

Part VI: Scheduling Tests, Printing Student Logins, and Other Tasks on the Test Scheduling Page

A. Introduction

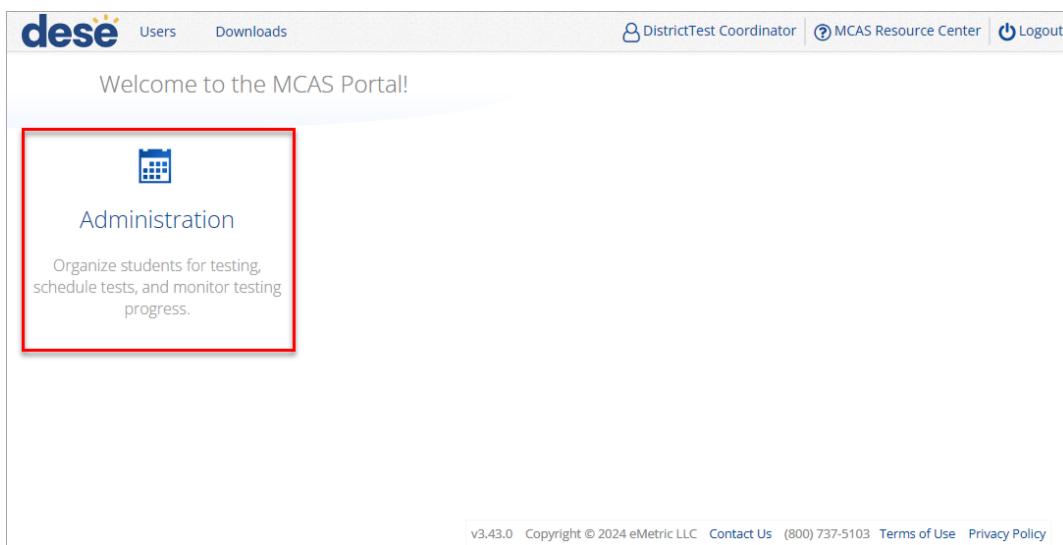
Test coordinators will need to schedule tests approximately one week prior to test administration. The [Statewide Testing Schedule](#) lists the dates that test scheduling should be completed for each administration. Scheduling a test assigns classes to tests, assigns the correct testing form to students with and without accommodations, and creates the student logins.

School and district test coordinators will need to complete tasks on the Test Scheduling page in the MCAS Portal including scheduling tests and monitoring student progress. They may also need to add report codes, reactivate finished tests, and export reports as needed. This section includes also instructions on monitoring student progress, adding report codes, reactivating finished tests, and exporting reports from the Test Scheduling page in the MCAS Portal.

B. Test Scheduling

The Test Scheduling page in the MCAS Portal, available to all user roles except Reports Access Only, manages classes that have been scheduled for computer-based tests. To access the Test Scheduling page:

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



3. Select **Test Scheduling** on the top menu bar.



In Table 12 below are descriptions of the features that are available on the Test Scheduling page. The numbered icons listed in Table 12 are shown in the screenshot that follows to indicate the location of the feature.

Table 12. Test Scheduling

Icons	Description
1	Filter the Scheduled Tests by selecting an option from one or more of the following drop-down lists: Organization, Program Name (MCAS Grades 3–8 or MCAS High School), Subject, Test Name, and Testing Status (All, Not Started, In Progress, or Finished).
2	Click the green Schedule New Test button to schedule a new test.
3	Click Exports to Export Student Logins, Export Test Status, or Export Students Not Scheduled for the selected test criteria.
4	Sort columns by clicking on a column heading. Click the search icon  next to the column heading and type the desired search criteria.
5	Click View Details/Student Logins to view the Scheduled Test Details page and print student logins.
6	Click Delete to delete a scheduled test. DTCs, STCs, and TCs can delete any test session that has NOT started. Once a student has logged in, the scheduled test cannot be deleted.

Displaying scheduled tests for ELA03 Demo Test in Cyber City Sch Supp

1 ELA

2 Schedule New Test
3 Exports 

4 School  Class  Testing Status  Created Date  Created By 

School	Class	Testing Status	Created Date	Created By	Actions
Cyber City Sch Supp	ELA03-Baker RM 122-0001001-(Grade -03)	In Progress	8/21/2025 3:15:13PM	DistrictTest Coordinator	5 View Details/Student Logins 6 Delete

Showing 1 - 1 of 1

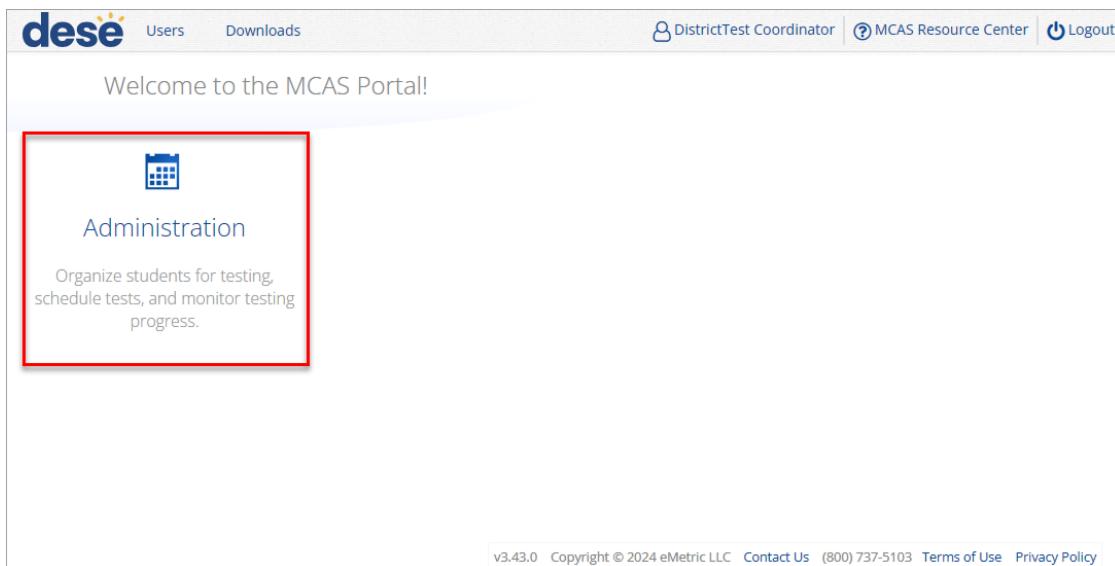
*Created date is in Eastern Standard Time.

