

Overview of MCAS Administration Tasks for School and District Test Coordinators

The Office of Student Assessment Services

September 30, 2025

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.

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. Updates for 2025–26
2. Overview of Computer-Based Testing
3. Tasks to Complete **Now**
4. Tasks to Complete **at least Two Months** before Testing
5. Tasks to Complete **One to Two Months** before Testing
6. Tasks to Complete **after Student Registration**
7. Tasks to Complete **at least Two Weeks** before Testing
8. Tasks to Complete **Two Weeks** before Testing
9. Tasks to Complete **up to One Week** before Testing
10. Resources and Next Steps

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

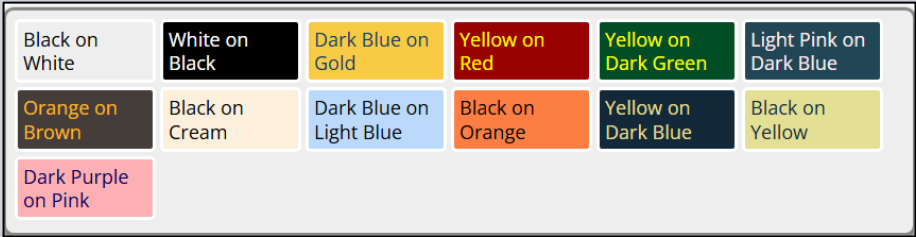

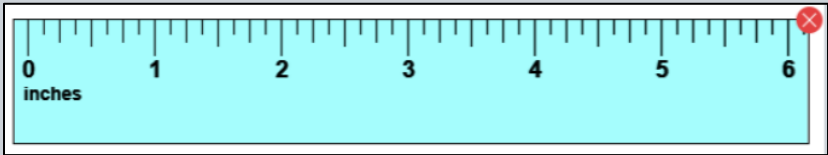
1. Updates for 2025–26

MCAS Policy Updates

- Prescribed windows with recommended dates for high school tests
 - The November 2025 retests may be administered anytime during the window of November 5–18 for ELA and November 12–18 for Math. Recommended dates are:
 - November 5: ELA Session 1
 - November 6: ELA Session 2
 - November 12: Math Session 1
 - November 13: Math Session 2
- Updated Competency Determination (CD)
 - Students may not earn the CD through participation in the MCAS tests.
 - Please email questions about the CD to Competency.Determination@mass.gov.

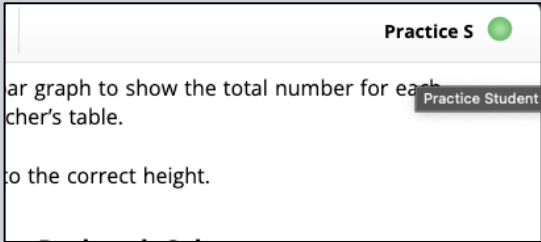
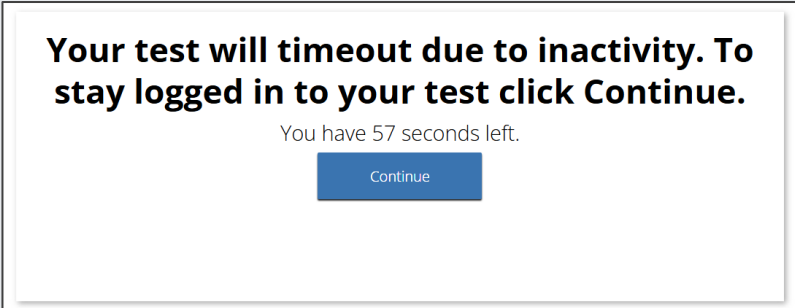
MCAS Student Kiosk Updates

- The following updates are now available in the MCAS Student Kiosk:

Update	Screenshot
The names of the color contrast options have been updated to be more descriptive	
When a student has selected a color contrast option, the math response questions, equation editor, and reference sheets will be in the same selected color contrast.	
The rulers have been updated for better visibility and clarity. The color is now blue, the numbers have been enlarged, and the tick marks have been darkened.	

MCAS Student Kiosk Updates(cont'd)

- The following additional are now available in the MCAS Student Kiosk:

Update	Screenshot
The student's name will now appear in the top right corner of the item and directions pages within a test. Hovering over the student's first name and last initial will display the full name.	 A screenshot of a test interface. In the top right corner, the text 'Practice S' is visible next to a green circle. Below it, a tooltip displays the full name 'Practice Student'. The background shows a math problem involving a bar graph and a table.
Students will be given a warning before timing out of a test, which happens after 60 minutes of inactivity. A timeout popup will appear when there are 60 seconds before the student times out of their test due to inactivity. The warning timer will count down from 60 seconds. The student may click Continue to continue testing.	 A screenshot of a timeout warning popup. The text reads: 'Your test will timeout due to inactivity. To stay logged in to your test click Continue.' Below this, it says 'You have 57 seconds left.' and there is a blue 'Continue' button.
All three calculator brands, TI, Desmos, and eMetric calculators have been updated to the latest versions of the calculators, and they default to degrees, not radians.	N/A
Answer eliminator is no longer available.	N/A

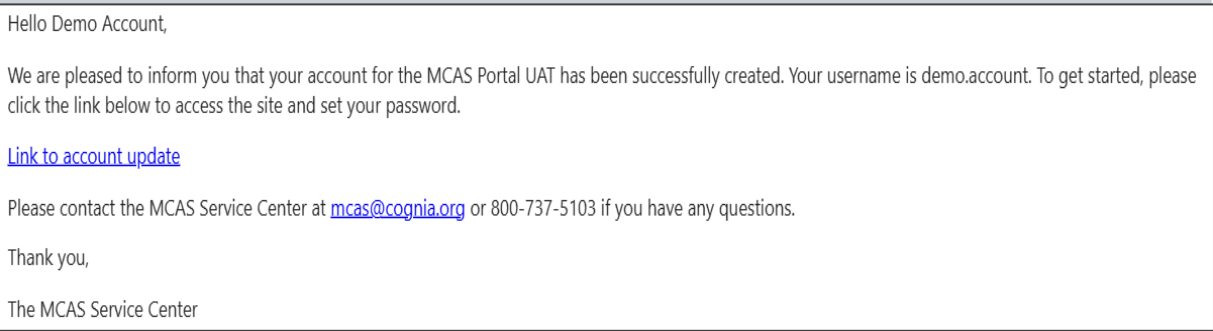
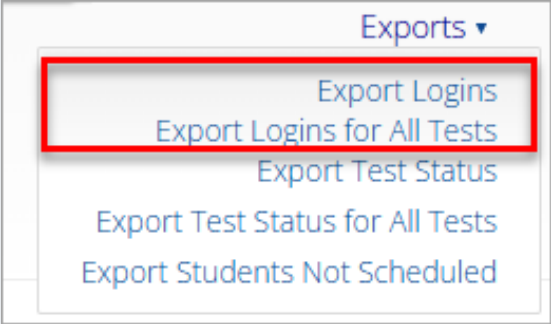
MCAS Student Kiosk Updates (cont'd)

