



Instructions for Reopening Sections for STE and Civics

2025-2026 MCAS Test Administrations
Posted October 13, 2025



This document was prepared by the
Massachusetts Department of Elementary and Secondary Education
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Important Contact Information and Resources

Contact: MCAS Service Center	
For questions on:	• general test administration support • MCAS Portal 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.org
Email:	mcas@cognia.org
Telephone:	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 (See 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

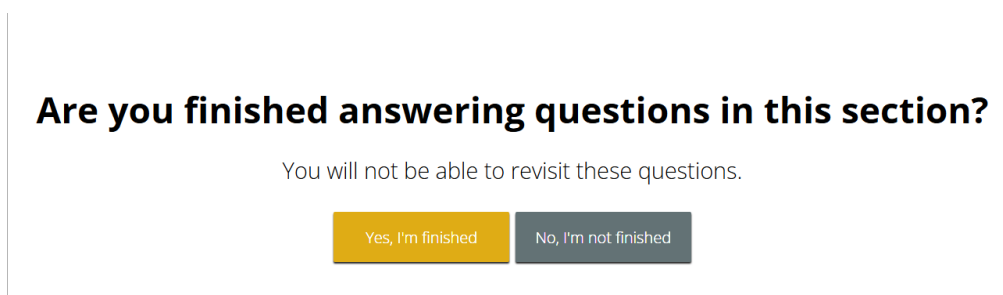
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I. Overview

For grade 5 and 8 STE tests and the grade 8 Civics test, some test sessions are separated into **sections** within the session. Just as when a student completes a session and they are not able to go back into it and review or change their responses, once a student has completed a section, they are not able to go back into it to review or change their responses.

At the end of each section, students are prompted to check that they have completed all questions in that section before moving on to the next section, as illustrated in the screenshot below.

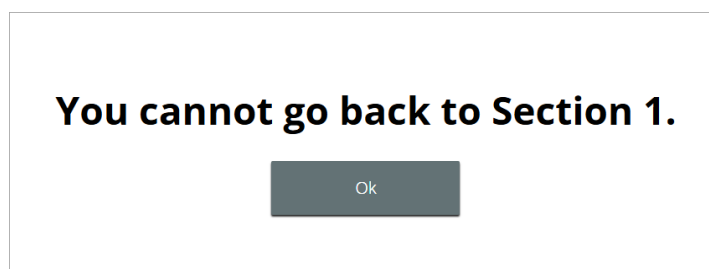


Are you finished answering questions in this section?

You will not be able to revisit these questions.

Yes, I'm finished No, I'm not finished

If a student tries to navigate to a question in a previously finished section, they will receive the following message, indicating that they cannot go back to the section.



You cannot go back to Section 1.

Ok

This document describes the process of unlocking sections within a test session for STE and Civics tests, to allow a student to go back into a previous section. **Test sections should only be unlocked in the event of a student accidentally clicking through to the next section without completing the previous section.** School and district test coordinators, technology coordinators, and test administrators have this function available to them in the MCAS Portal.

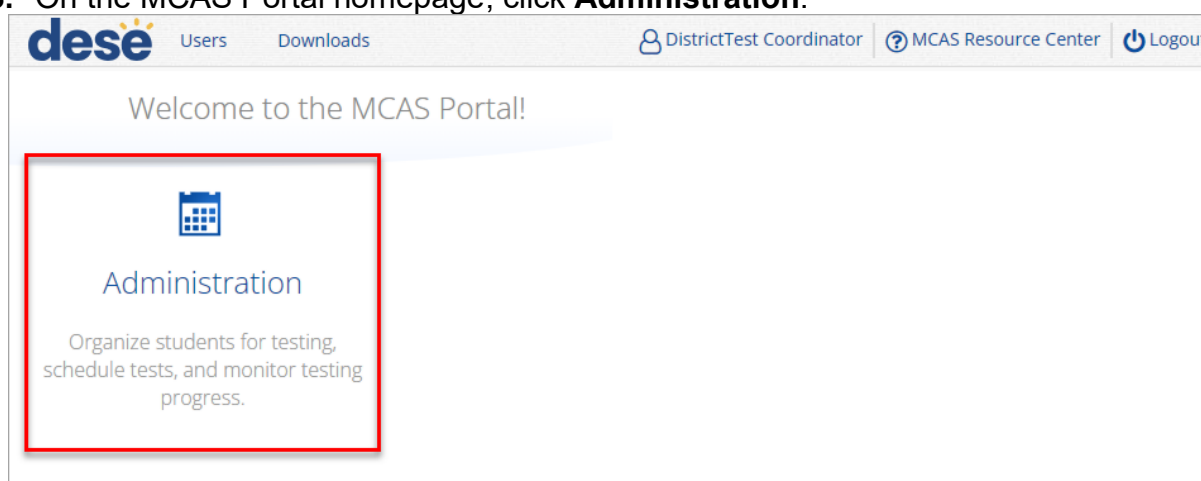
II. Reopen Sections in a Test Session – Steps for Test Administrators and School or District Test Coordinators

