

Tasks in the MCAS Portal During and After Testing

The Office of Student Assessment Services

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Presenters

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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.
- Closed captioning has been enabled for participants who need it.
- Please be advised that DESE does not authorize attendees to record or to use AI transcription tools during the meeting and DESE does not endorse any unauthorized transcripts created by third parties of its meetings.

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. Timeline of Tasks in the MCAS Portal
2. Monitoring Student Testing
3. Resolving Incorrect Accommodations
4. Make-Up Testing Procedures
5. Additional Tasks During Testing
6. Tasks After All Testing Is Completed
7. Test Administrator Tasks During and After Testing
8. Resources, Support, and Next Steps
9. Live “Sandbox” Time with Additional Demonstrations

Poll Question

What is your role? (Check all that apply)

- A. District test coordinator
- B. School test coordinator
- C. Principal
- D. Guidance counselor
- E. Technology staff
- F. Other district staff
- G. Other school staff

Poll Question

How many years have you coordinated MCAS test administration?

- A. 0—This is my first year.
- B. 1 year
- C. 2–3 years
- D. 4–5 years
- E. 6+ years

1. Timeline of Tasks in the MCAS Portal

Timeline of Tasks in the MCAS Portal to Complete Before Testing for Principals/Test Coordinators

Now

- Continue to update student registration information
- Enrollment Transfer Requests (as needed)

2 weeks before testing

- Create and assign students to classes
- Verify accommodations in the MCAS Portal
- Create test administrator logins if necessary (for certain accom.)
 - Track delivery of materials through Materials Management

Up to one week before testing

- Schedule classes to tests
- Print student logins and summary sheets

Timeline of Tasks in the MCAS Portal to Complete **During and After** Testing for Principals/Test Coordinators

Test Day

- Distribute student logins and summary sheets to test administrators
- Monitor student testing status in the MCAS Portal

During Testing

- Resolve incorrect accommodations
- Manage make-up testing
- Void tests as needed
- Unlock locked test questions (in certain circumstances)

After Testing

- Fill in Report codes as needed
- Void tests as needed

Timeline of Tasks in the MCAS Portal to Complete Before and During Testing for Test Administrators

Up to 2 days before testing

- Verify accommodations

Test Day

- Distribute student logins to students
 - Provide session access codes to students
- Enter proctor password as needed
- Monitor student testing status in the MCAS Portal
- Assist with testing issues as needed

Timeline of Tasks to Complete for Technology Coordinators

Fall 2024

- Verify that devices meet the technology requirements
- Add provided URLs to exempt lists
 - Download and install the MCAS Student Kiosk
 - Conduct Site Readiness

Winter 2025

- Review Appendix A of the PAM
 - Check the updated technology guidelines to verify that devices meet technology requirements
 - Install updated kiosks if needed
 - Verify access to MCAS Portal and MCAS Training Site

During Testing

- Troubleshoot issues as they arise
 - Contact the MCAS Service Center with technology questions

2. Monitoring Student Testing

Monitoring Student Testing in the MCAS Portal

- Test coordinators can monitor student testing status in the following ways in the MCAS Portal:
 - Viewing test session details from the **Test Scheduling** page
 - Exporting reports from the **Test Scheduling** page
 - Viewing the dashboards on the **Dashboard** page

Exports in the MCAS Portal

- Schools may find the following reports useful in tracking preparation and completion of testing.
- **Export Test Status:** a .CSV file listing every student and their completion status per session of the selected school and test.
- **Export Test Status for All Tests:** a .CSV file listing every student and their completion status per session for all tests in the selected district/school, program, and content area.
- **Export Students Not Scheduled:** a .CSV file listing every student not scheduled for the selected school and test. (Only available at the school level).

Demonstration

- Monitoring test status on the Test Scheduling page
- Exports on the Test Scheduling page

Monitoring Tests

1. Log in to the MCAS Portal and click **Administration**.
2. Select the **Test Scheduling** page.
3. Select the school, content area, program (grades 3–8 or high school), and test name.
4. Locate the test session you wish to monitor and click **View Details/Student Logins**.

Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
DEMO-WRIGHT	JOSHUA	1000029557	eeskverq	Demo Biology Form 1	02/07/2025 2:15:53 PM	+	Session 1: In Progress Session 2: Not Started	3/3/2025 4:57:12 PM	
DEMO-WRIGHT	LEONARDO	1000023885	9r4h4e5w	Demo Biology Form 1	02/07/2025 2:15:53 PM	+	Session 1: In Progress Session 2: Not Started	3/3/2025 5:09:00 PM	
DEMO-YANG	KAITLIN	1000056589	8ch366v4	Demo Biology Form 1	02/07/2025 2:15:53 PM	+	Session 1: Not Started Session 2: Not Started		
DEMO-YEH	AGNES	1000055957	qb5cgwna	Demo Biology Form 1	02/07/2025 2:15:53 PM	+	Session 1: Not Started Session 2: Not Started		
DEMO-YORK	JACK	1000027073	jlp9m4sm	Demo Biology Form 1	02/07/2025 2:15:53 PM	+	Session 1: Not Started Session 2: Not Started		
DEMO-YUYUN	MADELINE	1000027609	efk6xzbw	Demo Biology Form 1	02/07/2025 2:15:53 PM	+	Session 1: Not Started Session 2: Not Started		

Exports on the Test Scheduling Page

1. Log in to the MCAS Portal.
2. Select **Administration**.
3. Select **Test Scheduling**.
4. Use the drop-down menus (Organization, Program, Subject, and Test Name) to filter for the scheduled test.
5. Select **Exports**, and select the export from the drop-down menu.

Displaying scheduled tests for ELA Demo Form in Cyber City Sch1-001

Cyber City Sch1-001 (Cyber City) ELA

MCAS Grades 3-8 ELA Demo Form

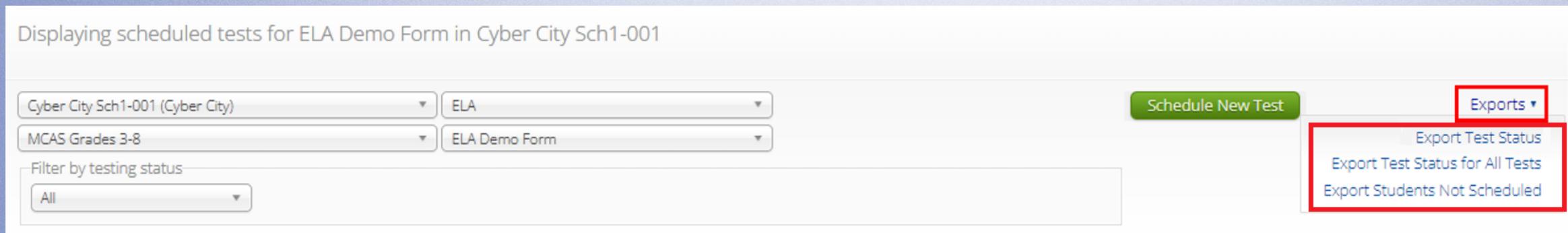
Filter by testing status

All

Schedule New Test

Exports ▾

- Export Test Status
- Export Test Status for All Tests
- Export Students Not Scheduled

The screenshot shows the MCAS Test Scheduling interface. At the top, it says "Displaying scheduled tests for ELA Demo Form in Cyber City Sch1-001". Below this are four dropdown menus for filtering: "Cyber City Sch1-001 (Cyber City)", "MCAS Grades 3-8", "ELA", and "ELA Demo Form". There is also a "Filter by testing status" dropdown set to "All". To the right of these filters is a green "Schedule New Test" button and a red-bordered "Exports" dropdown menu. The "Exports" menu is open, showing three options: "Export Test Status", "Export Test Status for All Tests", and "Export Students Not Scheduled".

