MASSACHUSETTS
Department of Elementary and Secondary Education

Guide for Reviewing Reports of Results for Practice Tests Conducted in the MCAS Training Site

2025 MCAS Test Administrations

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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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:	• general test administration support
	• MCAS Training Site 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.com
Email:	mcas@cognia.org
Telephone:	1-800-737-5103 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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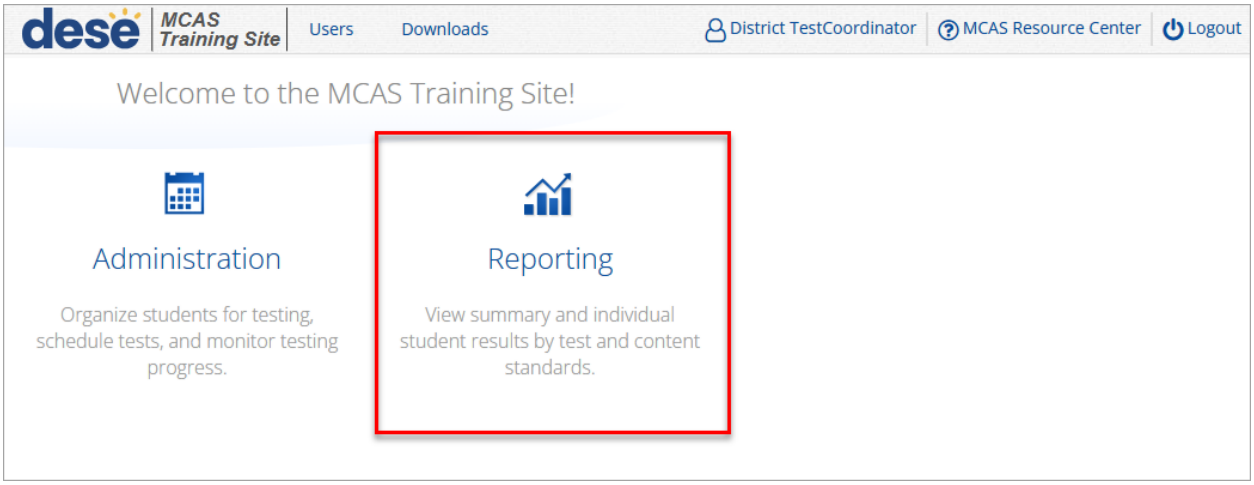
I. Introduction

This document is intended to provide instructions for navigating and using the MCAS Training Site Reporting section to review student practice test results.

II. Reporting

In the MCAS Training Site, district test coordinators, school test coordinators, and test administrators have access to the Reporting component to view reports for their students' practice tests that were completed through the MCAS Training Site. Test coordinators and test administrators can view roster reports and individual reports for their students. These reports will include the points that the students earned and their responses to multiple-choice and constructed-response questions.

To access the Reporting section in the MCAS Training Site, select the **Reporting** icon from the homepage.



A. Students Included in Reports

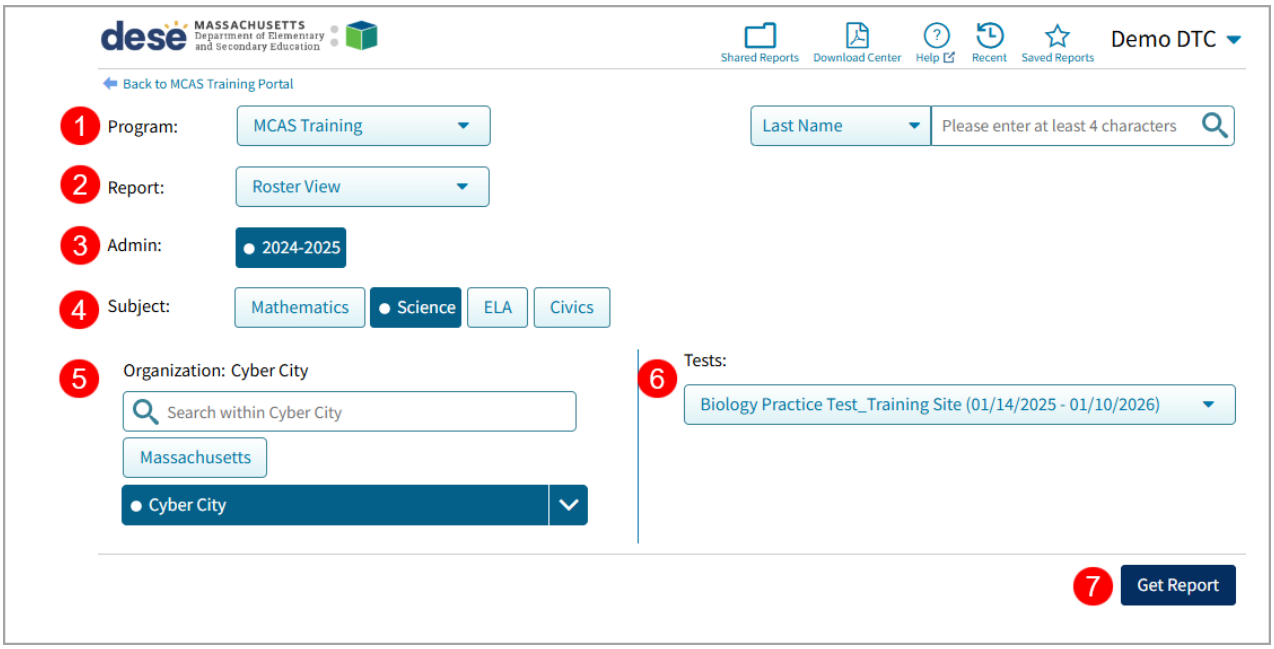
- Test administrators and school test coordinators can view data for all students in their school who have completed practice tests through the MCAS Training Site.
- District test coordinators can view data for all students in their district who have completed practice tests through the MCAS Training Site.

B. Generating a Report

In Table 1 below are descriptions of the features and sections that are available on the Reporting homepage. The Reporting homepage allows users to select practice test results by various parameters.

Table 1. Reporting Homepage

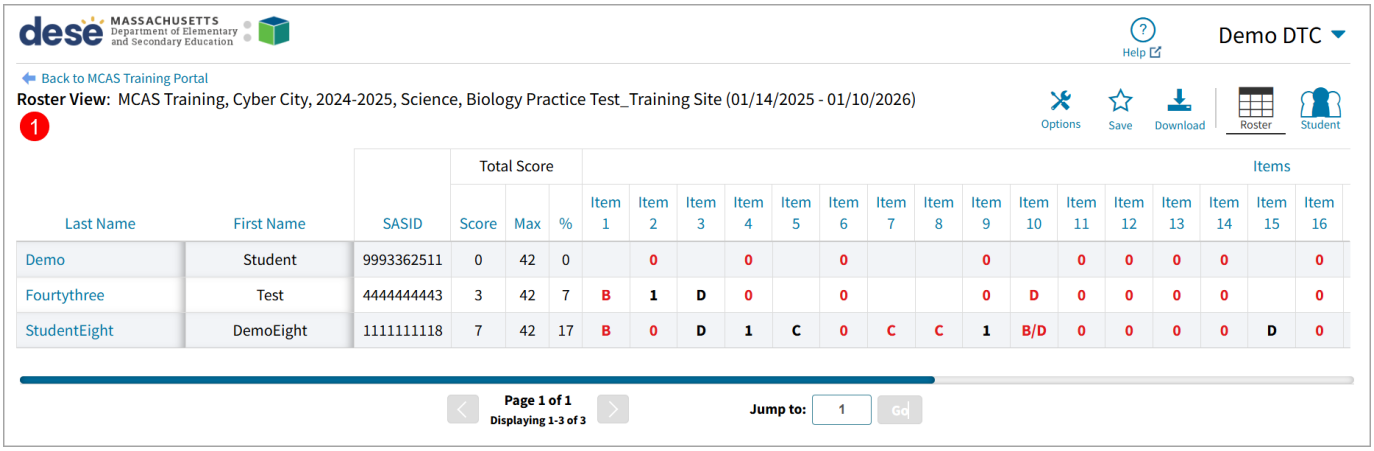
Icons	Description
1	Select **MCAS Training** from the **Program** drop-down list.
2	Select an available report type from the **Report** drop-down list. Two report types are available: • **Roster View:** provides dynamic access to practice test results for students within your organization. Interactive data analysis features allow users to further explore the data. **Note**: From the Roster View, users can also access **Individual Student Reports** for each student in the group. • **Data Tools:** provides the ability to create summary statistics and frequency distributions. **Note**: Data tools can also be accessed from the Roster View by selecting specific column headers.
3	Select the year.
4	Select a subject area.
5	Use the **Organization** menu to select a district or school(s) to which you have access.
6	Select the practice test from the **Tests** drop-down.
7	When you have finished specifying the parameters, select **Get Report** to generate your report.



To customize the report, see Section D of this guide, Customization Options.

