Part III: Student Registration

A. Introduction

This section provides schools and districts with the information needed for completing the initial upload for the Student Registration process for MCAS testing as well as for updating information after the initial upload. This section provides instructions for all 2026–27 MCAS test administrations, followed by field definitions to be used as a reference when completing Student Registration.

It is also important to refer to the Accessibility and Accommodations Manual for guidance on eligibility for assigning accommodations and additional steps to take. To avoid errors that can occur during test administration, it is important to communicate students' accessibility features and accommodations with their educators and test administrators. Additionally, students can practice with these features in advance of testing; practice tests will be available on the MCAS Resource Center, the MCAS Student Kiosk, and through the MCAS Training Site.

The accuracy of Student Registration is important because it provides a record of certain accessibility features and accommodations used by students. In addition, for CBT, Student Registration determines the test form that students will take (e.g., the Human Signer form); for PBT, it provides the basis for the initial shipment of test materials to schools (e.g., Student ID Labels, test & answer booklets, large-print booklets). The Student Registration process is also the basis for schools' orders for test administration manuals.

The general process for Student Registration is as follows:

- On the first day of the Student Registration window, DESE will post a pre-populated .CSV file in DropBox Central in the DESE Security Portal containing student registration information, based on the most recent Student Information Management System (SIMS) or Schools Interoperability Framework (SIF).
- Schools/districts receive notification via the Student Assessment Update when it is time to complete Student Registration for each test administration.
- Schools/districts update the file with new data and remove outdated data and then import the file into the MCAS Portal (the test administration and management website).

All schools, with the exceptions below in the "Special Situations" section, must complete the initial Student Registration file import, after which schools can update Student Registration in the MCAS Portal for a small number of students, or import a new file into the MCAS Portal for large numbers of students. Schools must upload the initial Student Registration file by the deadlines listed in the testing schedule.

New for 2026–27: Locally Assigned Student ID has been added as a new optional field in column N. Refer to page 20 for additional information.

Student Registration for Students Using Accommodations

Selected accommodations and accessibility features must be up to date in the MCAS Portal for students by the end of each test administration window in order for DESE to have current data for the purposes of accurately reporting results.

Student Registration for Students Who Transfer

Note that the "enrollment transfer" task in the MCAS Portal is used when a student transfers between schools to transfer a student's registration data from the first school to the new school. **New for 2026–27**: For CBT, when a student transfers between organizations, the student's test sessions will automatically transfer with the student. Refer to Part IV: Enrollment Transfers for further information.

Student Registration for High Schools

Special Situations

Adult/external diploma programs, test sites, DYS/SEIS (Department of Youth Services/Special Education in Institutional Settings), and other high schools with a special situation should contact the MCAS Service Center instead of using the Student Registration process. Other high schools will be directed to follow the Student Registration process.

Schools with No Students Participating in the High School Science Administrations

Schools that have no students participating in high school Science administrations must email the MCAS Service Center with the school and district name and code. The MCAS Service Center will be calling schools that do not complete Student Registration or do not contact them before the deadline.

B. Steps for Completing Student Registration

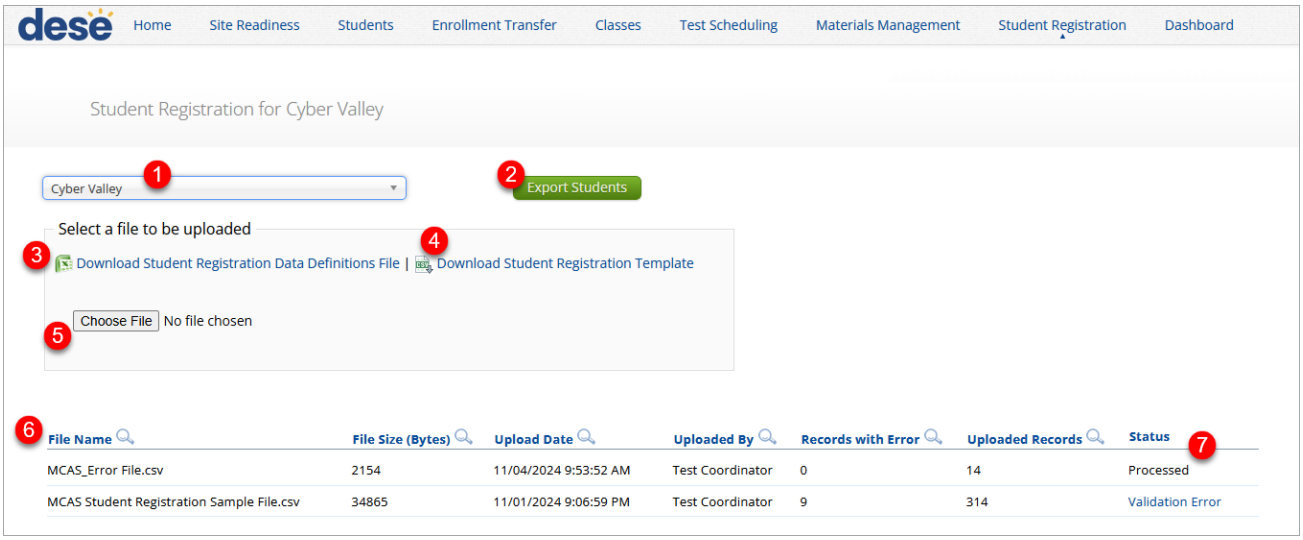
The Student Registration page in the MCAS Portal is where district and school test coordinators complete the initial Student Registration upload and where they will come back to if they need to add or update student information via a file upload. The Student Registration file upload is used to add new students to the MCAS Portal, update existing student demographic data, update student enrollment, add or update student accommodations and accessibility features, and create classes.

To access the Student Registration page, select **Student Registration** on the top menu bar of the **Administration** homepage.

Table 1 below contains descriptions of the features that are available on the Student Registration page. The numbered icons in Table 1 are shown in the screenshot that follows to indicate the location of the feature.

Table 1. Student Registration Page

Icons	Description
1	The **Organization drop-down menu** allows test coordinators to select the organization for which they will upload files and view processed files.
2	Click **Export Students** to export a Student Registration file. The exported file will contain the current student data as it appears in the portal and will be in the same file format as the Student Registration file template. Exported Student Registration files can be edited and uploaded back into the MCAS Portal to update student records.
3	Click **Download Student Registration Data Definitions file** to download a reference of the required columns and expected values for each field.
4	Click **Download Student Registration Template** to download the Student Registration file template as a .CSV file (it is also available on the MCAS Resource Center).
5	Click **Choose File** to select your file, and then click **Upload** to upload the file.
6	Uploaded files appear in the file table on the Student Registration page. Users can sort the table by clicking on the column headings.
7	The status column will inform users whether their file is pending or has been processed and indicates whether this was done successfully or if there are errors that would require the file to be updated and reimported (refer to section B3 on page 8 for information on resolving errors).



1. Preparing a Student Registration File

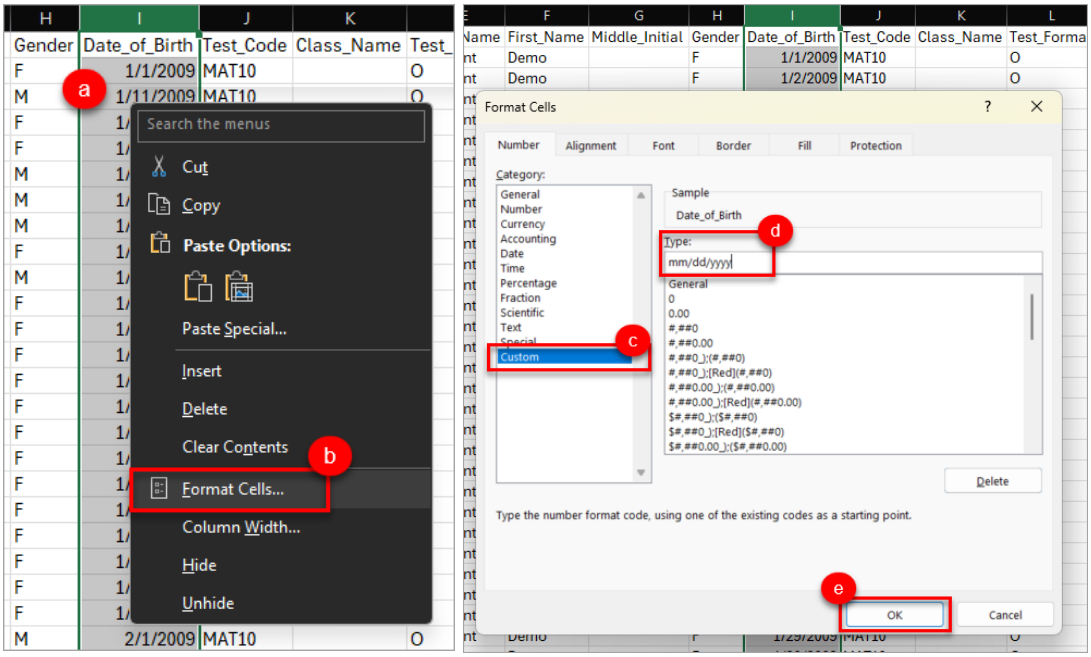
Listed below are the steps to prepare a Student Registration file.