MCAS Portal Dashboards

- A new dashboard is available for test coordinators to monitor overall testing progress through the testing window.
- After logging in to the MCAS Portal, select **Administration** and select **Dashboard** in the top menu.

The screenshot shows the MCAS Portal dashboard. At the top, there is a navigation menu with the following items: Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Scheduling, Materials Management, Student Registration, and Dashboard. The 'Dashboard' item is highlighted with a red box. Below the navigation menu, the user is logged in as 'Abbie Currier' and has access to the 'MCAS Resource Center' and 'Logout' options. The main content area is titled 'Home' and contains a dropdown menu for 'Information for' set to 'District Test Coordina...'. Below this, there is a welcome message: '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: mcas@cognia.org (email), 800-737-5103 (phone), 888-222-1671 (TTY), or live chat by clicking [here](#). Technology Coordinators: Download and install the MCAS Student Kiosks onto student testing devices using the links in the table below.' Below the text is a table with the following structure:

Operating System	MCAS Student Kiosk Download

MCAS Portal Dashboards (continued)

- A series of graphs and reports are available to district test coordinators, school test coordinators, and technology coordinators.
- A new guide will be posted to the MCAS Resource Center soon.

The screenshot shows the top navigation bar of the MCAS Portal. On the left is the 'dese' logo for the Massachusetts Department of Elementary and Secondary Education. On the right, the user name 'Abbie Currier' is displayed with a dropdown arrow. Below the navigation bar is a horizontal menu with several options: 'Welcome', 'Real Time Metrics', 'Testing Activity by Hour', 'Testing Activity by Day', 'Test Summary', 'Field Stats', and 'Portal Activity'. The 'Welcome' option is highlighted with a red rectangular border. To the right of this menu is a 'Custom Reports' button with a cube icon. Below the navigation bar is a yellow announcement section. It starts with a megaphone icon and the word 'Announcements'. The first announcement states that the data in the dashboard is for informational purposes only. The second announcement, dated February 1, 2025, states that the Test Administration Dashboard for MCAS is available. The third announcement, also dated February 1, 2025, states that the testing window is from 2/4/2025 to 2/10/2025. An 'Expand All' link is located on the right side of the announcement section.

dese MASSACHUSETTS Department of Elementary and Secondary Education

Abbie Currier ▾

← Back to MCAS Portal

Welcome Real Time Metrics Testing Activity by Hour Testing Activity by Day Test Summary Field Stats Portal Activity

Custom Reports

📣 Announcements [Expand All](#)

- The data in the Dashboard are provided for informational purposes only and are not used for accountability reporting purposes.

February 1, 2025 Test Administration Dashboard for MCAS is available.

February 1, 2025 Testing Window: 2/4/2025 - 2/10/2025

Demonstration

- Using the MCAS Portal dashboard

MCAS Portal Dashboards

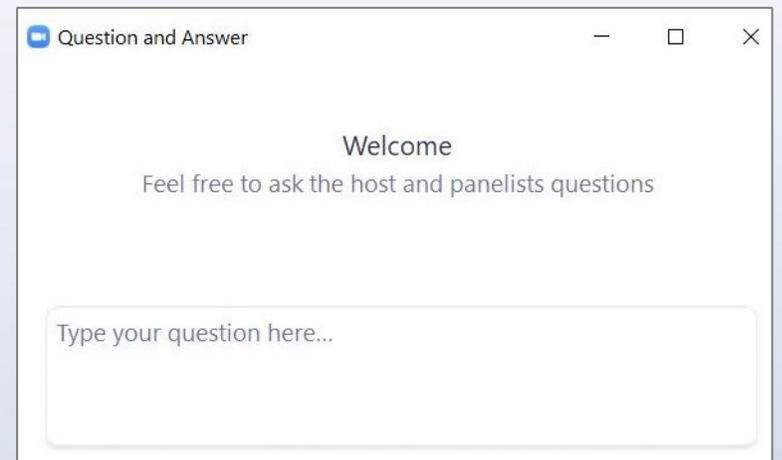
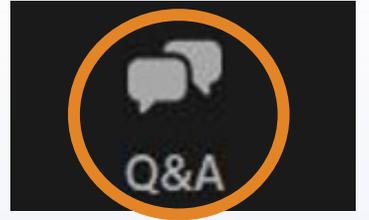
Report	Details	Updated
Real Time Metrics	Displays a line graph of the number of students actively testing by hour for the program and organization selected.	Every 2 minutes
Testing Activity by Hour	Displays three charts: Tests Started by Hour , Tests Completed by Hour , and Tests Paused by Hour for the program, organization, and date selected	Hourly
Testing Activity by Day	Displays a chart of the Tests Started and Completed by Day for the program, organization, and date selected	Hourly
Test Summary	Displays two charts: Tests Scheduled and Completed and the Percent of Tests Completed for the program and organization selected	Hourly
Field Stats	Displays an Operating Systems Summary and Site Readiness Information for the program and organization selected.	Hourly
Portal Activity	Portal Activity will display the Number of Portal Users by Day for the selected organization and by date	Hourly

Resources

- [Additional Tasks on the Test Scheduling Page of the MCAS Portal: Adding Report Codes, Reactivating Tests, and Exports](#)

Questions and Answers

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



3. Resolving Incorrect Accommodations

Resolving Incorrect Accommodations

- Test coordinators and test administrators are encouraged to review accommodations prior to testing in order to avoid situations in which a student begins a test with the incorrect accommodations.
- If a test administrator or test coordinator finds that an accommodation was assigned incorrectly, there are different instructions to follow based on:
 - Whether the accommodation is a form-dependent accommodation (human read aloud, human signer, ASL, Spanish/English, screen reader/compatible assistive technology [AT])
 - Whether the student has signed in to the test

Resolving Incorrect Accommodations (cont'd)

Scenario	Resolution if the student has <u>not</u> logged in to the test	Resolution if the student <u>has</u> logged in to the test
<p>Student is assigned an accommodation they should not have or student is missing an accommodation they should have and the accommodation is form dependent (human read aloud, human signer, ASL, Spanish/English, screen reader/compatible AT).</p>	<ol style="list-style-type: none"> 1. Edit the student's incorrect accommodation(s). 2. Return to the test session details page and click the "Add/update student(s)" button. 3. Print the student's new login. 	<ol style="list-style-type: none"> 1. Have the student log out of the test completely. 2. Edit the student's incorrect accommodation(s). 3. Add the Void report code for the test session the student already logged into. 4. Add the student to a new class. 5. Schedule the new class to take the test and print the student's new login.
<p>Student is assigned an accommodation they should not have or student is missing an accommodation they should have and the accommodation is not form dependent.</p>	<ol style="list-style-type: none"> 1. Edit the student's incorrect accommodation(s). 2. Reprint the student's login (if you want the summary sheet updated with the correct accommodation[s]). 	<ol style="list-style-type: none"> 1. Have the student log out of the test completely. 2. Edit the student's incorrect accommodation(s). 3. Have the student log back in to the test and resume testing.

