

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

2025 MCAS Test Administrations



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

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



## **Important Contact Information and Resources**

Contact:	MCAS Service Center
For questions on:	<ul> <li>general test administration support</li> <li>MCAS Training Site and MCAS Student Kiosk such as         <ul> <li>user accounts</li> <li>technology support and readiness</li> <li>student registration process and loading files</li> <li>viewing student data</li> <li>scheduling tests</li> </ul> </li> <li>locating resources</li> <li>shipments of materials</li> </ul>
Hours:	7:00 a.m.–5:00 p.m., Monday–Friday
Web:	mcas.onlinehelp.cognia.com
Email:	mcas@cognia.org
Telephone:	1-800-737-5103 TTY: 888-222-1671

Contact:	DESE Office of Student Assessment Services
For questions on:	<ul> <li>policy, such as assigning accessibility features and accommodations</li> <li>student participation</li> <li>testing irregularities, including test security incidents and technology failures</li> <li>reactivating tests for CBT</li> <li>student data and SIMS (See note below regarding SIMS.)</li> <li>Ouestions regarding SIMS data should be directed to the district's SIMS</li> </ul>
	contact (go to
	<b>Contact</b> from the <b>Function</b> menu, and click <b>Get Results</b> ).
Hours:	8:00 a.m.–5:00 p.m., Monday–Friday during test administration windows Between 7:00 a.m. and 8:00 a.m. during the test administration windows, MCAS Service Center representatives will receive calls to 781-338-3625, answer questions regarding logistics, and take messages for Department staff, which will be returned during our regular business hours.
Web:	www.doe.mass.edu/mcas/admin.html
Email:	mcas@mass.gov
Telephone:	781-338-3625

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## I. 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

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

	raining Porta	
Program:	MCAS Training	aracters
2 Report:	Roster View 🗸	
3 Admin:	• 2024-2025	
4 Subject:	Mathematics Science ELA Civics	
Organizatio	n: Cyber City	
Q Search	n within Cyber City Biology Practice Test_Training Site (01/14/2025 - 01/10/2	2026)
	isetts	
Massachu		
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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).

Roster View: MCAS Tra 1	aining, Cyber City, 20	24-2025, Scienc	e, Biolo	gy Pra	ctice	e Test_	Trainir	ng Site	(01/14	/2025	- 01/10	)/2026)			Op	<b>k</b> tions	☆ Save	L. Download	d R	oster	Stude
			Tota	al Scor	e															Items	
Last Name	First Name	SASID	Score	Мах	%	ltem 1	Item 2	ltem 3	ltem 4	ltem 5	ltem 6	ltem 7	Item 8	ltem 9	ltem 10	ltem 11	ltem 12	ltem 13	ltem 14	ltem 15	Item 16
Demo	Student	9993362511	0	42	0		0		0		0			0		0	0	0	0		0
Fourtythree	Test	444444443	3	42	7	в	1	D	0		0			0	D	0	0	0	0		0
StudentEight	DemoEight	1111111118	7	42	17	в	0	D	1	с	0	с	с	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).

			Tota	al Scor	e								
-						Item	Ite						
2 Last Name	First Name	SASID	Score	Мах	%	1	2	3	4	5	6	7	8
Demo Sort	Sort Ascending	9993362511	0	42	0		0		0		0		
Fourtythree	Sort Descending	444444443	3	42	7	В	1	D	0		0		
StudentEight	DemoEight	1111111118	7	42	17	в	0	D	1	с	0	с	c

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)**.

Back to MCAS Training P     Roster View: MCAS Tr	Portal aining, Cyber City, 20	24-2025, Scienc	e, Biolo	ogy Pra	actice	e Test <u></u>	_Tra	ning Site (01/14/2025 - 01/10/2026)
			Tot	al Scor	e			Fields Scores Search Filter
Last Name	First Name	SASID	Score	Мах	%	ltem	Ite	▲ General Information Select All / Reset
Demo	Student	9993362511	0	42	0		(	District Name District Number School Name School Number Class Name
Fourtythree	Test	444444443	3	42	7	в	1	Form Name
StudentEight	DemoEight	1111111118	7	42	17	в	c	Student Information     Select All / Paset
								Middle Initial       SASID       Date of Birth       Student Grade <ul> <li>Demographics</li> <li>Select All / Reset</li> <li>Gender</li> <li>First-year EL</li> </ul> <ul> <li>Groups Per Page</li> <li>Cancel</li> <li>Update</li> </ul>
		[	< Dis	Page 1	of 1 1-3 of 3	3		Jump to: 1 Go