1. Log in to the DESE Security Portal. At **DropBox Central,** select the **MCAS 2026 Data** folder for the November 2026 High School ELA and Math, or the **MCAS 2027 Data** folder for all 2027 administrations. Download the .CSV file for the appropriate test administration.

   Note: When opening the file, a prompt will appear on screen asking whether to remove the leading 0s in the file. Users should select "no".

   Note for Apple Users: .CSV files on a Mac may remove the leading zeros on District Code, School Code, Grade, and the first two digits on the birth year. Use the following steps to update the formatting:

   a. Select the column in the file.
   b. Right click and select **Format Cells.**
   c. Select the **Custom** option from the list.
   d. In the **Type** text box, remove the text and enter "00000000" (eight zeros) for the District or School code field, and "00" for the grade field. For the DOB, enter "mm/dd/yyyy."
   e. Click **OK.**

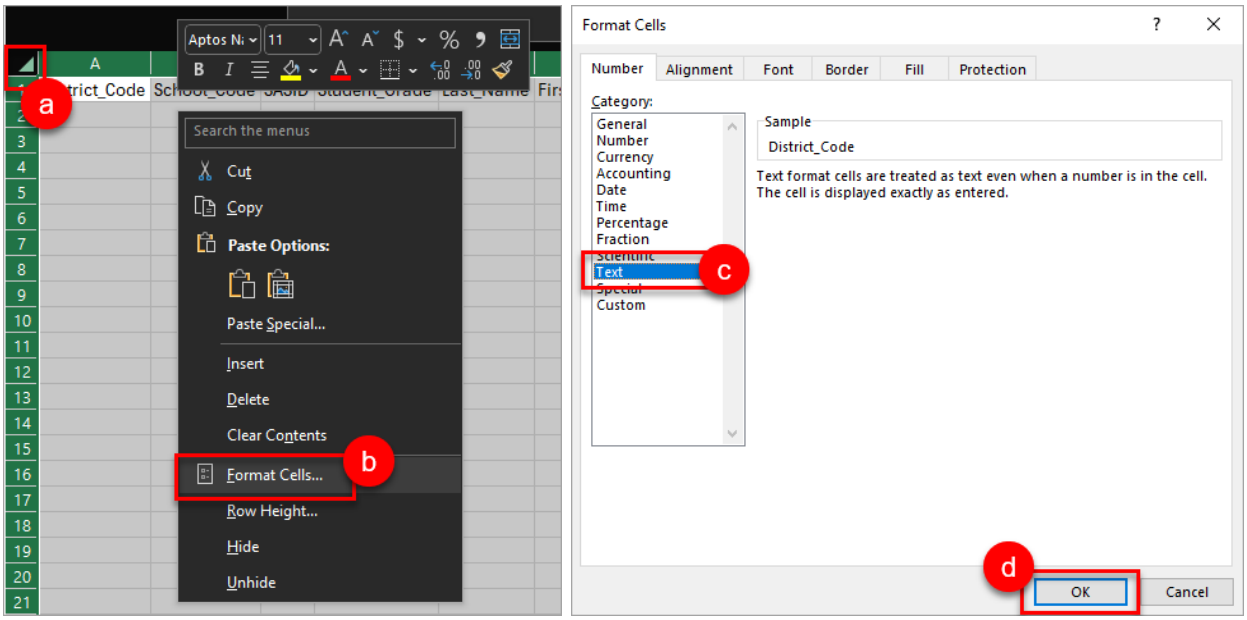


Note: If you will not use the DESE .CSV file, download the Student Registration Template on the Student Registration page. If using Excel to create your file, convert all the cells in the file to text format to ensure leading zeros will not be dropped when populating the columns and rows by following the directions below:

   a. Highlight the entire sheet by clicking on the arrow in the upper left corner of the spreadsheet between the columns and rows.
   b. Right click and select **Format Cells**.

c. Select the **Text** option from the Category selector in the Format Cells pop-up window.
d. Click **OK**.

If you are pasting data after formatting the cells in the file, be sure to paste only the values to ensure the formatting is correct.



2. Delete rows of students who are no longer enrolled in your school or who will not participate in that particular administration. Students who will take the MCAS-Alt should be removed from the spring data files.
   Note: To delete students from the file, you must right-click on the row to remove and select "delete." **Do not use the delete key on your keyboard**.
3. Add rows for students who were not included in the file but should be tested.
   Note: This step is particularly important for PBT, since students taking PBT will only receive Student ID Labels and secure test materials if they are listed in the MCAS Portal during the initial Student Registration window.
4. For the February and June high school Science administrations: Add the appropriate Science test code for the subject test that students will take (refer to section D, beginning on page 15, in column J for the test codes). The test code is pre-populated in the DESE file for all other grades/tests.
5. Enter students' selected accessibility features or accommodations in the designated columns. Refer to the field definitions in section D, beginning on page 15, for the expected values for each column.

   Note: The accessibility features and accommodations are only pre-populated in the February and spring data files by DESE and are based on the previous spring MCAS test administration. Accommodations for students who did not participate in the spring administration and accommodations for the November high school tests are

not available and are not pre-populated. **Be sure to review the file and update a student's accessibility features and accommodations if changes are needed.**

Column K of the Student Registration file can be used to automatically create classes and add students to those classes for computer-based tests. Schools may choose to do this step during the initial Student Registration import or later, prior to testing. DESE recommends leaving column K blank during the initial Student Registration import. Then, schools can create classes approximately two weeks before test administration to minimize changes needed. Refer to the field notes and validations for Column K, "Class Name," for recommended naming conventions. **Note:** MCAS grades 3–8 tests use grade-level classes, meaning that classes are grade and subject specific. MCAS high school tests use course-level classes, which are subject and course specific. Refer to additional information in Part V: Creating and Managing Classes.

6. Once complete, ensure leading zeros remain in the file for columns where they may be required, such as district code (column A), school code (column B), student grade (column D), and date of birth (column I).
7. Save the file as a .CSV file.

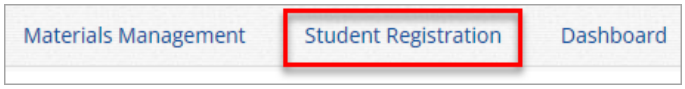
Note for Apple users: Prior to saving, verify that the Date of Birth field (column I) is correctly formatted to show the 8-digit birth year, e.g., 01/01/2000. If the date of birth is not in this format, refer to the directions shown in column I in the table in section D, beginning on page 15, to update it.

Note: Please ensure that the headings in your Student Registration file match the Student Registration Template exactly. Header spelling is case-sensitive and may return a validation error upon upload to the MCAS Portal if it does not match the Student Registration Template.

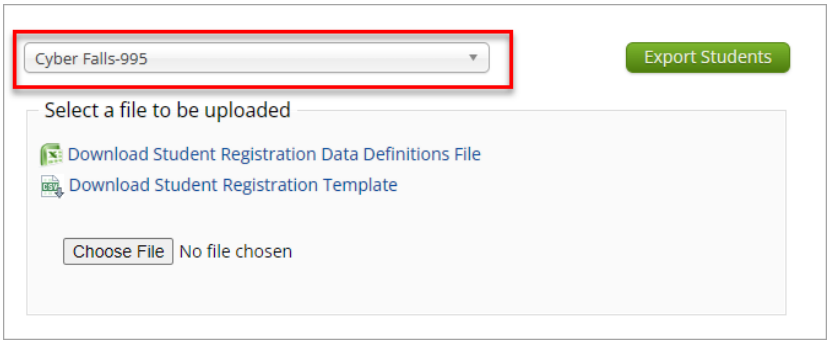
2. Uploading a Student Registration file into the MCAS Portal

To upload a Student Registration file, follow the steps below:

1. Log in to the MCAS Portal with your username and password.
2. On the MCAS Portal homepage, select **Administration**.
3. Select **Student Registration** from the top menu bar.