Demonstration

- Resolving incorrect form-dependent accommodations
 - Before a student logs in
 - After a student logs in

Resolving Incorrect Form-Dependent Accommodations: Before a Student Logs In

Step 1: Edit the student's incorrect accommodation(s).

1. Log in to the MCAS Portal and click **Administration**.
2. Click **Students** in the top menu.
3. Locate the student you wish to edit and click **Edit**.
4. Update the accommodation for the student and click **Save**.

Students in Cyber Falls Sch1-001

Cyber Falls Sch1-001 (Cyber Falls) ▾
Choose a Content Area ▾

Add Student Student Search

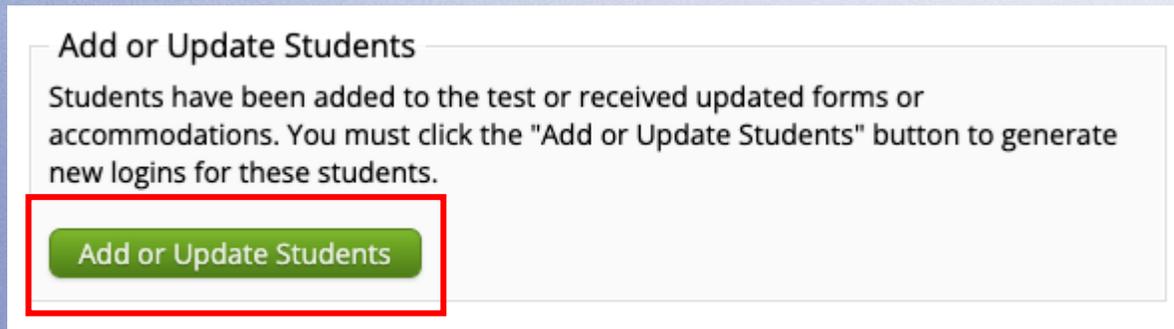
Exports ▾

Last Name 🔍	First Name 🔍	Middle Initial 🔍	State Student ID 🔍	Student Grade 🔍				
Demo	Student		9999954673	10	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Demo		9999382736	10	View Classes	View Test Sessions	Enrollment Info	Edit
Doe	John		9999945676	10	View Classes	View Test Sessions	Enrollment Info	Edit

Resolving Incorrect Form-Dependent Accommodations: Before a Student Logs In

Step 2: Return to the test session details page and click the “Add/update student(s)” button.

1. Click **Test Scheduling** in the top menu.
2. Select the correct school, content area, program (grades 3-8 or high school), and test name.
3. Locate the test session you wish to update and click **View Details/Student Logins**.
4. Click **Add or Update Students**.



Resolving Incorrect Form-Dependent Accommodations: Before a Student Logs In

Step 3: Print the student's new login.

1. Select the checkbox next to the student with the updated accommodation.
2. Click **Export Logins for Selected Students**.
3. Select PDF or CSV.
4. Click **Export**.

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"/>	Demo	Student	9922553347	3m6cpwwu	Demo Biology Form 1	02/19/2025 12:23:30 PM	+	Session 1:Not Started		Session Report Codes
<input type="checkbox"/>	Demo	Student	9992837465	4gx5kge	Demo Biology SR/AT	02/19/2025 12:23:30 PM	+	Session 1:Not Started		Session Report Codes

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Resolving Incorrect Form-Dependent Accommodations: After a Student Logs In

Step 1: Have the student log out of the MCAS Student Kiosk completely.

Step 2: Edit the student's incorrect accommodation(s).

1. Log in to the MCAS Portal and click **Administration**.
2. Click **Students** in the top menu.
3. Locate the student you wish to edit and click **Edit**.
4. Update the accommodation for the student and click **Save**.

Students in Cyber Falls Sch1-001

Cyber Falls Sch1-001 (Cyber Falls) ▼

Choose a Content Area ▼

[Add Student](#) [Student Search](#) Exports ▼

Last Name 	First Name 	Middle Initial 	State Student ID 	Student Grade 				
Demo	Student		9999954673	10	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Demo		9999382736	10	View Classes	View Test Sessions	Enrollment Info	Edit
Doe	John		9999945676	10	View Classes	View Test Sessions	Enrollment Info	Edit

Resolving Incorrect Form-Dependent Accommodations: After a Student Logs In

Step 3: Add the Void report code for the test session the student already logged into.

1. Click **Test Scheduling** in the top menu.
2. Select the correct school, content area, program (grades 3–8 or high school), and test name.
3. Locate the class you wish to update and click **View Details/Student Logins**.
4. Locate the student with the incorrect accommodation. Click the **+** button to add a void report code for that test.
5. Select **Void (wrong accommodation)** and click **Save**.

Note: The student's test will remain In Progress.

Password	Form Name	Date/Time Created	Test Report Code	Status
eeskverq	Demo Biology Form 1	02/07/2025 2:15:53 PM	+	Session 1:Not Started Session 2:Not Started
9r4h4e5w	Demo Biology Form 1	02/07/2025 2:15:53 PM	+	Session 1:Not Started Session 2:Not Started

Displaying codes for JOSHUA DEMO-WRIGHT in Demo Biology Test

Test Report Codes (Clear)

- Medical absence
- Technical issue
- Void (wrong accommodation)
- Void (other)

Save Close

Resolving Incorrect Form-Dependent Accommodations: After a Student Logs In

Step 4: Add the student to a new class.

1. Click **Classes** in the top menu.
2. Select an **organization** from the organization drop-down list, and then select a **subject** from the subject drop-down list.
3. Select **Create Grade Level Class**.
4. Type the name of the class in the Class Name field.
5. Select a grade from the Choose a Grade drop-down list.
6. Unselect the checkbox for “**Show only students that are not assigned to a class**” so that you can locate the student you need to add to the class.
7. Select the student and click **Add**.
8. Click **Save**.

Class Information

Class Name:

Grade:

Search for Students

Grade: Class:

Show only students that are not assigned to a class

Showing students in : Cyber City Sch DLV1

Last Name, First Name (State Student ID)

Sort By:

