



Guide to Reviewing Reports in the MCAS Portal

2025–2026 MCAS Test Administrations
Posted February 4, 2026



This document was prepared by the
Massachusetts Department of Elementary and Secondary Education
Pedro Martinez, Commissioner

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Phone 781-338-3000 TTY: N.E.T. Relay 800-439-2370 www.doe.mass.edu



Important Contact Information and Resources

Contact: **MCAS Service Center**

- For questions on:
- general test administration support
 - MCAS Training Site and MCAS Student Kiosk such as
 - user accounts
 - technology support and readiness
 - student registration process and loading files
 - viewing student data
 - scheduling tests
 - locating resources
 - shipments of materials
-

Hours: 7:00 a.m.–5:00 p.m., Monday–Friday

Web: mcas.onlinehelp.cognia.com

Email: mcas@cognia.org

Telephone: 1-800-737-5103 TTY: 888-222-1671

Contact: **DESE Office of Student Assessment Services**

- For questions on:
- policy, such as assigning accessibility features and accommodations
 - student participation
 - testing irregularities, including test security incidents and technology failures
 - reactivating tests for CBT
 - student data and SIMS (View the note below regarding SIMS.)

Questions regarding SIMS data should be directed to the district's SIMS contact (go to profiles.doe.mass.edu/search/search.aspx?leftNavID=11239, select **SIMS Contact** from the **Function** menu, and click **Get Results**).

Hours: 8:00 a.m.–5:00 p.m., Monday–Friday during test administration windows

Between 7:00 a.m. and 8:00 a.m. during the test administration windows, MCAS Service Center representatives will receive calls to 781-338-3625, answer questions regarding logistics, and take messages for Department staff, which will be returned during our regular business hours.

Web: www.doe.mass.edu/mcas/admin.html

Email: mcas@mass.gov

Telephone: 781-338-3625

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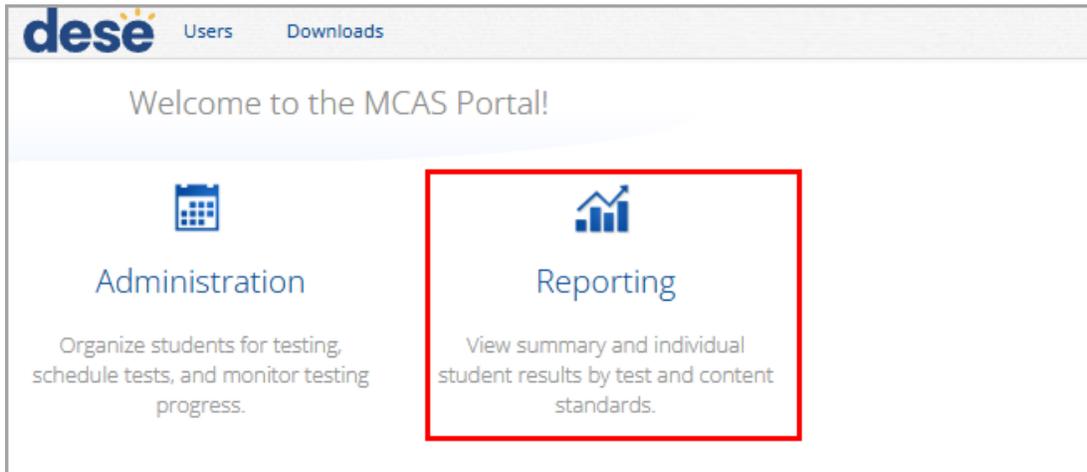
I. Introduction

This document is intended to provide instructions for navigating 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, released essays, 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 ”).

Icons	Description
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 Resources to view reporting resources available.
9	Click Custom Reports to view Historical Administration Roster reports.

