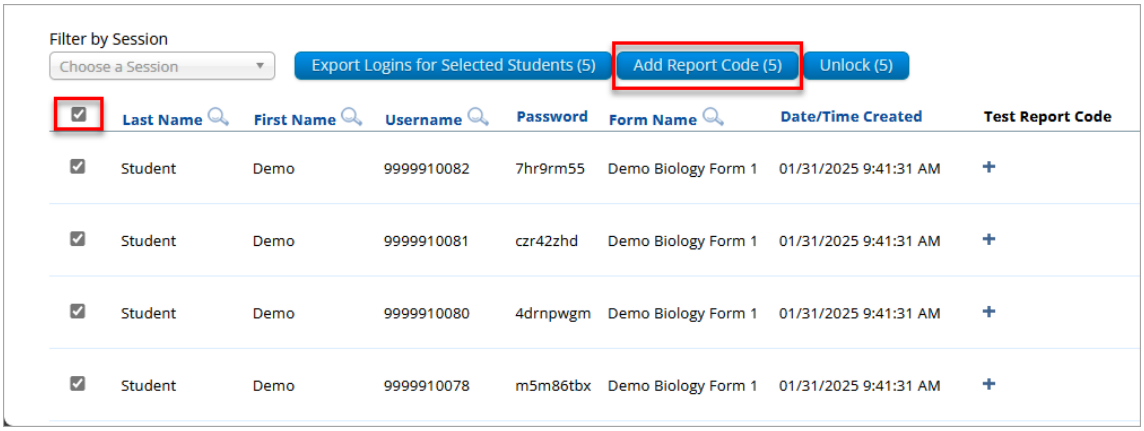
Test report codes and session report codes can be added to a test or a test session for a student for the following reasons:

- **Medical absence**: School and district test coordinators may select this test report code for students if they did not participate in MCAS testing for medical reasons and have medical documentation, even if they were physically present in school on MCAS testing days.
- **Technical issue**: School and district test coordinators may select this test report code if a student is unable to complete testing due to technology issues. Please consult with DESE before using this code.
- **Void (wrong accommodation)**: School and district test coordinators should select this test report code if a student test needs to be voided due to starting the test with incorrect accommodations (only needed for ASL, screen reader, assistive technology, Spanish/English, human reader, or human signer). Once a student's test is voided due to using the wrong accommodation, school and district test coordinators will be able to schedule a new test in the MCAS Portal.
- **Void (other)**: School and district test coordinators may select this test report code if a student test needs to be voided for other reasons. Please contact DESE before using this code.

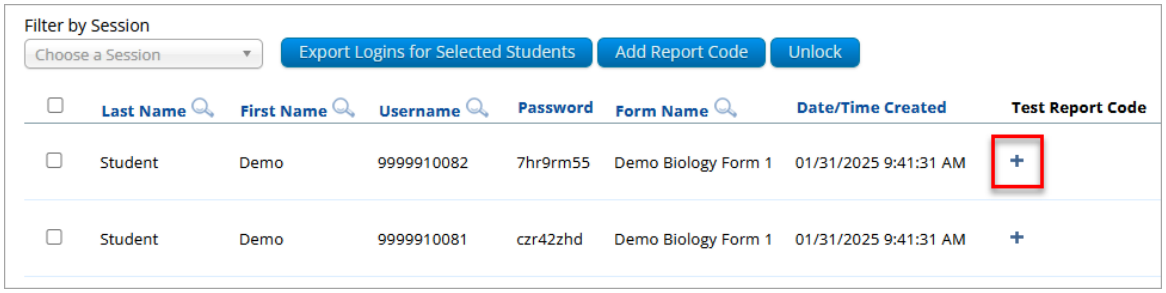
Test report codes will be applied to the student's entire test; session report codes may be added to an individual test session.