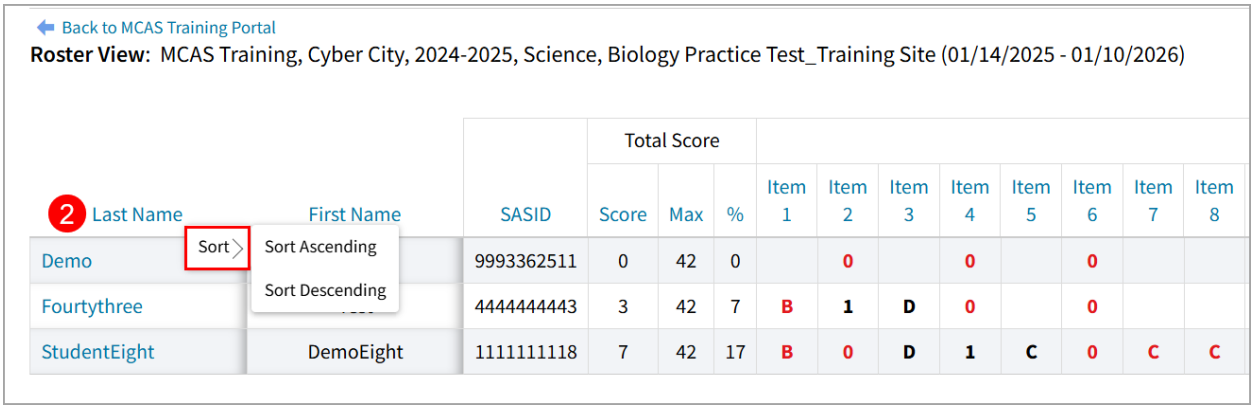
C. Navigating a Report

1. Upon generating a report, the selected parameters appear at the top of the page and the content of the report is displayed below **(1)**.

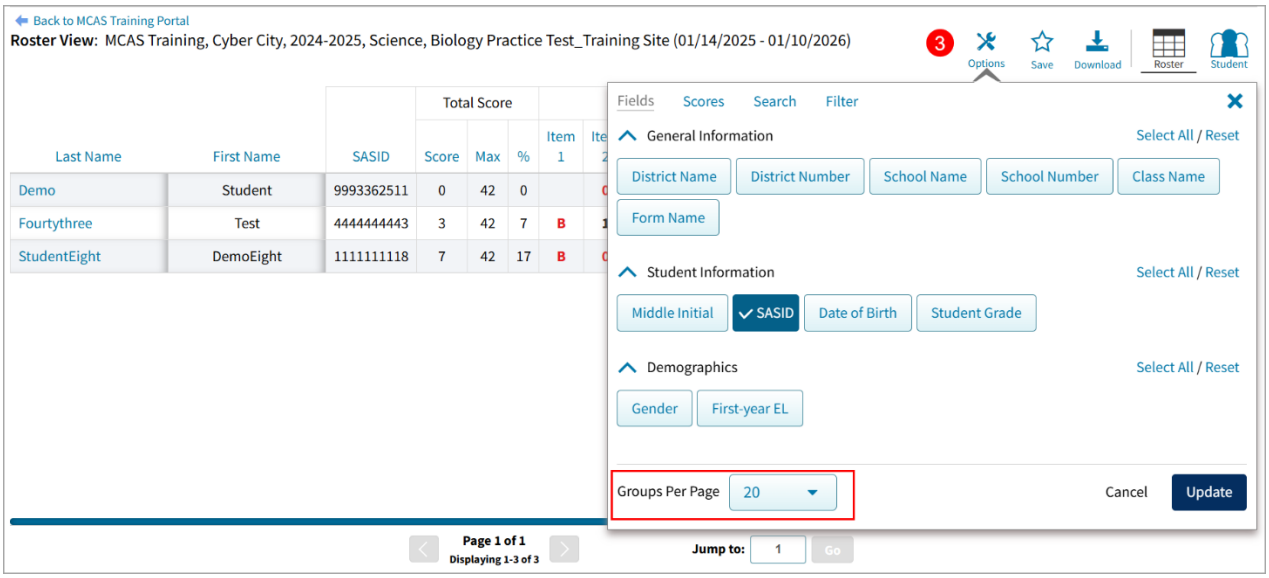


Last Name	First Name	SASID	Total Score			Items														
			Score	Max	%	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15	Item 16
Demo	Student	9993362511	0	42	0		0		0		0			0		0	0	0	0		0
Fourtythree	Test	4444444443	3	42	7	B	1	D	0		0			0	D	0	0	0	0		0
StudentEight	DemoEight	1111111118	7	42	17	B	0	D	1	C	0	C	C	1	B/D	0	0	0	0	D	0

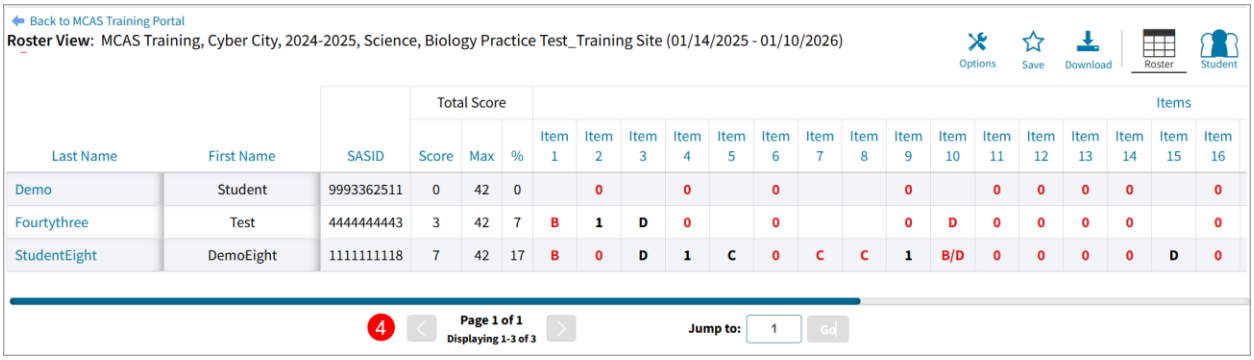
2. To rearrange the report, sort columns by selecting a column header and selecting **Sort**. The data can be sorted into ascending or descending order, numerically or alphabetically **(2)**.



3. To change the number of records shown on each page of the report, select the **Options** icon in the upper right above the report, and then select a number from the menu next to **Groups Per Page** and select **Update** (3).



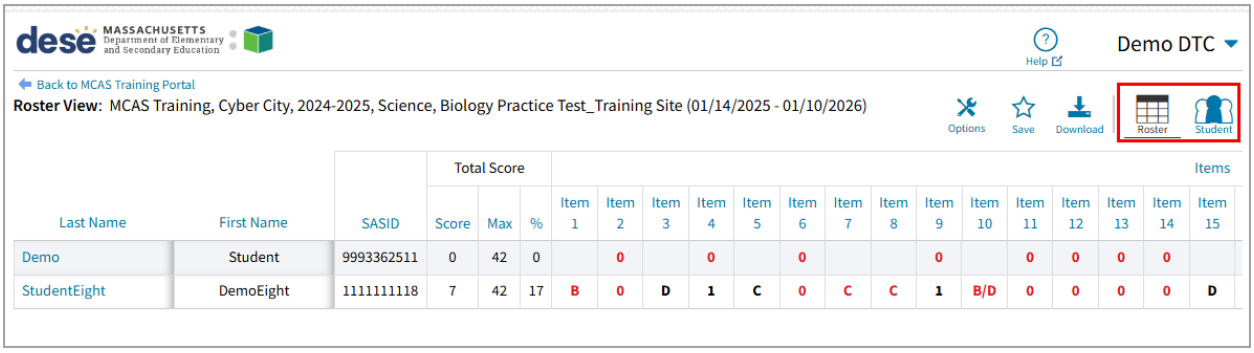
4. Use the navigation buttons at the bottom of the report to navigate back and forth through the report pages or type a page number in the **Jump to** field, and then select **Go** (4).



D. Using Roster View and Student View

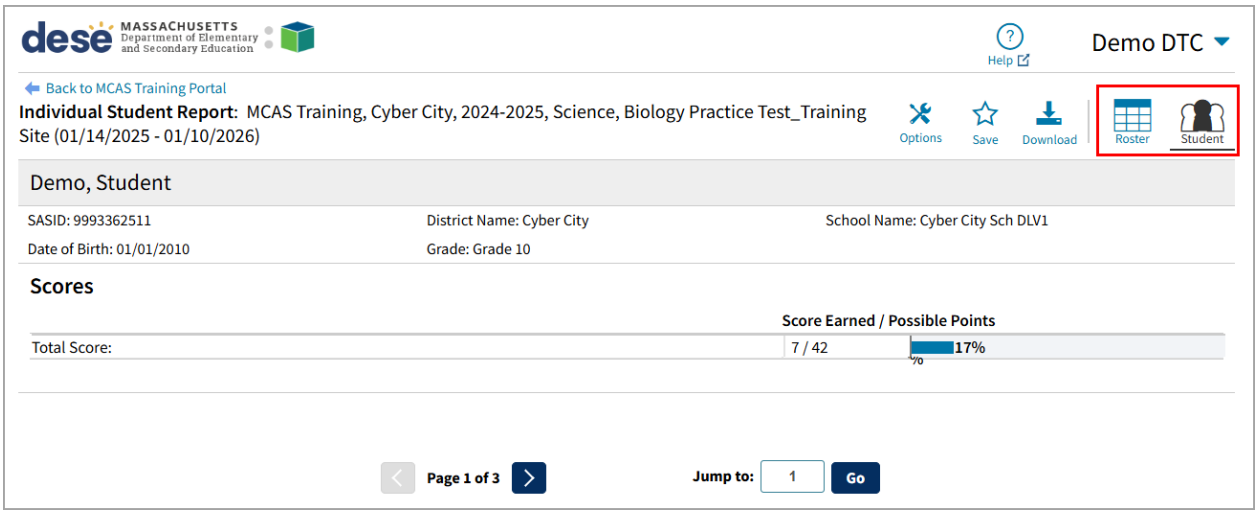
If you selected the **Roster View** report, you can select the **Roster** or **Student** icons above the report to change the view.