**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).

Back to MCAS Training P Roster View: MCAS Training P	Portal aining, Cyber City, 202	24-2025, Scienc	e, Biolo	gy Pra	octico	e Test_	Trainir	ng Site	(01/14	/2025	- 01/10	0/2026	)		Op	tions	<b>☆</b> Save	L. Downloa	d R	oster	Student
			Tota	al Scor	е															Items	
Last Name	First Name	SASID	Score	Мах	%	ltem 1	ltem 2	Item 3	Item 4	ltem 5	Item 6	ltem 7	Item 8	Item 9	Item 10	ltem 11	ltem 12	ltem 13	ltem 14	ltem 15	ltem 16
Demo	Student	9993362511	0	42	0		0		0		0			0		0	0	0	0		0
Fourtythree	Test	444444443	3	42	7	в	1	D	0		0			0	D	0	0	0	0		0
StudentEight	DemoEight	1111111118	7	42	17	в	0	D	1	с	0	с	с	1	B/D	0	0	0	0	D	0
		4	< Di:	Page 1	<b>of 1</b> 1-3 of	3			Jur	np to:	1	Go									

### 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.

dese Massachu Department of and Secondary	SETTS Elementary Education															(? Help	)	De	mo D	TC 🔻
<ul> <li>Back to MCAS Training P</li> <li>Roster View: MCAS Training</li> </ul>	ortal aining, Cyber City, 202	4-2025, Scienc	e, Biolo	gy Pra	ictice	e Test_	Trainir	ng Site	(01/14	/2025	01/10	/2026)		Of	<b>X</b> otions	☆ Save	Downloa	id F	Roster	Student
			Tota	al Scor	e															Items
Last Name	First Name	SASID	Score	Мах	%	ltem 1	ltem 2	ltem 3	Item 4	ltem 5	ltem 6	ltem 7	ltem 8	ltem 9	ltem 10	ltem 11	ltem 12	ltem 13	ltem 14	ltem 15
Demo	Student	9993362511	0	42	0		0		0		0			0		0	0	0	0	
StudentEight	DemoEight	1111111118	7	42	17	в	0	D	1	с	0	с	с	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.

dese MASSACHUSETTS Department of Elementary and Secondary Education				Help		Demo I	otc 🗸
<ul> <li>Back to MCAS Training Portal</li> <li>Individual Student Report: MCAS Training Site (01/14/2025 - 01/10/2026)</li> </ul>	ining, Cyber City, 2024-2025, Science, Biolo	gy Practice Test_Training	Options	값 Save	L. Download	Roster	Student
Demo, Student							
SASID: 9993362511	District Name: Cyber City	School Na	me: Cybei	r City Sch	n DLV1		
Date of Birth: 01/01/2010	Grade: Grade 10						
Scores							
		Score Earned / I	Possible F	Points			
Total Score:		7 / 42	//0	17%			
	Page 1 of 3	Jump to: 1 Go					

#### **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.

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Back to MCAS Training F	ortal																			
oster View: MCAS Tr	aining, Cyber City, 20	24-2025, Scienc	e, Biolo	gy Pra	ctice	e Test_	Trainir	ng Site	(01/14	/2025	01/10	/2026)		Op	<b>X</b> otions	☆ Save	Downloa	d	Roster	Stu
			Total Score																	Ite
						Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Ite
Last Name	First Name	SASID	Score	Max	70	1	2	٦	4	5	6	7	8	9	10	11	12	13	14	1
Demo	Student	9993362511	0	42	0		Sort		>		0			0		0	0	0	0	
			7	42	17		Item P	review	1	6	0	c	c		R/D	0	0	0	0	Ξ.

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

	the embryo and adult stage:	s of three different	organisms are	e shown.		
		Organism	Embryo	Adult		
		Grasshopper				
		Spider		$\mathbf{X}$		
		Centipede		North Contraction		
				10,00		
hich of th	ne following is the best conc	lusion that can be	drawn from th	nis evidence?		
hich of th	ne following is the best conc	lusion that can be	drawn from th	nis evidence?		
'hich of th A Havi	ne following is the best conc ng similar embryos indicate	lusion that can be a	drawn from th sms eat the sa	nis evidence?	d.	
/hich of th A Havi B Havi	ne following is the best conc ng similar embryos indicate ng similar embryos indicate	lusion that can be of the second seco	drawn from th sms eat the sa sms live in a s	nis evidence? ame types of foo imilar environm	d.	
hich of th A Havi B Havi C Havi	ne following is the best conc ng similar embryos indicate ng similar embryos indicate ng similar embryos indicate	Lusion that can be s that these organis s that these organis s that these organis	drawn from th sms eat the sa sms live in a s sms share a re	imilar environm	d. ent. ncestor.	

