



Guide to Reviewing Reports in the MCAS Portal

2025 MCAS Test Administrations



This document was prepared by the
Massachusetts Department of Elementary and Secondary Education
Patrick Tutwiler, Acting Commissioner

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Important Contact Information and Resources

Contact:	MCAS Service Center
For questions on:	<ul style="list-style-type: none">• general test administration support• MCAS Training Site and MCAS Student Kiosk such as<ul style="list-style-type: none">○ 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:	<ul style="list-style-type: none">• 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.) <p>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).</p>
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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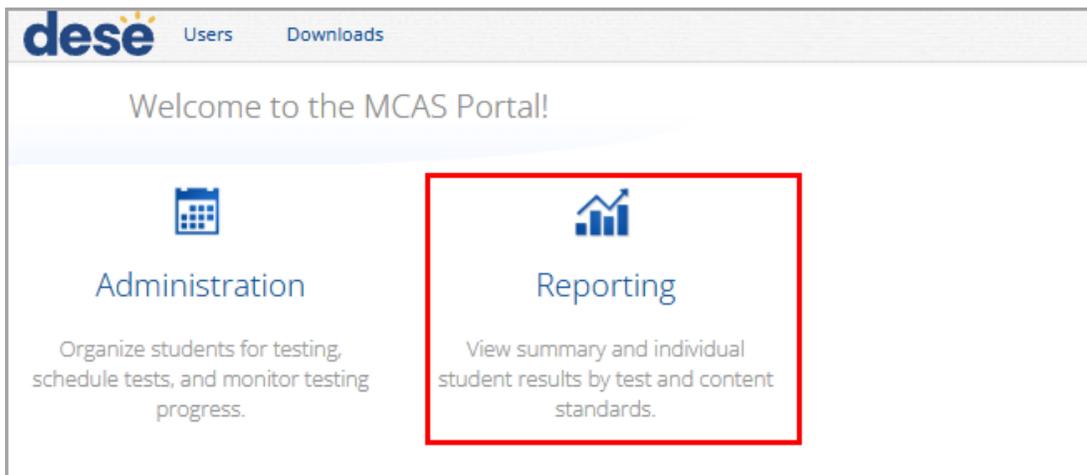
I. Introduction

This document is intended to provide instructions for navigating the Reporting section of the MCAS Portal to view individual student reports and historical administration information.

II. Reporting

In the MCAS Portal, district test coordinators, school test coordinators, and users with the Reports Access Only role can view and download individual student reports and historical administration roster reports in the Reporting section.

To access the Reporting section in the MCAS Portal, select the **Reporting** icon from the portal homepage.