- The following additional updates are expected to be implemented prior to the November 2025 retests:

Update	Screenshot								
“Session Access Code”, the code that test administrators write on the board and that students type into the Kiosk to begin their test, will be renamed “Access Code.”	<div>Access Code: <input type="text"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/></div>								
	<div>Access Codes<table><thead><tr><th>Sequence</th><th>Name</th><th>Access Code</th></tr></thead><tbody><tr><td>1</td><td>Session 1</td><td>4441308331</td></tr><tr><td>2</td><td>Session 2</td><td>7114768266</td></tr></tbody></table></div>	Sequence	Name	Access Code	1	Session 1	4441308331	2	Session 2
Sequence	Name	Access Code							
1	Session 1	4441308331							
2	Session 2	7114768266							

MCAS Portal Updates

- The following updates are expected to be implemented prior to the November retests:

Update	Screenshot
New users will only receive one email that provides them with their username and a link to set their password, instead of two separate emails.	 A screenshot of an email notification. The text reads: "Hello Demo Account, We are pleased to inform you that your account for the MCAS Portal UAT has been successfully created. Your username is demo.account. To get started, please click the link below to access the site and set your password. Link to account update Please contact the MCAS Service Center at mcas@cognia.org or 800-737-5103 if you have any questions. Thank you, The MCAS Service Center".
Users will be able to export student logins from the MCAS Portal for a single class/test, export all student logins for the selected test/school, or export all student logins for all tests within the selected content area and school.	 A screenshot of the MCAS Portal interface showing the "Exports" dropdown menu. The menu is open, and the "Export Logins" option is highlighted with a red rectangular box. Other visible options include "Export Logins for All Tests", "Export Test Status", "Export Test Status for All Tests", and "Export Students Not Scheduled".

MCAS Portal Updates (cont'd)

- The following update is available in the MCAS Portal:

Update

Test session progress metrics will be displayed for each student's test sessions on the View Details/Student Logins screen.

Screenshot

Scheduled Test

[« Back](#) [Edit Scheduled Test](#)

District: Cyber Valley **School :** Cyber Valley Sch10
Administration: Massachusetts Admin **Content Area:** ELA
Class: Demo ELA-(Grade -03)
Test Name: UAT Demo Form
Testing Window: 09/10/2025 to 12/31/2025

Test is in progress. It ends on 12/31/2025. Students may log in and take the test using their username and password shown below.

Access Codes

Session Sequence	Session Name	Access Code
1	Session 1	8758670344

[Scheduling Details](#) [Progress View](#)

Last Name	First Name	Form Name	Session	Session Progress	Number of Items Visited	Last Viewed	Last Activity	Time Spent	Status
Student	Demo	UAT Demo Form	Session 1	<div><div></div>3 answered 0 not answered 3/3 items answered 100%</div>	3	Item 3	09/10/2025 1:54:12 PM	2 min	Finished
Student	Demo	UAT Demo Form	Session 1	<div><div></div>1 answered 2 not answered 1/3 items answered 33%</div>	3	Item 2	09/10/2025 1:50:56 PM	5 min	In Progress
Student	Demo	UAT Demo Form	Session 1	<div><div></div>0 answered 3 not answered 0 items answered</div>					Not Started

Demonstration

- Session progress metrics

Future Updates for the Student Kiosk and MCAS Portal

- The following updates are under consideration for the future:
 - Maintain highlighting and notepad after abrupt closure, pause, or log out of the MCAS Student Kiosk.
 - Enrollment transfer – when a student is transferred from one school to another, previously completed test sessions will be viewable by the new school.
 - Accommodations export
 - Accommodations validations in the MCAS Portal user interface
 - Additional features within the session progress metrics
 - At the high school level, ability to group students in different grade levels in the same class

2. Overview of Computer-Based Testing

MCAS Tests in 2025–26 School Year

Fall/Winter High School Tests

- November
 - ELA and Mathematics retests for students attempting to qualify for the [Adams Scholarship](#), the [Koplik Certificate of Mastery Award](#), and/or the [Seal of Biliteracy](#).
 - Students may not earn the [Competency Determination](#) through MCAS participation.
- February
 - Biology and Introductory Physics

Note: March retests are discontinued.

Spring 2026 Tests

- Grades 3–8
 - ELA – all grades
 - Mathematics – all grades
 - STE – grades 5 and 8
 - Civics – grade 8
- High School
 - ELA – grade 10
 - Mathematics – grade 10
 - Biology and Introductory Physics

Commonly Used Acronyms

- **CBT:** Computer-based testing
- **PBT:** Paper-based testing
- **EL:** English learner
- **ELA:** English Language Arts
- **STE:** Science and Technology/Engineering
- **SIMS:** Student Information Management System
- **TA:** Test administrator

Timeline for MCAS CBT Pre-Administration Tasks

Fall 2025

- (Ongoing) Read biweekly Student Assessment Updates.
- Become familiar with CBT components.
- Identify the school test administration team and establish a communication plan.
- Update contact info with DESE.
- Confirm your access to the MCAS Portal and update user accounts.
- Begin planning for accessibility features and accommodations.

At least 2 months before testing

- View online modules and participate in training sessions.
- Technology Coordinator downloads and installs the updated MCAS Student Kiosk on student testing devices.

Timeline for MCAS CBT Pre-Administration Tasks

One to two months before testing

- Complete Student Registration in the MCAS Portal.
- Meet with the technology coordinator, who will review the technology guidelines and prepare the school's technology.
- Confirm that the technology coordinator has completed Site Readiness.
- Administer student tutorial/practice tests.

After Student Registration, through testing window as needed.

- Continue to update student information in the MCAS Portal.
- Submit and approve enrollment transfer requests as needed.