The screenshot shows the Dese Reporting interface. At the top, there is a navigation bar with the Dese logo, a help icon, and a dropdown menu for 'DistrictTest Coord...'. Below the navigation bar, there are several tabs: 'Download Center', 'Created For Me', 'Created By Me', 'Resources' (marked with a red circle 8), and 'Custom Reports' (marked with a red circle 9). The main content area contains a form with the following fields and options:

- Program:** A dropdown menu with 'MCAS' selected (marked with a red circle 1).
- Report:** A dropdown menu with 'Individual Student Report' selected (marked with a red circle 2).
- Year:** A button with '2024-2025' selected (marked with a red circle 3).
- Admin:** Three buttons: 'February', 'March', and 'Spring' (with 'Spring' selected, marked with a red circle 4).
- Grade:** A row of buttons for 'Grade 03', 'Grade 04', 'Grade 05', 'Grade 06', 'Grade 07', 'Grade 08', and 'Grade 10' (with 'Grade 03' selected, marked with a red circle 5).
- Organization:** A search box with 'Cyber City' entered. Below the search box, there are two buttons: 'Cyber City' (with a radio button selected, marked with a red circle 6) and 'Cyber City Sch2-002'.
- Download:** A blue button with the text 'Download' (marked with a red circle 7).

B. Individual Student Reports (ISRs)

The Reporting homepage provides test coordinators with the ability to download ISRs (formerly called Parent/Guardian Reports) and Released Essay PDFs by district or school for the year, administration, and grade selected.

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[Back to MCAS Portal](#) [Download Center](#) **Created For Me** [Created By Me](#) [Resources](#) [Custom Reports](#)

Program: MCAS ▼

Report: Individual Student Report ▼

Year: ● 2024-2025

Admin: February March ● Spring

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[Back to MCAS Portal](#) [Download Center](#) **Created For Me** [Created By Me](#) [Resources](#) [Custom Reports](#)

Program: MCAS ▼

Report: Released Essay PDF ▼

Year: ● 2024-2025

Admin: ● Spring

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 shows a web interface for generating a report. The filters are as follows:

- Program:** MCAS
- Report:** Individual Student Report
- Year:** 2024-2025
- Admin:** February, March, Spring (selected)
- Grade:** Grade 03, Grade 04, Grade 05, Grade 06, Grade 07, Grade 08, Grade 09, Grade 10 (selected)
- Organization:** Cyber City Sch1-001

A search bar is present with the text "Search within Cyber City" and a magnifying glass icon. Below it, a filter for "Massachusetts" is shown. Underneath, a list of organizations is displayed: "Cyber City", "Cyber City Sch QA", and "Cyber City Sch1-001" (selected).

A dark blue notification box in the top right corner contains the text "MCAS_Spring2425StudentParent_Gr10_00010000.pdf" and a red-bordered "Open file" button. Below this is a "See more" link.

A dark blue notification box in the center of the page contains the text "Your download should begin automatically." and is highlighted with a red border.

A red-bordered "Download" button is located at the bottom right of the interface.

The screenshot below shows a sample ISR and Released Essay PDF:

Name: SASID: **Your Student's Scaled Score and Achievement Level**

Student Growth Percentiles (SGP)
This student growth percentile (1-99) compares your student's learning to the learning of other students across the state with similar prior MCAS scores.

Scaled Score Comparison
This table shows how your student performed compared to students in their school, district, and state. A historical record of your student's scaled scores for the last two years are also shown.

Year	Grade	Student Score	School	District	State
2025	8				
2024	7				
2023	6				

How Your Student Performed in Each Reporting Category

Reporting Category	Total Earned Points	Total Possible Points	% of Total Possible Points Earned
Language (LA)			
Reading (RE)			
Writing (WR)			

How Your Student Performed on Each Individual Test Question

Question Number	Reporting Category	Points Earned
1	10	20
2	11	21
3	12	22
4	13	23
5	14	24
6	15	25
7	16	26
8	17	27
9	18	28

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Year	Grade	Student Score	School	District	State
2025	8				
2024	7				
2023	6				

How Your Student Performed in Each Reporting Category

Reporting Category	Total Earned Points	Total Possible Points	% of Total Possible Points Earned
Functions (FN)			
Geometry (GE)			
Number System & Expressions/Equations (NE)			
Statistics and Probability (SP)			