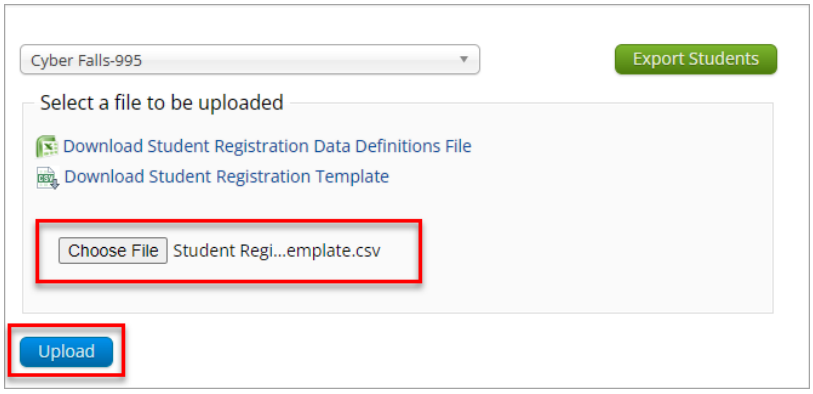
4. Select the **organization** from the organization drop-down. Student Registration files can be uploaded at the district level by a district test coordinator or district-level technology coordinator, or at the school level by a district test coordinator, school test coordinator, or technology coordinator.



5. Select **Choose File** and select the Student Registration file to upload.

   Note: Remember that the file must be saved in .CSV format.

6. Select **Upload**.



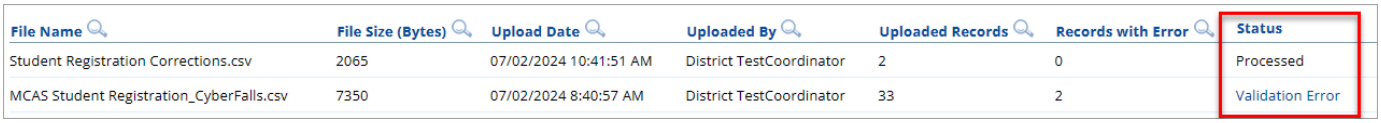
7. The Student Registration file will go through an initial validation process upon upload. This validation process ensures that the file is in the correct format, verifies the headers in the file are correct, and that the file is not empty.

8. After the initial validation, the uploaded student registration file will be processed within a few minutes, and the Status column will display one of the following statuses:

   - **Pending**: The file has been uploaded successfully and is processing. Processing can take up to ten minutes.
   - **Processed**: All records in the file have been uploaded successfully. After the file passes initial validation and has been processed, the Student Registration table will be updated to reflect the status of the **Processed** file, showing the number of student records uploaded.
     - **Note:** If the file has been processed, schools will not be able to select “Processed” for a link to the file. Schools can export all uploaded student records by following the steps in section C 1 below.
   - **Validation Error**: At least one student record has a validation error, and the file needs to be updated and reimported. Select **Validation Error** to download an error file. The error file will list the column in the uploaded Student Registration file where the error occurred. Schools should refer to the Student

Registration Data Definitions file or section D, beginning on page 15, for expected values for each column.

- **Error: Contact eMetric**: Contact the MCAS Service Center for support.

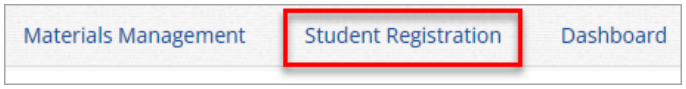


File Name	File Size (Bytes)	Upload Date	Uploaded By	Uploaded Records	Records with Error	Status
Student Registration Corrections.csv	2065	07/02/2024 10:41:51 AM	District TestCoordinator	2	0	Processed
MCAS Student Registration_CyberFalls.csv	7350	07/02/2024 8:40:57 AM	District TestCoordinator	33	2	Validation Error

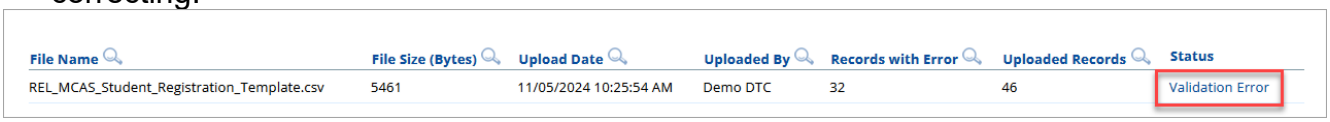
3. Resolving Student Registration Validation Errors

When the Student Registration file contains records with validation errors, a Validation Error file is shown in the MCAS Portal on the Student Registration page. The Validation Error file will only include records that have validation errors and were not imported into the MCAS Portal. To view the error file, follow the steps below:

1. Log in to the MCAS Portal with your username and password.
2. On the MCAS Portal homepage, select **Administration**.
3. Select **Student Registration** from the top menu bar.



4. Select the **organization** from the organization drop-down to view the Student Registration file at the district or school that has been processed and the validation errors.
5. Select **Validation Error** to download the file with the validation errors that need correcting.



File Name	File Size (Bytes)	Upload Date	Uploaded By	Records with Error	Uploaded Records	Status
REL_MCAS_Student_Registration_Template.csv	5461	11/05/2024 10:25:54 AM	Demo DTC	32	46	Validation Error

6. Open the file and scroll to the column header titled **Error Description** (column AP) to view a description of the validation errors for the records that were in the Student Registration file.

   Options for making corrections are to update the Student Registration file (correcting the original file), uploading corrected records from the validation error file, or, if there are only a few students with errors, those students can be added to the MCAS Portal manually.

AO	AP
Filler4	ErrorColumnNm
	SASID
	Human_Read_Aloud_Standard,Test_Code,Text_to_Speech_Special
	School_Code,Test_Code
	Test_Code
	ASL_Edition,Human_Read_Aloud_Standard,Test_Code

7. Use the Student Registration Data Definitions File or reference section D, beginning on page 15, below to help you correct the records with validation errors.

   Note: The error **Student Enrollment** indicates that the student in this row of the file is already enrolled in the MCAS Portal in a different organization. If a student record returns this error, remove the student from the Student Registration upload file and complete an enrollment transfer request in the MCAS Portal. Step-by-step instructions on completing enrollment transfers can be found in Part IV: Enrollment Transfers.

   Note: The error **Class Size Exceeded** for a student row indicates that the class has reached the maximum class size of 250 students, and the student was not added to the class or the portal (if they were not already in the MCAS Portal).

8. Save the file as a .CSV.
9. Upload the corrected file on the **Student Registration** page in the MCAS Portal.

C. Updating Student Information after Upload

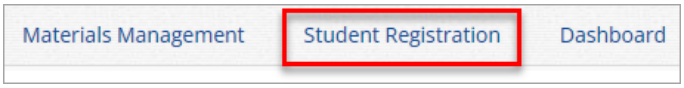
District and school test coordinators have two options for adding and updating student information after the initial Student Registration upload as described in the table below.

Options for updating Student Registration	**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

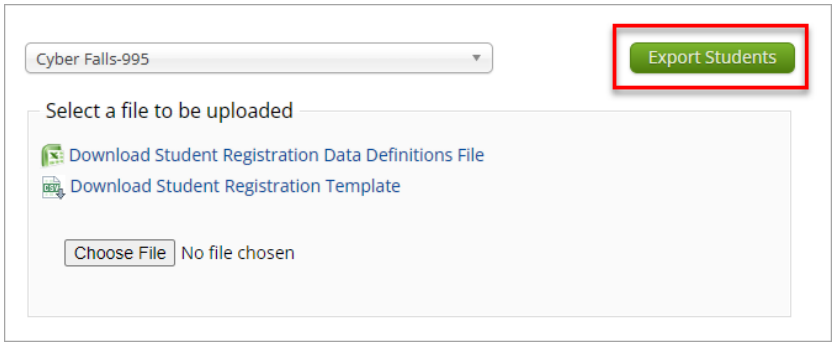
1. Option 1: Student Registration Export and Upload

To export Student Registration, follow the steps below:

1. Log in to the MCAS Portal with your username and password.
2. On the MCAS Portal homepage, select **Administration**.
3. Select **Student Registration** from the top menu bar.



4. Select the **organization** from the organization drop-down. Student Registration files can be exported at the district level by a district test coordinator or district-level technology coordinator, or at the school level by a district test coordinator, school test coordinator, or technology coordinator.
5. Select **Export Students**. The exported file will be downloaded locally.



6. Use the Student Registration Data Definitions File to assist in updating the exported Student Registration file. The Data Definitions File provides information on each column, identifies which columns are required to have a value, and shows the expected values for each column in the file. The data definitions for the Student Registration file are also referenced in section D, beginning on page 15.
7. Update the fields in the Student Registration export file that need updating.
8. Save the file as a .CSV. The Student Registration file is now ready for upload into the MCAS Portal, following the steps in section B 2 above.