Timeline for MCAS CBT

Pre-Administration Tasks (cont'd)

At least two weeks before testing

- Prepare devices and materials.
- Review instructions in the *Principal's Administration Manual*.
- Delivered to schools 2 weeks before spring ELA, and one week before each fall/winter administration
- Available online beforehand

Two weeks before testing

- Create and assign students to classes in the MCAS Portal.
- Verify assigned accommodations.
- If necessary, create TA logins for Human Read-Aloud and Human Signer.
- Track delivery of materials through Materials Management in the MCAS Portal.

Up to one week before testing

- Train test administrators in protocols and security requirements.
- Schedule classes in the MCAS Portal.
- Print student logins, summary sheets, and TA logins, if needed for Human Read-Aloud and Human Signer sessions.
- Verify form-dependent accommodations.
 - See Appendix A of the Student Registration Guide.

Timeline for Technology Tasks in the MCAS Portal

Fall 2025

- Become familiar with CBT components.
- Review MCAS Student Kiosk Technology Guide.
- Prepare the school's technology.
- Review cybersecurity guidance and establish a cybersecurity plan for your school.
- Determine whether your school will participate in "Bring Your Own Device" (BYOD) for MCAS Testing.

At least two months before testing

- Verify access to the MCAS Portal and MCAS Training Site.
- Update MCAS Student Kiosk to most recent version (released September 15, 2025).

After updating the MCAS Student Kiosk

- Conduct Site Readiness and complete Site Certification.

Timeline for Technology Tasks in the MCAS Portal

At least two weeks before testing

- If any technology changes have been made since completing Site Readiness, run it again.
- Prepare devices and materials.

One week before testing

- Familiarize yourself with common issues that may arise during testing and how to troubleshoot.

During testing

- Be available to troubleshoot technology situations as they arise.

3. Tasks to Complete Now

Timeline for MCAS CBT Pre-Administration Tasks

Fall 2025

- (Ongoing) Read biweekly Student Assessment Updates.
- Become familiar with CBT components.
- Identify the school test administration team and establish a communication plan.
- Update contact info with DESE.
- Confirm your access to the MCAS Portal and update user accounts.
- Begin planning for accessibility features and accommodations.

At least 2 months before testing

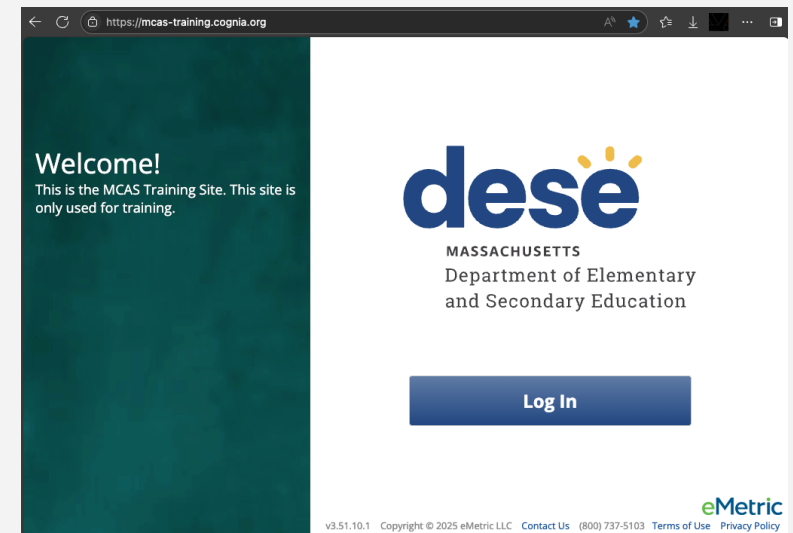
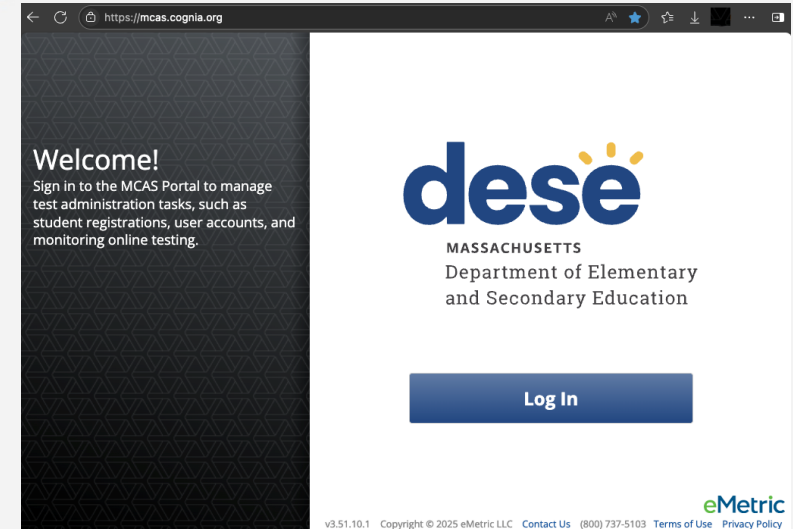
- View online modules and participate in training sessions.
- Technology Coordinator downloads and installs the updated MCAS Student Kiosk on student testing devices.

1. Read Student Assessment Updates (ongoing).

- Student Assessment Updates are biweekly emails with important updates about the MCAS program.
- The following roles in School and District Profiles automatically receive these updates:
 - Principals, MCAS test coordinators, special education directors, and EL program directors
- If you do not already receive these updates, subscribe using this link:
<http://eepurl.com/ghSOhH>

2. Become familiar with CBT components.

- **MCAS Portal**
 - Online test management system for principals, test coordinators, technology coordinators, and test administrators
 - <https://mcas.cognia.org/>
- **MCAS Training Site**
 - Site where test coordinators, principals, technology coordinators, and test administrators can practice the tasks required in the MCAS Portal
 - <https://mcas-training.cognia.org/>



2. Become familiar with CBT components. (cont'd)

- **MCAS Student Kiosk**
 - Online testing platform used by students to take the computer-based MCAS assessments
 - mcas.onlinehelp.cognia.org/technology-setup
- **Site Readiness**
 - Task completed by technology coordinators to verify that student devices are ready for testing.



MASSACHUSETTS
Department of Elementary
and Secondary Education

STUDENT SIGN IN

Username

Password

Sign In

Demonstration

- MCAS Portal and MCAS Training Site

MCAS Resource Center

- Can be accessed at mcas.onlinehelp.cognia.org
- This website provides access to test administration information, training, practice tests, and other resources to help schools and districts prepare for and administer the MCAS tests.
- Contains links to download the MCAS Student Kiosk to student devices.