- The **Roster** view is configured as the default. It is a list of all students in the selected group.



Last Name	First Name	SASID	Total Score			Items														
			Score	Max	%	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15
Demo	Student	9993362511	0	42	0		0		0		0			0		0	0	0	0	
StudentEight	DemoEight	1111111118	7	42	17	B	0	D	1	C	0	C	C	1	B/D	0	0	0	0	D

- The **Student** view is a set of detailed individual student reports for each student in the selected group.



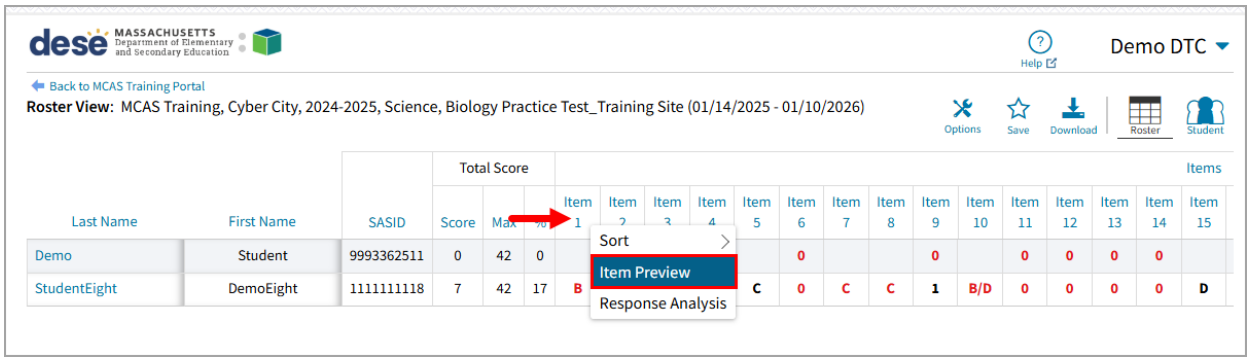
Roster View

In the Roster View, users can view test questions, student responses, an analysis of student responses, and Individual Student Reports. The sections below describe how to use these features.

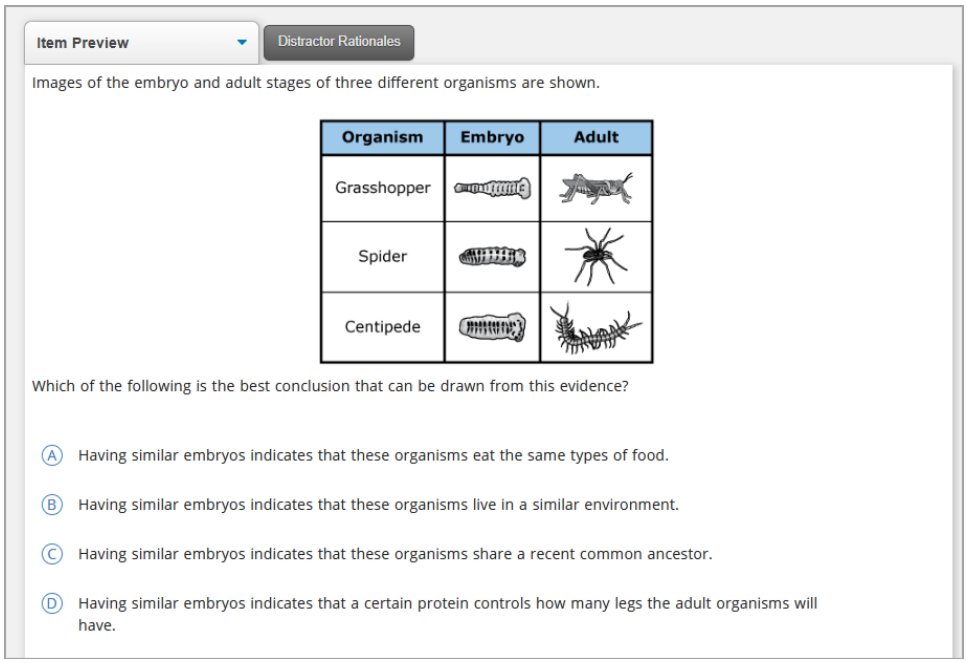
Item Preview

To preview a test question from the Roster View:

1. Select the item number, and then select **Item Preview**.



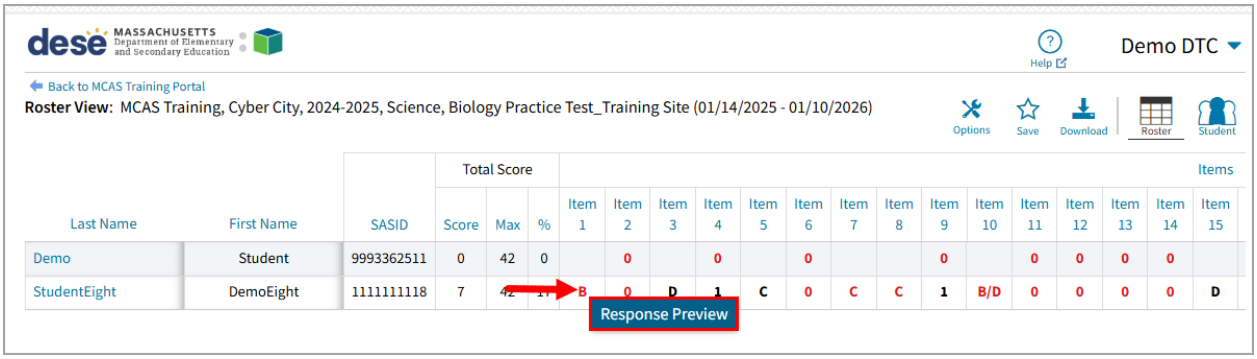
2. A preview of the test question will open in a new tab in your browser.