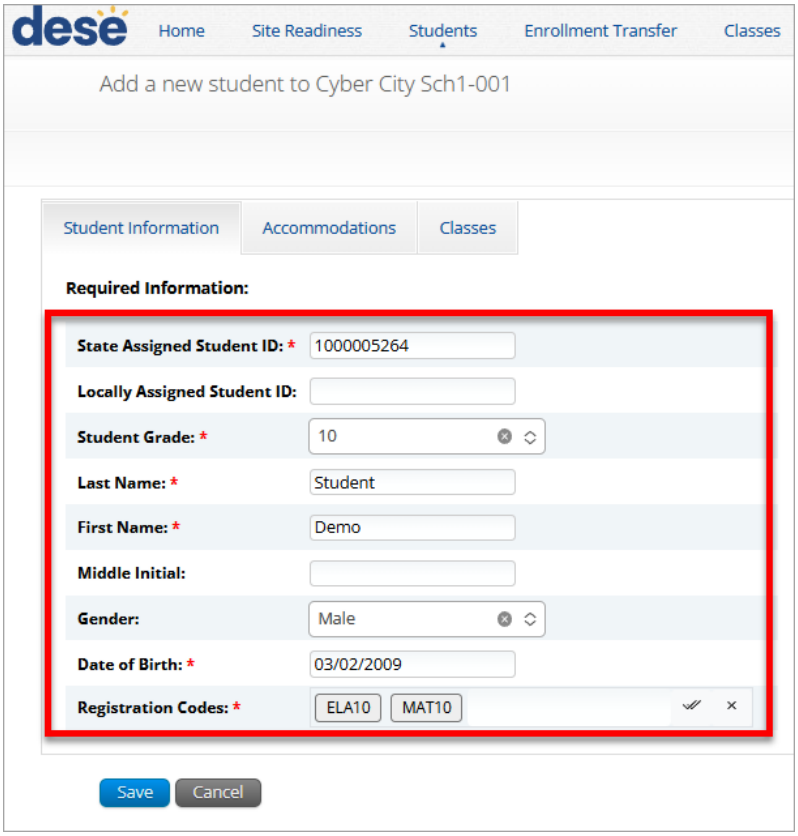
2. Option 2: Manually Update Student Records on the Students Page

The Students page in the MCAS Portal is used to manually add students and edit demographic information and accommodations.

Manually Add a New Student in the MCAS Portal

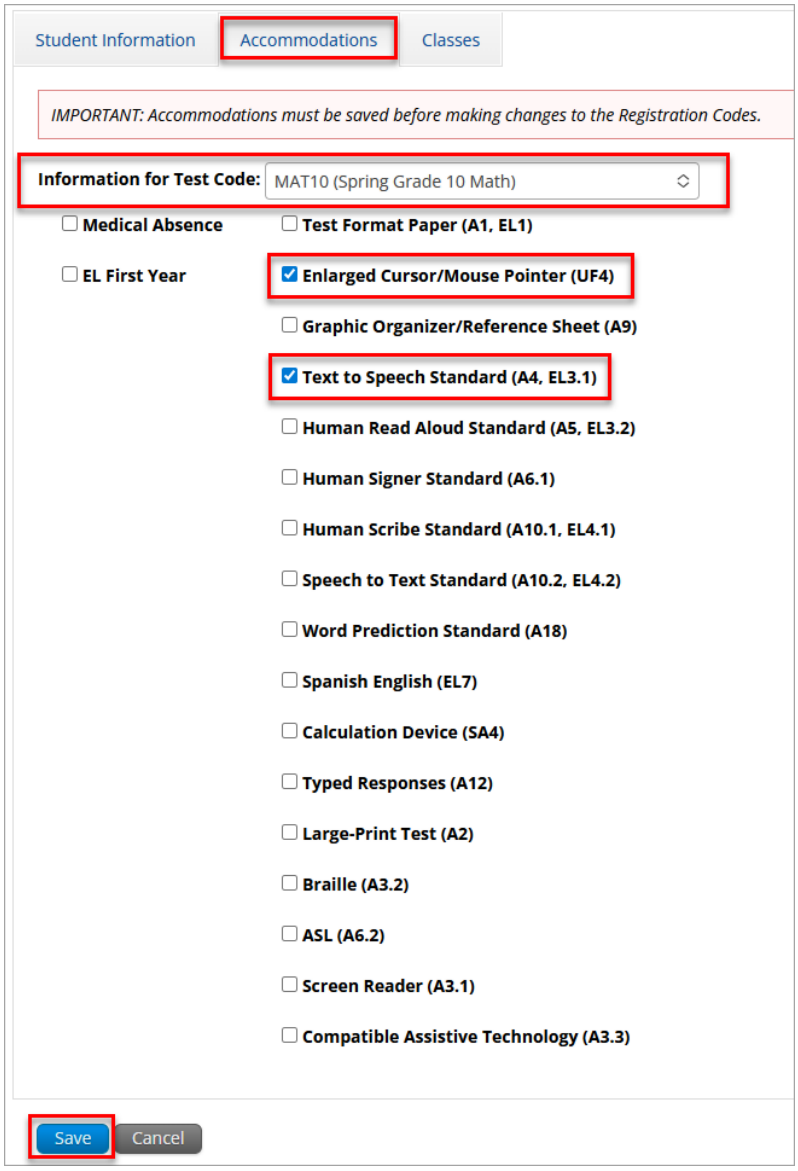
To add a new student record, follow the steps below:

1. Log in to the MCAS Portal with your username and password.
2. On the MCAS Portal homepage, select **Administration**.
3. Select **Students** from the top menu bar.
4. Select the school from the **Organization** drop-down menu and then select **Add Student**.
5. Fill in the student's demographic information. Fields with a red asterisk are required.



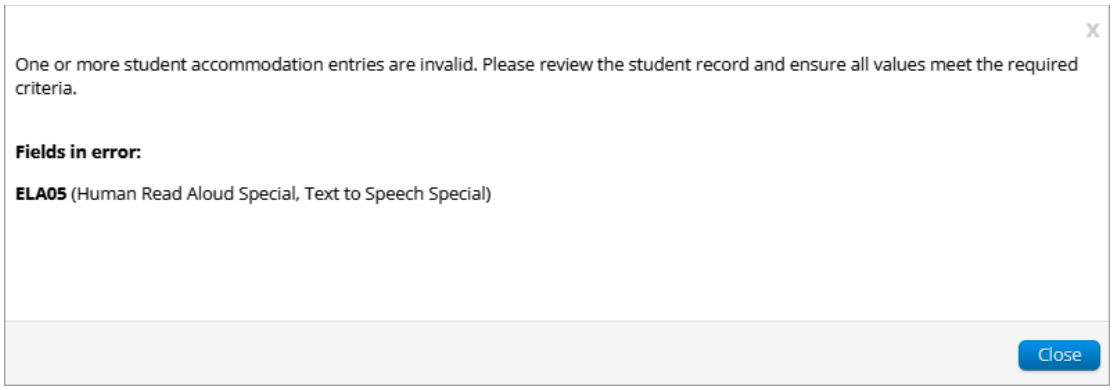
6. If the student has accessibility features and/or accommodations that need to be added, select **Accommodations**. Then select the **Test Code** from the Information for Test Code drop-down and then check the boxes next to the accommodations.
7. Select **Save** to add the new student.

   Note that accommodations must be selected separately for each subject. To add accommodations for a second subject, select another **Test Code** from the Information for Test Code drop-down, then check the boxes next to the appropriate accommodations, and select **Save**.



Note: If users attempt to add accommodations that cannot be assigned together on one test, as defined in the Student Registration File Data Definitions beginning on page 15, an onscreen error message will appear indicating the test code and fields that need to be corrected.

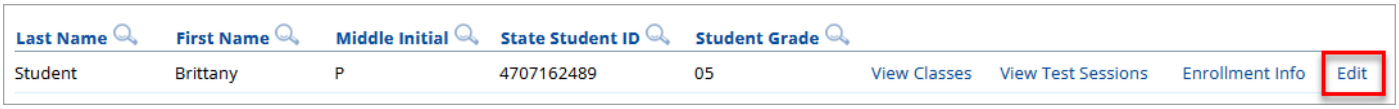
For example, if a user selects the Human Read Aloud and Text-to-Speech accommodations for a test, the error message pictured below will appear because Human Read Aloud and Text-to-Speech may not be selected for the same test. In this example, the user should remove either the Human Read Aloud or Text-to-Speech accommodation. Refer to the Accessibility and Accommodations Manual for guidance on this specific situation.