1. Schedule a New Test

Test coordinators will be able to schedule tests beginning approximately one week prior to test administration. Classes must be created, and students must be assigned to classes before a school can schedule the test. To schedule a test, follow the steps below:

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

2



3. Select **Test Scheduling** from the top menu bar.



4. On the Test Scheduling page, select the organization from the **Organization** drop-down menu.
5. Select the program from the **Program** drop-down menu (MCAS Grades 3-8 or MCAS High School).
6. Select the subject from the **Subject** drop-down menu.
7. Select a test from the drop-down menu.

Note: If the class is assigned to the Spanish/English edition of the test, be sure to select the Spanish/English edition in the drop-down menu.

A screenshot of the 'Test Scheduling' form. It shows dropdown menus for 'Organization' (Cyber City Sch Supp (Cyber City)), 'Program' (Mathematics), 'Subject' (MCAS Grades 3-8), and 'Test' (Spanish/English Grade 5 Math). The 'Test' dropdown menu is highlighted with a red box.

8. Click the green **Schedule New Test** button.

Displaying scheduled tests for Demo ELA03 in Cyber City Sch Supp

Cyber City Sch Supp (Cyber City) **ELA**

MCAS Grades 3-8

Demo ELA03

Filter by testing status
All

Schedule New Test

There are no tests scheduled that match the selected criteria.

The **Schedule Tests** page will display a list of classes available to schedule as shown in the screenshot below.

Schedule Tests

2 forms selected. Please select class(es) to proceed with scheduling.

Content Area: **ELA** Program: **MCAS Grades 3-8**

Test: **Demo ELA03**

Search for Classes
Cyber City Sch Supp (Cyber City)

Classes: **Select All** **Unselect All** **ELA03-Baker RM 122-0001001-(Grade -03)**

Start Date: **08/20/2025** End Date: **12/31/2025** Time Zone: **Eastern**

Schedule **Cancel**

9. Select one or more classes to schedule or click **Select All** to schedule the test for all classes in the list as shown in the screenshot below. Multiple classes may be assigned to the same test.

10. The start date and end date are not editable and are fixed to the first and last day of the testing window.

11. Click **Schedule** to schedule the test.

Schedule Tests

2 forms selected for scheduling 1 class.

Content Area: ELA Program: MCAS Grades 3-8

Test: Demo ELA03

Search for Classes: Cyber City Sch Supp (Cyber City)

Classes:
 ELA03-Baker RM 122-0001001-(Grade -03)

Start Date: 08/20/2025 End Date: 12/31/2025 Time Zone: Eastern

Note: If any students in the selected class(es) do not have the correct test Registration Code assigned, an error will appear identifying the students and the test will not be scheduled, as shown in the screenshot below. Correct the Registration Code on the Edit page (**Administration > Students > find the student > Edit**) and then reschedule the test.

X

Schedule Tests

X

The following student(s) do not have the test's Registration Code:

- Student, Demo
- Student, Demo
- Student, Demo

2 forms selected for scheduling 1 class.

Content Area: ELA Program: MCAS Grades 3-8

Test: Demo ELA03

Search for Classes

Cyber City Sch Supp (Cyber City)

Classes: Select All Unselect All X

● ELA03-Baker RM 122-0001001-(Grade -03)

Start Date: 08/20/2025 End Date: 12/31/2025 Time Zone: Eastern

Schedule Cancel

2. View Scheduled Test Details

Test administrators are instructed to view their scheduled test on the morning of test day to ensure that their student roster matches the students listed for the scheduled test. To view details for a scheduled test, follow the steps below:

1. On the Test Scheduling page, use the drop-down menus (Organization, Program, Subject, and Test Name) to filter for the scheduled test.

Displaying scheduled tests for Demo ELA03 in Cyber City Sch Supp

Organization: Cyber City Sch Supp (Cyber City)

Program: ELA

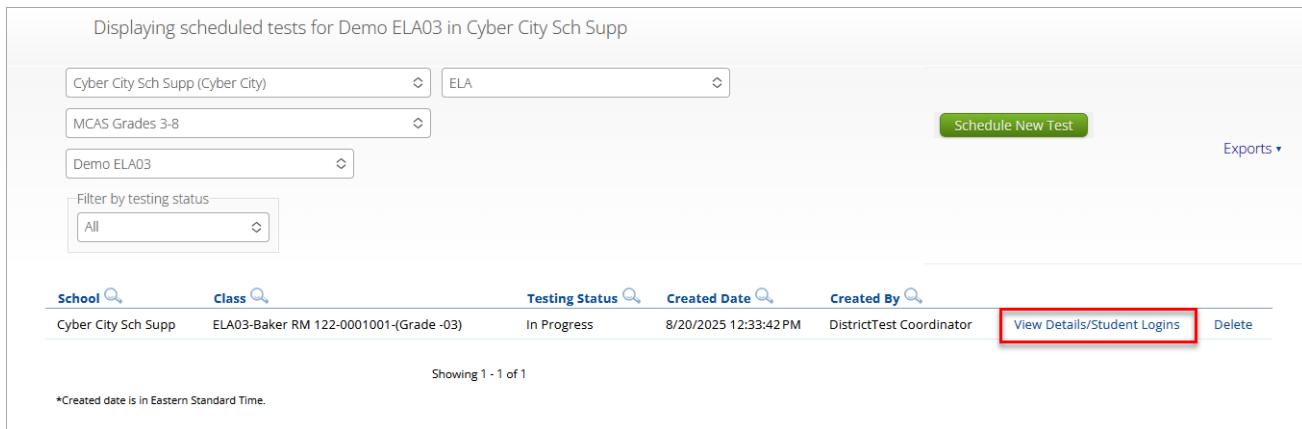
Subject: MCAS Grades 3-8

Test Name: Demo ELA03

Schedule New Test

Filter by testing status: All

2. The scheduled classes for the selected test will be shown.
3. Locate the scheduled class in the scheduled tests table and click **View Details/Student Logins** to view the scheduled test details.