#### **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.

																Help	ď	DC		~~~
Back to MCAS Training P	ortal		<b>D</b> : 1					<b>C</b> <sup>11</sup>	(0.1.1.4	10005	01/10	(2020)				•				~
oster view: MCAS In	aining, Cyber City, 20	24-2025, Scienc	e, Biolo	gy Pra	ctice	rest_	Irainin	ig Site	(01/14	/2025 -	01/10/	(2026)		Op	tions	Save	Downloa		Roster	Stu
			Tot	al Scor	e															Ite
						Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	It
Last Name	First Name	SASID	Score	Max	%	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
)emo	Student	9993362511	0	42	0		0		0		0			0		0	0	0	0	

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.

Studer	of the embrar and adult steered			<b>b</b>	
mages	of the empryo and adult stages (	or three different	organisms are	e shown.	
		Organism	Embryo	Adult	
		Grasshopper			
		Spider		$\mathbf{X}$	
		Centipede		No. of the second secon	
Vhich o	of the following is the best conclu	ision that can be o	drawn from th	nis evidence?	
A F	Having similar embryos indicates	that these organis	sms eat the sa	ame types of foc	d.
B ⊦	Having similar embryos indicates	that these organis	sms live in a s	imilar environm	ent.
C H	Having similar embryos indicates	that these organis	sms share a re	ecent common a	incestor.
D H	Having similar embryos indicates	that a certain pro	tein controls l	now many legs t	he adult organisms will

rickets rickets rickets, emale (	by rubbing their wings t sing, they not only attra- but they also attract fer Ormia fly finds a male fie	cogether. When male field cogether. When male field ct female Polynesian field male <i>Ormia</i> flies. When a eld cricket, she deposits larvae	This question has two parts.
n the f eld crio rickets	ïeld cricket. The larvae b cket's body, eventually ca are the main food sourc	urrow into and feed on the ausing the cricket to die. Field se of <i>Ormia</i> fly larvae.	The Ormia fly was introduced by humans to the Hawaiia Islands and is considered an invasive species.
cientist ne Haw ollecter	ts studied Polynesian fiel vaiian island of Kauai ove d data on the number of	ld crickets and <i>Ormia</i> flies on er several years. They f male Polynesian field	Part A
rickets	found in an area on Kau	iai. They also determined	
/hether cientist	r the field crickets had th s collected are shown in	e ability to sing. The data the the table.	Describe <b>two</b> characteristics of an organism, such as the <i>Ormia</i> fly, that would allow it to become an invasive species.
/hether cientist <b>Year</b>	r the field crickets had th ts collected are shown in Number of Males Found	e ability to sing. The data the table. Ability of Crickets to Sing	Describe <b>two</b> characteristics of an organism, such as the <i>Ormia</i> fly, that would allow it to become an invasive species. This is only a test.
vhether cientist <b>Year</b> 1993	r the field crickets had th is collected are shown in Number of Males Found 72	e ability to sing. The data the the table.  Ability of Crickets to Sing  Most had the ability to sing.	Describe <b>two</b> characteristics of an organism, such as the Ormia fly, that would allow it to become an invasive species. This is only a test.
rhether cientist Year 1993 1995	r the field crickets had th ts collected are shown in Number of Males Found 72 52	e ability to sing. The data the the table.  Ability of Crickets to Sing  Most had the ability to sing.  Most had the ability to sing.	Describe <b>two</b> characteristics of an organism, such as the <i>Ormia</i> fly, that would allow it to become an invasive species. This is only a test.
/hether cientist Year 1993 1995 1999	r the field crickets had these collected are shown in <b>Number of Males</b> Found 72 52 5	Ability of Crickets to Sing Most had the ability to sing. Most had the ability to sing. Some had the ability to sing.	Describe <b>two</b> characteristics of an organism, such as the <i>Ormia</i> fly, that would allow it to become an invasive species. This is only a test.
/hether cientist Year 1993 1995 1999 2004	r the field crickets had these collected are shown in <b>Number of Males</b> Found 72 52 5 133	e ability to sing. The data the the table.  Ability of Crickets to Sing  Most had the ability to sing.  Most had the ability to sing.  Some had the ability to sing.  Few had the ability to sing.	Describe <b>two</b> characteristics of an organism, such as the <i>Ormia</i> fly, that would allow it to become an invasive species. This is only a test.