A. Adding Test Report Codes

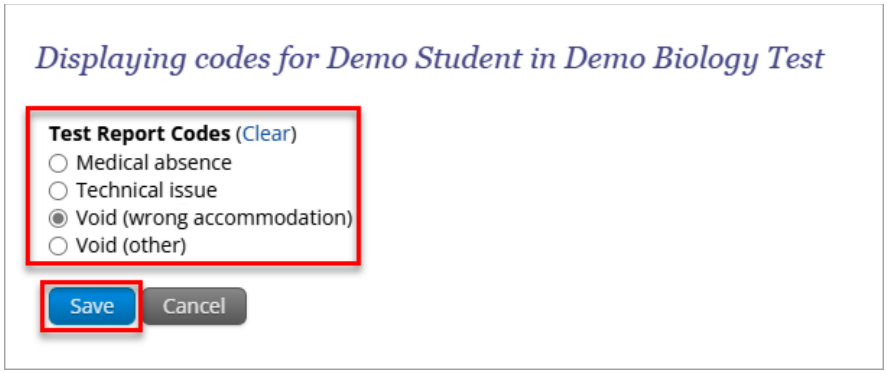
Test report codes can be added to a test in bulk for multiple students at once, or individually for a single student. To add bulk test report codes, select the students in the student table of the **Scheduled Test Details** page, and select the **Add Report Code** button at the top of the table.



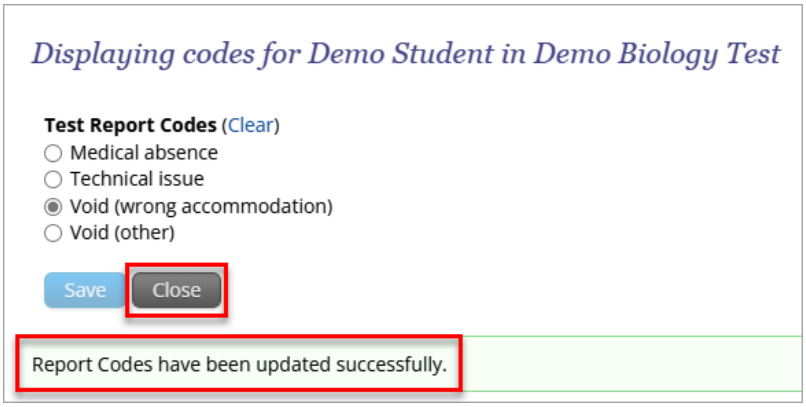
To add a test report code for an individual student, locate the student in the list and click the + under the Test Report Code column.

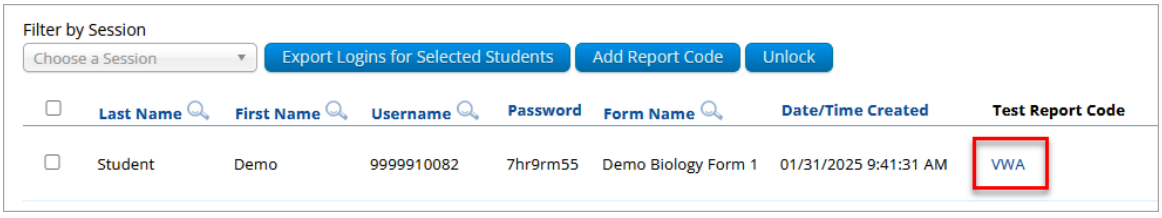


Select a test report code from the list and then select **Save**.



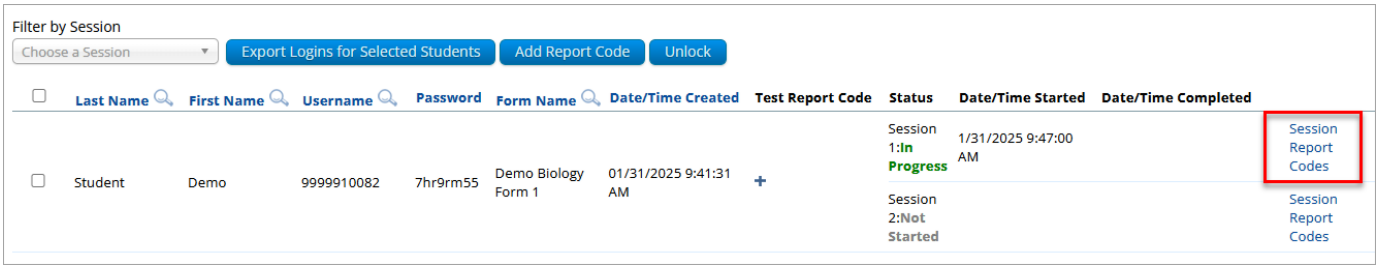
You will receive a message that your changes were saved that. Select **Close** and you will see the code reflected in the test.