Welcome to the MCAS Resource Center

This website provides access to test administration information, training, practice tests, and other resources to help schools and districts prepare for and administer the MCAS tests. Select the logo to the left for test administration manuals and policy guidance.

MCAS Portal

Sign in to the MCAS Portal to manage test administration tasks, such as completing student registration, updating user accounts, and managing online testing. Also on this page, access guides and other resources for completing MCAS Portal tasks.

[MCAS Portal](#)

Technology Setup

Access technology requirements and user guides.

[Technology Setup](#)

Training

Access short training modules that provide step-by-step instructions to computer-based testing and using the MCAS Portal, and view recordings of previous training sessions.

[Training](#)

Practice Tests

Access resources to prepare students for computer-based testing, including the tutorial, practice tests, equation editor guides, and other resources.

[Practice Tests](#)

Released Items

Access released items from the computer-based and paper-based MCAS tests.

[Released Items](#)

MCAS Service Center

Access the MCAS Service Center website for test administration and reporting tasks (e.g., completing the Principal's Certification of Proper Test Administration, ordering additional materials, scheduling UPS pickup, reporting discrepancies in results).

[MCAS Service Center](#)

MCAS Service Center

- <http://mcasservicecenter.com/>
- [Live Chat](#)
- mcas@cognia.org
- Phone: 800-737-5103
- Phone: TTY: 888-222-1671
- Monday - Friday 7:00 am - 5:00 pm (Eastern)

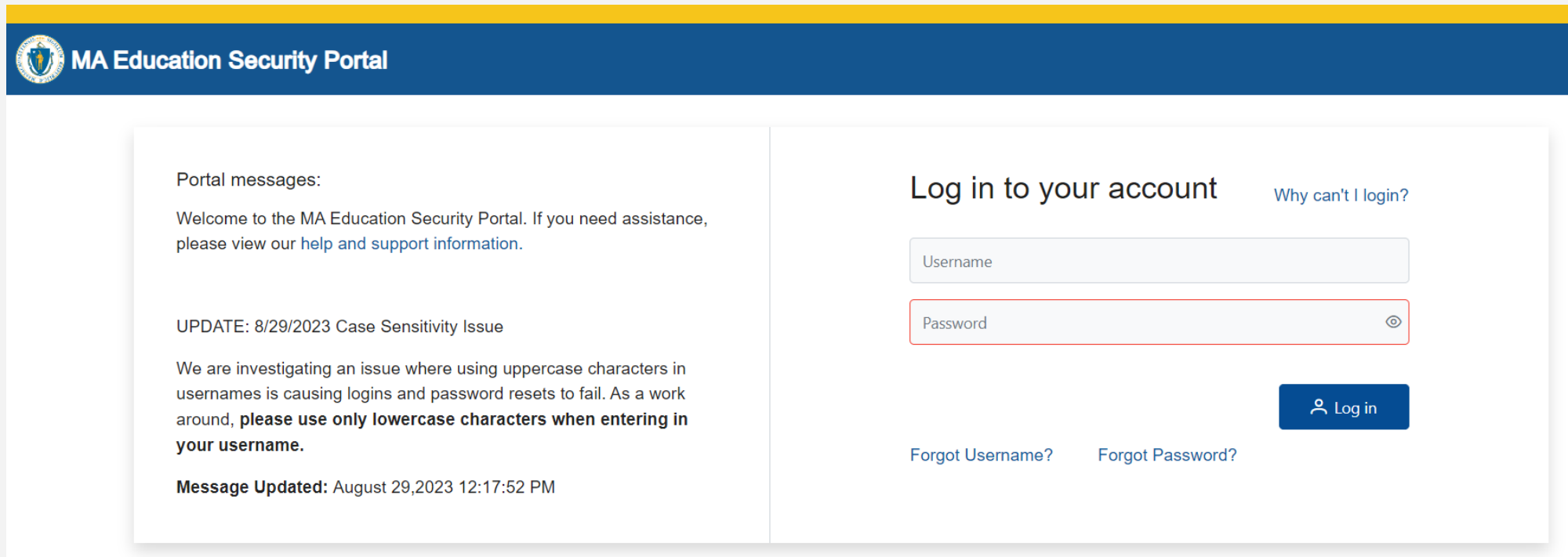
MCAS Status Page

- <https://mcas-status.emetric.net/>

* Link to live chat at the bottom of each page

DESE Security Portal

- Access Edwin and DropBox Central through the DESE Security Portal
- Log in to the Security Portal at <https://gateway.edu.state.ma.us/>



The screenshot shows the MA Education Security Portal interface. At the top is a blue header with the MA state seal and the text "MA Education Security Portal". Below the header, the page is divided into two main sections. The left section, titled "Portal messages:", contains a welcome message and an update about a case sensitivity issue. The right section, titled "Log in to your account", contains a login form with fields for "Username" and "Password", a "Log in" button, and links for "Forgot Username?" and "Forgot Password?".

MA Education Security Portal

Portal messages:

Welcome to the MA Education Security Portal. If you need assistance, please view our [help and support information](#).

UPDATE: 8/29/2023 Case Sensitivity Issue

We are investigating an issue where using uppercase characters in usernames is causing logins and password resets to fail. As a work around, **please use only lowercase characters when entering in your username.**

Message Updated: August 29,2023 12:17:52 PM

Log in to your account [Why can't I login?](#)

Username

Password

Log in

[Forgot Username?](#) [Forgot Password?](#)

3. Identify the test administration team and establish a communication plan.

- Identify staff members who can help with planning and management of CBT:
 - Test coordination
 - Accessibility features for all students
 - Accommodations for students with disabilities and English learners
 - Technology set-up
- Determine local responsibilities:
 - Who will schedule and manage test sessions?
 - Who will configure devices for testing?
 - How will information be shared across the team?

3. Identify the test administration team and establish a communication plan. (cont'd)

- Principals, MCAS test coordinators, special education directors, and EL program directors automatically receive the [Student Assessment Update](#).
- Establish a plan for sharing applicable information from the Student Assessment Update with others as needed.
 - How will information be shared across the test administration team?
 - Encourage test coordinators and technology coordinators to subscribe.
 - Communicate information with educators, IEP teams, guidance counselors, and school-based tech staff as needed.
- Consider which resources from the [DESE website](#) and [MCAS Resource Center](#) would be helpful for technology staff as well as test administrators, and share accordingly.