Displaying scheduled tests for Demo ELA03 in Cyber City Sch Supp

Filters: Cyber City Sch Supp (Cyber City) - ELA - MCAS Grades 3-8 - Demo ELA03 - All

Actions: Schedule New Test, Exports

School	Class	Testing Status	Created Date	Created By	
Cyber City Sch Supp	ELA03-Baker RM 122-0001001-(Grade -03)	In Progress	8/20/2025 12:33:42 PM	DistrictTest Coordinator	View Details/Student Logins View Details/Student Logins Delete

Showing 1 - 1 of 1

*Created date is in Eastern Standard Time.

The Scheduled Test Details page displays the following information as shown in the screenshots below:

- Access code(s): Test administrators will provide students with an access code that students will enter while signing in to each test.
- On the **Scheduling Details** tab, the following information will be shown for each student:
 - Student's first and last name
 - Student's username and password
 - Form assigned to the student, including the accommodated forms listed below
 - Human Read Aloud
 - Human Signer
 - Screen Reader/Assistive Technology (SR/AT)
 - ASL
 - Spanish/English
 - Date/Time Created: The date and time when student test login was generated
 - Test report codes (Schools may add test report codes before the end of the testing window as needed. Refer to additional information in Appendix D of the *Principal's Administration Manual*.)
 - Test status (Not Started, In Progress, or Finished)
 - Date and time when the test was started and completed

Scheduled Test

« Back Edit Scheduled Test

District: Cyber City **School :** Cyber City Sch Supp
Administration: Massachusetts Admin **Content Area:** ELA
Class: ELA03-Baker RM 122-0001001-(Grade -03)
Test Name: ELA03 Demo Test
Testing Window: 08/21/2025 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 Name	Access Code
Session Sequence			
1		Session 1	7638746828
2		Session 2	6002555420

Scheduling Details Progress View

Filter by Session Choose a Session Export Logins for Selected Students Add Report Code

Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
Student	Demo	9999910011	MKBTS56Z	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:Not Started Session 2:Not Started		
Student	Demo	9999910010	MFMSARDZ	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:Not Started Session 2:Not Started		
Student	Demo	9999910009	M56NJZG4	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:Not Started Session 2:Not Started		

- New for 2025–26:** On the **Progress View** tab, the following information will be shown for each student:
 - Student's first and last name
 - Form assigned to the student
 - Session Progress: A progress bar showing how many questions the student has answered and how many questions the student has not answered in a session
 - Number of Items Visited in a session
 - Last Viewed: The last question the student viewed in the session
 - Last Activity: A timestamp when the last response was received for the test session
 - Time Spent on the test session
 - Status (Not Started, In Progress, or Finished)

Scheduling Details		Progress View									
		Filter by Session									
		Last Name	First Name	Form Name	Session	Session Progress	Number of Items Visited	Last Viewed	Last Activity	Time Spent	Status
Student	Demo	ELA03 Demo Form 1			Session 1	<div><input checked="" type="radio"/> 3 answered <input type="radio"/> 5 not answered</div> <div><div style="width: 38%;">38%</div></div>	4	Item 4	09/15/2025 11:45:01 AM	7 min	In Progress
					Session 2	<div><input checked="" type="radio"/> 0 answered <input type="radio"/> 4 not answered</div> <div><div style="width: 0%;">0 items answered</div></div>					Not Started
Student	Demo	ELA03 Demo Form 1			Session 1	<div><input checked="" type="radio"/> 7 answered <input type="radio"/> 1 not answered</div> <div><div style="width: 88%;">88%</div></div>	8	Item 8	09/15/2025 11:47:34 AM	1 min	Finished
					Session 2	<div><input checked="" type="radio"/> 2 answered <input type="radio"/> 2 not answered</div> <div><div style="width: 50%;">50%</div></div>	2	Item 2	09/15/2025 11:49:06 AM	1 min	In Progress
Student	Demo	ELA03 Demo Form 1			Session 1	<div><input checked="" type="radio"/> 3 answered <input type="radio"/> 5 not answered</div> <div><div style="width: 38%;">38%</div></div>	3	Item 3	09/15/2025 11:51:27 AM	1 min	In Progress
					Session 2	<div><input checked="" type="radio"/> 0 answered <input type="radio"/> 4 not answered</div> <div><div style="width: 0%;">0 items answered</div></div>					Not Started
Student	Demo	ELA03 Demo Form 3			Session 1	<div><input checked="" type="radio"/> 8 answered <input type="radio"/> 0 not answered</div> <div><div style="width: 100%;">100%</div></div>	8	Item 8	09/15/2025 11:37:08 AM	39 min	Finished
					Session 2	<div><input checked="" type="radio"/> 0 answered <input type="radio"/> 4 not answered</div> <div><div style="width: 0%;">0 items answered</div></div>					Not Started

C. Printing Student Test Logins

Student logins will contain students' usernames and passwords to sign in to the MCAS Student Kiosk. Student logins can be exported in three different ways:

- Student logins can be exported from the Scheduled Test Details page as a PDF or .CSV file for a class.

New for 2025–26: Student logins can be exported in bulk in the two ways listed below.

- Student logins can be exported in bulk on the Test Scheduling page as a PDF or .CSV for a selected school and test (e.g., all grade 5 Math).
- Student logins can be exported in bulk on the Test Scheduling page as a PDF or .CSV for all tests scheduled within a selected subject for the selected school (e.g., all Mathematics tests for the whole school).

1. Exporting Student Logins for a Class

Student logins can be exported as a PDF or .CSV for a class. When printing student logins as a PDF file, the first page of the PDF file is a summary sheet for the test administrator listing the access codes for the test, the students in the scheduled class along with their login information, and accommodations assigned. Test administrators should review this prior to testing to ensure students have the correct accommodations before students log in to the test.

To export student logins as a PDF, follow the steps below:

1. Select the students whose login information will be printed. To select all the students scheduled, select the check box in the top-left corner of the header row as shown in

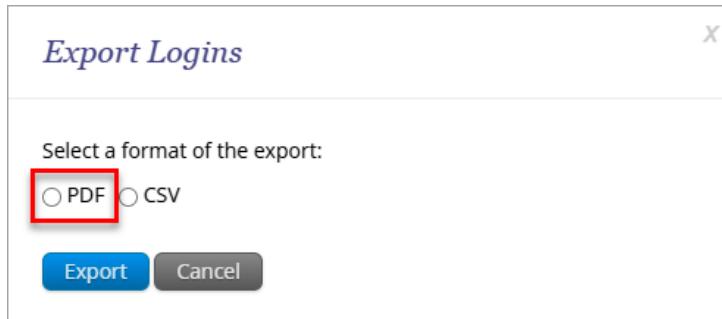
the first red box below. To select individual students, select the check box next to each student's name as shown in the second red box below.