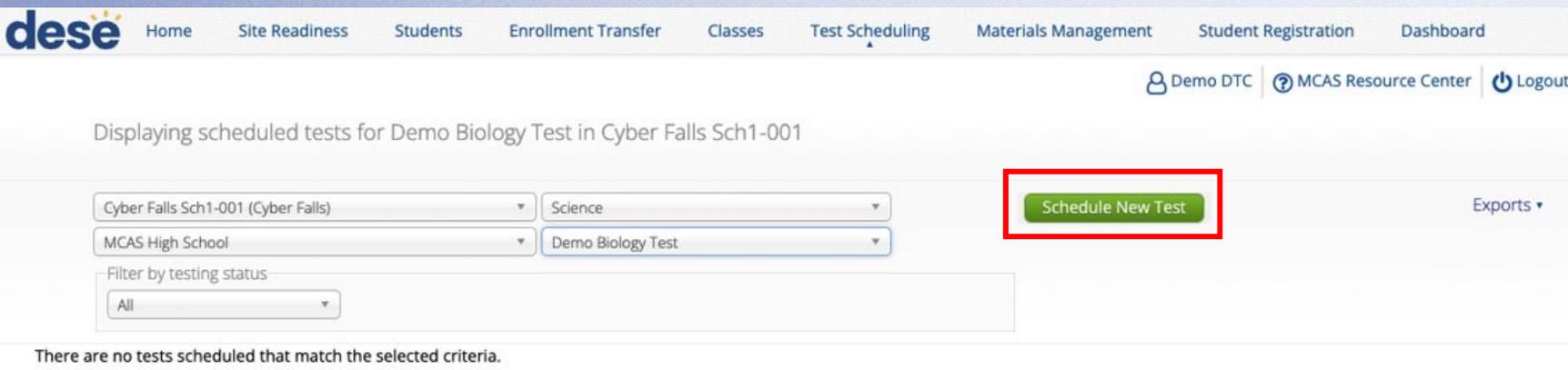
Cyber City, Student (9994736289)
DEMO-ABESAMRA, NAHIOMY (1000056617)
DEMO-ABLEMAN, CHELSEA (1000054301)
DEMO-ABRAMOVICH, KAYLA (1000052709)
DEMO-ABREU RODRIGUEZ, DEZMOND (1000052709)
DEMO-ACEVEDO VALCARCEL, JUNE (1000026617)
DEMO-ACOSTA, SIENNA (1000057609)
DEMO-ADAMS, JOHANNY (1000052285)
DEMO-ALABRE, AMANDA (1000026617)
DEMO-ALAKBARLI, ERIKA (1000026753)

Students in : 0/250

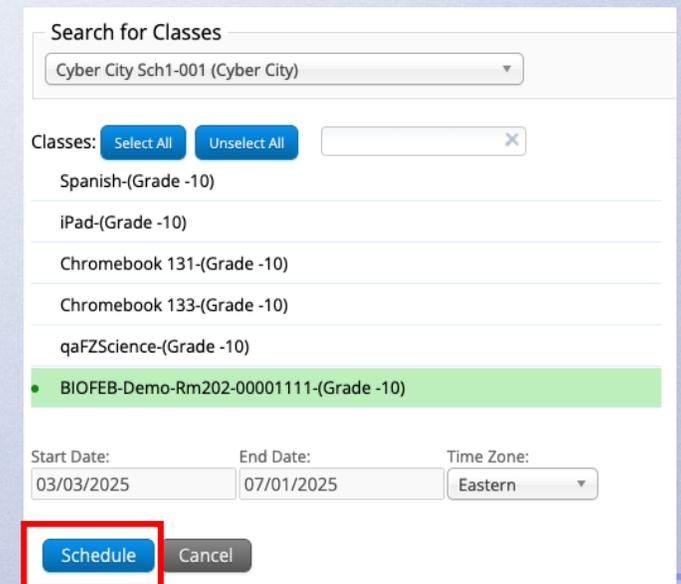
Resolving Incorrect Form-Dependent Accommodations: After a Student Logs In

Step 5: Schedule the new class to take the test and print the student's new login.

1. Select **Test Scheduling** in the top menu.
2. Select the correct school, content area (civics, ELA, mathematics, or science), program (grades 3–8 or high school), and test name.
3. Select **Schedule New Test**.
4. Select the name of the class just created and click **Schedule**.



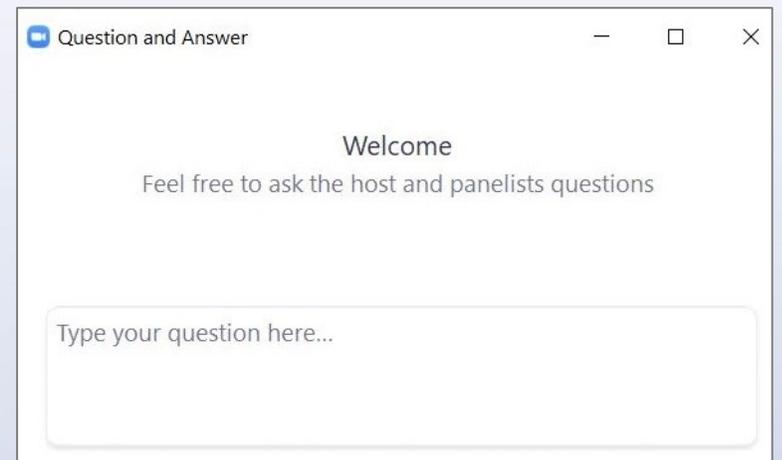
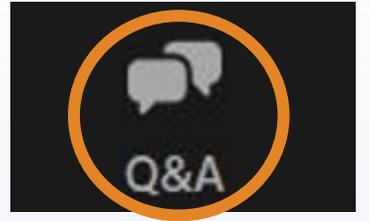
The screenshot shows the Dese Test Scheduling interface. The top navigation bar includes 'dese', 'Home', 'Site Readiness', 'Students', 'Enrollment Transfer', 'Classes', 'Test Scheduling', 'Materials Management', 'Student Registration', and 'Dashboard'. The user is logged in as 'Demo DTC' and is in the 'MCAS Resource Center'. The main heading is 'Displaying scheduled tests for Demo Biology Test in Cyber Falls Sch1-001'. Below this, there are four dropdown menus: 'Cyber Falls Sch1-001 (Cyber Falls)', 'Science', 'MCAS High School', and 'Demo Biology Test'. A green 'Schedule New Test' button is highlighted with a red box. There is also an 'Exports' dropdown. A filter section for 'Filter by testing status' is set to 'All'. At the bottom, a message states: 'There are no tests scheduled that match the selected criteria.'



The screenshot shows the 'Search for Classes' dialog box. The search criteria are 'Cyber City Sch1-001 (Cyber City)'. Below the search bar, there are 'Select All' and 'Unselect All' buttons. A list of classes is displayed, including 'Spanish-(Grade -10)', 'iPad-(Grade -10)', 'Chromebook 131-(Grade -10)', 'Chromebook 133-(Grade -10)', 'qaFZScience-(Grade -10)', and 'BIOFEB-Demo-Rm202-00001111-(Grade -10)'. The 'BIOFEB-Demo-Rm202-00001111-(Grade -10)' class is highlighted in green. At the bottom, there are fields for 'Start Date' (03/03/2025), 'End Date' (07/01/2025), and 'Time Zone' (Eastern). A blue 'Schedule' button is highlighted with a red box, along with a 'Cancel' button.

Questions and Answers

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



4. Make-Up Testing Procedures

Logistics for Make-Up Testing

- Students who are absent on the day of testing should be scheduled to make up the session.
 - All make-up testing **must** be completed within the windows listed in the [Statewide Testing Schedule](#).
- If students have started testing, schools must leave students in their original classes.
 - Moving students between classes after they have started testing would create duplicate student records that must be removed.
 - **Note: this is different than in previous years.**
- If a student has not started testing, the school may choose to move the student to a new make-up class.