How Your Student Performed on Each Individual Test Question

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

MCAS Released Essay Report
Spring 2025

Lastname3, Firstname3 A. SASID: 1234567890

Test Name
Grade 3 ELA

Item Number
3

District
Demonstration District A (12340000)

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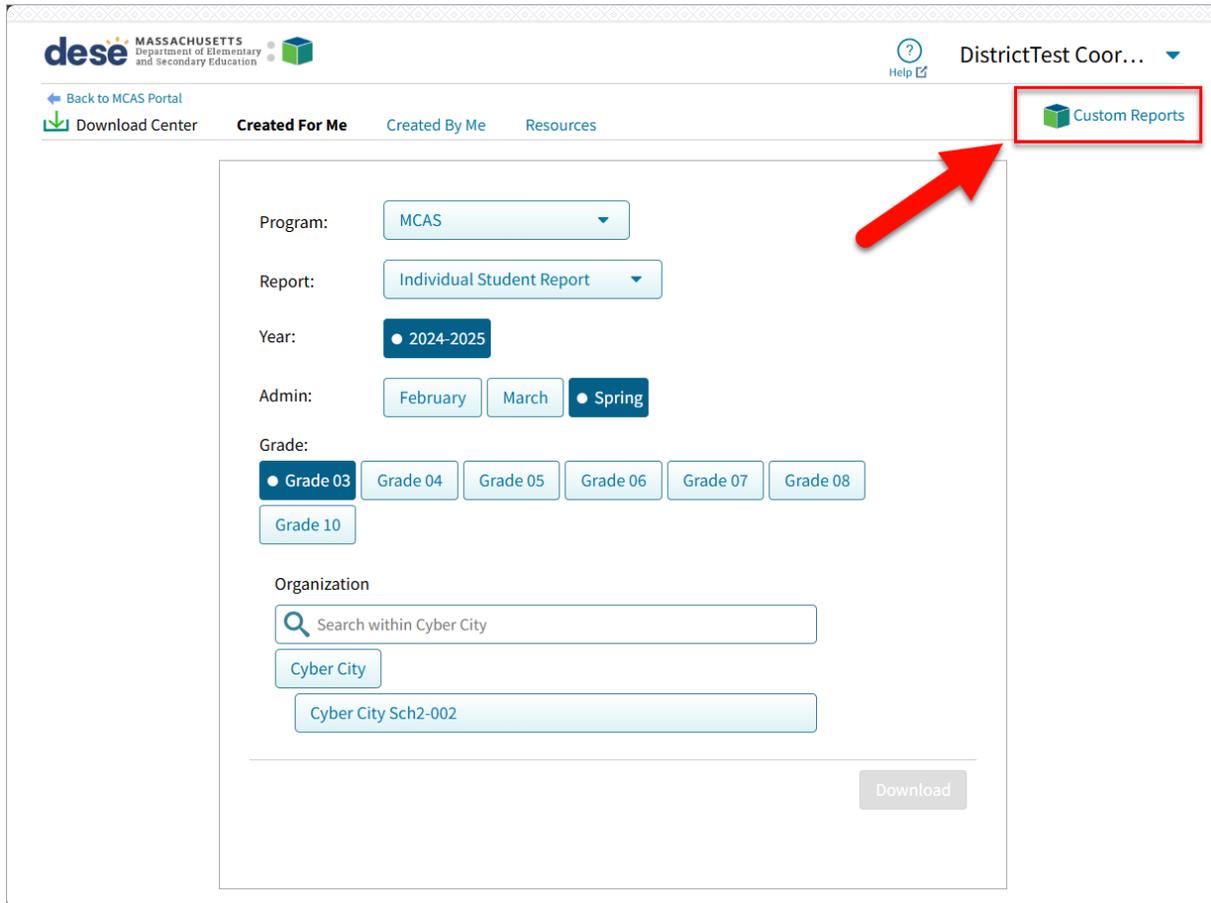
Score / Max Points Possible
Idea Development: 3 / 5
Standard English Conventions: 2 / 3

School
Demonstration School 1 (12345678)

SAMPLE

C. Historical Administration Roster Report

The Historical Administration Roster Report 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. To access the Historical Administration Roster Report, select **Custom Reports** from the Reporting homepage.