If a student needs access to a previously finished section that is locked in a test session, test administrators or school and district test coordinators can allow the student access to those questions in that section by using the **Reopen Sections** feature on the scheduled tests details page. **Note that the Reopen Sections feature opens access**

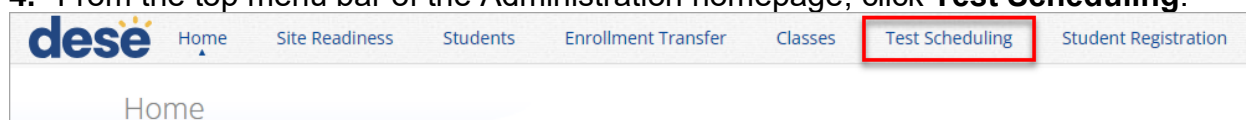
to all questions in the previously turned in test section. The student's original responses will be visible and may be edited by the student.

To reopen a previously finished section in a test session, follow the steps below:

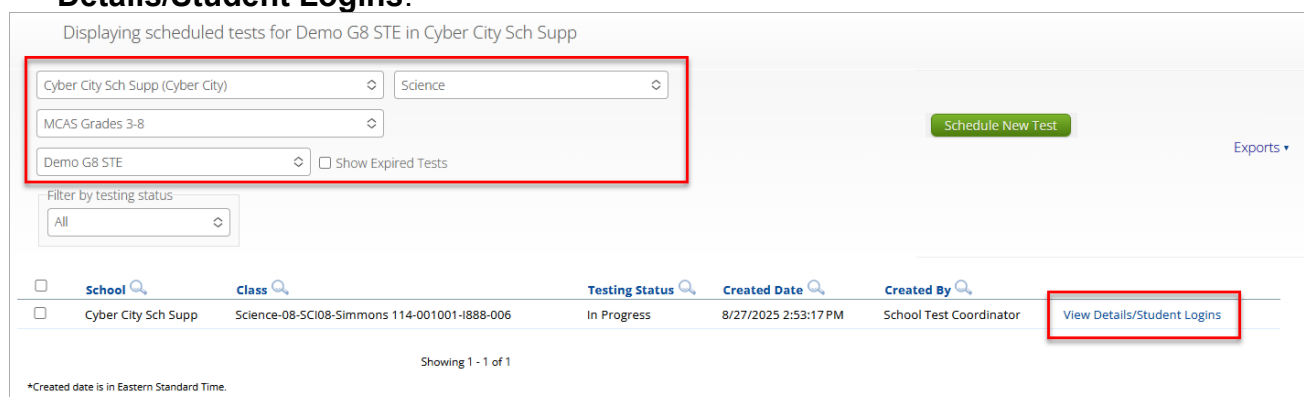
1. Instruct the student to log completely out of their test.
2. Log in to the [MCAS Portal](#) with your username and password.
3. On the MCAS Portal homepage, click **Administration**.



4. From the top menu bar of the Administration homepage, click **Test Scheduling**.



5. Select the **Organization, Program, Subject** (Science or Civics), and **Test**.
6. Locate the scheduled test in the scheduled tests table and click **View Details/Student Logins**.



7. Select the **Scheduling Details** tab. In the details table, click on the search icon next to the First Name, Last Name, or Username to search for the student.
8. Click the **Reopen Sections** link to reopen the test section within the session.

[Back](#)
[Edit Scheduled Test](#)

District: Cyber City
Administration: Massachusetts Admin
Class: Science-08-SCI08-Simmons 114-001001-1888-006
Test Name: Demo G8 STE
Testing Window: 08/27/2025 to 12/30/9999

School: Cyber City Sch Supp
Content Area: Science

Test is in progress. It ends on 12/30/9999. Students may log in and take the test using their username and password shown below.

Session Sequence	Session Name	Access Code
1	Session 1	5533504701
2	Session 2	1881732880

Scheduling Details

Progress View

Filter by Session

Choose a Session

Export Logins for Selected Students

Add Report Code

☐	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed	
☐	Student	Dylan	6573952976	SX4KU4SA	Demo G8 STE	08/27/2025 2:53:17 PM	+	Session 1:Finished (Reactivate) Session 2:In Progress	8/27/2025 2:54:50 PM	8/27/2025 2:55:06 PM	Session Report Codes Reopen Sections Session Report Codes
☐	Student	Sarah	5983809657	JKTHN8J7	Demo G8 STE	08/27/2025 2:53:17 PM	+	Session 1:Not Started Session 2:Not Started			Session Report Codes Session Report Codes

- Instruct the student to log in to the MCAS Student Kiosk and view the questions within the reopened section.