Filter by Session										
	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input checked="" type="checkbox"/>	Student	Demo	9999910011	MKBTS56Z	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:Not Started		Session 2:Not Started
<input checked="" type="checkbox"/>	Student	Demo	9999910010	MFMSARDZ	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:Not Started		Session 2:Not Started
<input checked="" type="checkbox"/>	Student	Demo	9999910009	M56NJZG4	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:Not Started		Session 2:Not Started
<input checked="" type="checkbox"/>	Student	Demo	9999910008	NVXT6XXS	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:Not Started		Session 2:Not Started

2. Click Export Logins.

Filter by Session							
	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code
<input checked="" type="checkbox"/>	Student	Demo	9999910011	MKBTS56Z	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+
<input checked="" type="checkbox"/>	Student	Demo	9999910010	MFMSARDZ	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+
<input checked="" type="checkbox"/>	Student	Demo	9999910009	M56NJZG4	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+

3. A pop-up will be shown with the option to choose PDF or CSV. Select PDF.



4. Select the number of student logins to be printed per page (1, 8, or 27 logins per page), and then click Export.

Export Logins

Select a format of the export:

PDF CSV

Select the number of logins to be printed:

1 login per page ▾

Export Cancel

5. The student logins are exported to a PDF file. The first page of the PDF file is a summary sheet for the test administrator listing the access codes for the test, the students in the scheduled class along with their login information, and accommodations assigned.

Class Name: ELA03-Baker RM 122-0001001-(Grade -03)
 Test Name: ELA03 Demo Test
 Testing Window: 8/21/2025 to 12/31/2025

Session Sequence	Session Name	Access Code
1	Session 1	7638746828
2	Session 2	6002555420

Student Name	Date of Birth	Username	Password	Accommodations
Student, Demo	12/22/2015	9999910011	MKBTS56Z	
Student, Demo	12/21/2015	9999910010	MFMSARDZ	ELA03- (Text to Speech Special,Speech to Text Special,Spell Checker,Word Prediction Special,Mouse Pointer)
Student, Demo	12/20/2015	9999910009	M56NJZG4	
Student, Demo	12/19/2015	9999910008	NVXT6XXS	

Following the cover sheet will be the student logins. Each label displays the student's name, date of birth, test name, username, and password.

Student, Demo
DOB:12/22/2015
ELA03 Demo Test

Username: 9999910011
Password: MKBTS56Z

To export student logins as a .CSV, follow the steps below:

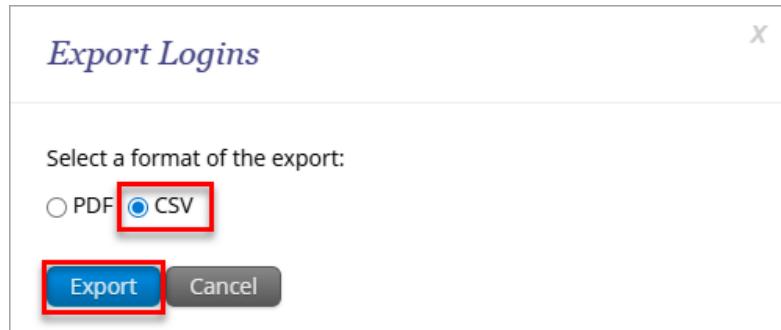
1. Select the students whose login information will be printed. To select all the students scheduled, select the check box in the top-left corner of the header row as shown in the first red box below. To select individual students, select the check box next to each student's name as shown in the second red box below.

Filter by Session									
<input type="button" value="Choose a Session"/> <input type="button" value="Export Logins for Selected Students (11)"/> <input type="button" value="Add Report Code (11)"/>									
<input checked="" type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started Date/Time Completed
<input checked="" type="checkbox"/>	Student	Demo	9999910011	MKBTS56Z	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:Not Started Session 2:Not Started	
<input checked="" type="checkbox"/>	Student	Demo	9999910010	MFMSARDZ	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:Not Started Session 2:Not Started	
<input checked="" type="checkbox"/>	Student	Demo	9999910009	M56NJZG4	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:Not Started Session 2:Not Started	
<input checked="" type="checkbox"/>	Student	Demo	9999910008	NVXT6XXS	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:Not Started Session 2:Not Started	

2. Click **Export Logins**.

Filter by Session							
<input type="button" value="Choose a Session"/> <input type="button" value="Export Logins for Selected Students (11)"/> <input type="button" value="Add Report Code (11)"/>							
<input checked="" type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code
<input checked="" type="checkbox"/>	Student	Demo	9999910011	MKBTS56Z	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+
<input checked="" type="checkbox"/>	Student	Demo	9999910010	MFMSARDZ	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+
<input checked="" type="checkbox"/>	Student	Demo	9999910009	M56NJZG4	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+

3. A pop-up will appear with the option to choose PDF or CSV; select **CSV**. Click **Export**.



4. A .CSV file listing each student's demographics, login information, test name, and accommodations will be downloaded.

	A	B	C	D	E	F	G	H
1	Listing Test Logins for ELA03-Baker RM 122-0001001-(Grade -03)							
2	Access code for Session 1: 7638746828							
3	Access code for Session 2: 6002555420							
4	Last Name	First Name	Middle Ini	DOB	Username	Password	Test Name	Accommodations
5	Student	Demo		12/22/2015	9999910011	MKBTS56Z	ELA03 Demo Test	
6	Student	Demo		12/21/2015	9999910010	MFMSARDZ	ELA03 Demo Test	ELA03-(Text to Speech Special,Speech to Text Special,Spell Checker,Word
7	Student	Demo		12/20/2015	9999910009	M56NJZG4	ELA03 Demo Test	
8	Student	Demo		12/19/2015	9999910008	NVXT6XXS	ELA03 Demo Test	
9	Student	Demo		12/18/2015	9999910007	C3X7RER2	ELA03 Demo Test	
10	Student	Demo		12/17/2015	9999910006	VY7EZEWN	ELA03 Demo Test	ELA03-(Text to Speech Special,Spell Checker,Mouse Pointer)

Note: If students were added to the class after the test was scheduled or if any of the following accommodations were changed (Assistive Technology, ASL, Human Read Aloud, Human Signer, or Screen Reader) for a student in the class after the test was scheduled, the **Add or Update Students** button will appear at the top of the Scheduled Test Details page. Click the **Add or Update Students** button to update the scheduled test with the new or updated students. Once completed, student logins will need to be exported again to reflect the changes for the added/updated students.