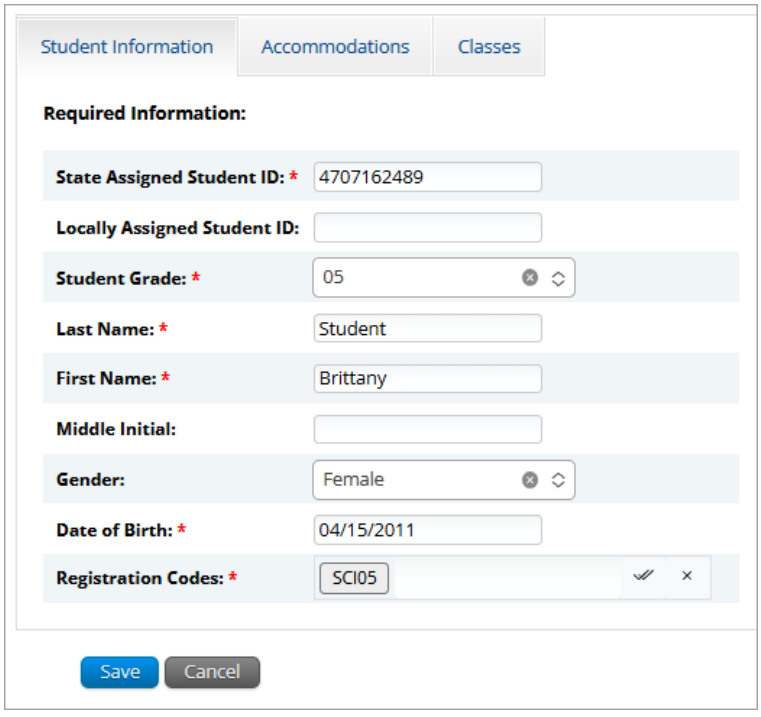
Edit a Student Record in the MCAS Portal

To edit a student's demographic information or update accessibility features and/or accommodations, follow the steps below:

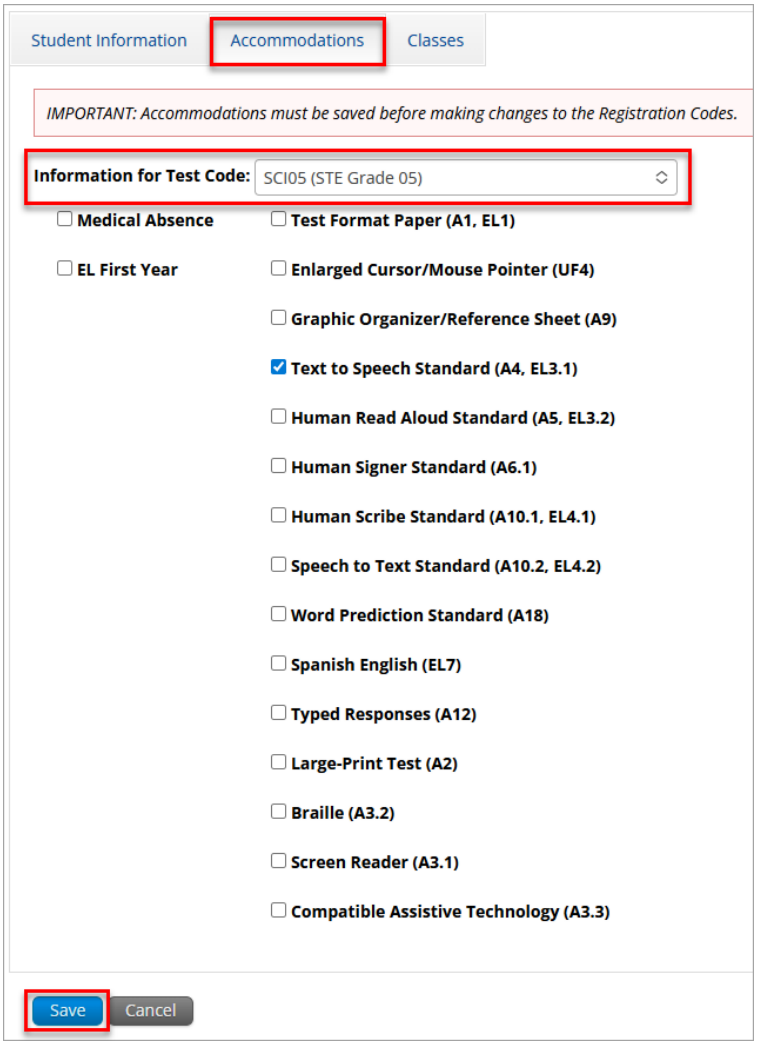
1. Log in to the MCAS Portal with your username and password.
2. On the MCAS Portal homepage, select **Administration**.
3. Select **Students** from the top menu bar.
4. Select the school from the **Organization** drop-down menu
5. Locate the student in the Students table and select **Edit** in the row for the student.



6. The Student Information tab will be shown, allowing changes to be made to the student's demographic information.



7. To update the student's accessibility features and/or accommodations, select **Accommodations,** select the **Test Code** from the Information for Test Code drop-down and then check or uncheck the box next to the accommodation or accessibility feature that needs updating. Note that an error message will appear onscreen if a user attempts to add accommodations that cannot be assigned together. Refer to page 12 for additional details.
8. Once edits have been completed, click **Save**.



D. Student Registration File Data Definitions

The following table shows the Student Registration fields as well as the expected value for each column and any validation notes. Accommodations (beginning with column R) have been grouped separately for standard and special access accommodations.

Note: Certain accommodations require additional steps in the MCAS Portal. These accommodations are denoted in the table below as **(FD)**. Refer to section E on page 44 for important information about assigning these accommodations.

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Expected Values
A	District_Code	N	8	The Testing District responsible for administering the test to a student District codes must be 8 characters in length. Non-public schools that do not have a parent organization should leave this field blank.	0-9, A-Z
B	School_Code	Y	8	The Testing School responsible for administering the test to a student School codes must be 8 characters in length. If a school code doesn't exist within the MCAS Portal, an error message will appear.	0-9, A-Z Use the same codes in DESE's School and District Profiles.
C	SASID	Y	10	A unique numeric code given to each Massachusetts publicly funded student. SASIDs must be 10-digits beginning with "10…" If you do not have a student's SASID, create and assign to the student a 10-digit number starting with "8" instead of "10." If a valid SASID is eventually assigned to the student, correct the SASID in the Portal. A different SASID format is used for test administrator logins for the Human Reader/Human Signer accommodations (refer to instructions in the Accessibility and Accommodations Manual).	0-9

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Expected Values
D	Student_Grade	Y	2	Student's grade as listed in most recent SIMS Students must participate in MCAS tests only for the grade in which they are enrolled and reported in SIMS (for grades 3–8). The MCAS Portal will restrict test registration to grade-level testing in grades 3–8; call your SIMS contact with any questions (refer to instructions on page i on finding the contact for your district). Participation guidelines for the high school tests will be posted at www.doe.mass.edu/mcas/highschool.html.	**November High School ELA and Math**: repeating grade 10, 11, 12 **February High School Science:** 09, 10, 11, 12 **Spring MCAS Gr 3-8**: 03, 04, 05, 06, 07, 08 **Spring MCAS Gr 10 ELA and Math**: 10, 11, 12 **June High School Science**: 09, 10, 11, 12
E	Last_Name	Y	25	The student's last name as it appears in SIMS	A-Z, a-z - (hyphen) . (period) ' (standard apostrophe) embedded spaces
F	First_Name	Y	25	The student's full first name as it appears in SIMS **Note**: If a student has a preferred name that is different than what appears in SIMS, schools may change a student's name to their preferred name to be printed on their student login, but must change it back before the end of the testing window, so that it matches the name in SIMS.	A-Z, a-z - (hyphen) . (period) ' (standard apostrophe) embedded spaces

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Expected Values
G	Middle_Initial	N	1	The initial of the full middle name as it appears in SIMS	A-Z, a-z, blank
H	Gender	N	1	Gender of the student M = Male, F = Female, N = Non-Binary Although this field is optional, DESE encourages users to provide it because it assists with SASID validation and searching.	M, F, N, blank
I	Date_of_Birth	Y	10	The year, month, and day on which the student was born **Note for Apple users:** .CSV files on a Mac will remove the first two digits on the birth year, and an error message will appear. Use the following steps to update the formatting. 1. Select column I in the file and right-click (secondary click). 2. Select **Format Cells** from the menu. 3. Select the **Custom** option from the list. 4. In the **Type** text box, remove the text and enter “mm/dd/yyyy.” 5. Click **OK.**	mm/dd/yyyy