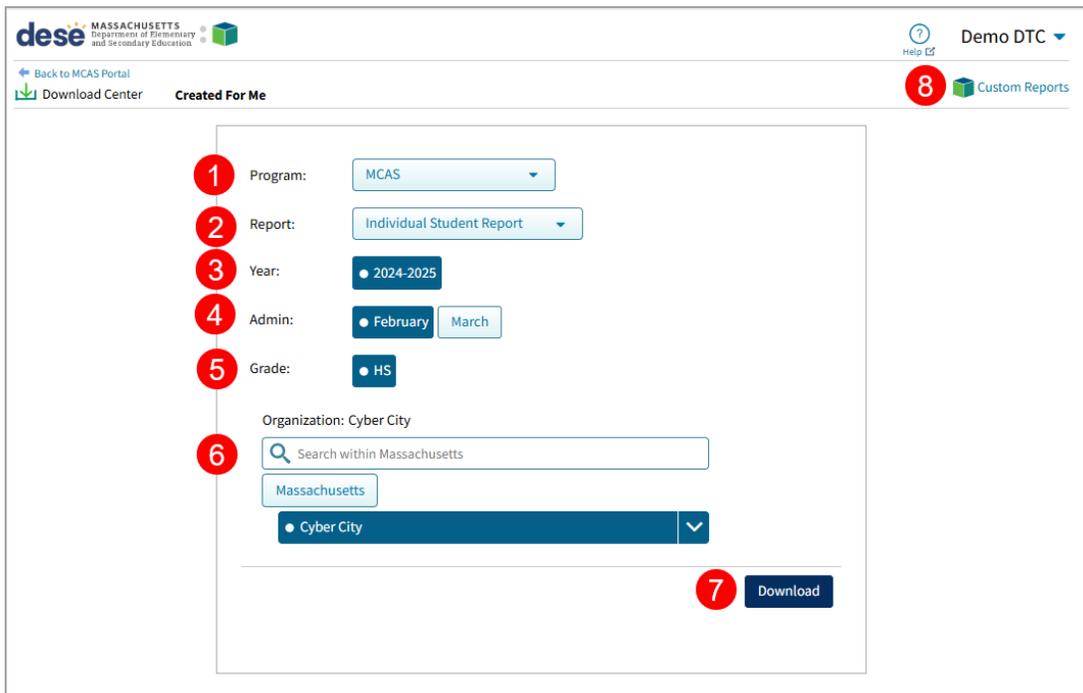


A. Reporting Homepage

In Table 1 below are descriptions of the features and sections that are available on the Reporting homepage. The Reporting homepage allows users to generate individual student reports and access Custom Reports to view historical administration roster reports.

Table 1. Reporting Homepage

Icons	Description
1	Select MCAS from the Program drop-down list.
2	The Individual Student Report is selected by default from the Report drop-down list.
3	Select the Year .
4	Select the Administration (listed as “ Admin ”).
5	Select the Grade .
6	Use the Organization menu to select a district or school(s) to which you have access.
7	When you have finished specifying the parameters, select Download to generate your PDFs.
8	Click Custom Reports to view Historical Administration Roster reports.



B. Individual Student Report

The Reporting homepage provides test coordinators with the ability to download Individual Student Report PDFs (Parent/Guardian Reports) by district or school for the year, administration, and grade selected.

After selecting your report parameters, select **Download**. A message will appear indicating that the download will begin automatically, and then the report will be downloaded locally. Once downloaded, a notification in the right-hand corner will appear, and you can open the file to view the downloaded PDFs.

The screenshot displays the 'Download Center' interface for the 'Created For Me' user. The form includes the following fields and options:

- Program: MCAS
- Report: Your download should begin automatically.
- Year: 2024-2025
- Admin: February
- Grade: HS
- Organization: Cyber City

A search bar for organizations is present, showing 'Massachusetts' as a filter and 'Cyber City' as the selected organization. A 'Download' button is located at the bottom right of the form.

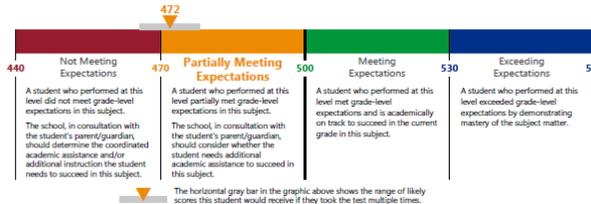
A Windows 'Downloads' notification is visible in the top right corner, showing the file name 'MCASFebScience2425StudentParent_00010000.pdf' and an 'Open file' button.

Name:
SASID:

English Language Arts Retest

March 2025
Computer-based test

Firstname's Achievement Level: **Partially Meeting Expectations**
Firstname's Score: **472**



This section provides information about how this student responded to each test question and the reporting category each test question addressed. Reporting Category refers to the broad area of knowledge in the 2017 Massachusetts curriculum frameworks assessed by each item. The frameworks are available at www.doe.mass.edu/frameworks. Information about the test questions is available at www.doe.mass.edu/mcas/release.html.

How this student performed in each reporting category and on each individual test question

Reporting Category	Points Earned by this Student	Total Possible Points	Average Points at Meeting Expectations ¹
Language (LA) ²	4	11	7.2
Reading (RE)	13	30	22.5
Writing (WR) ³	2	10	3.9

1. Average number of points earned statewide by students at or near a score of 500, at the low end of the Meeting Expectations level.
2. The Language reporting category includes the standard English convention scores from the essays.
3. The Writing reporting category is based on the user development scores from the essays.