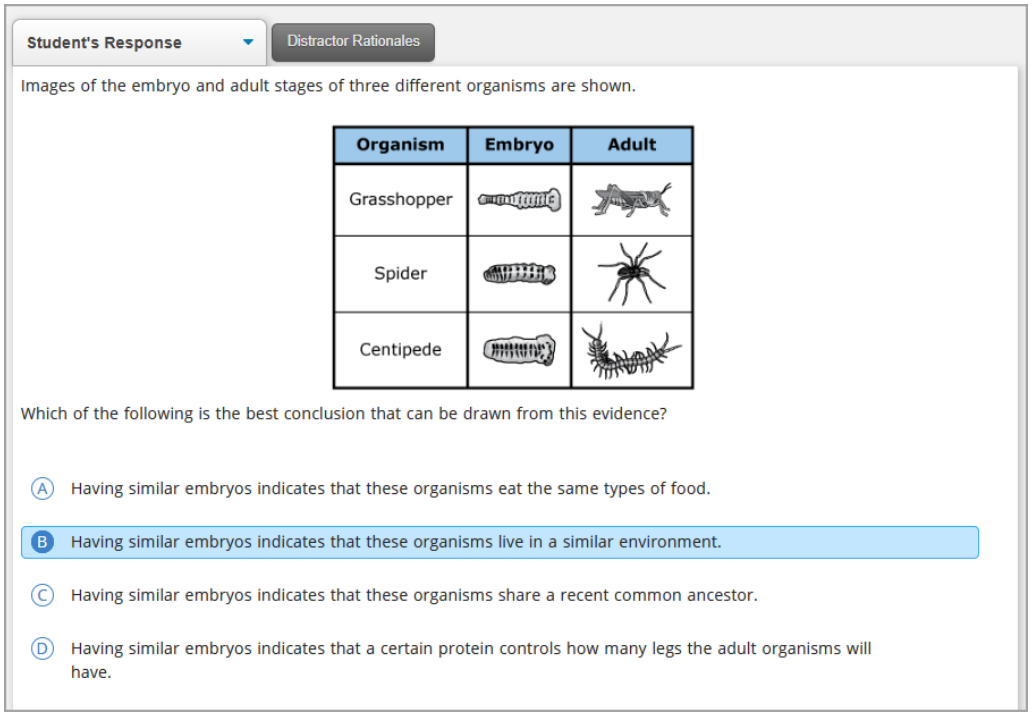
Response Preview

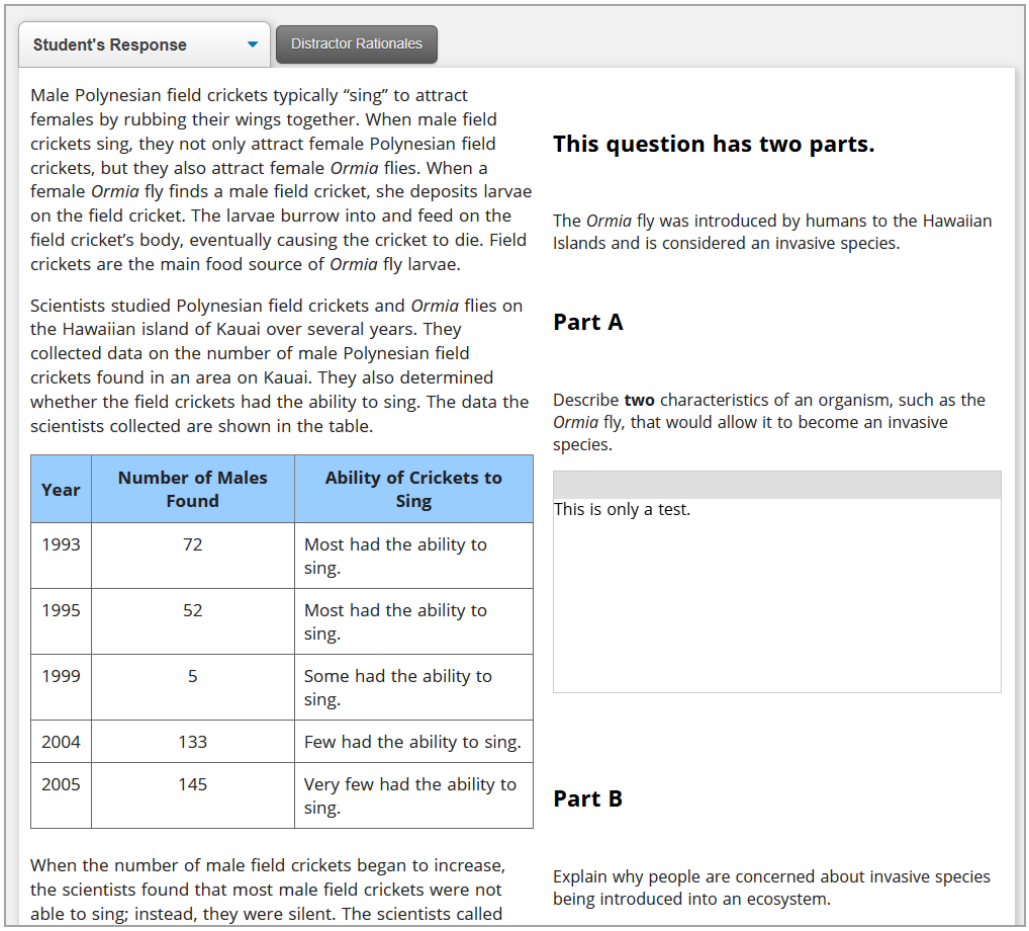
From the Roster View, you can preview how a student responded to questions in the practice test and view their constructed responses. For non-constructed response questions, the answer choice the student selected will show under the item number. For constructed-response questions, the column will have a score of NS (not scored). To preview a student's response, follow the steps below:

1. Select the student's response for the item number, and then select **Response Preview**. In the screenshot below, the response "B" is selected for Item 1.



2. A preview of the question will open in a new tab in your browser showing the response that the student selected. The first example below shows a non-constructed response, the second shows a constructed response.



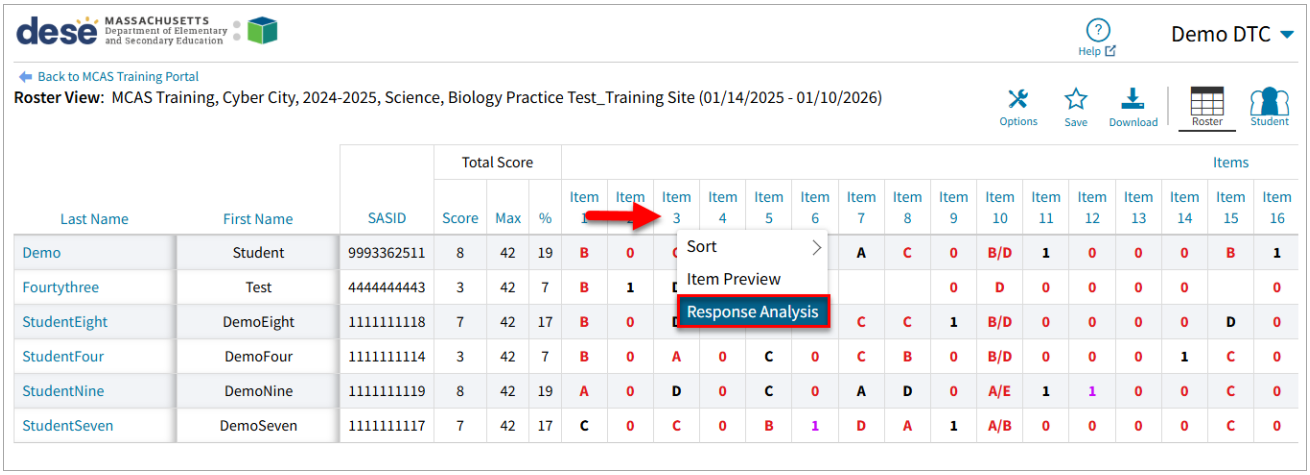


Response Analysis

The Response Analysis View displays a summary of how students performed on an individual question.

To view an item's response analysis:

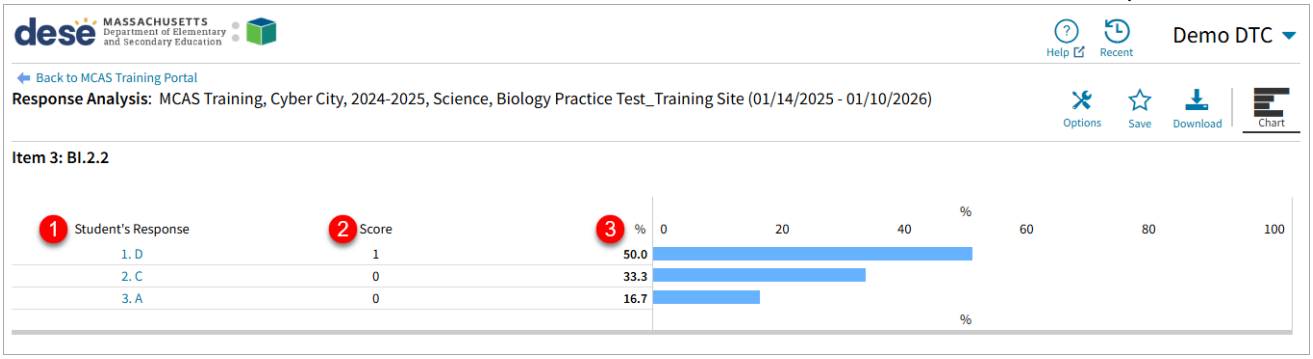
1. Select the item number (Item 1, Item 2, etc.), and then select **Response Analysis**. In the screenshot below, Item 3 has been selected.



Last Name	First Name	SASID	Total Score			Items															
			Score	Max	%	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15	Item 16
Demo	Student	9993362511	8	42	19	B	0	C				A	C	0	B/D	1	0	0	0	B	1
Fourtythree	Test	4444444443	3	42	7	B	1	D						0	D	0	0	0	0		0
StudentEight	DemoEight	1111111118	7	42	17	B	0	D				C	C	1	B/D	0	0	0	0	D	0
StudentFour	DemoFour	1111111114	3	42	7	B	0	A	0	C	0	C	B	0	B/D	0	0	0	1	C	0
StudentNine	DemoNine	1111111119	8	42	19	A	0	D	0	C	0	A	D	0	A/E	1	1	0	0	C	0
StudentSeven	DemoSeven	1111111117	7	42	17	C	0	C	0	B	1	D	A	1	A/B	0	0	0	0	C	0

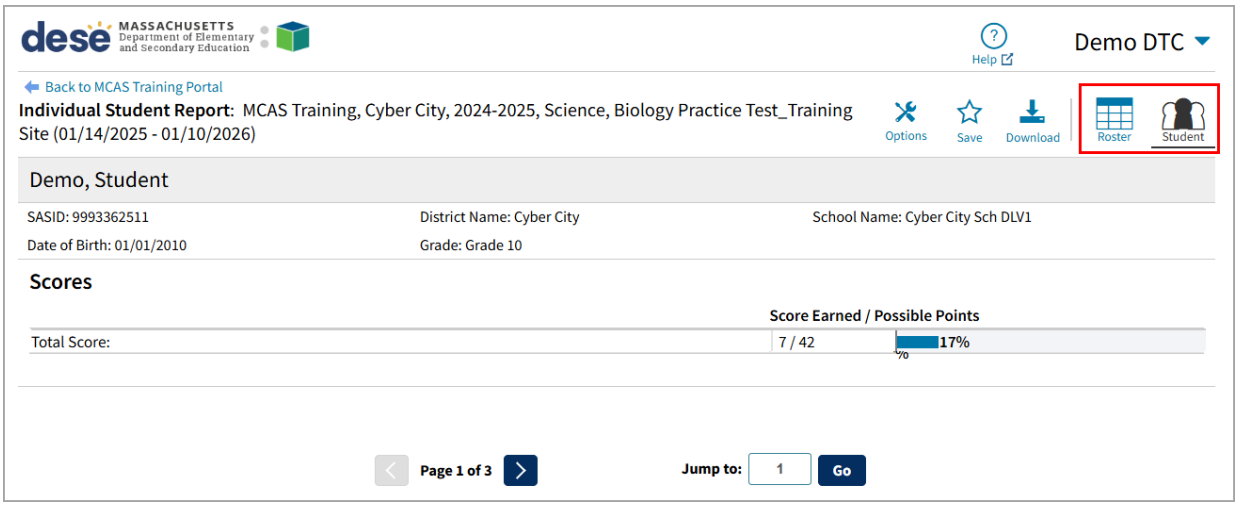
A report on the selected question will open, displaying the following information.