The screenshot shows the Dese Reporting homepage. At the top left is the Dese logo and "MASSACHUSETTS Department of Elementary and Secondary Education". At the top right is a user profile "DistrictTest Coord..." with a help icon. Below the logo is a navigation bar with "Back to MCAS Portal", "Download Center", "Created For Me", "Created By Me", and "Resources". The "Custom Reports" menu item is highlighted with a red box, and a red arrow points to the report filters below. The filters include: Program (MCAS), Report (Individual Student Report), Year (2024-2025), Admin (February, March, Spring), Grade (Grade 03, Grade 04, Grade 05, Grade 06, Grade 07, Grade 08, Grade 10), and Organization (Search within Cyber City, Cyber City, Cyber City Sch2-002). A "Download" button is at the bottom right of the filter area.

Generating a Report

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

Table 2.

Icons	Description
1	Select MCAS from the Program drop-down list
2	The Historical Administration Roster is selected by default from the Report drop-down list.

Icons	Description
3	Select the Year .
4	Select the Administration (listed as “ Admin ”).
5	Select the Grade .
6	Select the Subject .
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 shows the 'dese MASSACHUSETTS Department of Elementary and Secondary Education' interface. At the top right, there are links for 'Shared Reports', 'Download Center', 'Help', and 'Saved Reports', along with a 'DistrictTest Coord...' dropdown. A 'Back to MCAS Portal' link is on the left. The main form includes:

- 1** Program: MCAS (dropdown)
- 2** Report: Historical Administration Roster (dropdown)
- 3** Year: 2024-2025 (radio button)
- 4** Admin: February, March, Spring (selected), November (checkboxes)
- 5** Grade: Grade 03 (selected), Grade 04, Grade 05, Grade 06, Grade 07, Grade 08, Grade 10, HS (checkboxes)
- 6** Subject: Mathematics (selected), ELA (checkbox)
- 7** Organization: Cyber City Sch QA (text above search box)
 - Search within Cyber City (input field)
 - Massachusetts (button)
 - Cyber City (input field)
 - Cyber City Sch QA (selected radio button)
- 8** Get Report (button)

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)**.

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Help ? DistrictTest Coord... ▾

← Back to MCAS Portal

Historical Administration Roster: MCAS, Cyber City Sch QA, 2024-2025, Spring, Grade 03, Mathematics

Options Download

1

Last Name	First Name	SASID	Student Grade	Registration Codes	Test Name
ELAMATH	Three	8888908003	Grade 03	MAT03S1	MAT03
ELAMATH	Three	8888908003	Grade 03	MAT03S1	MAT03
ELAMATH	Three	8888901003	Grade 03	MAT03S1	MAT03
ELAMATH	Three	8888901003	Grade 03	MAT03S1	MAT03
ELAMATH	Three	888877003	Grade 03	MAT03S1	MAT03
ELAMATH	Three	888877003	Grade 03	MAT03S1	MAT03
ELAMATH	Three	888837003	Grade 03	MAT03S1	MAT03
ELAMATH	Three	888837003	Grade 03	MAT03S1	MAT03
ELAMATH	Three	888867003	Grade 03	MAT03S1	MAT03
MathTestOne	Nik	4235235215	Grade 03	MAT03S1	MAT03
MathTestTwo	Nik	6857348247	Grade 03	MAT03S1	MAT03
QA	TTS	1112221121	Grade 03	MAT03S1	MAT03
Testing	NMNineTeen	9999908190	Grade 03	MAT03S1	MAT03

2. 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).

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← Back to MCAS Portal

Historical Administration Roster: MCAS, Cyber City Sch QA, 2024-2025, Spring, Grade 03, Mathematics

2

Last Name	First Name	SASID
ELAMATH	Three	8888808003
ELAMATH	Three	8888808003
ELAMATH	Three	8888801003

Sort > Sort Ascending
Sort Descending

3. 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).