4. Update contact information with DESE.

- DESE uses contact information in [School and District Profiles](#) to email the [Student Assessment Update](#) and other time-sensitive information.
- Review contact information on the [School and District Profiles](#) page for:
 - MCAS Test Coordinator (district- and school-level; can assign to multiple individuals)
 - Educational Technology Director (district-level only)
 - Principals

Instructions on Updating Contact Information with DESE

Public school districts, public schools, charter schools, collaboratives, approved special education schools, & alternative education programs

Submit updates to your [District-Level Directory Administrator](#).

Test sites, adult education programs, out-of-state schools, SEIS-DYS programs

Email your updates to ESEDirectoryAdministrator@mass.gov. Be sure to include your 8-digit school code and school name.

5. Confirm your access to the MCAS Portal, and update user accounts.

- [MCAS Portal](#): the test administration and management website for district test coordinators, technology coordinators, principals/school test coordinators, test administrators, and other staff as needed
- [MCAS Training Site](#): where test coordinators, principals, technology coordinators, and test administrators can practice the tasks required in the MCAS Portal
- Accounts for each site are created separately.
- Passwords for each site are ***set separately***, but DESE recommends using the ***same password*** for both the MCAS Portal and the MCAS Training Site.

5. Confirm your access to the MCAS Portal, and update user accounts. (cont'd)

- Principals and school test coordinators should log in to the MCAS Portal to confirm access to the appropriate school(s). District test coordinators should log in to confirm access to the appropriate district(s).
- If you are not able to access your MCAS Portal or MCAS Training Site account, are not able to access your school or district, or are new and need an account, users may request support as follows:

Role	Who to contact for support
Test administrators and school-level technology coordinators	Their principal or school test coordinator
Principals, school test coordinators, and district-level technology coordinators	Their district test coordinator
District test coordinators	MCAS Service Center

5. Confirm your access to the MCAS Portal, and update user accounts. (cont'd)

- **New for 2025:** DESE will not create MCAS Portal user accounts. Schools and districts are responsible for adding/updating accounts as needed.
- Different roles provide different levels of access in the MCAS Portal. Five roles available:
 - District test coordinator
 - School test coordinator
 - Technology coordinator
 - Test administrator
 - Reports Access Only
- Review the [MCAS Portal User Management Guide](#) for information on permissions available to each role.
- **Schools/districts should be sure to deactivate accounts for any users who will not be participating in MCAS testing in 2025–26.**

6. Begin planning for accessibility features (for all students) and accommodations for students with disabilities and English learners.

- Review selected accessibility features for all students and accommodations for students with disabilities and ELs.
- Include selected features and accommodations in Student Registration.
 - *Before testing*: required for student to receive correct test forms
 - *After testing*: to update features or accommodations used during testing
- Resources:
 - [Accessibility and Accommodations Manual](#) (to be available soon)
 - [MCAS Student Registration Guide](#)
 - [Register for the accessibility and accommodations training session](#) (January 2026)
 - [Approved graphic organizers and supplemental Math & STE reference sheets](#)

Resources: Tasks to Complete in Fall 2025

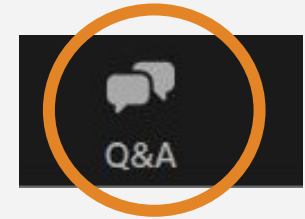
Task	Resources
(Ongoing) Read biweekly Student Assessment Updates.	https://www.doe.mass.edu/mcas/updates.html
Become familiar with CBT components.	<ul style="list-style-type: none">• Pre-Administration Guide (<i>not yet available</i>)• Guide to the MCAS Portal (<i>updated guide to be posted this fall</i>)
Identify the school test administration team and establish a communication plan.	Pre-Administration Guide (<i>not yet available</i>)

Resources: Tasks to Complete in Fall 2025

Task	Resources
Update contact info with DESE.	Pre-Administration Guide <i>(not yet available)</i>
Confirm your access to the MCAS Portal and update user accounts.	MCAS Portal User Management Guide Modules : <i>(updated modules to be posted this fall)</i> <ul style="list-style-type: none">• Creating and Editing MCAS Portal User Accounts• Uploading & Exporting MCAS Portal User Accounts
Begin planning for accessibility features (for all students) and accommodations for students with disabilities and English learners.	Accessibility and Accommodations Manual <i>(updated manual to be posted this fall)</i>

Questions & Answers

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



Question and Answer

Welcome

Feel free to ask the host and panelists questions

Type your question here...

4. Tasks to Complete at least Two Months Before Testing

Timeline for MCAS CBT Pre-Administration Tasks

Fall 2025

- (Ongoing) Read biweekly Student Assessment Updates.
- Become familiar with CBT components.
- Identify the school test administration team and establish a communication plan.
- Update contact info with DESE.
- Confirm your access to the MCAS Portal and update user accounts.
- Begin planning for accessibility features and accommodations.

At least 2 months before testing

- View online modules and participate in training sessions.
- Technology Coordinator downloads and installs the updated MCAS Student Kiosk on student testing devices.

7. View online training modules and attend training sessions.

- Visit the [Training](#) page on the MCAS Resource Center for modules as well as recordings/slides from previous live training sessions.
- Modules
 - Creating & Editing MCAS Portal User Accounts
 - Uploading & Exporting MCAS Portal User Accounts
- Previously recorded webinars
 - Overview of Student Registration Tasks in the Portal: Spring 2025
 - Tasks in the MCAS Portal Before Testing

Register for upcoming training sessions at www.doe.mass.edu/mcas/training.html

Massachusetts Comprehensive Assessment System

Student Assessment

MCAS

- Student Participation
- Statewide Testing Schedule
- Test Administration Resources
- Accessibility and Accommodations
- Test Design and Development
- Test Questions and Practice Tests
- Student Work/Scoring Guides
- Technical Reports
- Results
- Student Growth

MCAS Alternate Assessment

ACCESS for ELLs

National/International Tests

Training Opportunities

Below is a list of current training opportunities offered by the Office of Student Assessment Services. Register for a session by clicking the link in the "Training Dates/Times and Registration Links" column below. Recordings of MCAS training sessions will be posted in the [MCAS Resource Center](#) approximately one week after the session date.