- The first column of the response analysis displays every response type that was selected across all students for this item. **(1)**.
- The second column indicates the score earned for that response, indicating which response was correct **(2)**.
- The third column displays the percentage of students who selected each available response for the selected item **(3)**.
- You can hover over each bar to view the number of students who selected that response.

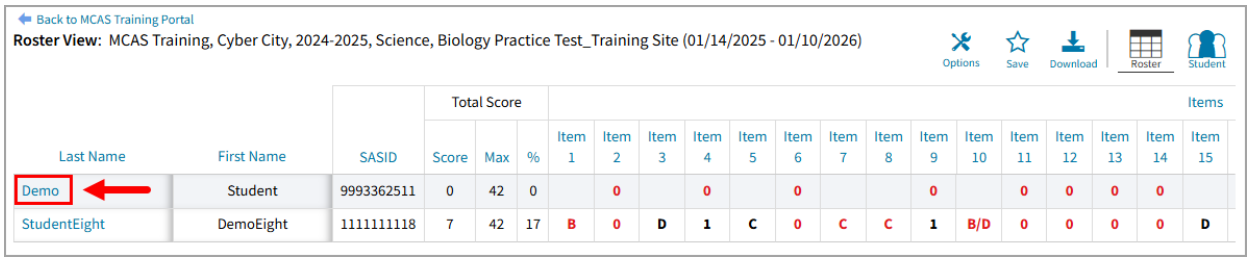


Student (Individual Student Report)

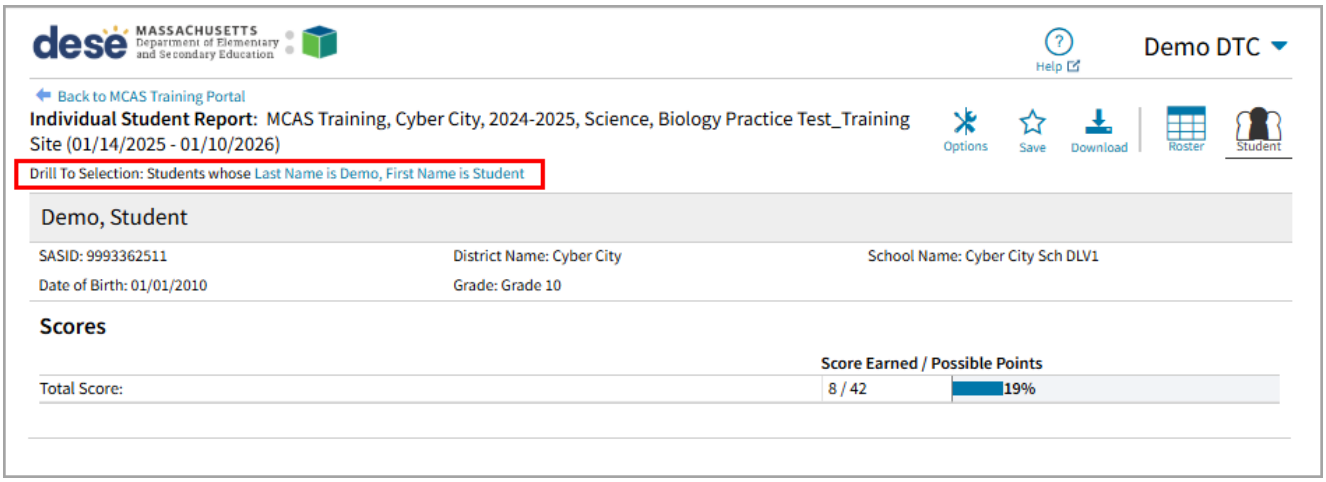
From the **Roster View**, users can select the **Student** icon to access **Individual Student Reports** that provide results for each student. Use the arrows at the bottom of the page to view each Individual Student Report within the selected group.



You can also select a student name in the roster view to access an Individual Student Report for a particular student. In the screenshot below, the red arrow shows that Student Demo is being selected.

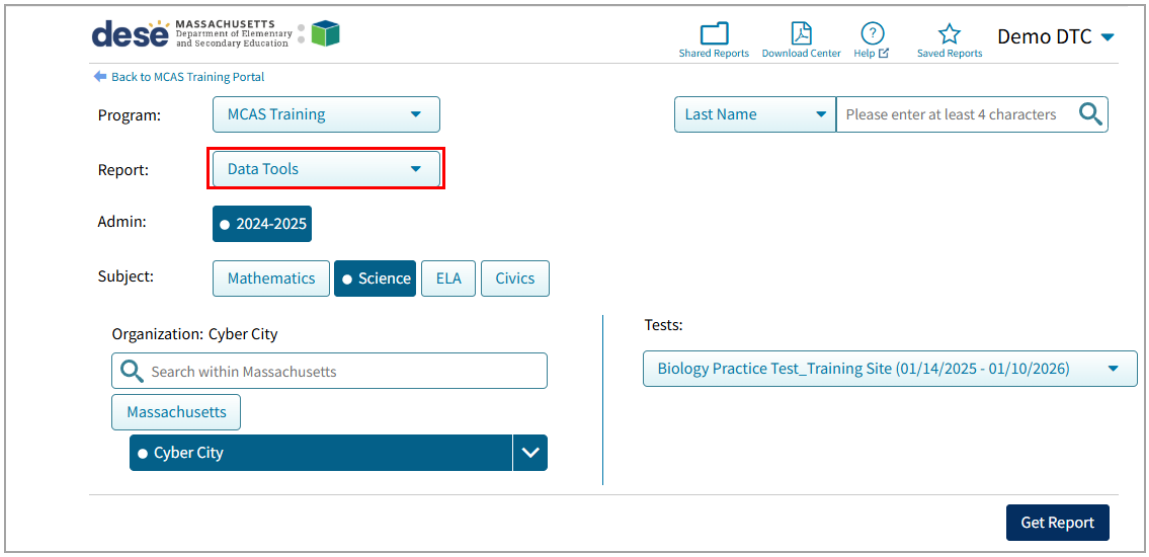


After selecting a student's name in the roster view, the Individual Student Report for that student will display, as shown in the screenshot below:

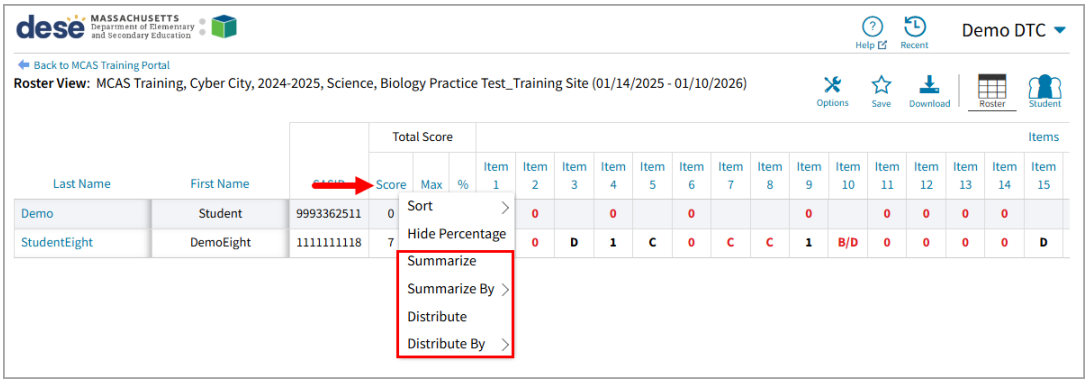


E. Viewing Data Tools

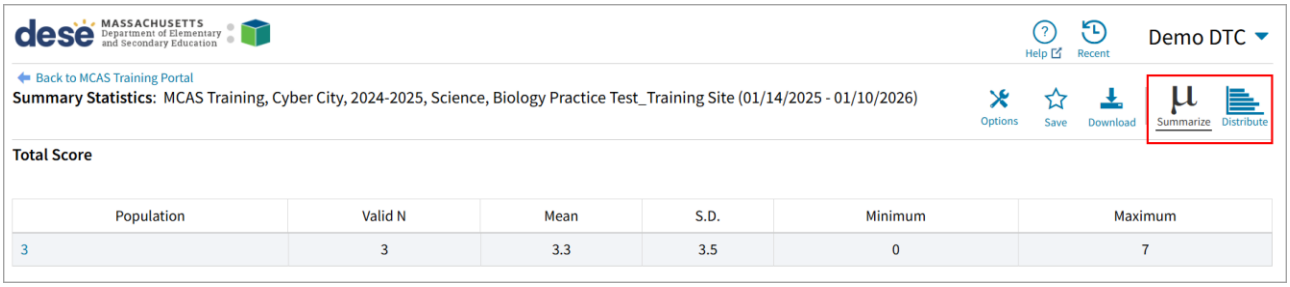
Use the **Data Tools** report available from the Reporting homepage to view summary statistics and frequency distributions for the overall score. Disaggregating and filtering by students can be applied to review statistics for student subgroups.



The **Data Tools** features can also be accessed while in the Roster View report by clicking the **Score** column and choosing Summarize, Summarize By, Distribute, or Distribute By.