Moving Students Between Classes

- Students should **ONLY** be moved between classes if they will be testing in a different group than the one originally assigned **and they have not started testing**.
- Students who are moved to a new class will need a new student login.
- Only principals/test coordinators and technology coordinators are able to move students between classes; test administrators do not have this permission in the MCAS Portal.

Demonstration

- Moving a student between classes

Before Testing Only: Remove the Student from the Original Class

1. Log in to the MCAS Portal and click **Administration**.
2. Click **Classes** in the top menu.
3. Select an organization and subject.
4. Locate the class the student is currently assigned to.
5. Click **Edit**.
6. Select the student name in the list on the right.
7. Click **Remove**.
8. Click **Save**.

Class Information

Class Name: MAT08-Demo1-Rm331-C

Students in the class

Search for Students

Grade: 08 Class: Choose a Class

Show only Students that are not assigned to a Class

Showing students in School: Cyber Falls Sch3-003

Last Name, First Name (State Student ID)

Sort By: Last Name

Demo, Student (9994738228)	
Demo, Student (9993382985)	
Demo, Student (9994787336)	
TA LOGIN, Demo (0000111101)	

Add »

« Remove

Students in MAT08-Demo1-Rm331-0001111: 3/250

Demo, Student (9990567893)
Demo, Student (9993378291)
Demo, Student (9994473887)

Save Cancel

Adding a Student to an Existing Class

1. Log in to the MCAS Portal and select **Administration**.
2. Click **Classes** in the top menu.
3. Select an organization and subject.
4. Locate the class the student should be added to.
5. Click **Edit**.
6. Select the student name in the list on the left.
 - You may need to uncheck the option "Show only students that are not assigned to a Class"
7. Click **Add**.
8. Click **Save**.

Class Information

Class Name: MAT08-Demo1-Rm331-C

Students in the class

Search for Students

Grade: 08 Class: Choose a Class

Show only students that are not assigned to a Class

Showing students in School: Cyber Falls Sch3-003

Last Name, First Name (State Student ID)

Sort By: Last Name

Demo, Student (9994738228)
Demo, Student (9993382985)
Demo, Student (9994787336)
TA LOGIN, Demo (0000111101)

Students in MAT08-Demo1-Rm331-00001111: 3/250

Demo, Student (9990567893)
Demo, Student (9993378291)
Demo, Student (9994473887)

Add »

« Remove

Save Cancel

5. Additional Tasks During Testing

Additional Tasks During Testing

- School and district test coordinators may need to complete the following tasks during testing:
 - Access the proctor password
 - Change the proctor password
 - Unlock locked test questions
 - Unlock test sections for grades 5 and 8 STE and grade 8 Civics
- District test coordinators may also need to reactivate student tests during testing.

What is a proctor password and when is it needed?

- A proctor password is an extra security measure that is required in any of the following situations:
 1. A student is idle in the test for more than 60 minutes. A student is “idle” if they do not interact in any way with the kiosk. This includes the use of any accommodation or tool, navigating through the test, or interacting with any of the on-screen widgets and answer choices.
 2. A student pauses or exits the test and attempts to log back in to the test after more than 60 minutes have passed.
 3. The MCAS Student Kiosk has experienced an abrupt closure, such as a loss of power, or the device is turned off while testing.
 4. The proctor password will always be required on the Options page for students with the accommodation “Compatible Assistive Technology.”
- The proctor password is available to test coordinators and administrators in the MCAS Portal.

Updating the Proctor Password

- The proctor password is the same for the whole school and is reset nightly.
- If individuals or a small group of students need to enter the proctor password, the test administrator should type it in for each student.
- If a larger group (such as a whole class) needs to enter the proctor password, then it can be read aloud or written on the board.
 - If the proctor password is given to a large group of students, it should subsequently be changed in the MCAS Portal by the principal or test coordinator.

Demonstration

- Viewing the proctor password
- Changing the proctor password

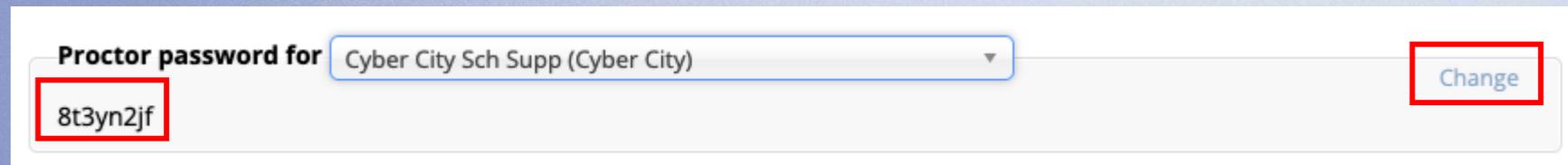
Proctor Password

To view the proctor password:

1. Log in to the MCAS Portal and select **Administration**.
2. Scroll to the bottom of the home page.
3. Locate the proctor password for the school.

To change the proctor password:

1. Log in to the MCAS Portal and select **Administration**.
2. Scroll to the bottom of the home page.
3. Locate the proctor password for the school and click **Change**.
 - Note: The proctor passwords are automatically updated nightly.



Proctor password for Cyber City Sch Supp (Cyber City)

Unlocking Student Test Questions

- In certain circumstances, a student may need to re-enter a test in the MCAS Student Kiosk.
- In some cases, questions that a student has previously answered will be automatically locked when the student signs back in. The student will not be able to return to those questions unless they are unlocked by a school or district test coordinator.

When will test questions lock?

Student Activity in the Test	What is required for log in?	Will highlighting/notes in the Notepad be retained?	Are previously answered questions automatically locked?
Student pauses a test for less than 60 minutes	<ul style="list-style-type: none"> password 	Yes	No
Student pauses a test for more than 60 minutes	<ul style="list-style-type: none"> username password session access code proctor password 	No	Yes
Student exits a test for less than 60 minutes	<ul style="list-style-type: none"> username password session access code 	No	No
Student exits a test and more than 60 minutes pass	<ul style="list-style-type: none"> username password session access code proctor password 	No	Yes
Student does not interact with the test for 60 minutes or more (inactivity timeout)	<ul style="list-style-type: none"> username password session access code proctor password 	No	Yes
Abrupt closure (such as loss of power or the device is turned off while testing)	<ul style="list-style-type: none"> username password session access code proctor password 	No	Yes

Reactivating Student Test Sessions

- 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 in.
- 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.

Section Unlocking – Grade 5 STE and Grade 8 Civics and STE

- Within the Grade 5 STE, and Grade 8 Civics and STE tests, there are two sessions (Session 1 and Session 2 for STE, the State-Level Performance Task and the End-of-Course (EOC) for Civics).
- Within each session, there are two **sections**. Once a student has completed the first section, they will not be able to return to it.
- The student will see a message at the end of the section:

Are you finished answering questions in this section?

You will not be able to revisit these questions.

Yes, I'm finished

No, I'm not finished

- If a student accidentally continues past the section but did not actually finish it, the test coordinator or test administrator may unlock the student's section.

Demonstration

- Unlocking locked questions
- Reactivating test sessions
- Unlock a test section for grades 5 and 8 STE and grade 8 Civics

Unlocking Locked Questions

1. The student will log in to the test again.
2. The test coordinator will unlock the test session.
 1. Log in to the MCAS Portal and click **Administration**.
 2. Click **Test Scheduling**.
 3. Select the school, content area, program (grades 3–8 or high school), and test.
 4. Locate the student’s class and click **View Details/Student Logins**.
 5. Locate the student and click **Unlock**.