Sessions and Topics to be Covered	Training Dates/Times Registration Links	Intended Audience	Intended Level of Experience	Recommended Read-Ahead Materials
Office Hours for November Retest	Thursday, September 18 at 9:30–10:30 a.m. Link	Principals and test coordinators	New and returning staff	None
Overview of the MCAS Family Portal	Monday, September 22 at 9:30–10:30 a.m. Link	Principals, school and district test coordinators	New and returning staff	None
Overview of MCAS Administration Tasks for School and District Test Coordinators	Tuesday, September 30 at 9:30–11:00 a.m. Link	Principals, school and district test coordinators	New and returning staff	None
Overview of MCAS Administration Tasks for Technology Coordinators	Tuesday, October 7 at 9:30–11:00a.m. Link	Technology coordinators	New and returning staff	None
Introduction to the MCAS-Alt Core Concepts <ul style="list-style-type: none">Describes in depth the process of completing an MCAS-Alt for students	Thursday, October 9 Part A: 9:00–10:30 a.m. Part B: 1:00–2:30 p.m.	Educators who have not recently administered an MCAS-Alt	New and returning staff	2026 Educator's Manual for MCAS-Alt Link

8. Technology coordinator downloads and installs the updated MCAS Student Kiosk on student testing devices.

- Ensure that student devices have been updated with the most recent MCAS Student Kiosk.
- It is recommended to download and install the updated MCAS Student Kiosk as soon as it is available in the fall.
- Step-by-step instructions are available in the [MCAS Student Kiosk Technology Guide](#).

8. Technology coordinator downloads and installs the updated MCAS Student Kiosk on student testing devices. (cont'd)

- New for ChromeOS:
 - New App Required: The new PWA (Progressive Web App) must be installed on all ChromeOS devices used for testing.
 - Technology teams will have additional steps to complete in order to install and update the MCAS Student Kiosk.
 - Step-by-step instructions available in the [MCAS Student Kiosk Technology Guide](#).
 - Schools using ChromeOS are recommended to install the updated kiosk and complete Site Readiness as soon as possible this fall to verify that the new app has been installed correctly.

Resources: Tasks to complete at least two months before testing

Task	Resources
View online modules and participate in training sessions.	<ul style="list-style-type: none">• <u>View modules and previously recorded webinars</u>• <u>Register for upcoming trainings</u>
Technology Coordinator downloads and installs the updated MCAS Student Kiosk on student testing devices.	<u>MCAS Student Kiosk Technology Guide</u>

5. Tasks to Complete One to Two Months before Testing

Timeline for MCAS CBT Pre-Administration Tasks

One to two months before testing

- Complete Student Registration in the MCAS Portal.
- Meet with the technology coordinator, who will review the technology guidelines and prepare the school's technology.
- Confirm that the technology coordinator has completed Site Readiness.
- Administer student tutorial/practice tests.

After Student Registration, through testing window as needed.

- Continue to update student information in the MCAS Portal.
- Submit and approve enrollment transfer requests as needed.

9. Complete Student Registration

- Student Registration registers students for testing and places an initial order for PBT and for manuals.
- Student Registration windows for each administration are listed in the [Statewide Testing Schedule](#).
- Windows are also typically announced in the [Student Assessment Update](#).

Administration	Student Registration Window
November Retest	September 15–26
February HS Science	December 1–12
Spring Grades 3–8	January 20–30
Spring Grade 10	January 26–February 6
Spring HS Science	April 10–28

9. Complete Student Registration (cont'd)

- Steps for completing Student Registration include:
 - Receiving the .CSV file from DESE in the DropBox in the DESE Security Portal
 - Updating the .CSV file
 - Add students who were not included in the file and will participate
 - Remove students who were included in the file and will not participate
 - Update student demographic information as needed (be sure it matches what is in SIMS)
 - Update student accommodations as needed
 - Importing the .CSV file into the MCAS Portal
- Step-by-step instructions are available in the [MCAS Student Registration Guide](#).
- Additional resources are available
 - [Student Registration Data Definitions](#)
 - [Student Registration Template](#)
 - [Overview of Student Registration Tasks in the Portal – January 16, 2025](#)
- DESE will hold a training demonstrating the Student Registration process in January 2026.

10 & 11. Meet with the technology coordinator, review technology specifications, and prepare the school's infrastructure. Confirm that Site Readiness is complete.

- Meet with the technology coordinator.
- Review specifications and resources:
 - [MCAS Student Kiosk Technology Guide](#)
 - Note recent updates to the MCAS Portal and MCAS Student Kiosk
- Confirm that the technology coordinator has completed Site Readiness on each device configuration in order to confirm that devices are ready for testing.
 - It is recommended to complete Site Readiness directly after the updated MCAS Student Kiosk is downloaded in the fall, and again prior to testing.
 - School and district test coordinators may view whether Site Readiness has been certified in the MCAS Portal. See the MCAS Student Kiosk Technology Guide for instructions.

12. Administer the student tutorial and practice tests.

- Ensure the curriculum incorporates digital learning; review the [DLCS Curriculum Framework](#)
- [Student Tutorial](#)
 - Demonstration of the navigation, tools, and features for CBT
 - Students complete it independently (no audio).
- [Practice tests](#)
 - Simulation of the tools and features for CBT
 - Include accessibility features and special editions:
For example, students can gain familiarity with the text-to-speech and other accommodations that are available.

Resources: Tasks to complete one to two months before testing

Task	Resources
Complete Student Registration in the MCAS Portal.	<ul style="list-style-type: none">• Student Registration Guide• Student Registration Data Definitions• Student Registration Template
Meet with the technology coordinator, who will review the technology guidelines and prepare the school's technology.	MCAS Student Kiosk Technology Guide
Confirm that the technology coordinator has completed Site Readiness.	MCAS Student Kiosk Technology Guide <i>Module: (updated modules to be posted this fall)</i> <ul style="list-style-type: none">• Certifying Site Readiness

6. Tasks to Complete after Student Registration, through the Testing Window as Needed

Timeline for MCAS CBT Pre-Administration Tasks

One to two months before testing

- Complete Student Registration in the MCAS Portal.
- Meet with the technology coordinator, who will review the technology guidelines and prepare the school's technology.
- Confirm that the technology coordinator has completed Site Readiness.
- Administer student tutorial/practice tests.

After Student Registration, through testing window as needed.

- Continue to update student information in the MCAS Portal.
- Submit and approve enrollment transfer requests as needed.

13. Continue to update student information in the MCAS Portal as needed.

- Schools should continue to update student information in the MCAS Portal, including:
 - Adding new students
 - Editing demographic information
 - Adding or updating accommodations
- There are two options for updating student information:

Options for updating student information	When would you use this option?
Option 1: Student Registration file export and import	When updating a large number of student records
Option 2: Manually add/edit students in the MCAS Portal user interface	When updating approximately 10 or fewer student records

- See the [MCAS Student Registration Guide](#) for step-by-step instructions.