#### **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.

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Back to MCAS Training F     Roster View: MCAS Tr	Portal raining, Cyber City, 20	24-2025, Scienc	e, Biolo	gy Pra	octice	e Test_	Trainin	g Site	(01/14	/2025	- 01/10	)/2026)			Opti	ons	☆ Save I	L. Download	Ro	ster	Student
			Tota	al Scor	e															Items	
Last Namo	First Name	SASID	Score	Мах	0/6	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item
Last Name	riscitatie	36310	Score	Max	70			5	ort	5		,		5	10		12	15	14	15	10
Demo	Student	9993362511	8	42	19	в	0	<b>(</b> )				A	C	0	B/D	1	0	0	0	в	1
Fourtythree	Test	444444443	3	42	7	В	1	۲ It	em Pre	eview	_			0	D	0	0	0	0		0
StudentEight	DemoEight	1111111118	7	42	17	в	0	C R	espon	se Ana	lysis	с	с	1	B/D	0	0	0	0	D	0
StudentFour	DemoFour	1111111114	3	42	7	в	0	Α	0	с	0	с	в	0	B/D	0	0	0	1	с	0
StudentNine	DemoNine	1111111119	8	42	19	A	0	D	0	с	0	Α	D	0	A/E	1	1	0	0	с	0
StudentSeven	DemoSeven	1111111117	7	42	17	c	0	с	0	в	1	D	Α	1	A/B	0	0	0	0	с	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.

$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	dese MASSACHUSETTS Department of Elementary and Secondary Education						н		9 ent	Demo l	DTC 🔻
Item 3: Bl.2.2     1     2     3     6     80     10       1.D     1     50.0     60     80     100       2.C     0     33.3     60     96     60     80     100       3.A     0     16.7     96     96     96     96     96	Back to MCAS Training Portal     Response Analysis: MCAS Training	;, Cyber City, 2024-2025, Science,	Biology Practice Test_Training	Site (01/14/2025 - 0	01/10/2026)			<b>X</b> Options	☆ Save	L. Download	Chart
Student's Response         2 Score         3 %         0         20         40         60         80         100           1. D         1         50.0	Item 3: BI.2.2										
1. D     1     50.0       2. C     0     33.3       3. A     0     16.7	1 Student's Response	2 Score	3 % 0	20	40	%	60		80		100
2. C         0         33.3           3. A         0         16.7	1. D	1	50.0								
3. A 0 16.7	2. C	0	33.3								
96	3. A	0	16.7								
						%					

#### **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.

Department of Elementary and Secondary Education				Hel		Demo	DTC 🔻
← Back to MCAS Training Portal Individual Student Report: MCAS Site (01/14/2025 - 01/10/2026)	Training, Cyber City, 2024-2025, Science, Biolog	gy Practice Test_Training	Options	값 Save	L. Download	Roster	Student
Demo, Student							
SASID: 9993362511	District Name: Cyber City	School N	ame: Cybei	r City Scl	DLV1		
Date of Birth: 01/01/2010	Grade: Grade 10						
Scores							
		Score Earned /	Possible F	Points			
Total Score:		7 / 42	/0	17%			
	Page 1 of 3 >	Jump to: 1 Go					

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.

Back to MCAS Training Per Roster View: MCAS Training Per Ro	ortal aining, Cyber City, 202	24-2025, Scienc	e, Biolo	gy Pra	ctice	e Test_	Trainin	ng Site	(01/14	/2025 ·	01/10	/2026)		Op	<b>X</b> otions	Save	L. Downloa	d f	Roster	Student
			Tota	al Scor	e															Items
Last Name	First Name	SASID	Score	Мах	%	ltem	ltem 2	ltem 3	Item 4	Item 5	Item 6	Item 7	Item 8	ltem 9	Item 10	ltem 11	ltem 12	ltem 13	ltem 14	Item 15
Demo 🔶	Student	9993362511	0	42	0		0		0		0			0		0	0	0	0	
StudentEight	DemoEight	1111111118	7	42	17	в	0	D	1	с	0	с	с	1	B/D	0	0	0	0	D