Individual Test Questions

Question Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
Reporting Category	RE	RE	RE	RE	LA	LA	WR	RE	LA																							
Points Earned	0/1	0/1	0/1	1/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1

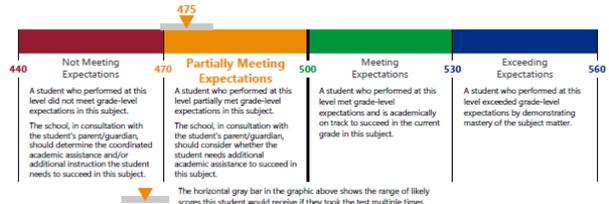
Key: x/y = x points earned out of y possible points
CV = essay convention score
ID = essay idea development score

Name:
SASID:

Mathematics Retest

March 2025
Computer-based test

Firstname's Achievement Level: **Partially Meeting Expectations**
Firstname's Score: **475**



This section provides information about how this student responded to each test question and the reporting category each test question addressed. Reporting Category refers to the broad area of knowledge in the 2017 Massachusetts curriculum frameworks assessed by each item. The frameworks are available at www.doe.mass.edu/frameworks. Information about the test questions is available at www.doe.mass.edu/mcas/release.html.

How this student performed in each reporting category and on each individual test question

Reporting Category	Points Earned by this Student	Total Possible Points	Average Points at Meeting Expectations ¹
Algebra and Functions (AF)	5	21	11.0
Geometry (GE)	7	21	10.8
Number and Quantity (NQ)	2	9	5.9
Statistics and Probability (SP)	1	9	3.8

1. Average number of points earned statewide by students at or near a score of 500, at the low end of the Meeting Expectations level.

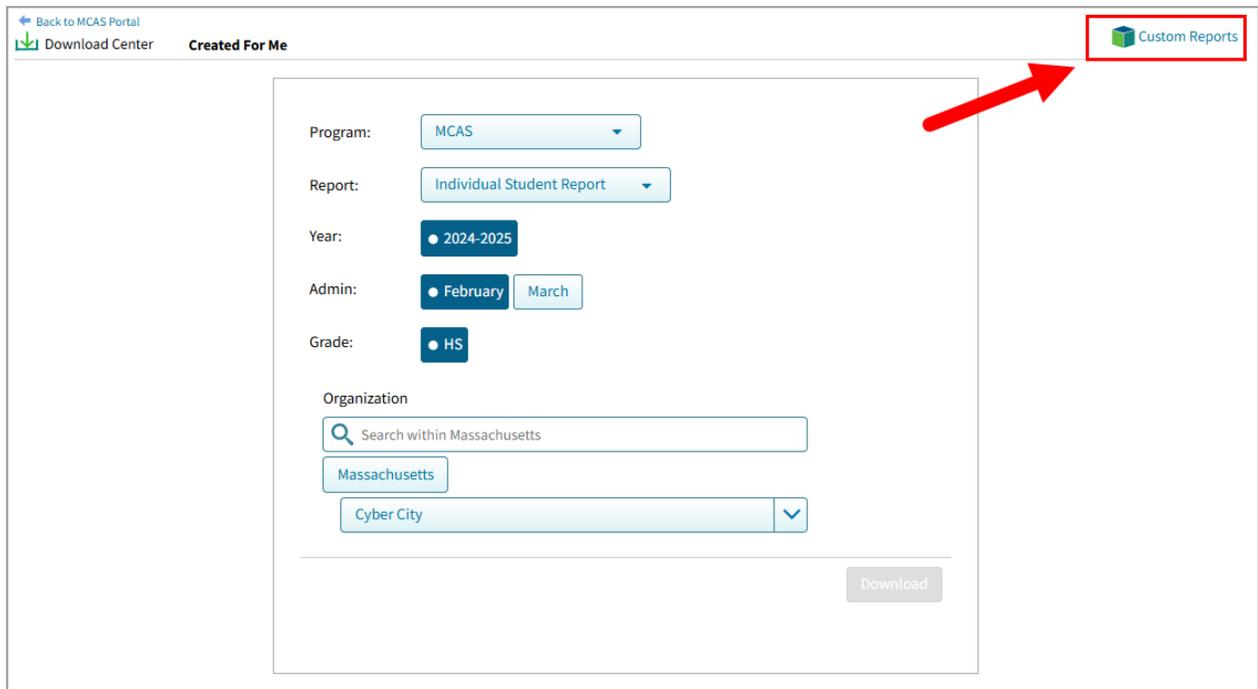
Individual Test Questions

Question Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42		
Reporting Category	GE	GE	AF	AF	GE	NQ	AF	NQ	GE	AF	AF	SP	AF																															
Points Earned	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1

Key: x/y = x points earned out of y possible points
Blank space = no answer

C. Historical Admin Roster Report

The Historical Administration Roster Report, referred to as the “Historical Admin Roster Report” in the Portal, allows schools and districts to view student rosters at the school level that have been removed from the MCAS Portal after a testing administration has closed, such as class, test, and accommodation information for each student in each administration. This report is currently available for February 2025 high school Science. To access the Historical Admin Roster Report, select **Custom Reports** from the Reporting homepage.