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Expected Values
J	Test_Code	Y	6	Identifier assigned to the test name **November High School ELA and Math** **ELANOV** = November High School ELA **MATNOV** = November High School Math **February Science** **BIOFEB** = Biology **PHYFEB** = Introductory Physics **Spring Grades 3–8** **ELA03** = Grade 3 ELA **ELA04** = Grade 4 ELA **ELA05** = Grade 5 ELA **ELA06** = Grade 6 ELA **ELA07** = Grade 7 ELA **ELA08** = Grade 8 ELA **MAT03** = Grade 3 Math **MAT04** = Grade 4 Math **MAT05** = Grade 5 Math **MAT06** = Grade 6 Math **MAT07** = Grade 7 Math **MAT08** = Grade 8 Math **SCI05** = Grade 5 STE **SCI08** = Grade 8 STE **CIV08** = Grade 8 Civics **Spring Grade 10 ELA and Math** **ELA10** = Grade 10 ELA **MAT10** = Grade 10 Math **June High School Science** **BIOSPR** = Biology **PHYSPR** = Introductory Physics	**November High School ELA and Math** ELANOV MATNOV **February Science** BIOFEB PHYFEB **Spring Grades 3–8** ELA03 ELA04 ELA05 ELA06 ELA07 ELA08 MAT03 MAT04 MAT05 MAT06 MAT07 MAT08 SCI05 SCI08 CIV08 **Spring Grade 10 ELA and Math** ELA10 MAT10 **June High School Science** BIOSPR PHYSPR

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Expected Values
K	Class_Name	N	50	**For CBT only; not applicable for PBT.** If this field is populated in the initial import, a class will automatically be created with the name entered in this field in the MCAS Portal. Students who share the same class name will also be automatically placed into it. When creating classes, DESE recommends that schools use a naming convention that will help test administrators quickly and easily find the test they are administering. It is suggested that class names include the test administrator name and testing location (e.g., SMITH 205). Students with the following accommodations will need to be placed into separate classes: • Human Read Aloud • Human Signer It is recommended that class names for these accommodations include the test administrator name, testing location, and accommodation (e.g., HRA SMITH 208). DESE recommends leaving this column blank during the initial Student Registration import and creating classes approximately two weeks prior to test administration. The class name entered in this column will be used to automatically create a class with the following naming format in the system: Grade-level classes for grades 3–8 Test Code-Content Area-Grade-Class Name-School Code (e.g., MAT07-Math-07-SMITH 205-88881010). Course-level classes for high school Test Code-Content Area-Class Name-School Code (e.g., BIOFEB-Science-SMITH 205-88881010). Classes will not be created where Test_Format = P or Class_Name = blank	A-Z, a-z - (hyphen) . (period) ' (standard apostrophe) embedded spaces Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Expected Values
L	Test_Format	Y	1	Format of the test	P = Paper O = Online
M	Not_Tested_Reason	N	1	Use this field to indicate if a student had a medically documented absence.	Y = Medical absence Blank
N	LASID	N	32	Locally assigned student identifier. Although this field is optional, DESE encourages users to provide it because it assists with SASID validation and searching.	0-9, A-Z
O	Filler1	N	1	Blank Field	N/A