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:

Eack to MCAS Training Portal							
ndividual Student Report: MCAS T Site (01/14/2025 - 01/10/2026)	raining, Cyber City, 2024-2025, Science, Biology Practice Test_Tr	aining	Ontions	☆	Download	Roster	Studer
vill To Selection: Students whose Last Name	is Demo, First Name is Student			Save	Download		
Demo, Student							
SASID: 9993362511	District Name: Cyber City	School	Name: Cybe	r City Scl	h DLV1		
Date of Birth: 01/01/2010	Grade: Grade 10						
Scores							
	Score	e Earned	/ Possible	Points			
Total Score:	8/4	2		19%			

## 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.

Back to MCAS Training Portal	
Program: MCAS Training	Last Name   Please enter at least 4 character
Report: Data Tools 💌	
Admin: • 2024-2025	
Subject: Mathematics Science ELA Civic	s
Subject: Mathematics Science ELA Civic Organization: Cyber City	s Tests:
Subject: Mathematics Science ELA Civic Organization: Cyber City Q Search within Massachusetts	s Tests: Biology Practice Test_Training Site (01/14/2025 - 01/10/202
Subject: Mathematics Science ELA Civic Organization: Cyber City Q Search within Massachusetts Massachusetts	s Tests: Biology Practice Test_Training Site (01/14/2025 - 01/10/202
Subject: Mathematics Science ELA Civic Organization: Cyber City Q Search within Massachusetts Massachusetts	s Tests: Biology Practice Test_Training Site (01/14/2025 - 01/10/202

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.

dese MASSACHU Department of and Secondary	Elementary Education														( He	? elp Ľ F	Decent	De	mo [	тс
Back to MCAS Training P     Roster View: MCAS Tra	<sup>ortal</sup> aining, Cyber City, 20	24-2025, Science	e, Biol	ogy Pr	actic	e Test_	Trainir	ng Site	(01/14,	/2025 -	01/10	/2026)		or	Xotions	☆ Save	L. Downloa	d F	toster	Studer
			То	tal Sco	re															Item
Last Name	First Name		Score	e Max	: %	ltem	ltem 2	ltem 3	ltem 4	ltem 5	ltem 6	ltem 7	Item 8	ltem 9	ltem 10	ltem 11	ltem 12	ltem 13	ltem 14	ltem 15
Demo	Student	9993362511	0	Sort		>	0		0		0			0		0	0	0	0	
StudentEight	DemoEight	1111111118	7	Hide I	Perce	ntage	0	D	1	с	0	с	с	1	B/D	0	0	0	0	D
				Sumn Sumn Distril Distril	narize bute bute	e By > 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.

dese Massachusetts Department of Elementary and Secondary Education					⑦     ⑤       Help ☑     Recent   Demo DTC ▼
<ul> <li>Back to MCAS Training Portal</li> <li>Summary Statistics: MCAS Training, Cy</li> </ul>	/ber City, 2024-2025, Scienc	e, Biology Practice Test	_Training Site (01/1	14/2025 - 01/10/2026)	the save Download ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓
Total Score					
Population	Valid N	Mean	S.D.	Minimum	Maximum
3	3	3.3	3.5	0	7

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).

dese MASSACHUSETTS Department of Elementary and Secondary Education		(?) Help 🗹 🛛	Demo DTC 🔻				
Back to MCAS Training Portal Summary Statistics: MCAS Training, Total Score	Cyber City, 2024-2025, Scier	nce, Biology Practice Te	est_Training Site (0	01/14/2025 - 01/10/2026)	Options	☆ Save	Download User Distribute
Population 2	Valid N 2	Mean 3.5	S.D. 4.9	Minimum 0			Maximum 7

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).