Generating a Report

In Table 2 below are descriptions of the features and sections that are available for generating the Historical Admin Roster Report.

Table 2.

Icons	Description
1	Select MCAS from the Program drop-down list.
2	The Historical Admin Roster is selected by default from the Report drop-down list.
3	Select the Year .
4	Select the Administration (listed as " Admin ").
5	Select the Grade .
6	Select the Subject .

Icons	Description
7	Use the Organization menu to select a school to which you have access. The report can only be generated at the school-level.
8	When you have finished specifying the parameters, select Get Report to generate your report.

The screenshot displays the 'dese' report generation interface. At the top, there is a navigation bar with the 'dese' logo and 'MASSACHUSETTS Department of Elementary and Secondary Education'. The main content area features a form with the following parameters:

- 1** Program: MCAS
- 2** Report: Historical Admin Roster
- 3** Year: 2024-2025
- 4** Admin: February
- 5** Grade: HS
- 6** Subject: Science
- 7** Organization: Cyber City Sch1-001

The Organization section includes a search box labeled 'Search within Cyber City' and a dropdown menu showing a list of schools: Cyber City, Cyber City Sch QA, Cyber City Sch1-001 (selected), Cyber City Sch2-002, and Cyber City Sch4-004. At the bottom right, there is a 'Get Report' button with a red '8' callout next to it.

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)**.



 Demo DTC 

[Back to MCAS Portal](#)
Historical Admin Roster: MCAS, Cyber City Sch1-001, 2024-2025, February, HS, Science

1

Last Name	First Name	SASID	Student Grade	Registration Codes	Test Name
Demo	HR	9992323432	Grade 10	BIOFEBS1	February High School Biology
Demo	HR	9992323432	Grade 10	BIOFEBS2	February High School Biology
Demo	HR	9992323432	Grade 10	PHYFEBS1	February Introductory Physics
Demo	HR	9992323432	Grade 10	PHYFEBS2	February Introductory Physics
Demo	HS	9993362716	Grade 10	BIOFEBS1	February High School Biology
Demo	HS	9993362716	Grade 10	BIOFEBS2	February High School Biology
Demo	HS	9993362716	Grade 10	PHYFEBS1	February Introductory Physics
Demo	HS	9993362716	Grade 10	PHYFEBS2	February Introductory Physics
Demo	MP	9990087654	Grade 10	BIOFEBS1	Spanish/English February High School Biology
Demo	MP	9990087654	Grade 10	BIOFEBS2	Spanish/English February High School Biology
Demo	MP	9990087654	Grade 10	BIOFEBS1	February High School Biology
Demo	MP	9990087654	Grade 10	BIOFEBS2	February High School Biology
Demo	MP	9990087654	Grade 10	PHYFEBS1	Spanish/English February Introductory Physics
Demo	MP	9990087654	Grade 10	PHYFEBS2	Spanish/English February Introductory Physics
Demo	MP	9990087654	Grade 10	PHYFEBS1	February Introductory Physics
Demo	MP	9990087654	Grade 10	PHYFEBS2	February Introductory Physics
Demo	SR-AT	9996756453	Grade 10	PHYFEBS1	February Introductory Physics
Demo	SR-AT	9996756453	Grade 10	PHYFEBS2	February Introductory Physics
Demo	SR-AT	9996756451	Grade 10	PHYFEBS1	February Introductory Physics
Demo	SR-AT	9996756451	Grade 10	PHYFEBS2	February Introductory Physics

Page 1 of 3
 Displaying 1-20 of 54
 Jump to:

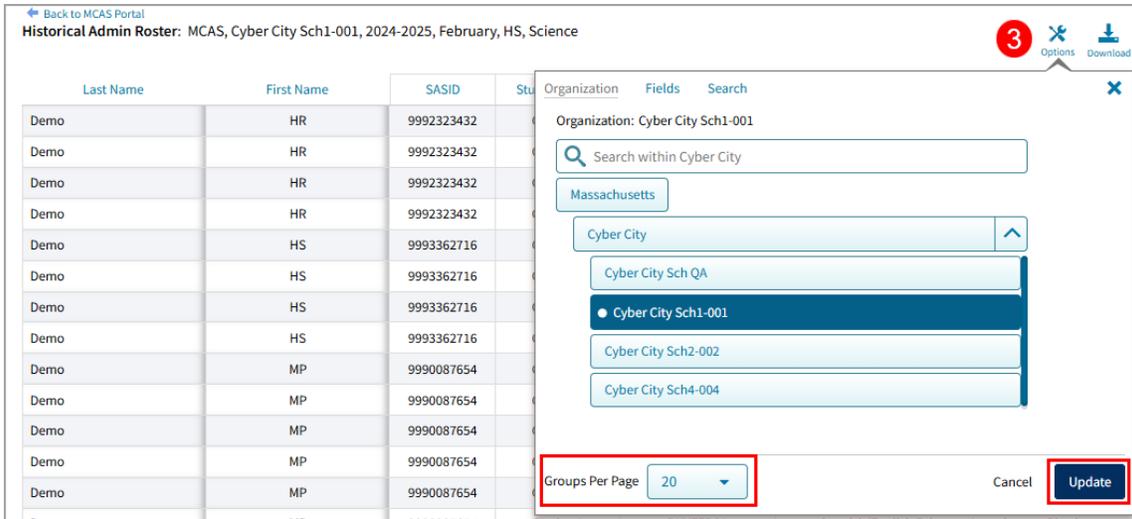
- To rearrange the report, sort columns by selecting a column header and selecting **Sort**. The data can be sorted in ascending or descending order, numerically or alphabetically **(2)**.

[Back to MCAS Portal](#)
Historical Admin Roster: MCAS, Cyber City Sch1-001, 2024-2025, February, HS, Science

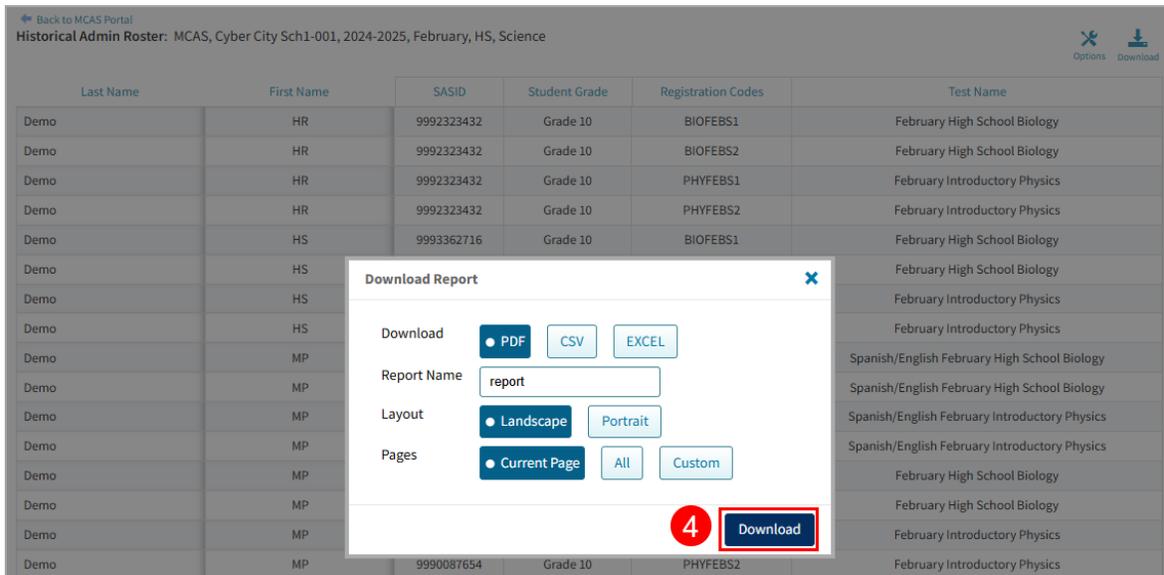
2

Last Name	First Name	SASID	Student Grade	Registration Codes
Demo	HR	9992323432	Grade 10	BIOFEBS1
Demo	HR	9992323432	Grade 10	BIOFEBS2
Demo	HR	9992323432	Grade 10	PHYFEBS1
Demo	HR	9992323432	Grade 10	PHYFEBS2
Demo	HS	9993362716	Grade 10	BIOFEBS1

- To change the number of records shown on each page of the report (5, 10, 20, 50, or 100), 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)**.