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
P	EL_FirstYr	N	1	First-year English learner status is estimated using historical SIMS. Official reporting will be based on March and June SIMS of this school year. This field is to help schools remove ELA test assignments for first-year EL students who will not participate in the spring ELA test in grades 3–8 and 10 (removal of the test assignment is optional). (Note that ELA testing is optional, but participation in Mathematics, STE, and Civics is required.) Refer to the Accessibility and Accommodations Manual for guidance on participation. **Note:** Any student with a "Y" in this field is projected to be a first-year EL as of March of the spring test administration and is ***not required*** to participate in the spring ELA test.	Available for: • Grades 3–8 • Grade 10 ELA and Math • June High School Science Not Available for: • November High School ELA and Math • February High School Science	Y = First-year English learner Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
Universal Accessibility Features						
Q	Mouse_Pointer (UF4)	N	1	**For CBT only** Select an enlarged cursor/mouse size with or without a different color. If expected value = Y then the following criteria must be met or the record will cause an error message to appear: • Test Format must be "O"	Available for all administrations	Y = Yes Blank
Accommodations						
R	Graphic_Organizer_Reference_Sheet (A9)	N	1	A student with a disability uses an approved reference sheet or graphic organizer for ELA, Mathematics, STE, or Civics tests. Refer to the *Graphic Organizers, Checklists, and Supplemental Reference Sheets, for use by students with disabilities* for specific policy information on types of materials that can be used: https://www.doe.mass.edu/mcas/accessibility/organizers/	Available for all administrations	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
S	Text_to_Speech_Standard (A4, EL3.1)	N	1	**For CBT only** TTS-enabled version of computer-based test read aloud to student TTS is only available for computer-based tests. TTS is not available for paper-based tests. If using headphones, the student may be tested in a typical-size group; if not using headphones, the student must be tested individually in separate setting. If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Test format must be "O" • Large Print Test Edition must be left blank • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Reader as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • ASL must be left blank • Spanish/English Edition must be left blank Text-to-speech as a special access accommodation for ELA should be indicated in a separate column (column Y).	Available for: • November High School Math • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science Not available for: • November High School ELA • Grades 3–8 ELA • Grade 10 ELA	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
T	Human_Read_Aloud_Standard (A5, EL3.2)	N	1	**(FD) Refer to section E: MCAS Portal Guidance for Form-Dependent Accommodations on page 44 for additional information.** **For CBT or PBT** Standard Accommodation Test administrator reads aloud a test to a student with a disability. Refer to the Accessibility and Accommodations Manual for additional instructions. If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Read-Aloud as a Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL must be left blank for Feb. Science, Gr 10 Math, and HS Science • Math, STE, and Civics tests only	Available for: • November High School Math • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science Not available for: • November High School ELA • Grades 3–8 ELA • Grade 10 ELA	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
U	Human_Signer_Standard (A6.1)	N	1	**(FD) Refer to section E: MCAS Portal Guidance for Form-Dependent Accommodations on page 44 for additional information.** **For CBT or PBT** Standard Accommodation Test administrator signs a test to a student who is Deaf or Hard-of-hearing. No more than five students may be tested in a group. If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL must be left blank • Math, STE, and Civics tests only	Available for: • November High School Math • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science Not available for: • November High School ELA • Grades 3–8 ELA • Grade 10 ELA	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
V	Human_Scribe_Standard (A10.1, EL4.1)	N	1	**For CBT or PBT** Standard Accommodation Scribe must record student's responses verbatim (as dictated by the student and following the guidelines in the MCAS Principal's Administration Manual) at the time of testing into the student's test (into the MCAS Student Kiosk, for CBT), or into the student's test & answer booklet (for PBT). The student must be tested individually in a separate setting. Students with recent arm fractures or severe injuries may be provided with a scribe. This information must be included in a 504 plan (or IEP, if student already has one). If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Speech-to-Text as a Standard/Special Access Accommodation must be left blank • Human Scribe as a Special Access Accommodation must be left blank • Math, STE, and Civics tests only	Available for: • November High School Math • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science Not available for: • November High School ELA • Grades 3–8 ELA • Grade 10 ELA	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
W	Speech_to_Text_Standard (A10.2, EL4.2)	N	1	**For CBT or PBT** Standard Accommodation If a student is using their own speech-to-text application (not the MCAS Student Kiosk speech-to-text tool) review Appendix E of the Accessibility and Accommodations Manual: Using Assistive Technology as an MCAS Test Accommodation prior to selecting this accommodation. If a compatible (a district-owned software program installed on the student's computer) speech-to-text device or software will be used on the same device as the MCAS Student Kiosk, then Compatible Assistive Technology must also be selected (Column AM). If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Human Scribe as a Standard/Special Access Accommodation must be left blank • Speech-to-Text as a Special Access Accommodation must be left blank • Math, STE, and Civics tests only	Available for: • November High School Math • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science Not available for: • November High School ELA • Grades 3–8 ELA • Grade 10 ELA	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
X	Word_Prediction_Standard (A18, EL8)	N	1	**For CBT or PBT** If a student is using their own word prediction application (not the MCAS Student Kiosk word prediction tool) review Appendix E of the Accessibility and Accommodations Manual: Using Assistive Technology as an MCAS Test Accommodation prior to selecting this accommodation. If a compatible (a district-owned software program installed on the student's computer) word prediction device or software will be used on the same device as the MCAS Student Kiosk, then Compatible Assistive Technology must also be selected (Column AM). Test administrator may assist student to transcribe words from the external device or application into either the MCAS Student Kiosk (CBT) or the student's test & answer booklet (PBT). If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Word Prediction as a Special Access Accommodation must be left blank • Math, STE, and Civics tests only Word prediction as a special access accommodation for ELA should be indicated in a separate column (column AD).	Available for: • November High School Math • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science Not available for: • November High School ELA • Grades 3–8 ELA • Grade 10 ELA	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
Y	Text_to_Speech_Special (SAA1.1)	N	1	**For CBT only** Special Access Accommodation TTS-enabled version of computer-based test read aloud to student TTS is only available for computer-based tests. TTS is not available for paper-based tests. If using headphones, the student may be tested in a typical-size group; if not using headphones, the student must be tested individually in separate setting. If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Test format must be "O" • Large Print Test Edition must be left blank • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Reader as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • ASL must be left blank • Spanish/English Edition must be left blank	Available for: • November High School ELA • Grades 3–8 ELA • Grade 10 ELA Not available for: • November High School Math • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
Z	Human_Read_Aloud_Special (SAA1.2)	N	1	**(FD) Refer to section E: MCAS Portal Guidance for Form-Dependent Accommodations on page 44 for additional information.** **For CBT or PBT** Special Access Accommodation Test administrator reads aloud a test to a student with a disability. Refer to the Accessibility and Accommodations Manual for additional instructions. If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Read-Aloud as a Standard Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL must be left blank • ELA tests only	Available for: • November High School ELA • Grades 3–8 ELA • Grade 10 ELA Not available for: • November High School Math • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AA	Human_Signer_Special (SAA2)	N	1	**(FD) Refer to section E: MCAS Portal Guidance for Form-Dependent Accommodations on page 44 for additional information.** **For CBT or PBT** Special Access Accommodation Test administrator signs a test to a student who is Deaf or Hard-of-Hearing. No more than five students may be tested in a group. If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL must be left blank • ELA tests only	Available for: • November High School ELA • Grades 3–8 ELA • Grade 10 ELA Not available for: • November High School Math • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AB	Human_Scribe_Special (SAA3.1)	N	1	**For CBT or PBT** Special Access Accommodation Scribe must record student's responses verbatim (as dictated by the student and following the guidelines in the MCAS Principal's Administration Manual) at the time of testing into the student's test (into the MCAS Student Kiosk, for CBT), or into the student's test & answer booklet (for PBT). The student must be tested individually in a separate setting. Students with recent arm fractures or severe injuries may be provided with a scribe. This information must be included in a 504 plan (or IEP, if student already has one). If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Speech-to-Text as a Standard/Special Access Accommodation must be left blank • Human Scribe as a Standard Accommodation must be left blank • ELA tests only	Available for: • November High School ELA • Grades 3–8 ELA • Grade 10 ELA Not available for: • November High School Math • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AC	Speech_to_Text_Special (SAA3.2)	N	1	**For CBT or PBT** Special Access Accommodation **For CBT**: If student is using their own speech-to-text application (not the MCAS Student Kiosk speech-to-text tool) review Appendix E of the Accessibility and Accommodations Manual: Using Assistive Technology as an MCAS Test Accommodation prior to selecting this accommodation. If a compatible (a district-owned software program installed on the student's computer) speech-to-text device or software will be used on the same device as the MCAS Student Kiosk, then Compatible Assistive Technology must also be selected (Column AM). **For PBT**: Test administrators must transcribe student responses verbatim (as dictated by the student) into the student's test & answer booklet. If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Human Scribe as a Standard/Special Access Accommodation must be left blank • Speech-to-Text as a Standard Accommodation must be left blank • ELA tests only	Available for: • November High School ELA • Grades 3–8 ELA • Grade 10 ELA Not available for: • November High School Math • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AD	Word_Prediction_Special (SAA6)	N	1	**For CBT or PBT** Special Access Accommodation If a student is using their own word prediction application (not the MCAS Student Kiosk word prediction tool) review Appendix E of the Accessibility and Accommodations Manual: Using Assistive Technology as an MCAS Test Accommodation prior to selecting this accommodation. If a compatible (a district-owned software program installed on the student's computer) word prediction device or software will be used on the same device as the MCAS Student Kiosk, then Compatible Assistive Technology must also be selected (Column AM). Test administrator may assist student to transcribe words from the external device or application into either the MCAS Student Kiosk (CBT) or the student's test & answer booklet (PBT). If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Word Prediction as a Standard Accommodation must be left blank • ELA tests only	Available for: • November High School ELA • Grades 3–8 ELA • Grade 10 ELA Not available for: • November High School Math • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AE	Spanish_English (EL7)	N	1	**(FD) Refer to section E: MCAS Portal Guidance for Form-Dependent Accommodations on page 44 for additional information.** **For CBT and PBT** Refer to the Accessibility and Accommodations Manual for eligibility guidelines and additional information. If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Large Print Test Edition must be left blank • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL must be left blank	Available for: • November High School Math • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science Not available for: • November High School ELA • Grades 3–8 ELA • Grade 10 ELA	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AF	Calculation_Device (SAA4)	N	1	**For CBT or PBT** Special Access Accommodation **CBT:** Calculator will be embedded in the MCAS Student Kiosk if selected. **PBT:** Calculator must be provided to the student. Select if student requires a calculator for Mathematics noncalculator sessions. If selected, a calculator will be embedded in the MCAS Student Kiosk for the noncalculator session (i.e., school does not need to provide student with a calculator). Note for STE Tests: Calculator will be automatically available (embedded) in the MCAS Student Kiosk for all students taking computer-based STE tests and is not part of Student Registration for STE. If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Math tests only	Available for: • November High School Math • Grades 3–8 Math • Grade 10 Math	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AG	Spell_Checker (SAA5)	N	1	**For CBT or PBT** Special Access Accommodation **CBT:** Student uses spell-checker embedded in the MCAS Student Kiosk for ELA. **PBT:** Student uses an external spell-checking device for ELA. Note: Spell-checker will be available automatically to all students taking all CBT Math, STE, and Civics tests, and therefore, does not need to be collected. If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • ELA tests only	Available for: • November High School ELA • Grades 3–8 ELA • Grade 10 ELA Not available for: • November High School Math • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AH	Typed_Responses (A12)	N	1	**For PBT only** Student responds to test questions using word processing program/application. Responses must be printed out, one response per page, and inserted into the student's test & answer booklet with all required information on each page (refer to the appendix in the appropriate Test Administrator's Manual). Typed responses should not be transcribed into the student's test & answer booklet. Responses that have been printed out must be deleted from the student's device. If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Test format must be "P" • Mouse Pointer must be left blank • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL Edition must be left blank	Available for all administrations	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AI	Large_Print_Test_Edition (A2)	N	1	**(FD) Refer to section E: MCAS Portal Guidance for Form-Dependent Accommodations on page 44 for additional information.** **For PBT only** A large-print combined test and answer booklet is provided with printed text in approximately 18-point font. Responses must be transcribed into the student's standard test & answer booklet. If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Test format must be "P" • Mouse Pointer must be left blank • Screen Reader edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test edition must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL edition must be left blank • Spanish/English edition must be left blank	Available for all administrations	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AJ	Braille_Test_Edition (A3.2)	N	1	**(FD) Refer to section E: MCAS Portal Guidance for Form-Dependent Accommodations on page 44 for additional information.** **For PBT only** A hard-copy UEB braille test booklet is provided. Responses must be transcribed by test administrator into the student's standard answer booklet. If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Test format must be "P" • Large Print Test Edition must be left blank • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL Edition must be left blank • Spanish/English Edition must be left blank • Mouse Pointer must be left blank	Available for all administrations	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AK	ASL_Edition (A6.2)	N	1	**(FD) Refer to section E: MCAS Portal Guidance for Form-Dependent Accommodations on page 44 for additional information.** **For CBT only** American Sign Language video is embedded in the MCAS Student Kiosk for all test items and responses. If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Test format must be "O" • Large Print Test Edition must be left blank • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Reader as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • Spanish/English Edition must be left blank	Available for: • Grade 10 Math • June High School Science Not available for: • Grades 3–8 • Grade 10 ELA • November High School ELA and Math • February High School Science	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AL	Screen_Reader_Edition (A3.1)	N	1	**(FD) Refer to section E: MCAS Portal Guidance for Form-Dependent Accommodations on page 44 for additional information.** **For CBT only** Screen reader-enabled edition of computer-based test for a student who is blind Screen Reader assistive technology application (e.g., Jaws, NVDA) is used for browser navigation and to deliver a computer-based test tagged to support Screen Reader use. Generally used in conjunction with a Refreshable Braille display or hard-copy braille test. Note: “Screen Reader Edition” is different from “Compatible Assistive Technology” and “Text-to-Speech” test forms. If Spell-checker accommodation is needed, the student must use a spell-checking program on a second computer. For all students registered for screen reader, a corresponding braille edition of the MCAS test will also be shipped to the student’s school. If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear: • Test format must be “O” • Large Print Test Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL must be left blank • Typed Responses must be left blank • Spell-Checker must be left blank • Spanish/English Edition must be left blank	Available for all administrations	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AM	Compatible_Assistive_Technology (A3.3)	N	1	**(FD) Refer to section E: MCAS Portal Guidance for Form-Dependent Accommodations on page 44 for additional information.** **For CBT only** Select Compatible Assistive Technology (AT) to allow activation of external software or hardware that is compatible (e.g., Dragon Naturally Speaking, ZoomText). For more information on how to determine compatibility of software or devices, refer to Appendix E of the Accessibility and Accommodations Manual: Using Assistive Technology as an MCAS Test Accommodation. Compatible Assistive Technology is intended for non-screen reader AT only. Select "screen reader" instead, if used by a student with a visual disability. Covers accommodation codes: (A10.2, SA6, EL4.2 or approved Unique Accommodation). Must obtain DESE approval prior to testing for AT applications If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Test format must be "O" • Large Print Test Edition must be left blank • Screen Reader Edition must be left blank • Braille Test Edition must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL must be left blank • Typed Responses must be left blank • Spell-Checker must be left blank • Spanish/English Edition must be left blank	Available for all administrations	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AN	Filler2	N	N/A	Blank Field	N/A	N/A
AO	Filler3	N	N/A	Blank Field	N/A	N/A

E. MCAS Portal Guidance for Form-Dependent Accommodations

1. Form-Dependent Accommodations

Principals and test coordinators must verify that all accommodations have been assigned correctly in the MCAS Portal prior to testing. 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.