14. Complete Enrollment Transfers as needed.

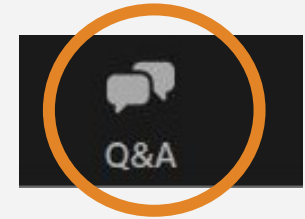
- An enrollment transfer request is needed when a student transfers from one district to another, and the student has already been added to the MCAS Portal.
- District test coordinators are able to update student enrollment in the MCAS Portal for students who transfer schools within the same district. An enrollment transfer request is not needed.
- See the [Enrollment Transfer Guide](#) for step-by-step instructions.

Resources: Tasks to complete after Student Registration

Task	Resources
Continue to update student information in the MCAS Portal.	Student Registration Guide Module : <i>(updated modules to be posted this fall)</i> <ul style="list-style-type: none">Manually Adding a Student and Assigning Accommodations
Submit and approve enrollment transfer requests as needed.	Guide to Enrollment Transfers in the MCAS Portal

Questions & Answers

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



Question and Answer

Welcome

Feel free to ask the host and panelists questions

Type your question here...

7. Tasks to Complete at least Two Weeks before Testing

Timeline for MCAS CBT

Pre-Administration Tasks (cont'd)

At least two weeks before testing

- Prepare devices and materials.
- Review instructions in the *Principal's Administration Manual*.
- Delivered to schools 2 weeks before spring ELA, and one week before each fall/winter administration
- Available online beforehand

Two weeks before testing

- Create and assign students to classes in the MCAS Portal.
- Verify assigned accommodations.
- If necessary, create TA logins for Human Read-Aloud and Human Signer.
- Track delivery of materials through Materials Management in the MCAS Portal.

Up to one week before testing

- Train test administrators in protocols and security requirements.
- Schedule classes in the MCAS Portal.
- Print student logins, summary sheets, and TA logins, if needed for Human Read-Aloud and Human Signer sessions.
- Verify form-dependent accommodations.
 - See Appendix A of the Student Registration Guide.

15. Prepare devices and materials.

- Plan to have enough devices for test administrators and for students.
 - Recommended tool: [computer-based testing device planner](#) (*updated planner to be posted later this fall*)
- Ensure all devices will be charged prior to each test session.
- Have materials available (and check to see if they are in working order):
 - Power cords, power strips, extra batteries, extra computers
 - If using tablets: external keyboards
 - If students are using text-to-speech: headphones
- Schools may request to participate in BYOD (“bring your own device”) program by emailing mcas@mass.gov. More information will be provided in future Student Assessment Updates.

8. Tasks to Complete Two Weeks before Testing

Timeline for MCAS CBT

Pre-Administration Tasks (cont'd)

At least two weeks before testing

- Prepare devices and materials.
- Review instructions in the *Principal's Administration Manual*.
- Delivered to schools 2 weeks before spring ELA, and one week before each fall/winter administration
- Available online beforehand

Two weeks before testing

- Create and assign students to classes in the MCAS Portal.
- Verify assigned accommodations.
- If necessary, create TA logins for Human Read-Aloud and Human Signer.
- Track delivery of materials through Materials Management in the MCAS Portal.

Up to one week before testing

- Train test administrators in protocols and security requirements.
- Schedule classes in the MCAS Portal.
- Print student logins, summary sheets, and TA logins, if needed for Human Read-Aloud and Human Signer sessions.
- Verify form-dependent accommodations.
 - See Appendix A of the Student Registration Guide.

16. Create and assign students to classes in the MCAS Portal.

- A class is a group of students in the MCAS Portal who will take the same test together.
 - Up to 250 students allowed in a class in the MCAS Portal.
- Certain accommodations require that students are placed in a class only with other students that have the same accommodation (Spanish/English, Human Read-Aloud, Human Signer).
- Classes can be created using a Student Registration import/export, creating a Class Upload file, or manually one at a time through the MCAS Portal user interface.
- Instructions available in the [Guide to Creating and Managing Classes](#).

17. Verify assigned accommodations.

- Test coordinators should review accommodations approximately two weeks prior to testing to ensure that they have been assigned correctly.
- Prior to scheduling tests, accommodations can be verified:
 - On the Edit Student page in the MCAS Portal.
 - Through a Student Registration export.
- After scheduling tests, accommodations can be verified in additional ways. See slide 79 for more information.
- It is very important that accommodations are assigned accurately before students log in to the test.

18. If necessary, create test administrator logins for Human Read-Aloud and Human Signer sessions.

- For the human read aloud and human signer accommodations for computer-based testing, schools may choose to have test administrators read the test over the student's shoulder or create test administrator (TA) logins so that test administrators can log in to their own test on their own device to read aloud.
- There are two options for creating a test administrator login in the MCAS Portal.
 - **Option 1:** Manually add a student to the MCAS Portal on the Students page using the field definitions outlined on the next slide.
 - **Option 2:** Add the test administrator login as a student during the Student Registration file upload.
- Step-by-step instructions for creating test administrator logins are in the Principal's Administration Manual and in the [Accessibility and Accommodations Manual](#).

19. Track delivery of materials through Materials Management.

- The Materials Management page in the MCAS Portal provides a view of shipments of materials being delivered to schools. Schools will be able to see materials shipments listed on this page once they are shipped.
- This is an optional feature that schools may find useful to track shipments.
- Additional information is in the [Instructions for Using Materials Management](#).

Shipment History in Cyber City

Cyber City

Order Additional Materials

Administration: February 2025 MCAS H... x

UPS Pick Up Request

Order Number	Order Date	Packed For
000000001224990	01/16/2025	Cyber City

View Details

Showing 1 - 1 of 1

Resources: Tasks to complete two weeks before testing

Task	Resources
Create and assign students to classes in the MCAS Portal.	Guide to Creating and Managing Classes <i>Module: (updated modules to be posted this fall)</i> <ul style="list-style-type: none">• Creating Classes for MCAS• Creating Classes, Scheduling Tests, and Printing Student Logins
If necessary, create TA logins for Human Read-Aloud and Human Signer.	Accessibility and Accommodations Manual <i>(updated manual to be posted this fall)</i> Principal's Administration Manual (not yet available)
Track delivery of materials through Materials Management in the MCAS Portal.	Instructions for Using Materials Management in the MCAS Portal <i>(updated guide to be posted this fall)</i>

9. Tasks to Complete up to One Week before Testing

Timeline for MCAS CBT

Pre-Administration Tasks (cont'd)

At least two weeks before testing

- Prepare devices and materials.
- Review instructions in the *Principal's Administration Manual*.
- Delivered to schools 2 weeks before spring ELA, and one week before each fall/winter administration
- Available online beforehand

Two weeks before testing

- Create and assign students to classes in the MCAS Portal.
- Verify assigned accommodations.
- If necessary, create TA logins for Human Read-Aloud and Human Signer.
- Track delivery of materials through Materials Management in the MCAS Portal.