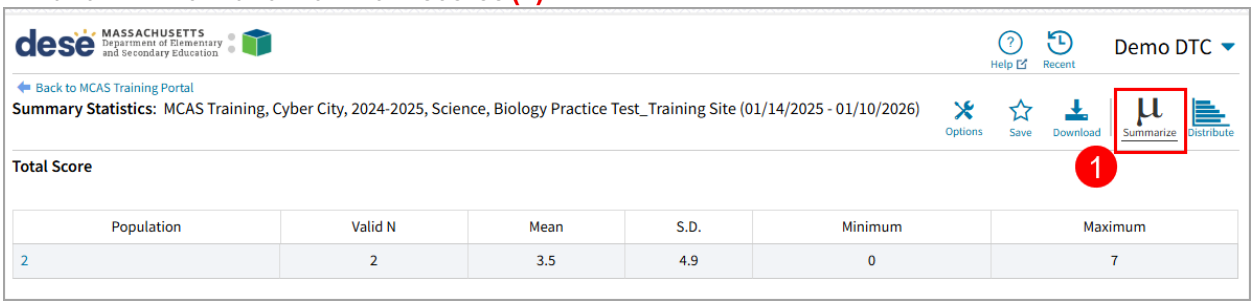
From the **Data Tools view**, select from two analysis options indicated by the icons at the top right of the report: Summarize and Distribute. Summary Statistics (Summarize) is the default view.



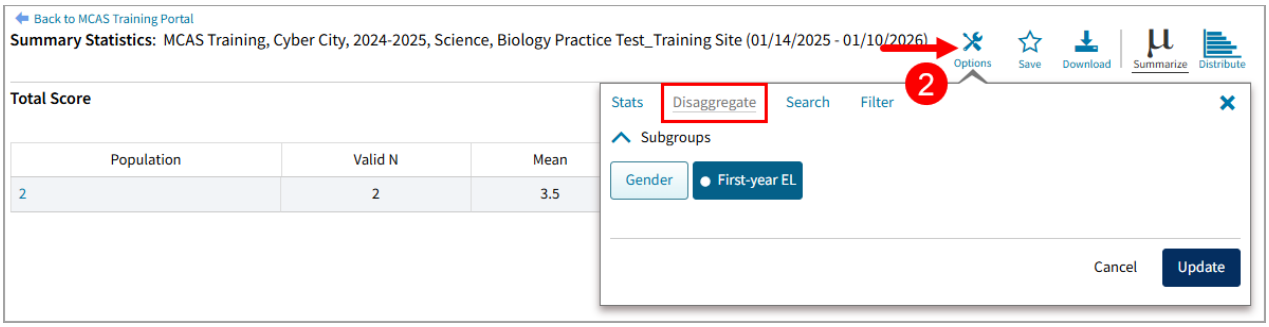
The Summarize and Distribute functions can be useful for test administrators to review the total raw score for a group of students. These reports provide insight on how students performed on the practice test questions.

Summarize

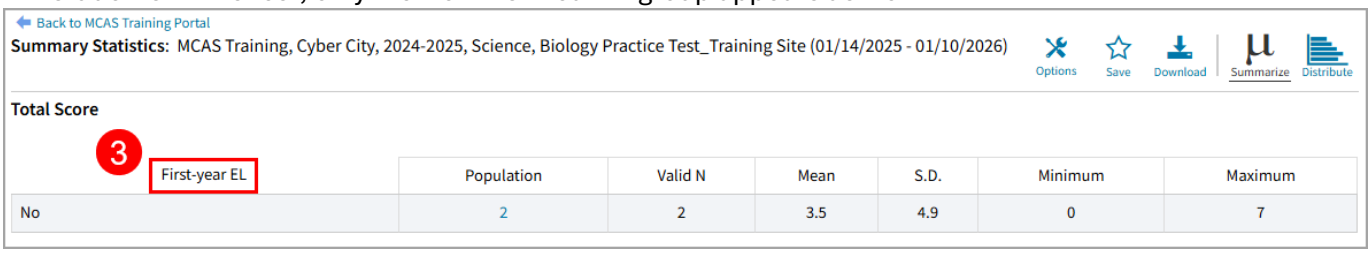
1. Click on the **Summarize** icon to see a summary report displaying the mean, standard deviation, and minimum and maximum scores **(1)**.



2. You can also view summary statistics by demographic subgroups by selecting the **Options** icon, selecting the **Disaggregate** tab, and then clicking on a demographic group and choosing **Update (2)**.

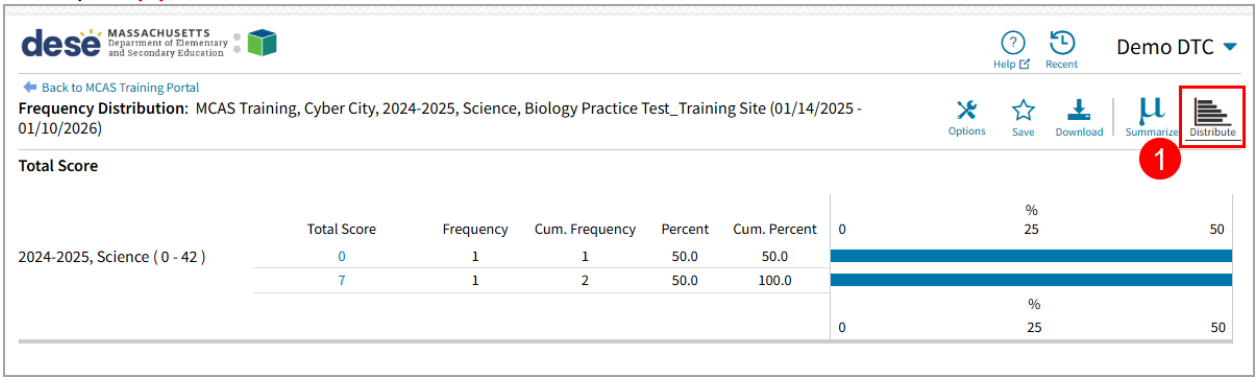


3. The report will update with your selected parameters **(3)**. In the screenshot below, the updated report shows the students grouped as First-year EL or Not First-year EL with the valid N for each showing the number of students who fall under that category. Since there are no First-year EL students in this test, only the Not First-Year EL group appears as No.

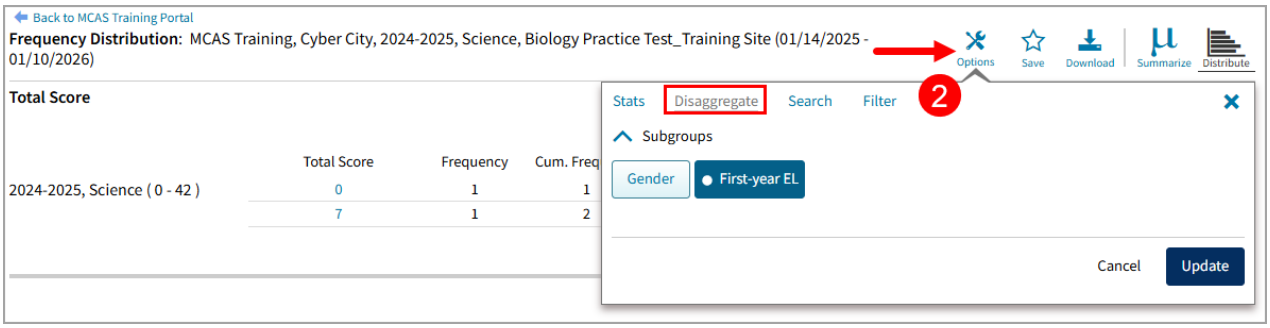


Distribute

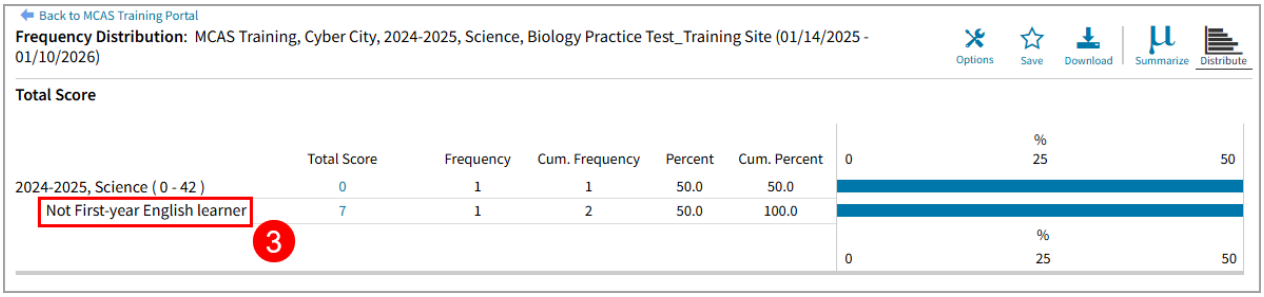
1. Generate a frequency distribution for a score by selecting the **Distribute** icon on the Data Tools report **(1)**.



2. You can also view frequency distributions by demographic subgroups, such as gender, by selecting the **Options** icon, selecting the **Disaggregate** tab, and then selecting a demographic group and choosing **Update (2)**.