Scheduled Test

« Back [Edit Scheduled Test](#)

District: Cyber City **School:** Cyber City Sch 001
Administration: Massachusetts Admin **Content Area:** Science
Class: Smith RM201 PHYFEB 001
Test Name: Feb 2025 Physics
Testing Window: 12/23/2024 to 01/17/2025

Test is in progress. It ends on **01/17/2025**. Students may log in and take the test using their username and password shown below.

Add or Update Students

Students have been added to the test or received updated forms or accommodations. You must click the "Add or Update Students" button to generate new logins for these students.

Add or Update Students

[Export Logins for Selected Students](#) [Unlock](#)

If any of the students being added do not have the correct test Registration Code assigned, an error will appear identifying the students and they will not be added to the scheduled test, as shown in the screenshot below. Correct the Registration Code on the Edit page (**Administration > Students > find the student > Edit**) and then reschedule the test.

The screenshot shows a 'Scheduled Test' page with the following details:

District:	Cyber City	School :	Cyber City Sch 001
Administration:	Massachusetts Admin	Content Area:	Science
Class:	Smith RM201 PHYFEB 001		
Test Name:	Feb 2025 Physics		
Testing Window:	12/23/2024 to 01/17/2025		

A red error box contains the message: "The following student(s) do not have the test's Registration Code: • Student, Demo".

Below the table, a green box contains the message: "Test is in progress. It ends on 01/17/2025. Students may log in and take the test using their username and password shown below."

2. Exporting Student Logins in Bulk for a Scheduled Test

Exporting student logins in bulk for a scheduled test allows test coordinators to export and print all student logins for a selected test at a school at one time (e.g., export logins for all scheduled grade 5 Math tests). Test coordinators can export student logins in bulk as a PDF or .CSV.

To export student logins in bulk as a PDF for a scheduled test, follow the steps below:

1. On the Test Scheduling page, select the organization from the **Organization** drop-down menu.
2. Select the program from the **Program** drop-down menu (MCAS Grades 3-8 or MCAS High School).
3. Select the subject from the **Subject** drop-down menu.
4. Select a test from the **Test** drop-down menu.

Note: If you need to export student logins in bulk for students taking the Spanish/English edition, you will need to export and print them separately (e.g., the drop-down will show Grade 3 Math and Spanish/English Grade 3 Math).

5. Then select **Exports** to expand the exports menu.

Displaying scheduled tests for ELA03 Demo Test in Cyber City Sch Supp

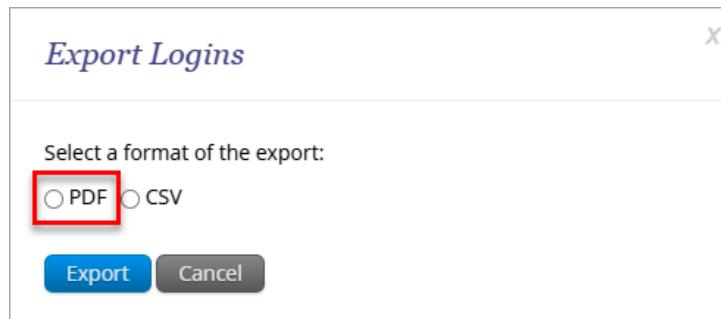
Exports ▾

- Export Logins
- Export Logins for All Tests
- Export Test Status
- Export Test Status for All Tests
- Export Students Not Scheduled

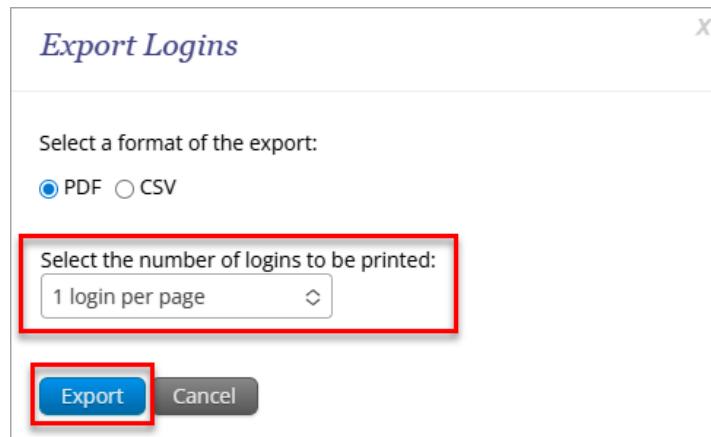
6. Select Export Logins.



7. A pop-up will be shown with the option of choosing PDF or CSV. Select **PDF**.



8. Select the number of student logins to be printed per page (1, 8, or 27 logins per page), and then click **Export**.

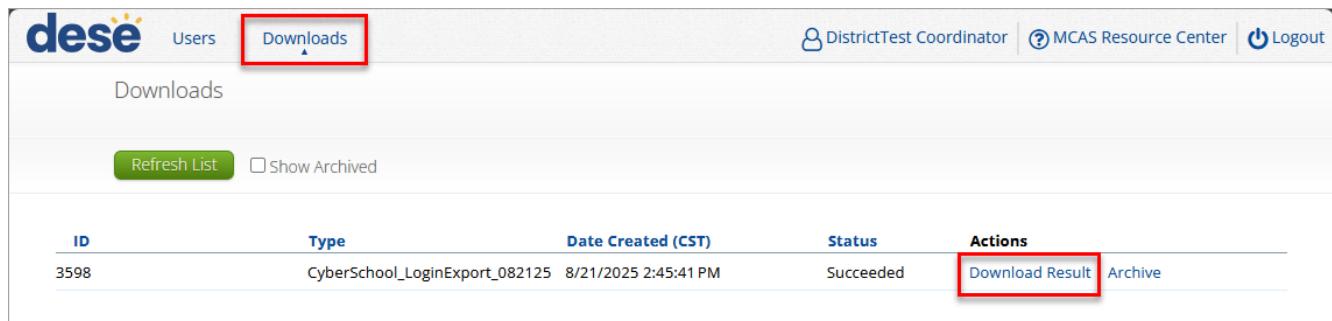


9. A pop-up message will appear to notify the user that the results are available in Downloads and will contain a clickable link to access Downloads.