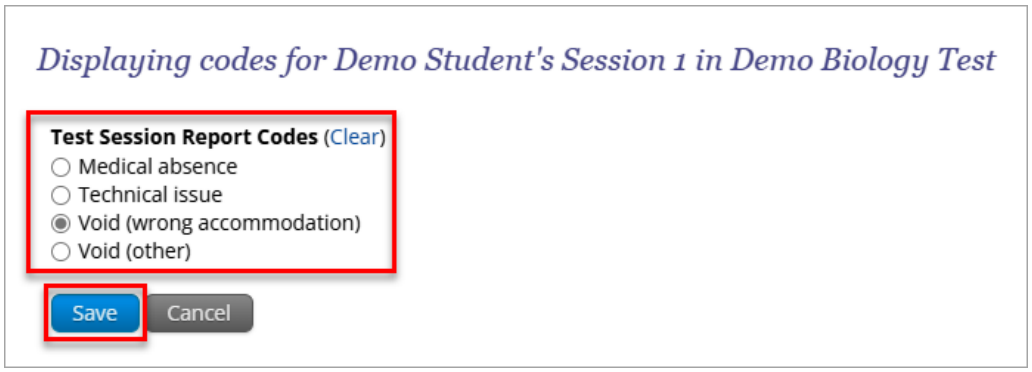


B. Adding Session Report Codes

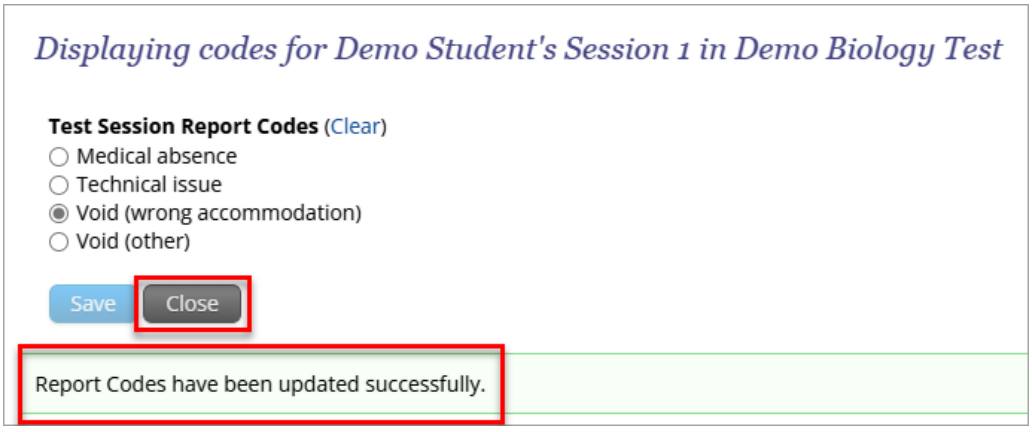
Session report codes may be applied to a student's individual test session (session 1 or session 2) To add a session report code to a student's test session, locate the student in the student table of the **Scheduled Test Details** page, and select the link **Session Report Codes** for the session you are adding a session report code to.



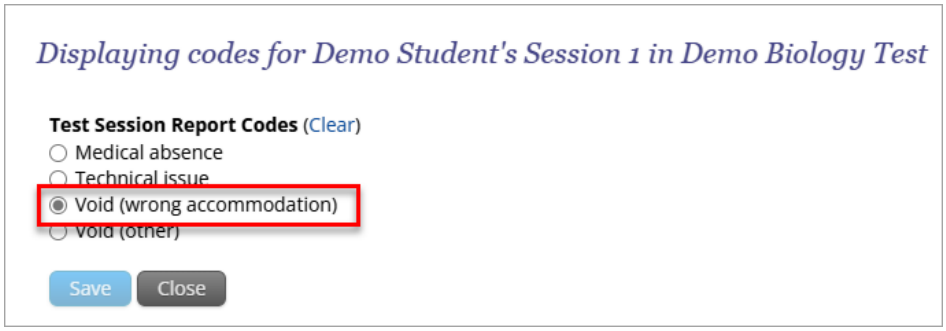
Select a session report code from the list and then select **Save**.