Filter by Session

Choose a Session Export Logins for Selected Students Unlock

<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"/>	Student	Demo	9999910082	7hr9rm55	Demo Biology Form 1	01/31/2025 9:41:31 AM	+	Session 1: In Progress	1/31/2025 9:47:00 AM		Unlock	Session Report Codes
								Session 2: Not Started				Session Report Codes
<input type="checkbox"/>	Student	Demo	9999910081	czr42zhd	Demo Biology Form 1	01/31/2025 9:41:31 AM	+	Session 1: In Progress	1/31/2025 9:50:38 AM		Unlock	Session Report Codes
								Session 2: Not Started				Session Report Codes
<input type="checkbox"/>	Student	Demo	9999910080	4drnpwgm	Demo Biology Form 1	01/31/2025 9:41:31 AM	+	Session 1: In Progress	1/31/2025 9:48:32 AM		Unlock	Session Report Codes
								Session 2: Not Started				Session Report Codes

Reactivating Test Sessions

1. Log in to the MCAS Portal and click **Administration**.
2. Click **Test Scheduling**.
3. Select the school, content area, program (grades 3–8 or high school), and test.
4. Locate the student's class and click **View Details/Student Logins**.
5. Locate the student and click **Reactivate**.

Filter by Session
Choose a Session Export Logins for Selected Students Add Report Code Unlock

<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"/>	Student	Demo	9999910082	7hr9rm55	Demo Biology Form 1	01/31/2025 9:41:31 AM	+	Session 1: Finished (Reactivate)	1/31/2025 9:47:00 AM	2/3/2025 10:55:30 AM
								Session 2: Not Started		

Section Unlocking for Grades 5 and 8 STE and Grade 8 Civics

1. Log in to the MCAS Portal and click Administration.
2. Select **Test Scheduling** in the top menu.
3. Select the correct school, content area, program (grades 3–8), and test name.
4. Locate the class the student is in and select **View Details/Student Logins**.
5. Locate the student and select **Reopen Sections**.

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"/>	DEMO-WRIGHT	JOSHUA	1000029557	eeskverq	Spring Grade 5 Form 1	02/07/2025 2:15:53 PM	+	Session 1: In Progress	3/3/2025 4:57:12 PM		Reopen Sections	Session Report Codes
								Session 2: Not Started				Session Report Codes
<input type="checkbox"/>	DEMO-WRIGHT	LEONARDO	1000023885	9r4h4e5w	Spring Grade 5 Form 1	02/07/2025 2:15:53 PM	+	Session 1: Not Started				Session Report Codes
								Session 2: Not Started				Session Report Codes

Troubleshooting Scenarios that May Occur During Testing

Scenario	Issue	Resolution
The student is logging in to the test and sees the following message on the sign in page: Invalid username/password	The student is using the incorrect password or username when trying to log into the MCAS Student Kiosk.	Verify the correct username and password in the MCAS Portal and have the student retry. Note that student passwords will be printed in all caps, but the passwords themselves are case insensitive.
The student has successfully logged in with their username and password. On the student profile page, the student receives a message after entering the session access code: Incorrect session access code. Please try again.	The student is using the incorrect session access code for the session selected or typing in the session access code incorrectly.	Verify the correct session access code in MCAS Portal and have the student retry.

Troubleshooting Scenarios that May Occur During Testing (cont'd)

Scenario	Issue	Resolution
<p>While the student is taking the test, the student sees the message: Please raise your hand; your test session has timed out.</p>	<p>The student has timed out of their test session, meaning they have been inactive in the test for 60 minutes.</p>	<p>Click Exit and you will be brought back to the student testing interface sign in page. When the student is ready to continue testing, they will log back into the student testing interface and select the session they wish to continue and the proctor will enter the proctor password. The student will resume testing where they left off.</p>
<p>When the student turns in the test, the student sees the message: A connection to the network could not be established. Your test has been saved offline.</p>	<p>Internet connectivity was lost after the student began testing and was not restored by the time the student completed the test. The student completed the test session and clicked Turn in Test. The student's responses will be saved to the local folder configured when the MCAS Student Kiosk was initially installed.</p>	<p>Enter the proctor password to acknowledge the message. Note the student's device ID. Contact your technology coordinator to establish internet connection. Relaunch the MCAS Student Kiosk on the student's device.</p>

Student Questionnaire

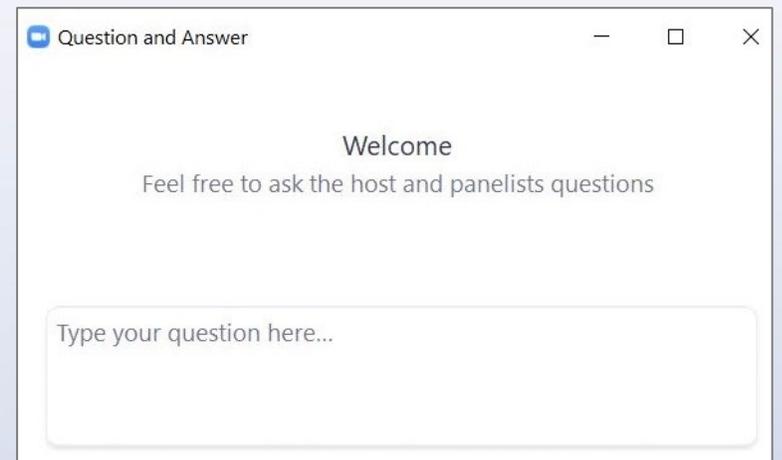
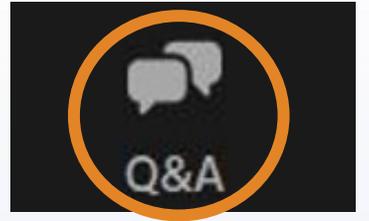
- The questionnaire should be administered after the final test session:
 - Mathematics Session 2 for grades 4 and 10
 - STE Session 2 for grades 5 and 8
- Students will need to enter a separate session access code in order to sign in to the questionnaire.
- If a school is not administering the questionnaire, there are no additional steps to take in the MCAS Portal.
 - This is different than in previous years where tests needed to be marked complete.

Resources

- [Additional Tasks on the Test Scheduling Page of the MCAS Portal: Adding Report Codes, Reactivating Tests, and Exports](#)
- [Instructions for Unlocking Test Questions in the MCAS Student Kiosk](#)

Questions and Answers

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



6. Tasks After All Testing Is Completed

Updating Accommodations After Testing for Students Who Did Not Use an Accommodation

- Update accommodations in the MCAS Portal for each content area test if a student refused or did not use an accommodation.
 - Test coordinators may edit the individual student by going to the **Students** page, locating the student and clicking **Edit**, or export the student registration file and re-import with updated accommodations.
- Accommodations can also be updated during the discrepancy period.
 - More information about the 2025 discrepancy period will be shared in future [Student Assessment Updates](#).
- Important for accurate data reporting.

Confirm All Students Participated in Testing and Update Student Information

- Check rosters and confirm that all students participated in testing.
- Refer to table on page 121 of the [PAM](#) for instructions on updating student information.

