November Retest Office Hours

The Office of Student Assessment Services

September 18, 2025

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Department of Elementary
and Secondary Education

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.
- This session is being interpreted into ASL. Our interpreting team will be onscreen with the presenters.
- 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.

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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.

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Today's Agenda

1. General Information for November 2025 Retests
2. Student Registration
3. Resources
4. Q&A and Demonstrations
5. Additional Resources and Next Steps

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1. General Information for November 2025 Retests

Fall 2025 Updates: MCAS Portal and Student Kiosk

- MCAS Portal Updates
  - Batch printing testing tickets
  - Student progress view
  - New users will only receive one email with their username and a link to set their password.
- MCAS Student Kiosk Updates
  - Answer eliminator is no longer available
- Updated MCAS Student Kiosk now available for download

- More information will be shared during the upcoming Overview of MCAS Administration Tasks webinars.

Fall 2025 Updates: November Retest Policies

- Prescribed windows with recommended dates for high school tests
- Students may not earn the Competency Determination (CD) through participation in the November 2025 retests.
  - DESE is continuing to offer the November retests to students attempting to qualify for scholarships and/or the Seal of Biliteracy.
  - Please email questions about the CD to Competency.Determination@mass.gov.

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Tasks to Complete Once Annually for MCAS Testing

Staff Responsible	Task	Timeframe
District and school test coordinators	Update and edit MCAS Portal and MCAS Training Site user accounts For detailed steps, refer to the *MCAS Portal User Management Guide*.	*Recommended deadlines:* • September 2025 to deactivate accounts of all staff who will not participate in MCAS testing in 2025–26. • September 2025 (to update/edit test coordinator, principal, and technology coordinator accounts) • At least three weeks prior to test administration (to update/edit test administrator accounts)
Technology coordinators	Download and install the updated MCAS Student Kiosk on student testing devices. Conduct Site Readiness to ensure devices and network are configured for testing For detailed steps, refer to the *MCAS Student Kiosk Technology Guide*.	*Available:* September 15 *Recommended deadline:* • At least two months prior to testing

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November Retest Administration Deadlines – Before Testing

Tasks	Dates
Complete the pre-administration student registration process	September 15–26
Extended pre-administration student registration window for CBT	September 29–November 4
Create and assign students to "classes" in the MCAS Portal for CBT	Recommended deadline: October 22
Receive manuals and PBT materials (PBT materials are available as an accommodation.)	October 29
"Schedule" classes in the MCAS Portal for CBT	ELA: October 29–November 4 Math: November 5–10
If necessary, order additional manuals and PBT materials, and report packing discrepancies for PBT shipments	ELA: October 29–November 3 Math: October 29–November 7

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November Retest Administration Deadlines – Test Administration

Administration	Dates
ELA Testing Window	November 5–18
Recommended dates:	
• **ELA Session 1**	November 5
• **ELA Session 2**	November 6
Mathematics Testing Window	November 12–18
Recommended dates:	
• **Mathematics Session 1**	November 12
• **Mathematics Session 2**	November 13

Note: New for 2025–26, high school tests will be conducted within allowable windows, and DESE is providing recommended dates instead of prescribed dates.

November Retest Administration Deadlines – After Testing

Tasks	Dates
Deadline to update student registration information, if necessary	November 18
Deadline to complete the PCPA (one PCPA for both subject areas)	November 18
(PBT only) Pre-scheduled UPS pickup	November 19

Refer to the Statewide Testing Schedule and the MCAS Pre-Administration Guide (to be available soon) for additional information.

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2. Student Registration

November Retest Student Registration Deadlines

- Initial Student Registration Window: **September 15–26**
  - Important in order to receive manuals for CBT and PBT, and PBT materials and student labels
- Extended pre-administration student registration window for CBT: **September 29–November 4**
  - Schools will not receive an automatic shipment of PBT materials or manuals for students registered after September 26; schools will need to manually place an additional materials order through the MCAS Service Center website.