← Back to MCAS Portal

Historical Administration Roster: MCAS, Cyber City Sch QA, 2024-2025, Spring, Grade 03, Mathematics

Options Download

3

Last Name	First Name	SASID
ELAMATH	Three	8888908003
ELAMATH	Three	8888908003
ELAMATH	Three	8888901003
ELAMATH	Three	8888901003
ELAMATH	Three	888877003
ELAMATH	Three	888877003
ELAMATH	Three	888837003
ELAMATH	Three	888837003
ELAMATH	Three	888867003
ELAMATH	Three	888867003
MathTestOne	Nik	4235235215

Organization Fields Search

Organization: Cyber City Sch QA

Search within Cyber City

Massachusetts

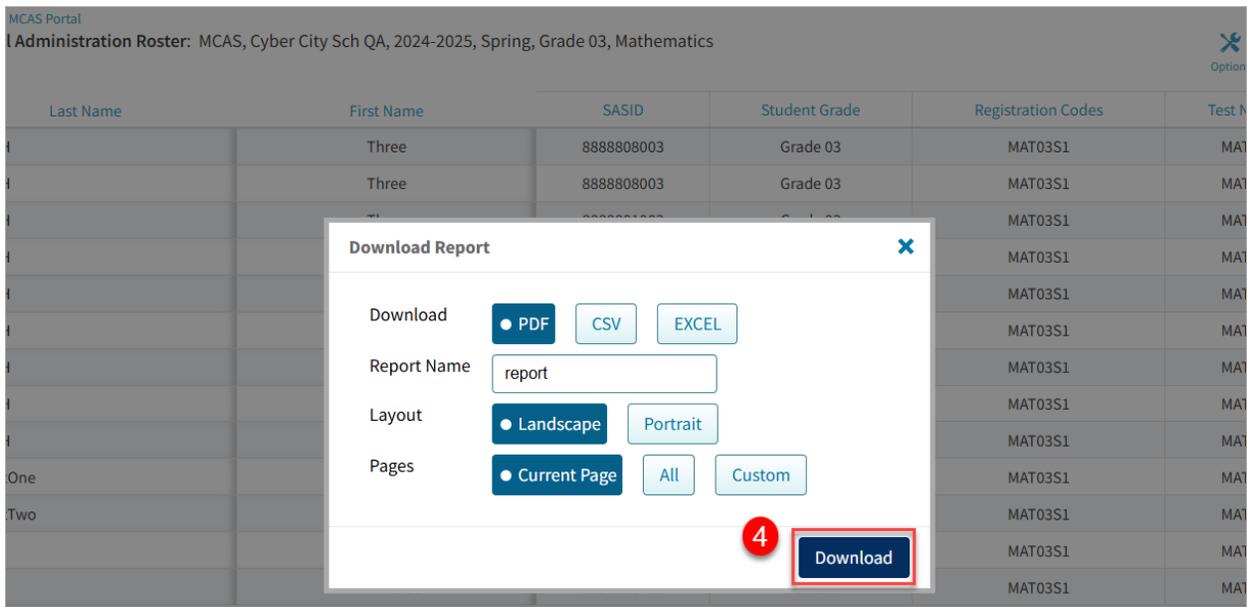
Cyber City

● Cyber City Sch QA

Groups Per Page 20

Cancel Update

- 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**.