Situation	Instructions
A student was provided testing accommodations that were not initially included in the Student Registration file.	Update the student's record in the MCAS Portal so it accurately reflects the accommodations that the student used (Administration>Students>Locate Student>Edit). Because a student's IEP or 504 status is reported in SIMS, remember to report students with disabilities to your district SIMS contact, including students for whom a 504 plan was developed because of a temporary disability such as a broken arm.
A student refused accommodations during testing or did not use an accommodation.	Update the student's record in the MCAS Portal so it accurately reflects the accommodations that the student used (Administration>Students>Locate Student>Edit). Screen Reader and Assistive Technology cannot be updated in the MCAS Portal after the student has started a test. Changes to these accommodations will need to be reported to the Department.
A student was absent from all test sessions in the subject-area test or refused testing.	If the student did not begin testing, remove the student from any assigned classes.
A student was added to or removed from your school's enrollment after the Student Registration was submitted.	For a student added to your enrollment who will be participating in testing, add the student to the MCAS Portal following instructions in section 2. For more information on enrollment transfer, please see the <i>Enrollment Transfer Guide</i> .
A student's test needs to be marked "void" (i.e., it will not be scored and no student results will be reported).	Only students who started testing should be marked as Void (e.g., incorrect accommodations were given). <ul style="list-style-type: none"> • Go to Test Scheduling and then locate the test and class. • Click View Details/Student Logins and locate the student. • Add the "Void" Not Tested Code.
A student had a medically documented absence for one or both sessions of a test and did not participate in make-up testing.	<ul style="list-style-type: none"> • If the student already started testing, add the "Not Tested" Code for a Medical Absence to the student's scheduled test. Administration > Test Scheduling > View Details/Student Logins > Add a Test Report Code

Voiding a Student Test

- In some circumstances, a student's test may need to be voided. **Voided tests will not be scored.**
 - For certain situations involving incorrect accommodations
 - Test administrator logins for human read aloud and human signer
- A void code can either be added for the whole test or to a specific session of the test.
- After adding a void code, the student's test or session will remain In Progress.
- **Schools should contact DESE before voiding student tests.**

Demonstration

- Adding test and session report codes
 - Medical absence
 - Technical issue
 - Void (wrong accommodation)
 - Void (other)
- Bulk-adding report codes for one or more students

Voiding a Student Test

If necessary, add a Void report code for the test the student already logged into.

1. Select **Test Scheduling** in the top menu.
2. Select the correct school, content area, program (grades 3–8 or high school), and test name.
3. Locate the class you wish to update and click **View Details/Student Logins**.
4. Locate the student who requires the test be voided and click the **+** button.
5. Select **Void (wrong accommodation)** or **Void (other)** and click **Save**.

Password	Form Name	Date/Time Created	Test Report Code	Status
eeskverq	Demo Biology Form 1	02/07/2025 2:15:53 PM	+	Session 1:Not Started Session 2:Not Started
9r4h4e5w	Demo Biology Form 1	02/07/2025 2:15:53 PM	+	Session 1:Not Started Session 2:Not Started

Displaying codes for JOSHUA DEMO-WRIGHT in Demo Biology Test

Test Report Codes (Clear)

Medical absence

Technical issue

Void (wrong accommodation)

Void (other)

Voiding a Student Test Session

If necessary, add a Void report code for the test session the student already logged into.

1. Select **Test Scheduling** in the top menu.
2. Select the correct school, content area, program (grades 3–8 or high school), and test name.
3. Locate the test session you wish to update and click **View Details/Student Logins**.
4. Locate the student who requires the test session be voided. Click **Session Report Codes**.
5. Select the appropriate code and click **Save**.

Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed		
02/07/2025 2:15:53 PM	+	Session 1: In Progress	3/3/2025 4:57:12 PM		Reopen Sections	Session Report Codes
		Session 2: Not Started				Session Report Codes
02/07/2025 2:15:53 PM	+	Session 1: In Progress	3/3/2025 5:09:00 PM		Unlock	Session Report Codes
		Session 2: Not Started				Session Report Codes
02/07/2025 2:15:53 PM	+	Session 1: Not Started				Session Report Codes
		Session 2: Not Started				Session Report Codes

Displaying codes for KAITLIN DEMO-YANG's Session 1 in Demo Biology Test

Test Session Report Codes (Clear)

- Medical absence
- Technical issue
- Void (wrong accommodation)
- Void (other)

Save

Close

Adding Medical Absence for an Individual Student

1. Log in to the MCAS Portal and select **Administration**.
2. Select **Students** in the top menu.
3. Locate the student to be edited and click **Edit**.
4. On the Accommodations tab, check the box for **Medical Absence** for the correct test code and click **Save**.

Student Information | Accommodations | Classes

IMPORTANT: Accommodations must be saved before making changes to the Registration Codes.

Information for Test Code: BIOFEB (February Biology)

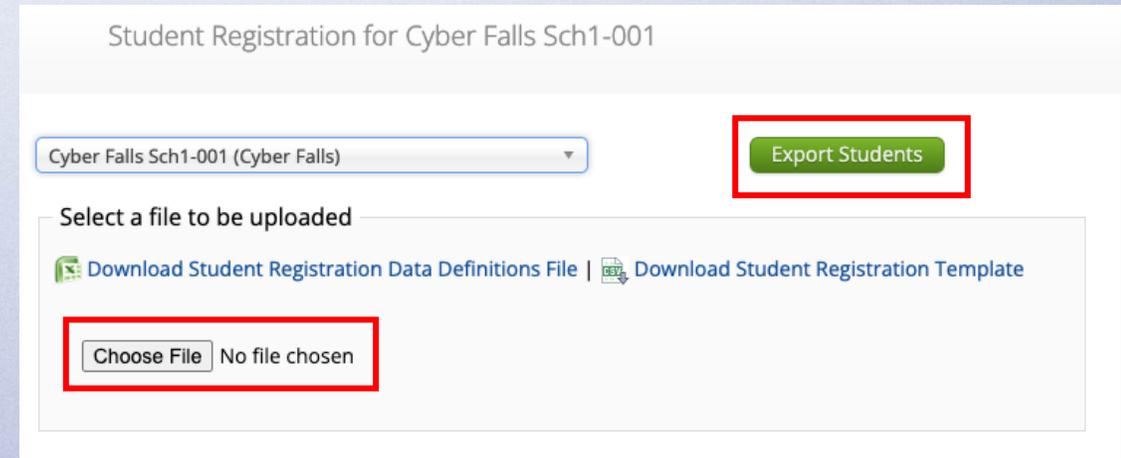
- Medical Absence**
- Test Format Paper (A1, EL1)
- Enlarged Cursor/Mouse Pointer (UF4)
- Graphic Organizer/Reference Sheet (A9)
- Text to Speech Standard (A4, EL3.1)
- Human Read Aloud Standard (A5, EL3.2)
- Human Signer Standard (A6.1)
- Human Scribe Standard (A10.1, EL4.1)
- Speech to Text Standard (A10.2, EL4.2)
- Word Prediction Standard (A18)
- Spanish English (EL7)
- Typed Responses (A12)
- Large-Print Test (A2)
- Braille (A3.2)
- Screen Reader (A3.1)
- Compatible Assistive Technology (A3.3)

Save Cancel

Last Name	First Name	Middle Initial	State Student ID	Student Grade				
Demo	Student		9999954673	10	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Demo		9999382736	10	View Classes	View Test Sessions	Enrollment Info	Edit
Doe	John		9999945676	10	View Classes	View Test Sessions	Enrollment Info	Edit

Bulk-Adding Medical Absence

1. Log in to the MCAS Portal and select **Administration**.
2. Select **Student Registration** in the top menu.
3. Select the school or district and click **Export Students**.
4. Update column M, `Not_Tested_Reason`, for the appropriate students.
 - Y = medical absence, blank = no medical absence.
 - This field is not available for March Retest.
5. Import the edited file on the **Student Registration** page.