**A logins export was created with download ID 3598.
Results will be available in [Downloads](#).**

When exporting logins in PDF format, all student logins will be included in a single file, with a summary page break separating each class. The logins will be organized alphanumerically by class name, and then alphabetically by student last name.

To download the login export, navigate to the **Downloads** section from the MCAS Portal homepage to access the file.



The screenshot shows the MCAS Portal's Downloads section. At the top, there are navigation links for 'Users', 'Downloads' (which is highlighted with a red box), 'DistrictTest Coordinator', 'MCAS Resource Center', and 'Logout'. Below the navigation, the word 'Downloads' is centered. There are two buttons: 'Refresh List' and 'Show Archived'. A table lists the export details:

ID	Type	Date Created (CST)	Status	Actions
3598	CyberSchool_LoginExport_082125	8/21/2025 2:45:41 PM	Succeeded	Download Result (button with a red box) Archive

To export student logins in bulk as a .CSV for a scheduled test, follow the steps below:

1. On the Test Scheduling page, select the organization from the **Organization** drop-down menu.
2. Select the program from the **Program** drop-down menu (MCAS Grades 3-8 or MCAS High School).
3. Select the subject from the **Subject** drop-down menu.
4. Select a test from the **Test** drop-down menu.

Note: If you need to export student logins in bulk for students taking the Spanish/English edition, you will need to export and print them separately (e.g., the drop-down will show Grade 3 Math and Spanish/English Grade 3 Math).

5. Then select **Exports** to expand the exports menu.

The screenshot shows the MCAS Test Scheduling interface. At the top, there are navigation links: Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Scheduling, Materials Management, Student Registration, and Dashboard. Below the navigation is a user menu with links for DistrictTest Coordinator, MCAS Resource Center, and Logout. The main content area displays a message: "Displaying scheduled tests for ELA03 Demo Test in Cyber City Sch Supp". Below this, there are three dropdown filters: "Cyber City Sch Supp (Cyber City)", "ELA", and "MCAS Grades 3-8". A red box highlights these filters. To the right of the filters is a green "Schedule New Test" button. Further right is an "Exports" dropdown menu with options: Export Logins, Export Logins for All Tests, Export Test Status, Export Test Status for All Tests, and Export Students Not Scheduled. A red box highlights the "Exports" button. Below the filters is a "Filter by testing status" dropdown set to "All". At the bottom of the page, there is a table with columns: School, Class, Testing Status, Created Date, and Created By. The table shows one row: "Cyber City Sch Supp" and "ELA03-Baker RM 122-0001001-(Grade -03)" with status "In Progress", created on "8/21/2025 3:15:13 PM" by "DistrictTest Coordinator". There are buttons for "View Details/Student Logins" and "Delete".

6. Select Export Logins.

The screenshot shows a sub-menu titled "Exports" with the "Export Logins" option highlighted by a red box. Other options in the menu are: Export Logins for All Tests, Export Test Status, Export Test Status for All Tests, and Export Students Not Scheduled.

7. A pop-up will appear with the option to choose PDF or CSV; select **CSV**. Click **Export**.

The screenshot shows a "Export Logins" dialog box. It asks "Select a format of the export:" and provides two options: "PDF" and "CSV", with "CSV" selected. Below the options are "Export" and "Cancel" buttons, with "Export" highlighted by a red box.

8. A pop-up message will appear to notify the user that the results are available in Downloads and will contain a clickable link to access Downloads.

The screenshot shows a message box with the text: "A logins export was created with download ID 3598. Results will be available in [Downloads](#)".

When exporting in CSV format, all session logins will also be combined into one file, with the class name inserted between each class to indicate the separation.

To download the export, navigate to the Downloads section from the MCAS Portal homepage to access the file.

desē

Users Downloads

DistrictTest Coordinator | MCAS Resource Center | Logout

Downloads

Refresh List Show Archived

ID	Type	Date Created (CST)	Status	Actions
3598	CyberSchool_LoginExport_082125	8/21/2025 2:45:41 PM	Succeeded	Download Result Archive

3. Exporting Student Logins in Bulk for All Tests within a Subject

Exporting student logins in bulk for all tests within a subject allows test coordinators to export and print all student logins for all tests scheduled at the school for a selected subject (e.g., all scheduled Math tests in the school). Test coordinators can export student logins in bulk as a PDF or .CSV.

To export student logins for all tests within a subject as a PDF, follow the steps below:

1. On the Test Scheduling page, select the organization from the **Organization** drop-down menu.
2. Select the program from the **Program** drop-down menu (MCAS Grades 3-8 or MCAS High School).

Note: If you need to export student logins in bulk for students in grades 3-8 and high school, you will need to export and print these separately.

3. Select the subject from the **Subject** drop-down menu.
4. Select **Exports** to expand the exports menu.

desē

Home Site Readiness Students Enrollment Transfer Classes Test Scheduling Materials Management Student Registration Dashboard

DistrictTest Coordinator | MCAS Resource Center | Logout

Displaying scheduled tests in Cyber City Sch Supp

Cyber City Sch Supp (Cyber City) ELA

MCAS Grades 3-8

Select a test (required)

Filter by testing status: All

Schedule New Test

Exports

Export Logins
Export Logins for All Tests
Export Test Status
Export Test Status for All Tests
Export Students Not Scheduled

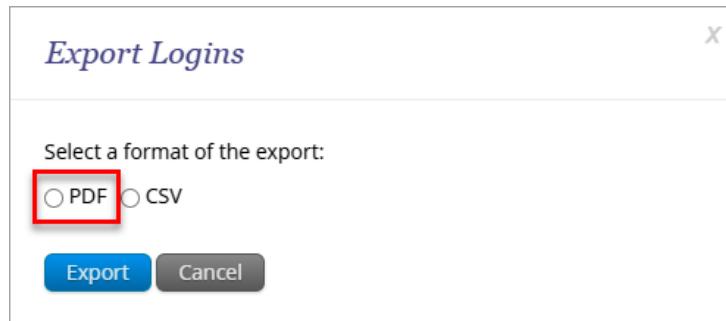
There are no tests scheduled that match the selected criteria.