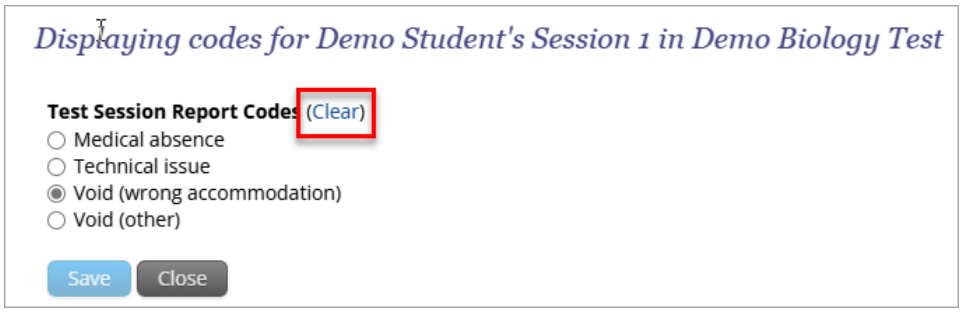
You will receive a message that your changes were saved that. Select **Close** and you will see the code reflected in the test.



When you select the link **Session Report Codes** for the session you just added the report code to, you will see the session report code as selected.



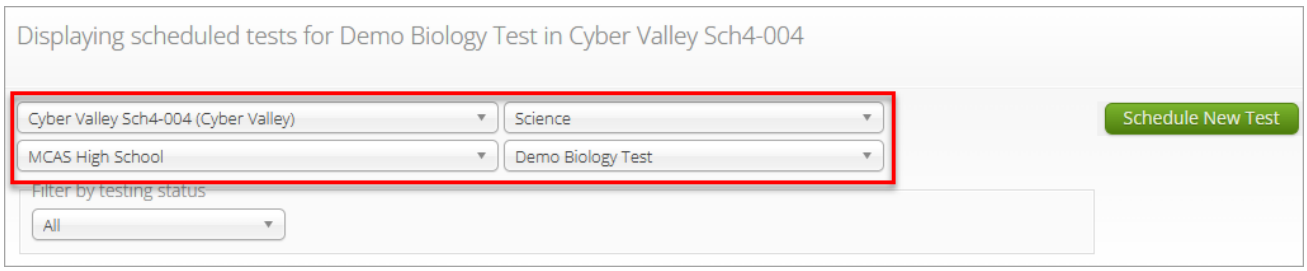
To clear a test report code for a test or session select **Clear**.



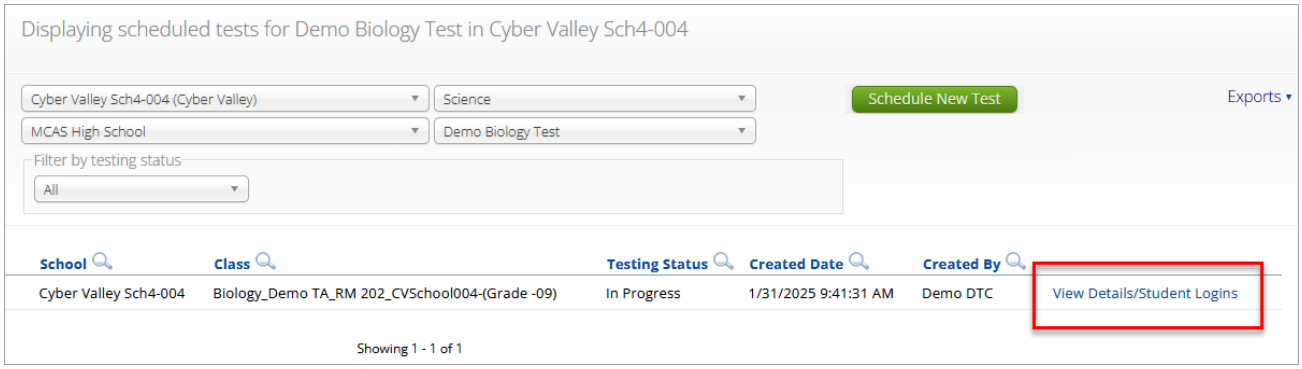
III. **Reactivate Tests**

If a student accidentally submits their test prior to finishing, district test coordinators are able to reactivate the test to allow the student to sign back on. ***Only*** users with the district test coordinator role have this ability in the MCAS Portal. Schools should contact their district test coordinator who can reactivate the test with the following steps.