- To download the report, click the download button in the upper right above the report (4). The Download Report menu will appear, select the desired criteria, type a name for the report, and click Download.



- 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** (5).



Customization Options

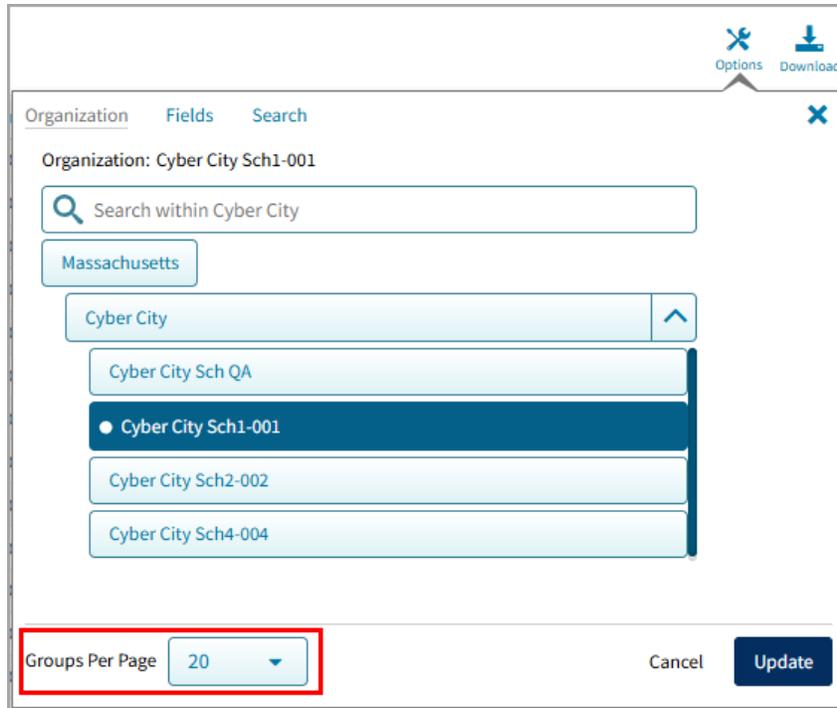
Reports can be customized by changing the options of the report. Changes may be made to multiple tabs at once before updating.

1. Selecting the **Options** icon above the top right of the report will open a pop-up displaying a screen where the report settings can be configured. Each group of settings (Organization, Fields, Search) can be configured using the options illustrated 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).

The screenshot shows a pop-up window for report customization. At the top right, there are icons for 'Options' (a wrench) and 'Download' (a download arrow). Below these, the window has a title bar with 'Organization', 'Fields', and 'Search' tabs, and a red circle '1' is placed over the 'Search' tab. The main content area shows 'Organization: Cyber City Sch1-001' and a search bar with the text 'Search within Cyber City'. Below the search bar is a button labeled 'Massachusetts'. Underneath is a dropdown menu with 'Cyber City' selected and an upward arrow. A list of options is shown below the dropdown: 'Cyber City Sch QA', 'Cyber City Sch1-001' (which is selected with a radio button), 'Cyber City Sch2-002', and 'Cyber City Sch4-004'. A red circle '4' is placed over the close 'X' button in the top right corner of the window. At the bottom left, there is a 'Groups Per Page' dropdown menu set to '20'. At the bottom right, there are 'Cancel' and 'Update' buttons. A red circle '3' is placed over the 'Cancel' button and a red circle '2' is placed over the 'Update' button.