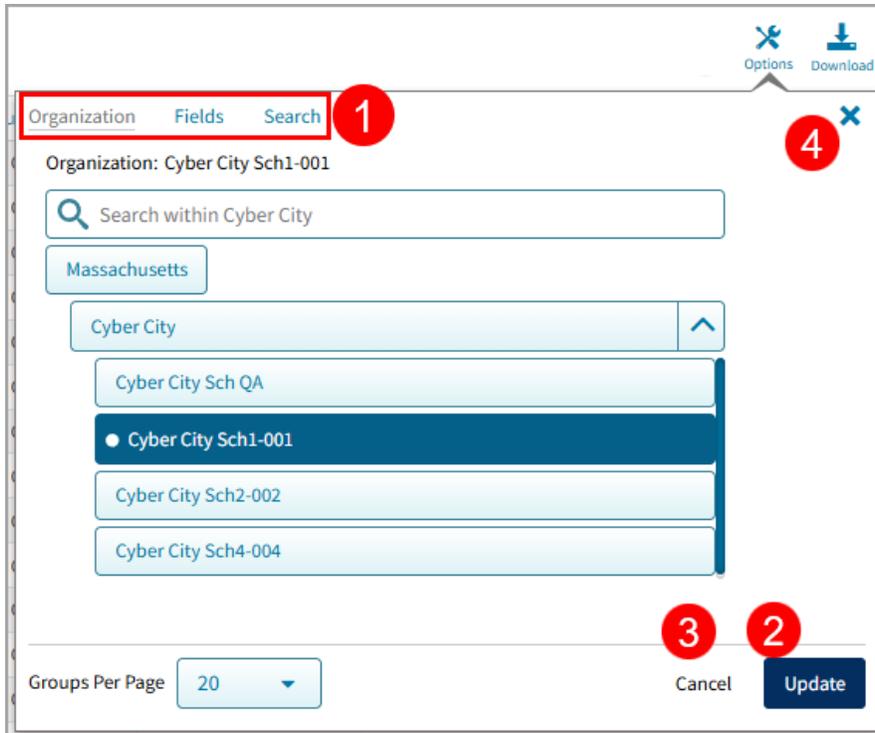
- Use the navigation buttons at the bottom of the report to navigate back and forth through the report pages or type a page number in the **Jump to** field, and then select **Go** (5).



Customization Options

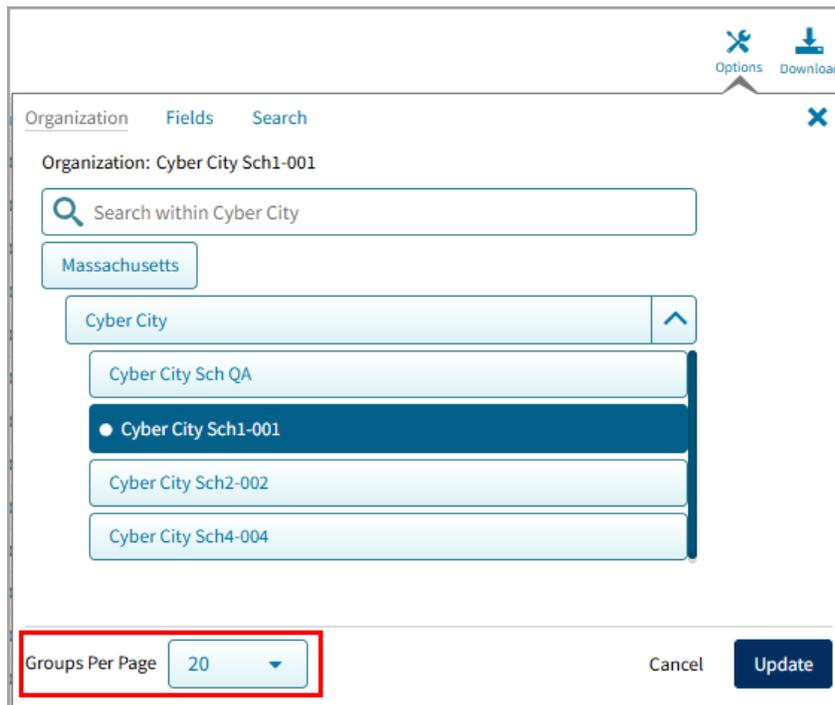
Reports can be customized by changing the options of the report. Changes may be made to multiple tabs at once before updating.

- 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).
- Selecting **Update** will apply the customizations (2).
- Selecting **Cancel** will keep the report with existing options (3).
- Selecting the **X** will close the window (4).