Up to one week before testing

- Train test administrators in protocols and security requirements.
- Schedule classes in the MCAS Portal.
- Print student logins, summary sheets, and TA logins, if needed for Human Read-Aloud and Human Signer sessions.
- Verify form-dependent accommodations.
 - See Appendix A of the Student Registration Guide.

20. Train test administrators in protocols and security requirements.

- A sample slide deck is posted to each administration's [Resources webpage](#) prior to the testing window.
- See additional instructions in the Principal's Administration Manual.

21. Schedule classes to take tests in the MCAS Portal.

- Schools will need to “schedule” classes for tests to assign test forms and create student logins.
 - Student logins cannot be printed until after tests are scheduled.
- Test coordinators will need to schedule tests approximately one week prior to test administration.
 - Scheduling tests is not available in the MCAS Portal until one week prior to test administration.
 - Students taking the Spanish/English edition of a test will need to be scheduled separately for that test.
- The [Statewide Testing Schedule](#) lists the dates that test scheduling should be completed for each administration.
- Instructions available in the [Guide to Scheduling Tests and Printing Student Logins](#).

22. Print student logins, summary sheets, and test administrator logins, if necessary.

- Student logins contain the sign-in information that students need to type in to begin each test session.
 - Students use the same student login for each subject area test (e.g., Jon Ward has one login for grade 4 ELA sessions 1 and 2, and a different login for grade 4 Mathematics).
- Schools may print student logins up to one week in advance; DESE recommends printing student logins one to two days in advance of testing.
 - Student logins are considered secure and must be tracked.
- Note: Test coordinators may also need to print test administrator logins for test administrators administering the Human Read-Aloud and Human Signer accommodations.
 - See instructions in Appendix C of the [PAM](#).
- Instructions available in the [Guide to Scheduling Tests and Printing Student Logins](#).

23. Verify form-dependent accommodations.

- The following accommodations are particularly important to verify prior to testing because they **cannot be changed in the MCAS Portal after a student has signed in to a computer-based test**. If a student begins testing and one of these accommodations has been assigned incorrectly, it may result in voiding the student's test.
- After classes have been scheduled, verify that students have been assigned the correct form for the following form-dependent accommodations:
 - Spanish/English
 - Human Read-Aloud
 - Human Signer
 - ASL
 - Screen Reader
 - Compatible Assistive Technology
- To verify these forms have been assigned correctly, navigate to **Administration > Test Scheduling > find the scheduled class > View Details/Student Logins**.
- The Form Name column indicates which form a student has been assigned.
- After classes have been scheduled, all accommodations can also be verified on the student summary page that is printed with student logins.

23. Verify form-dependent accommodations. (cont'd)

Filter by Session

Choose a Session ▼ Export Logins for Selected Students Add Report Code

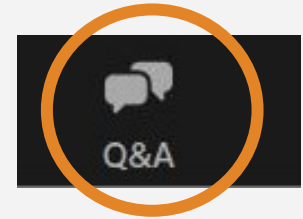
<input type="checkbox"/>	Last Name 🔍	First Name 🔍	Username 🔍	Password 🔍	Form Name 🔍
<input type="checkbox"/>	Demo	Student	9990003728	9AK4WBD3	Demo ELA Human Signer
<input type="checkbox"/>	Demo	Student	9994473829	TN2VU59R	Demo ELA Human Read Aloud
<input type="checkbox"/>	Demo	Student	9990003728	YM8JNKWN	Demo ELA Form 01
<input type="checkbox"/>	Demo	Student	9990878987	B5U8A7D5	Demo ELA Form SR/AT

Resources: Tasks to complete two weeks before testing

Task	Resources
Train test administrators in protocols and security requirements.	Principal's Administration Manual and Test Administrator's Manual <i>(not yet available)</i>
Schedule classes in the MCAS Portal.	Guide to Scheduling tests and Printing Student Logins <i>(updated guide to be posted this fall)</i> Modules : <i>(updated modules to be posted this fall)</i> <ul style="list-style-type: none"> Scheduling Tests Creating Classes, Scheduling Tests, and Printing Student Logins
Print student logins, summary sheets, and TA logins, if needed for Human Read-Aloud and Human Signer sessions.	Guide to Scheduling tests and Printing Student Logins <i>(updated guide to be posted this fall)</i> Modules : <i>(updated modules to be posted this fall)</i> <ul style="list-style-type: none"> Exporting and Printing Student Logins Creating Classes, Scheduling Tests, and Printing Student Logins
Verify form-dependent accommodations.	Principal's Administration Manual and Test Administrator's Manual <i>(not yet available)</i>

Questions & Answers

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



Question and Answer

Welcome

Feel free to ask the host and panelists questions

Type your question here...

10. 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">• Student Registration Guide	https://mcas.onlinehelp.cognia.org/portal/
Technology Information <ul style="list-style-type: none">• MCAS Student Kiosk Technology Guide	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 Training – Fall 2025

Training	Date
Overview of MCAS Administration Tasks for Technology Coordinators	<u>Tuesday, October 7 at 9:30–11:00a.m.</u>
Office Hours for February Science Student Registration	Thursday, November 20 at 9:30–10:30 a.m.

Upcoming Trainings – January 2026

Training	Date
Overview of Student Registration	Thursday, January 15
Accessibility and Accommodations	Wednesday, January 21
Office Hours – Accessibility and Accommodations	Thursday, January 22
MCAS Test Administration and Security Protocols for Returning Staff	Tuesday, January 27
Office Hours – Student Registration	Wednesday, January 28
MCAS Test Administration and Security Protocols for New Staff	Thursday, January 29

Upcoming Trainings – February and March 2026

Training	Date
Technology Coordinator Training	Monday, February 2
Tasks in the MCAS Portal Before Testing	Wednesday, March 4
Tasks in the MCAS Portal During and After Testing	Thursday, March 12
Office Hours – MCAS Portal Tasks	Thursday, March 19

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