- ASL
- Compatible Assistive Technology
- Human Read-Aloud (spring only)
- Human Signer
- Screen Reader Edition
- Spanish/English Edition

The following form-dependent accommodations should also be verified for paper-based testing:

- Braille
- Large-print
- Spanish/English

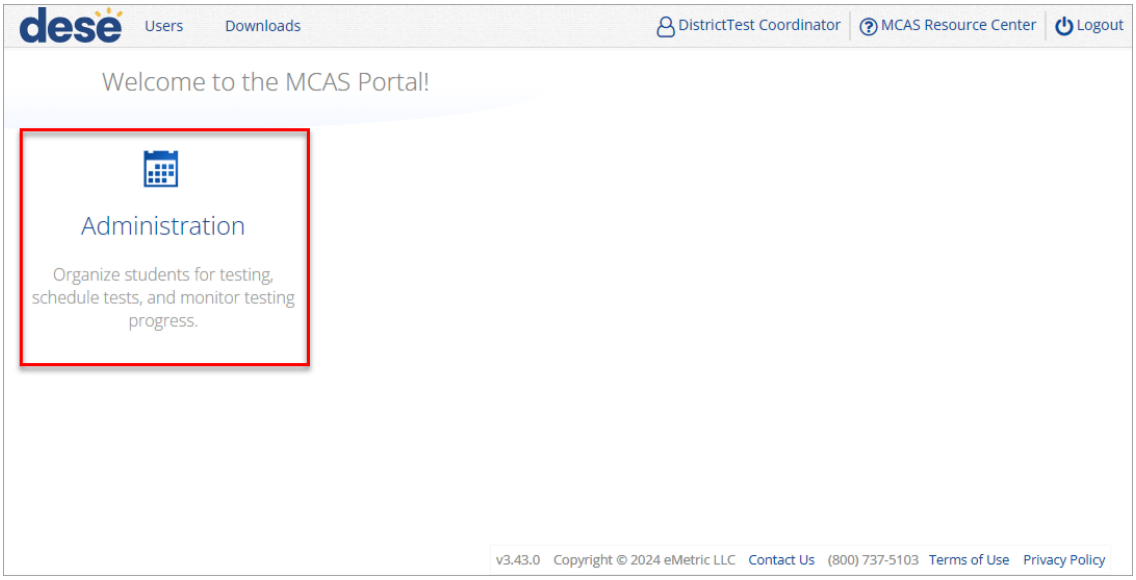
Test administrators should also review and verify the accommodations for the students they will be proctoring one day before testing.

F. Export Student Accommodations

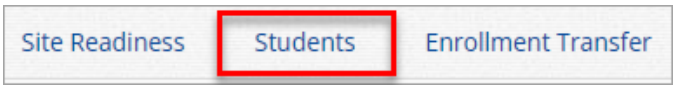
Test coordinators are encouraged to review student accommodations prior to testing to ensure that students have been assigned the correct accommodations. This is especially important for form-dependent accommodations, described in section E above.

Student accommodations can be exported from the MCAS Portal on the Students page by school. The Export Accommodations report is available for district and school test coordinators and technology coordinators. Test administrators and report access only users do not have access to this report. This feature provides a .CSV file listing accommodations for all students at the school by test code. To export student accommodations from the Students page, follow the steps below:

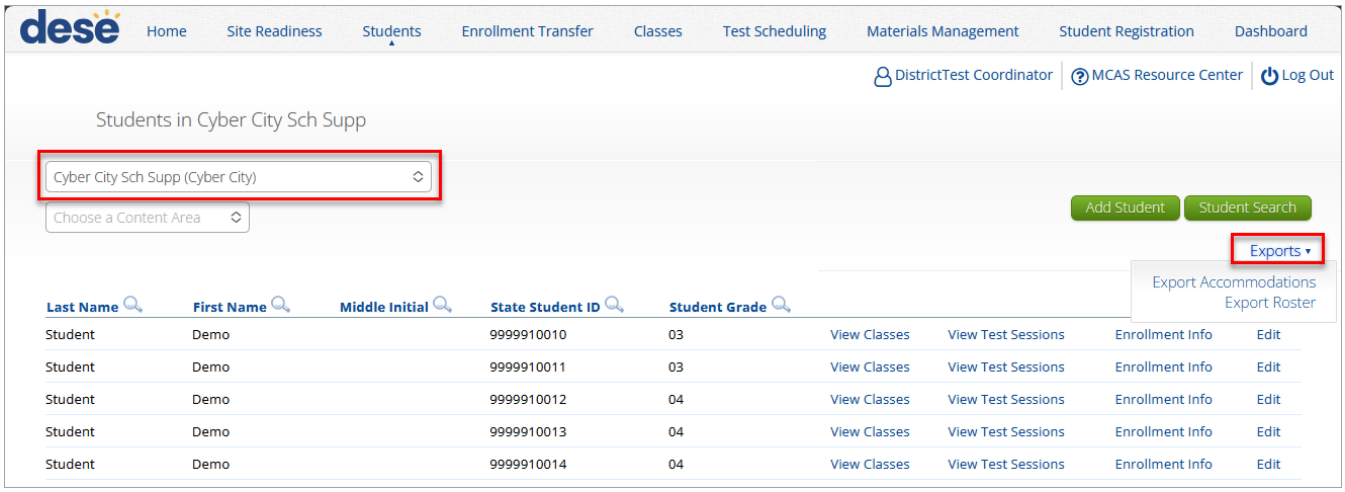
1. Log in to the MCAS Portal with your username and password.
2. On the MCAS Portal homepage, select **Administration**.



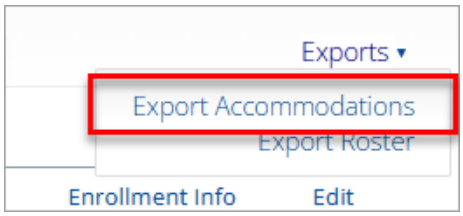
3. Select **Students** from the top menu bar.



4. On the Students page, select the **school** from the school drop-down menu and then select the **Exports** drop-down menu.



5. Select **Export Accommodations**.



6. A .CSV file will be exported. The file lists all students enrolled in the school along with the accommodations assigned to them in a separate row for each Test Code. A

cell with a value of 1 denotes that the accommodation is assigned to the corresponding student record; a blank cell indicates that the accommodation is not assigned.

	A	B	C	D	E	F	G	H	I	J
1	Last Name	First Name	State Student ID	Test Code	Medical Absence	EL First Year	Test Format Paper (A1, EL1)	Enlarged Cursor/Mouse Pointer (UF4)	Graphic Organizer/Reference Sheet (A9)	Text to Speech Standard (A4, EL3.1)
2	Demo	StudentEight	9999999998	SCI05				1	1	1
3	Demo	StudentEight	9999999998	MAT05				1	1	1
4	Demo	StudentEight	9999999998	ELA05				1	1	
5	Demo	StudentEighteen	9999999918	SCI05						1
6	Demo	StudentEighteen	9999999918	MAT05						1
7	Demo	StudentEighteen	9999999918	ELA05						
8	Demo	StudentEleven	9999999911	SCI05				1		1
9	Demo	StudentEleven	9999999911	MAT05				1		1
10	Demo	StudentEleven	9999999911	ELA05						
11	Demo	StudentFifteen	9999999915	SCI05						1
12	Demo	StudentFifteen	9999999915	MAT05						1
13	Demo	StudentFifteen	9999999915	ELA05						