Student Registration for Cyber Falls Sch1-001

Cyber Falls Sch1-001 (Cyber Falls) Export Students

Select a file to be uploaded

[Download Student Registration Data Definitions File](#) | [Download Student Registration Template](#)

Choose File No file chosen

Additional Tasks After Test Administration

- Follow the steps listed in the [PAM](#) for all the tasks to complete after test administration.
 - Checklist of tasks after test administration appears on page 40.
 - The steps/descriptions begin on page 51.
- Steps for completing the Principal's Certification of Proper Test Administration (PCPA) and updating Student Registration are provided in the PAM, and the deadline dates for completing these tasks are included in the [Statewide Testing Schedule](#).

Deadlines to Complete the Principal's Certification of Proper Test Administration (PCPA)

Administration	PCPA Deadline
March Retests	March 14
Spring Grades 3–8 (ELA, Mathematics, STE, and Civics)	June 9
Grade 10 ELA and Mathematics	May 29
Spring High School Science	June 13

Resources

- [Student Registration Guide](#)
- [Additional Tasks on the Test Scheduling Page of the MCAS Portal: Adding Report Codes, Reactivating Tests, and Exports](#)

7. Test Administrator Tasks During and After Testing

Timeline of Tasks in the MCAS Portal to Complete Before and During Testing for Test Administrators

Up to 2 days before testing

- Verify accommodations

Test Day

- Distribute student logins to students
 - Provide session access codes to students
- Enter proctor password as needed
- Monitor student testing status in the MCAS Portal
- Assist with testing issues as needed

Session Access Codes

- Test administrators will provide students with a session access code that students will enter while signing in to each test.
- Test administrators may not provide session access codes for a session other than the one being administered.
- Session access codes are available:
 - On the **View Details/Student Logins** page in the MCAS Portal
 - On the student summary page (first page of PDF of printed student logins)

Class Name: Class One-(Grade -03)		
Test Name: ELA_G3_Practice Test		
Testing Window: 1/8/2025 to 1/31/2025		
Session Sequence	Session Name	Access Code
1	Session 1	7228380883
2	Session 2	7762508063

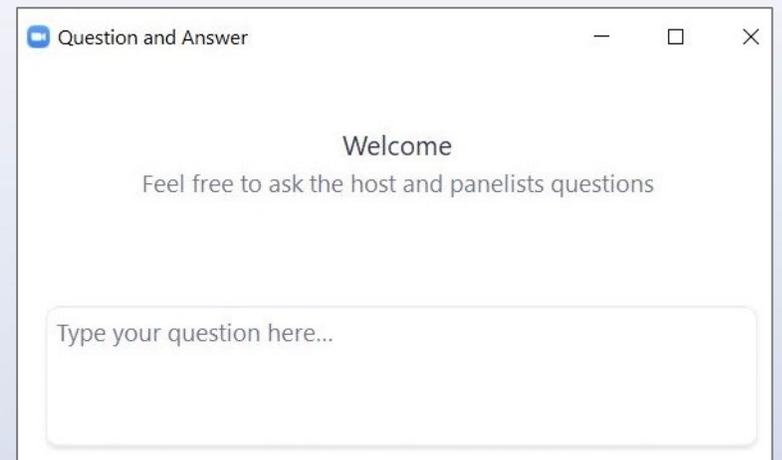
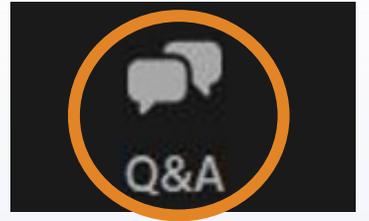
Test administrators will write the session access code on the board.

Tasks During Testing for Test Administrators

- Test administrators may need to enter the proctor password in certain circumstances (slides 45–48)
- Test administrators may monitor student testing status on the **View Details/Student Progress** page of the MCAS Portal (slides 16–17).

Questions and Answers

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



8. Resources, Support, and Next Steps

Additional Resources

Resource	Location
MCAS Resource Center	mcas.onlinehelp.cognia.org
MCAS Portal user guides <ul style="list-style-type: none">• Additional Tasks on the Test Scheduling Page of the MCAS Portal: Adding Report Codes, Reactivating Tests, and Exports• Instructions for Unlocking Test Questions in the MCAS Student Kiosk	https://mcas.onlinehelp.cognia.org/portal/
Technology Information	https://mcas.onlinehelp.cognia.org/technology-setup/
Student Assessment Updates (Biweekly email with important updates about the MCAS program)	www.doe.mass.edu/mcas/updates.html If you do not already receive this email, subscribe using this link: http://eepurl.com/ghSOhH

Upcoming Office Hours Sessions for Principals and Test Coordinators (All Levels of Experience)

Session	Date and Registration Link	Recommended Read-Ahead Materials
Office Hours: Tasks in the MCAS Portal For Grades 3–8	Wednesday, March 19 at 9:30–10:30 a.m.	<ul style="list-style-type: none"> • Guide to the MCAS Portal • Guide to Creating and Managing Classes • Guide to Scheduling Tests and Printing Student Logins • Instructions for Using Materials Management in the MCAS Portal • Additional Tasks on the Test Scheduling Page of the MCAS Portal: Adding Report Codes, Reactivating Tests, and Exports • Instructions for Unlocking Test Questions in the MCAS Student Kiosk
Office Hours: Tasks in the MCAS Portal For High Schools	Thursday, March 20 at 9:30–10:30 a.m.	Same as above
Office Hours: Tasks During and After Testing	Friday, March 28 at 9:30–10:30 a.m.	<ul style="list-style-type: none"> • Guide to the MCAS Portal • Additional Tasks on the Test Scheduling Page of the MCAS Portal: Adding Report Codes, Reactivating Tests, and Exports • Instructions for Unlocking Test Questions in the MCAS Student Kiosk

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

9. Live “Sandbox Time”

Poll Question

Which demonstrations would you like to see again?

- A. Monitoring test status on the Test Scheduling page
- B. Exports on the Test Scheduling page
- C. Using the MCAS Portal dashboard
- D. Resolving incorrect form-dependent accommodations
- E. Move a student between classes
- F. Viewing and updating the proctor password
- G. Adding report codes (Medical absence, Void)
- H. Reactivating test sessions
- I. Unlocking locked questions
- J. Unlock test section for grades 5 and 8 STE and grade 8 Civics

THANK YOU

The Office of Student Assessment Services



781-338-3625



mcas@mass.gov



www.doe.mass.edu/mcas



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