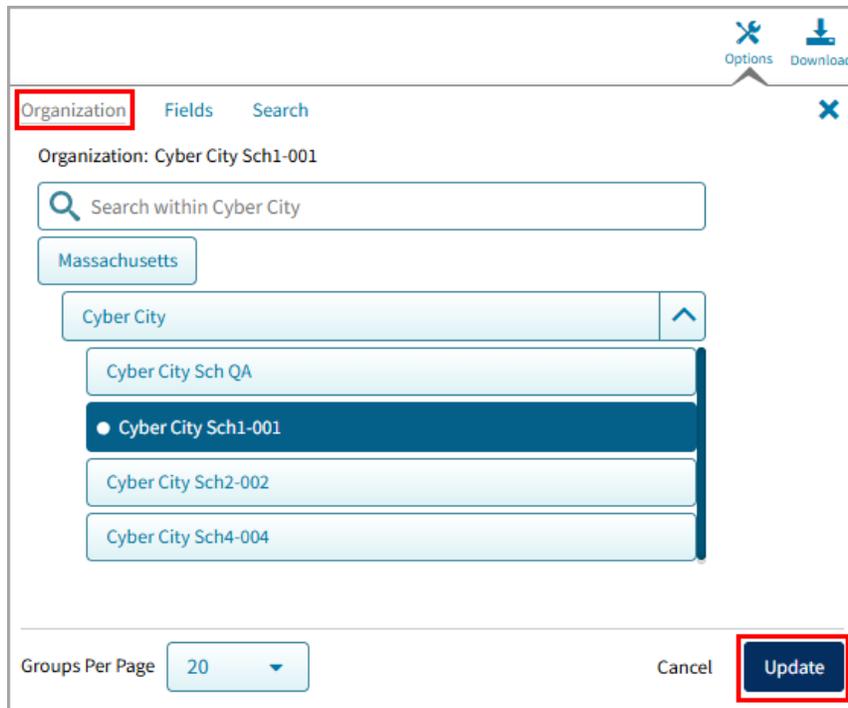
Groups per Page

Specify the number of groups to be shown per page on the report (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.



Organization

Use the **Organization** tab to update the report with data from different organizations that are available to you. Select the desired organization and click **Update** to refresh the report.



Note: This report is only available at the school level; a district cannot be selected.

Fields

Use the **Fields** tab to select which student identification information, test information, and accommodations to view on the report. All accommodations available in Student Registration are available to select on this page. After making selections, click **Update** to add or remove these fields as columns to the report.

Organization **Fields** Search Options Download

General Information Select All / Reset

District Name District Number School Name School Number Class Name

Student Information Select All / Reset

Middle Initial SASID Student Grade Date of Birth Registration Codes

Not Tested Reason Test Report Code Test Session Report Code

Test Information Select All / Reset

Test Name Form Name Session Name Session Start Date Session End Date

Accommodations Select All / Reset

Test Format Paper Enlarged Cursor or Mouse Pointer

Graphic Organizer or Reference Sheet Text to Speech Standard

Human Read Aloud Standard Human Signer Standard Human Scribe Standard

Speech to Text Standard Word Prediction Standard Spanish English

Typed Responses Large-Print Test Braille Screen Reader

Compatible Assistive Technology

Groups Per Page 20 Cancel **Update**

Search

Use the **Search** feature to search for students by name, SASID, Not Tested Reason, Test Name, Form Name (e.g., Human Read Aloud, Spanish/English), Test Format (Online, Paper), and Accommodation.

For example, to find students who took the February High School Biology test:

1. Select **Test Name** from the drop-down menu (1).
2. Enter the test name, **February High School Biology** in the “contains” textbox (2).
3. Select **Add** (3).
4. Choose the **Relationship** (4).
 - **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.
5. Select **Update** (5).

The screenshot shows a search interface with the following elements:

- Top right: **Options** and **Download** icons.
- Search bar: A dropdown menu labeled **Test Name** with a red circle (1) next to it.
- Text input: A field labeled **contains:** with the text **February High School Biology** and a red circle (2) next to it.
- Buttons: **Add** button with a red circle (3) next to it.
- Relationship: Radio buttons for **And** (selected) and **Or**, with a red circle (4) next to the **Or** button.
- Preview: A box showing the search criteria: **Test Name contains "February High School Biology"**.
- Bottom: **Groups Per Page** dropdown set to 20, **Cancel** button, and **Update** button (highlighted with a red box and a red circle (5) next to it).

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

The screenshot shows the **Historical Admin Roster** for MCAS, Cyber City Sch1-001, 2024-2025, February, HS, Science. The search criteria is **Search: Test Name contains "February High School Biology"**. The report displays the following data:

Last Name	First Name	SASID	Student Grade	Registration Codes	Test Name
Demo	HR	9992323432	Grade 10	BIOFEBS1	February High School Biology
Demo	HR	9992323432	Grade 10	BIOFEBS2	February High School Biology
Demo	HS	9993362716	Grade 10	BIOFEBS1	February High School Biology
Demo	HS	9993362716	Grade 10	BIOFEBS2	February High School Biology
Demo	MP	9990087654	Grade 10	BIOFEBS1	February High School Biology
Demo	MP	9990087654	Grade 10	BIOFEBS2	February High School Biology