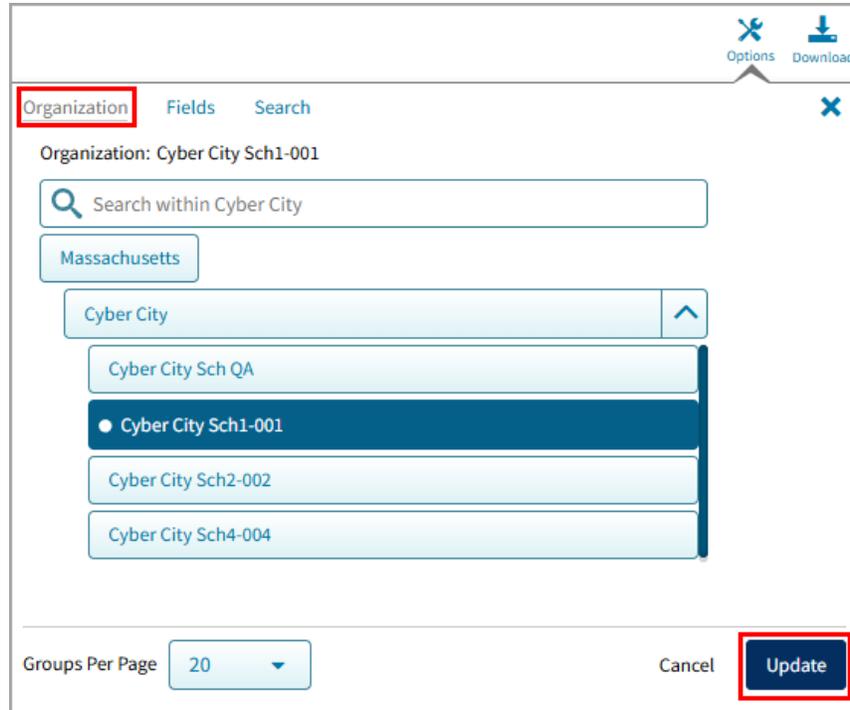
Groups per Page

Specify the number of students 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.



The screenshot shows a software interface for selecting an organization. At the top right, there are icons for 'Options' and 'Download'. Below these, the 'Organization' tab is highlighted with a red box. The interface displays the current organization as 'Cyber City Sch1-001'. A search bar is present with the text 'Search within Cyber City'. Below the search bar, a dropdown menu shows 'Massachusetts' and 'Cyber City'. A list of schools is displayed below the dropdown, with 'Cyber City Sch1-001' selected and highlighted in dark blue. Other schools listed include 'Cyber City Sch QA', 'Cyber City Sch2-002', and 'Cyber City Sch4-004'. At the bottom left, there is a 'Groups Per Page' dropdown set to '20'. At the bottom right, there are 'Cancel' and 'Update' buttons, with the 'Update' button highlighted by a red box.

Note: This report is only available at the school level; a district-level report 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.

Options Download

Organization **Fields** Search ✕

^ 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** (cross icon) and **Download** (download icon).
- Search tabs: **Organization**, **Fields**, **Search** (selected).
- Search controls: **Search** and **Reset** buttons.
- 1: A dropdown menu labeled **Test Name**.
- contains: A text input field containing **February High School Biology**.
- 2: The text **February High School Biology** in the input field.
- 3: An **Add** button.
- Relationship: Radio buttons for **And** (selected) and **Or**.
- 4: The **Or** radio button.
- Search preview: A box showing **Test Name contains "February High School Biology"**.
- Bottom left: **Groups Per Page** set to **20**.
- 5: A **Cancel** button and an **Update** button (highlighted with a red box).

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

← Back to MCAS Portal

Historical Administration Roster: MCAS, Cyber City Sch1-001, 2024-2025, Spring, Grade 10, Science

Search: Test Name contains 'February High School Biology'

Last Name	First Name	SASID	Student Grade	Registration Codes	Test Name
Demo	HR	9959943960	Grade 10	BIOFEB1	February High School Biology
Demo	HR	9959943960	Grade 10	BIOFEB1	February High School Biology
Demo	MP	9959943960	Grade 10	BIOFEB1	February High School Biology
Demo	HS	9959943960	Grade 10	BIOFEB1	February High School Biology
Demo	HS	9959943960	Grade 10	BIOFEB1	February High School Biology
Demo	HS	9959943960	Grade 10	BIOFEB1	February High School Biology

Options Download