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November Retest Student Registration Resources

- MCAS Resource Center
  - MCAS Student Registration Guide
  - Student Registration Data Definitions
    - **New for 2025–26**: "SP" is no longer accepted as a grade level for MCAS administrations.
  - Student Registration Template

- November Retest Participation Guidelines

- Accessibility and Accommodations
  - Accessibility and Accommodations Manual (updated manual will be posted soon)
    - See Appendix A for a crosswalk of accessibility features and accommodations and their corresponding columns in the Student Registration file.

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November Retest Participation FAQ

Q: Are grade 11 and 12 students required to participate in the November 2025 retests if they have not yet participated in ELA and/or Mathematics MCAS testing?

A: No. Students are not required to participate, and students may not earn the Competency Determination through participation in the retests.

- Students in grades 11 and 12 are eligible to participate if they would like to qualify for the Adams Scholarship, the Koplik Certificate of Mastery, and the Seal of Biliteracy (these are the *only purposes for participation*).

Q: Can grade 11 and 12 students participate in the spring 2026 grade 10 ELA and Math tests *instead of* November Retest?

A: Students in grade 11 or 12 who were reported as grade 9 students in the prior school year **are required to participate** in spring 2026 grade 10 ELA and Mathematics testing for accountability purposes. All other grades 11 and 12 students are not required to participate in spring 2026.

- Students in grade 11 are **eligible** to participate in the spring grade 10 ELA and Mathematics tests if they are attempting to qualify for scholarship purposes. Students in grades 11 and 12 are **eligible** to participate in the spring grade 10 ELA test for the Seal of Biliteracy.

- Students in grade 12 are **not eligible to participate** in spring grade 10 tests for scholarship purposes.

- Additional details will be provided in spring grade 10 MCAS participation guidelines which will be posted soon.

3. Resources

Resources to Use Before Testing

Resource	Location
MCAS Resource Center	mcas.onlinehelp.cognia.org
Student Registration Guide	https://mcas.onlinehelp.cognia.org/portal/
• MCAS Portal User Management Guide • Enrollment Transfer Guide • Guide to Creating and Managing Classes • Guide to Scheduling Tests and Printing Student Logins	https://mcas.onlinehelp.cognia.org/portal/ *Updated guides expected within approximately the next week*
MCAS Training Site Guides • Guide to Conducting a Practice Test through the MCAS Training Site • Guide for Reviewing Reports of Results for Practice Tests Conducted in the MCAS Training Site	https://mcas.onlinehelp.cognia.org/portal/ *Updated guides expected in early October*

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Resources to Use During and After Testing

Resource	Location
• Guide to Additional Tasks on the Test Scheduling Page • Guide to Unlocking Test Questions • Materials Management Guide • MCAS Portal Dashboards Guide	https://mcas.onlinehelp.cognia.org/portal/ *Updated guides expected in early October*

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Additional Resources

Resource	Location
MCAS Portal Modules and Video Demonstrations	https://mcas.onlinehelp.cognia.org/training-modules/
MCAS Student Kiosk Technology Guide • Technology Guidelines for MCAS Computer-Based Testing • Installing the MCAS Student Kiosk and Conducting Site Readiness • Error Messages	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

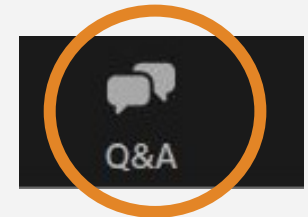MASSACHUSETTS
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4. Q&A and Demonstrations

Examples of Demonstration Requests

- Can you demonstrate how to update and import the Student Registration file?

- Can you demonstrate how to manually update or add a student to the MCAS Portal?

- I have new staff members who will be administering the November retests – can you demonstrate how to add a new user to the MCAS Portal?

5. Additional Resources and Next Steps

Upcoming Trainings

Training	Date/Time
Overview of the MCAS Family Portal	Monday, September 22 9:30–10:30 a.m.
Overview of MCAS Administration Tasks for School and District Test Coordinators	Tuesday, September 30 9:30–11:00 a.m.
Overview of MCAS Administration Tasks for Technology Coordinators	Tuesday, October 7 9:30–11:00 a.m.

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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

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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

THANK YOU

The Office of Student Assessment Services

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