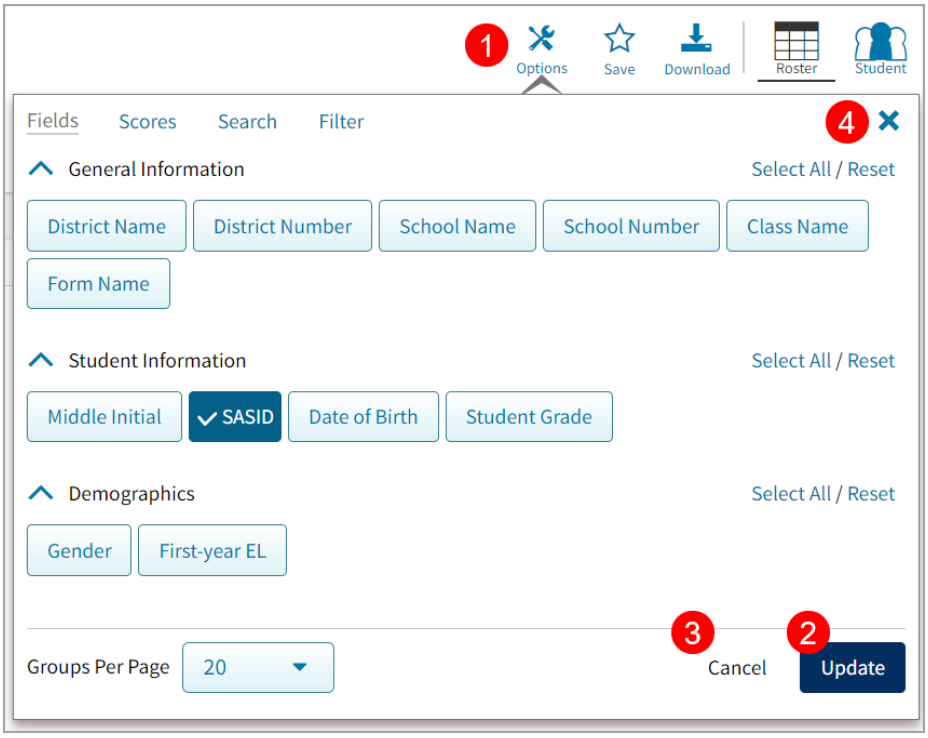
3. The report will update with your selected parameters **(3)**. In the screenshot below, the updated report shows the students grouped as First-year EL or Not First-year EL with each total score listed. For example, for the two Not First-year English learner students who received scores on this test, one student received a total score of 0 and the other received a total score of 7.



F. Customization Options

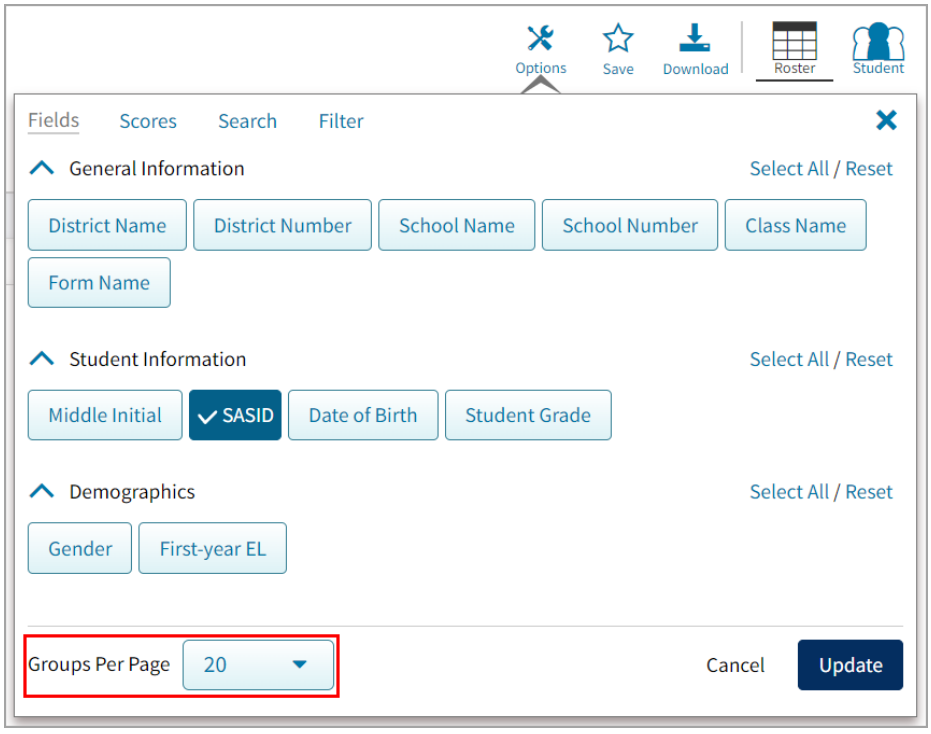
Reports can be customized by changing the options of the report. Changes may be made to multiple tabs at once before updating.

1. For a report, selecting the **Options** icon above the top right of the report will open a pop-up displaying a menu of variables that can be changed. Each category of report has its own tab (i.e., Fields, Scores, Search, Filter). These categories are described below **(1)**.
2. Selecting **Update** will apply the customizations **(2)**.
3. Selecting **Cancel** will keep the report with existing options **(3)**.
4. Selecting the **X** will close the window **(4)**.



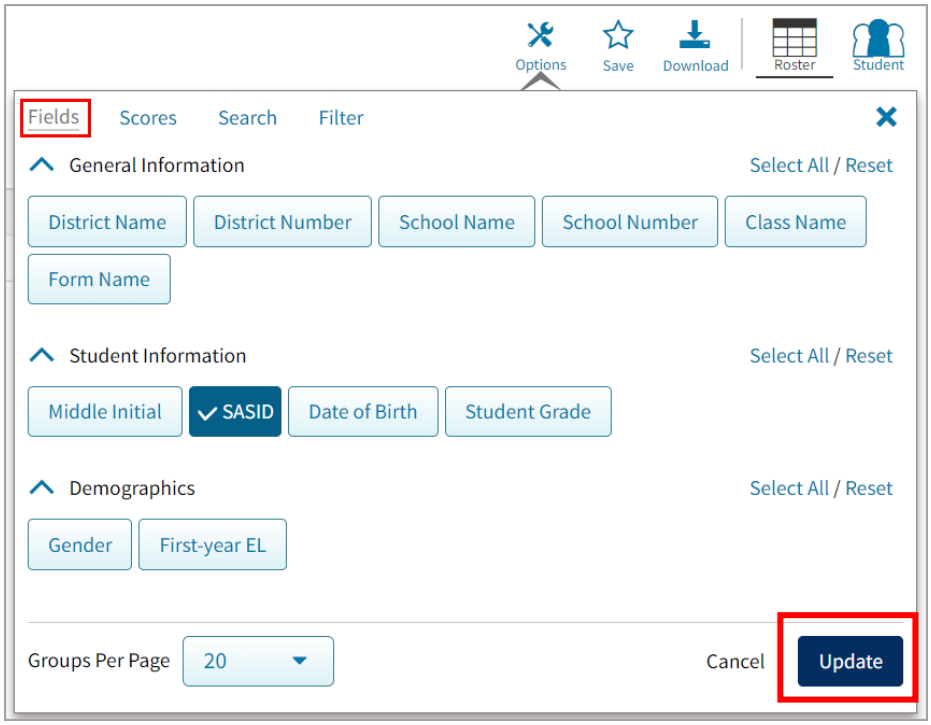
Groups per Page

On a report, specify the number of groups to be shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing **Groups Per Page** on any tab of the **Options** menu.



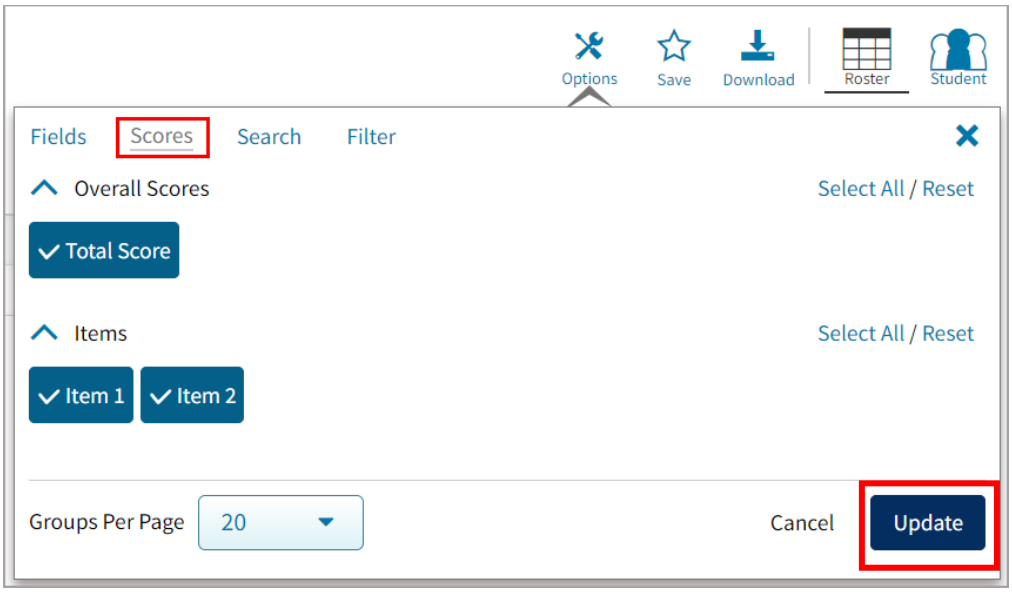
Fields (Roster View Only)

Use the **Fields** tab (available in Roster View only) to select which student identification information, test information, and demographics to view on the report. After making selections, click **Update** to add these fields as columns to the report.