5. Select Export Logins for All Tests.

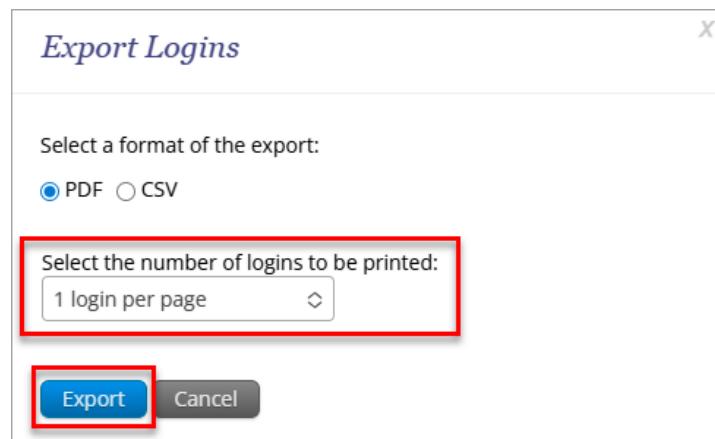
Exports

Export Logins
Export Logins for All Tests
Export Test Status
Export Test Status for All Tests
Export Students Not Scheduled

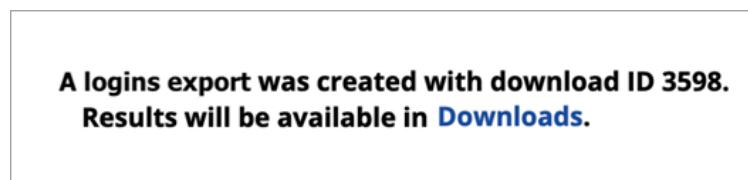
6. A pop-up will be shown with the option to choose PDF or CSV. Select **PDF**.



7. Select the number of student logins to be printed per page (1, 8, or 27 logins per page), and then click **Export**.

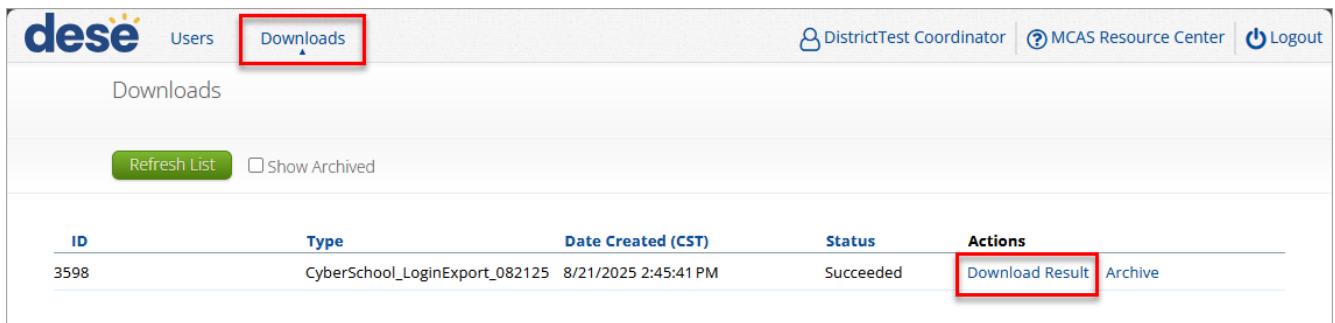


8. A pop-up message will appear to notify the user that the results are available in Downloads and will contain a clickable link to access Downloads.



The logins in the export file will be sorted first by test name, then class name, and within each class by student last name in alphanumeric order. When exporting logins in PDF format, all student logins will be included in a single file, with a summary page break separating each class.

To download the login export, navigate to the **Downloads** section from the MCAS Portal homepage to access the file.



The screenshot shows the Dese Downloads page. At the top, there are navigation links for 'Users', 'Downloads' (which is highlighted with a red box), 'DistrictTest Coordinator', 'MCAS Resource Center', and 'Logout'. Below the header, the page title is 'Downloads'. There are buttons for 'Refresh List' and 'Show Archived'. A table lists a single export task:

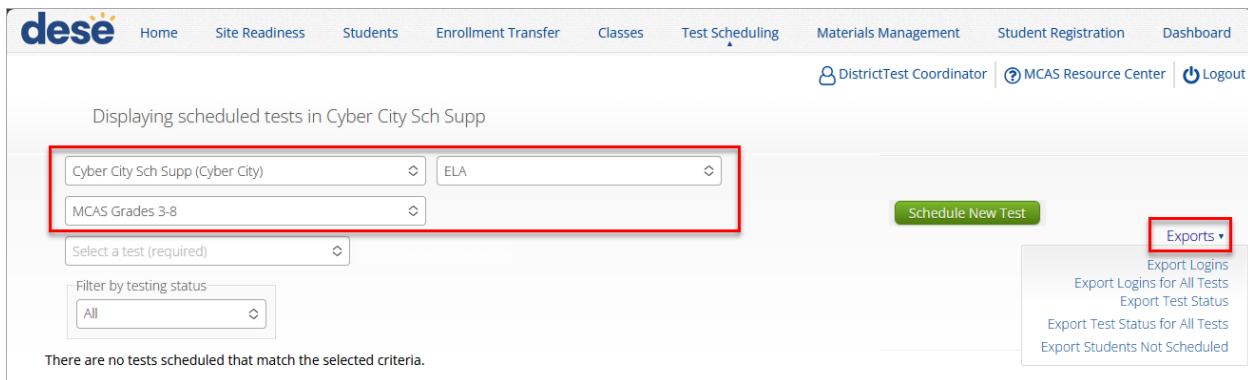
ID	Type	Date Created (CST)	Status	Actions
3598	CyberSchool_LoginExport_082125	8/21/2025 2:45:41 PM	Succeeded	Download Result (highlighted with a red box) Archive

To export student logins in bulk as a .CSV for a scheduled test, follow the steps below:

1. On the Test Scheduling page, select the organization from the **Organization** drop-down menu.
2. Select the program from the **Program** drop-down menu (MCAS Grades 3-8 or MCAS High School).

Note: If you need to export student logins in bulk for students in grades 3-8 and high school, you will need to export and print these separately.