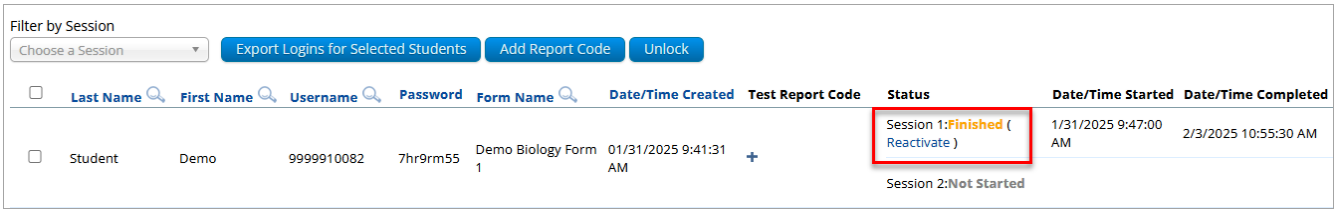
1. On the Test Scheduling page, use the drop-down menus (Organization, Program, Subject, and Test Name) to filter for the scheduled test.



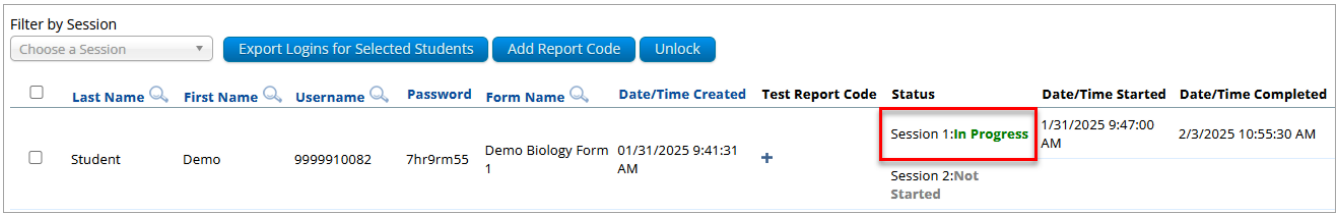
2. The scheduled classes for the selected test will be shown.
3. Locate the scheduled class in the scheduled tests table and click **View Details/Student Logins** to view the scheduled test details.



The **Scheduled Test Details** page displays the testing status for each student session. District test coordinators can reactivate a student's test by clicking on the **Reactivate** link in Status column of the student table. A test can only be reactivated if it is in a **Finished** status. Once reactivated, the student will be able to sign back in to their test.



When a student's test is reactivated, their test status will display in the MCAS Portal as **In Progress,** but their previously listed End Time will remain the same until they have completed the test after it was reactivated, as shown in the screenshot below.



IV. Reports Available on the Test Scheduling Page

A. Export Test Status

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

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

A .CSV file will be downloaded.

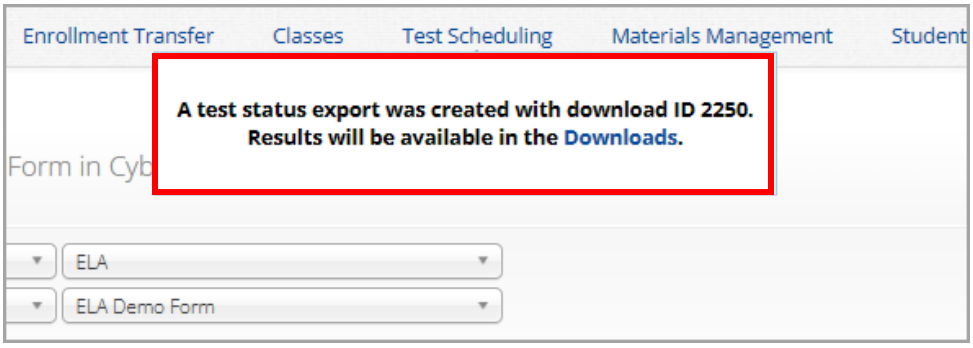
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Last Name	First Name	SSID	Grade Level	Test Name	Class Name	School	Session Name	DateTimeStartedTestSession	DateTimeEndedTestSession	Test Report Code	StudentTestStatus	
2	Annieqaam	James	2222345685	05	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 1	1/14/2025 15:06	1/14/2025 15:11		Finished	
3	Annieqaam	James	2222345685	05	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 2				Not Started	
4	Buchannon	Artqa	2222345694	05	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 2				Not Started	
5	Buchannon	Artqa	2222345694	05	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 1	1/14/2025 15:05			In Progress	
6	Dennis	Hiediqa	2222345689	05	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 2				Not Started	
7	Dennis	Hiediqa	2222345689	05	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 1				Not Started	