Scores (Roster View Only)

By default, the Total Score and all items appear on the report for each student. Use the **Scores** tab (available in Roster View only), by selecting or deselecting options under the Overall Scores and/or Items to further customize the scores listed. To view all, select the **Select All** link within each section. Select **Update** to view the selections in the report.

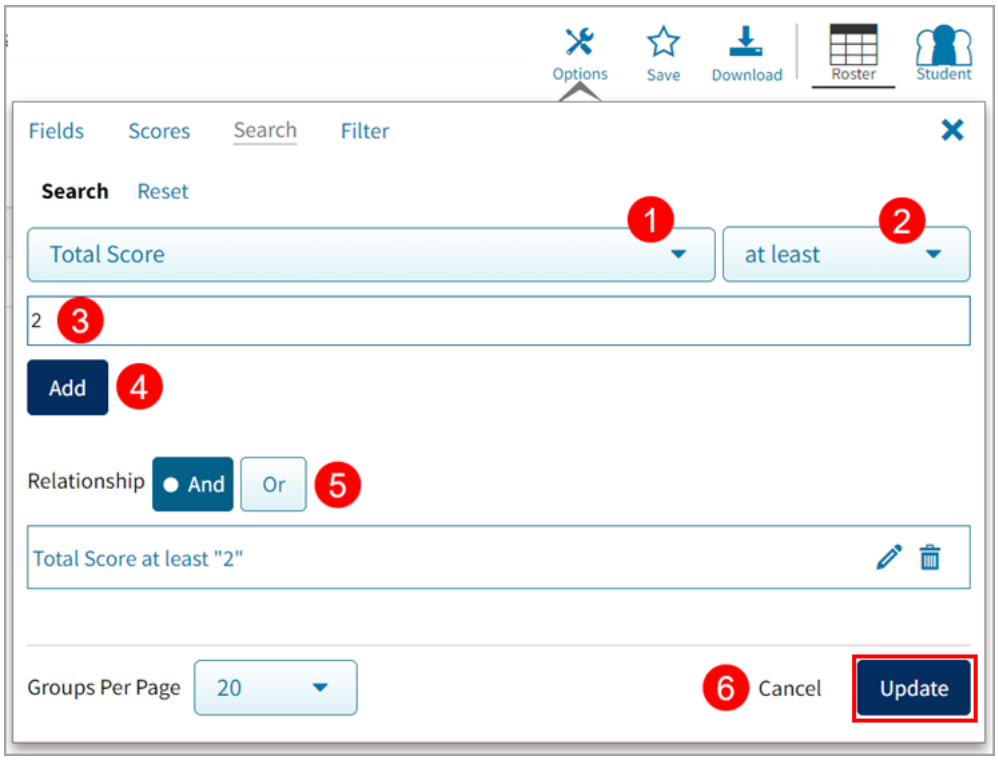


Search (Roster View Only)

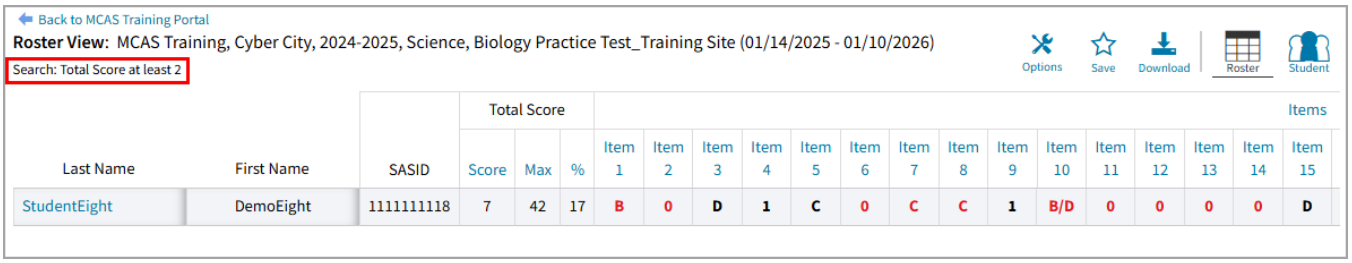
Use the **Search** feature (available in the Roster View only) to search for students by name, SASID, Class Name, and Total Score.

For example, to find students in the **Roster View** report with a total score of at least a 2 on a particular practice test:

1. Select the subject area option from the drop-down menu to display a particular score **(1)**.
2. Select **At Least**, **At Most**, or **Equal to (2)**.
3. Enter the score in the text box **(3)**. (In this example, the total score in this search is 2.)
4. Select **Add (4)**.
5. Choose the **Relationship (5)**.
   - **And** will show only students who meet all the search criteria listed.
   - **Or** will show students who meet at least one of the search criteria listed.
6. Select **Update (6).**



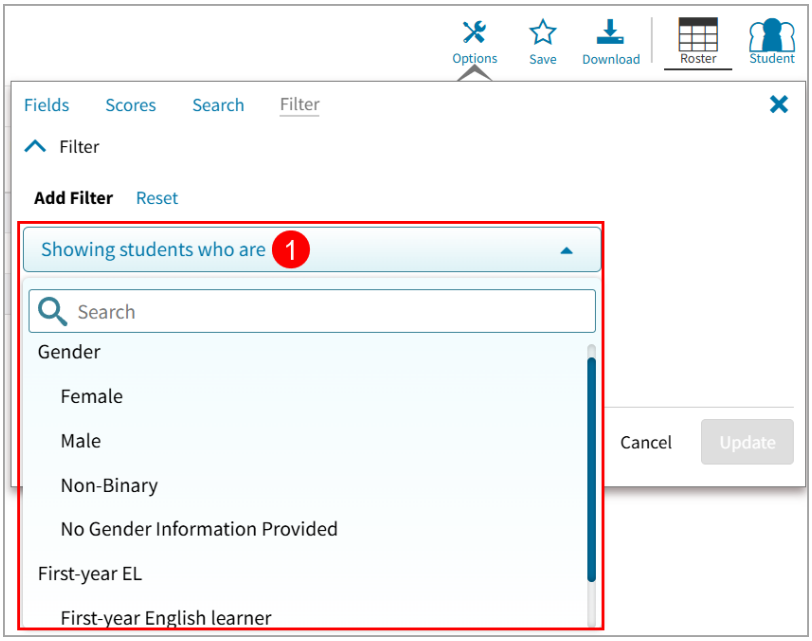
The report will refresh, showing only the students matching the search criteria.



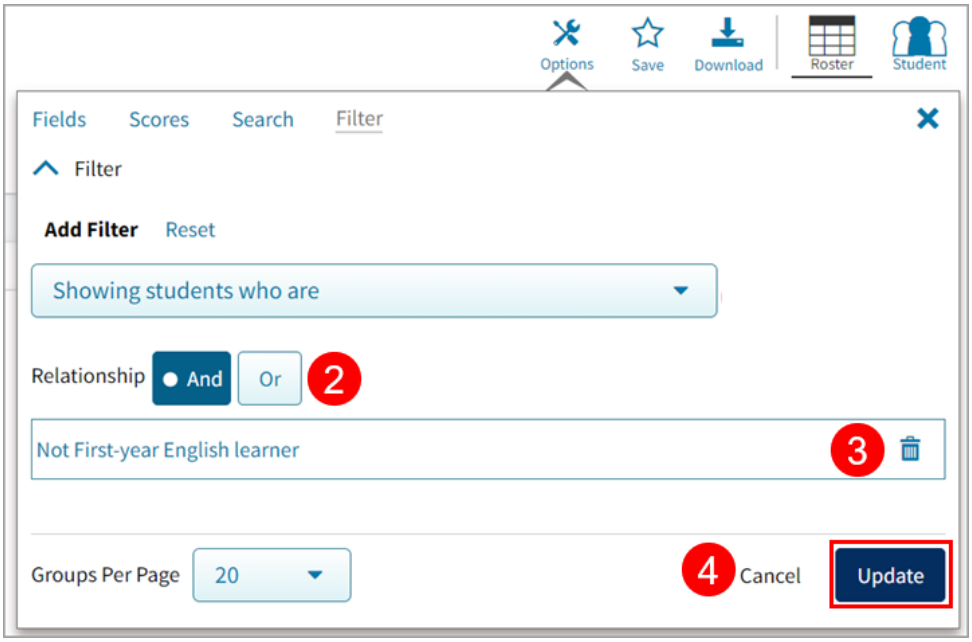
Filter (Available for All Reports)

Use the **Filter** feature (available in all reports) to include or exclude students in the report based on selected demographic variables.

1. Select between Gender and First-Year EL from the drop-down list to select a subgroup. Select another demographic variable to select more than one subgroup **(1)**.



2. Choose the **Relationship** by selecting **And** or **Or** to specify the relationship between the subgroups selected:
   - **And** will show only students who are included in all the selected subgroup(s).
   - **Or** will show students who are included in only some of the selected subgroups.
3. Selections display as boxes under **Relationship**. Select the trash can icon displayed to remove the selection
4. Select **Update**.


Options
Save
Download
Roster
Student
Fields
Scores
Search
Filter
Filter
Add Filter
Reset
Showing students who are
Relationship
And
Or
2
Not First-year English learner
3
Groups Per Page
20
4
Cancel
Update