Back to MCAS Training Portal     Summary Statistics: MCAS Training, C	yber City, 2024-2025, Scier	nce, Biology Pract	ce Test_Training Site (01/14/2025 - 01/10/2026)	숬 Save	Download Summarize Distrib	oute
Total Score			Stats Disaggregate Search Filter		>	•
Population	Valid N	Mean				
2	2	3.5	Gender First-year EL			
						-1
					Cancel Update	
						_

**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.

<ul> <li>Back to MCAS Training Portal</li> </ul>						
Summary Statistics: MCAS Training, Cyber City, 20	024-2025, Science, Biology I	Practice Test_Traini	ng Site (01/14/2	025 - 01/10/20	26) 🔀 🏠	$\pm$ $\mu$ $\equiv$
					Options Save I	Download Summarize Distribute
Total Score						
2						
First-year EL	Population	Valid N	Mean	S.D.	Minimum	Maximum
No	2	2	3.5	4.9	0	7

#### Distribute

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

dese MASSACHUSETTS Department of Elementary and Secondary Education							(?) Eccent	Demo DTC 🤜
Back to MCAS Training Portal     Frequency Distribution: MCAS Tra     01/10/2026)	aining, Cyber City, 202	4-2025, Science,	, Biology Practice 1	est_Traini	ng Site (01/14/2	025 -	★     ☆     ▲       Options     Save     Download	Summarize
Total Score								1
	Total Score	Frequency	Cum. Frequency	Percent	Cum. Percent	0	% 25	50
2024-2025, Science ( 0 - 42 )	0	1	1	50.0	50.0			
	7	1	2	50.0	100.0			
							%	
						0	25	50

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).

Back to MCAS Training Portal     Frequency Distribution: MCAS Tra     01/10/2026)	aining, Cyber City, 2024	-2025, Science,	, Biology Pra	ctice Test_Training Site (01/14/2025 -
Total Score				Stats Disaggregate Search Filter 2
2024-2025, Science ( 0 - 42 )	Total Score 0	Frequency 1	Cum. Freq 1	Gender First-year EL
-	7	1	2	Cancel Update

**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.

Back to MCAS Training Portal     Frequency Distribution: MCAS Training, Cyber City, 2024-2025, Science, Biology Practice Test_Training Site (01/14/2025 - 01/10/2026)									Download	Distribute
Total Score										
	Total Score	Frequency	Cum. Frequency	Percent	Cum. Percent	0		% 25		50
2024-2025, Science (0 - 42)	0	1	1	50.0	50.0					
Not First-year English learner	7	1	2	50.0	100.0					
3								%		
						0		25		50

## **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).

	ions Save Download
Fields Scores Search Filter	<b>4</b> ×
∧ General Information	Select All / Reset
District Name District Number School Name	School Number Class Name
Form Name	
<ul> <li>Student Information</li> </ul>	Select All / Reset
Middle Initial Student Student	Grade
∧ Demographics	Select All / Reset
Gender First-year EL	
Groups Per Page 20 🔻	Cancel Update

### 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.

Options Save Download Roster S	tudent
Fields Scores Search Filter	×
▲ General Information Select All / Re	eset
District Name         District Number         School Name         School Number         Class Name	
Form Name	
Student Information Select All / Revealed a sel	eset
Middle Initial SASID Date of Birth Student Grade	
▲ Demographics Select All / Re	eset
Gender First-year EL	
Groups Per Page 20  Cancel Upda	ite

#### 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.

Options Save Downloa	nd Roster Student
Fields Scores Search Filter	×
▲ General Information	Select All / Reset
District Name District Number School Name School Number	Class Name
Form Name         Student Information         Middle Initial       SASID         Date of Birth       Student Grade	Select All / Reset
▲ Demographics	Select All / Reset
Gender First-year EL	
Groups Per Page 20  C	ancel Update

#### 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).

	Options Save Download Roster Student
Fields Scores Search Filter	×
Search Reset	<b>A A</b>
Total Score	▼ at least ▼
2 3	
Add 4	
Relationship • And Or 5	
Total Score at least "2"	<i>i</i> 🗇 💼
Groups Per Page 20 🔹	6 Cancel Update

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

Back to MCAS Training Portal     Roster View: MCAS Training, Cyber City, 2024-2025, Science, Biology Practice Test_Training Site (01/14/2025 - 01/10/2026)     Search: Total Score at least 2											Downloa	d	Roster	Student						
			Tota	al Scor	e															Items
						Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item
Last Name	First Name	SASID	Score	Max	%	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
StudentEight	DemoEight	1111111118	7	42	17	в	0	D	1	с	0	с	с	1	B/D	0	0	0	0	D

### 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).

	Options	☆ Save	L. Download	Roster Student
Fields Scores Search Filter				×
∧ Filter				
Add Filter Reset				
Showing students who are 1		-	•	
Q Search				
Gender				
Female				
Male			Cancel	
Non-Binary				
No Gender Information Provided				
First-year EL				
First-year English learner				

- 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	<b>☆</b> Save	L 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