B. Export Test Status for All Tests

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

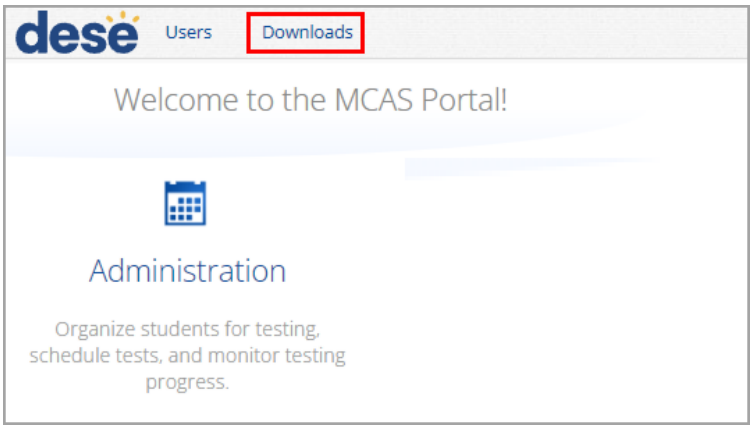
On the Test Scheduling page, use the drop-down menus (Organization, Program, and Subject) to filter for the scheduled tests. Select **Exports** then **Export Test Status for All Tests** to download the file.

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

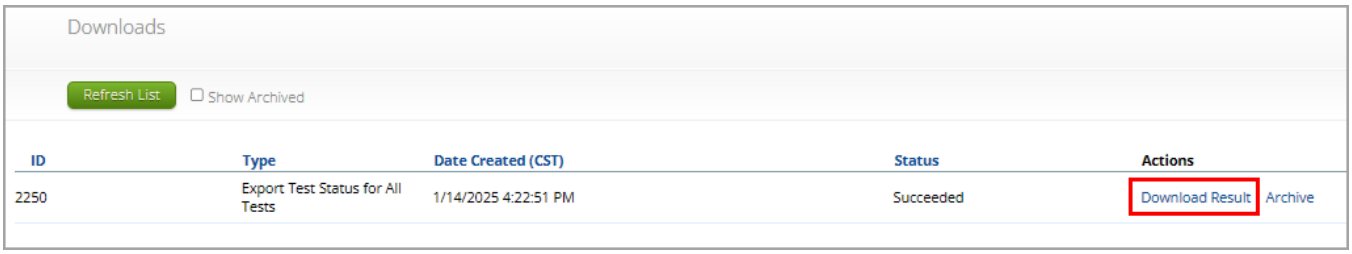


Once the file has completed processing, the user will receive an email indicating that the file is available to download. Most files are processed within five minutes while larger exports could take up to 10 minutes.

To download the export, navigate to the **Downloads** section from the MCAS Portal homepage to access the file.



A table will appear with the files available to download. Click on **Download Result** to download the Export Test Status for All Tests file.



A .CSV file will be downloaded.

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

C. Export Students Not Scheduled

School and district test coordinators may use the **Export Students Not Scheduled** report to download a .CSV file listing every student that has not been scheduled for the selected school and test. The report will only appear at the school level; if a district is selected on the Test Scheduling page, the report will not appear. This report can be used to identify students who have not tested that need to be scheduled, or to verify that students who tested on paper did not take the computer-based test.

To download the file, click **Exports** then **Export Students Not Scheduled**. A .CSV file will be downloaded. An example is shown below.

	A	B	C	D	E	F	G	H
1	Last Name	First Name	Middle Initial	State Student ID	Student Grade	Class Name	Test Name	
2	Test	One		9898767654	05		ELA Demo Form	
3	Test	SixOneFive		9898767615	06		ELA Demo Form	
4	Test	SixOneFour		9898767614	06		ELA Demo Form	
5	Test	SixOneSeven		9898767617	06		ELA Demo Form	
6	Test	SixOneSix		9898767616	06		ELA Demo Form	
7	Test	SixOneThree		9898767613	06		ELA Demo Form	
8	Test	SixOneTwo		9898767612	05		ELA Demo Form	
9	Test	TenEight		9898767610	05		ELA Demo Form	
10	Test	TestEgihtFourFive		1200000005	05		ELA Demo Form	
11	Test	TestEgihtFourFour		1200000004	05		ELA Demo Form	
12	Test	TestEgihtFourSix		1200000006	05		ELA Demo Form	
13	Test	TestEgihtFourThree		1200000003	05		ELA Demo Form	
14	Test	TestEgihtFourTwo		1200000002	05		ELA Demo Form	
15								