3. Select the subject from the **Subject** drop-down menu.
4. Select **Exports** to expand the exports menu.



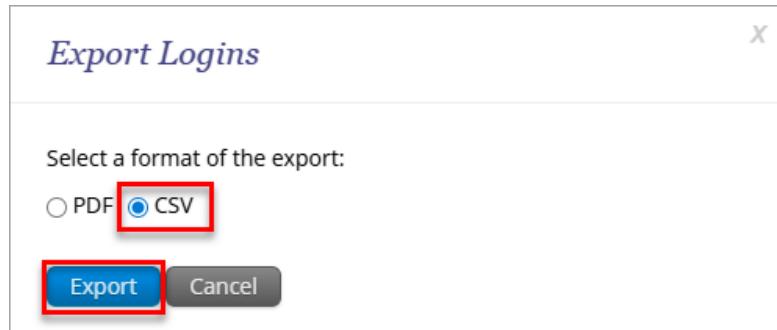
The screenshot shows the Test Scheduling page. The top navigation bar includes 'Home', 'Site Readiness', 'Students', 'Enrollment Transfer', 'Classes', 'Test Scheduling' (highlighted with a red box), 'Materials Management', 'Student Registration', and 'Dashboard'. The right side of the header has links for 'DistrictTest Coordinator', 'MCAS Resource Center', and 'Logout'. The main content area displays 'Displaying scheduled tests in Cyber City Sch Supp'. It shows a form with dropdown menus for 'Cyber City Sch Supp (Cyber City)' and 'ELA', and a dropdown for 'MCAS Grades 3-8'. Below the form are buttons for 'Schedule New Test' and 'Exports'. A dropdown menu for 'Exports' is open, showing options: 'Export Logins' (highlighted with a red box), 'Export Logins for All Tests', 'Export Test Status', 'Export Test Status for All Tests', and 'Export Students Not Scheduled'.

5. Select Export Logins for All Tests.

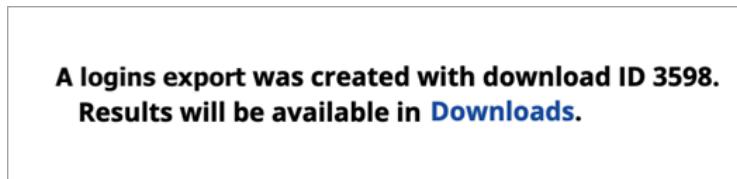


The screenshot shows a pop-up menu titled 'Exports'. It contains the following options: 'Export Logins' (highlighted with a red box), 'Export Logins for All Tests' (highlighted with a red box), 'Export Test Status', 'Export Test Status for All Tests', and 'Export Students Not Scheduled'.

6. A pop-up will appear with the option to choose PDF or CSV; select **CSV**. Click **Export**.



7. A pop-up message will appear to notify the user that the results are available in Downloads and will contain a clickable link to access Downloads.



The logins in the export file will be sorted first by test name, then class name, and within class by student last name in alphanumeric order. When exporting in .CSV format, all student logins will also be combined into one file, with the class name inserted between each class to indicate the separation.

To download the export, navigate to the **Downloads** section from the MCAS Portal homepage to access the file.

A screenshot of the MCAS Portal homepage showing the "Downloads" section. The "Downloads" button is highlighted with a red box. The page displays a table of download results. The first row in the table is highlighted with a red box around the "Actions" column, specifically around the "Download Result" link.

D. Monitoring Student Progress

Test administrators can view students' progress within their tests on the scheduled test details page. Follow the steps below to view student progress for a selected test.

1. On the Test Scheduling page, select the organization from the **Organization** drop-down menu.
2. Select the program from the **Program** drop-down menu (MCAS Grades 3-8 or MCAS High School).
3. Select the subject from the **Subject** drop-down menu.
4. Select a test from the **Test** drop-down menu.

5. Select **View Details/Student Logins** for the class you want to view test progress metrics.

6. On the Scheduled Test Details page, select **Progress View**.

The students' progress for each session in the test will be displayed. The data in the progress view refreshes every 60 seconds.

- (a) Under Session Progress a progress bar showing the number of questions answered and the number of questions not answered for each student is shown.
- (b) Number of items visited in a session is displayed.
- (c) In the Last Viewed column, test administrators can view the last question the student viewed.
- (d) The Last Activity column displays the date and time when the last response was received for the test session.
- (e) The Time Spent column displays the amount of time the student has spent in their test session.
- (f) The Status column displays the students' test status (Not Started, In Progress, or Finished).

Scheduling Details		Progress View							
Filter by Session		Choose a Session							
Last Name	First Name	Form Name	Session	Session Progress	Number of Items Visited	Last Viewed	Last Activity	Time Spent	Status
Student	Demo	ELA03 Demo Form 1	Session 1	<div><div style="width: 38%;">3 answered</div><div style="width: 62%;">5 not answered</div></div> 3/8 items answered	4	Item 4	09/15/2025 11:45:01 AM	7 min	In Progress
			Session 2	<div><div style="width: 0%;">0 answered</div><div style="width: 100%;">4 not answered</div></div> 0 items answered					Not Started
Student	Demo	ELA03 Demo Form 1	Session 1	<div><div style="width: 88%;">7 answered</div><div style="width: 12%;">1 not answered</div></div> 7/8 items answered	8	Item 8	09/15/2025 11:47:34 AM	1 min	Finished
			Session 2	<div><div style="width: 50%;">2 answered</div><div style="width: 50%;">2 not answered</div></div> 2/4 items answered	2	Item 2	09/15/2025 11:49:06 AM	1 min	In Progress
Student	Demo	ELA03 Demo Form 1	Session 1	<div><div style="width: 38%;">3 answered</div><div style="width: 62%;">5 not answered</div></div> 3/8 items answered	3	Item 3	09/15/2025 11:51:27 AM	1 min	In Progress
			Session 2	<div><div style="width: 0%;">0 answered</div><div style="width: 100%;">4 not answered</div></div> 0 items answered					Not Started
Student	Demo	ELA03 Demo Form 3	Session 1	<div><div style="width: 100%;">8 answered</div><div style="width: 0%;">0 not answered</div></div> 8/8 items answered	8	Item 8	09/15/2025 11:37:08 AM	39 min	Finished
			Session 2	<div><div style="width: 0%;">0 answered</div><div style="width: 100%;">4 not answered</div></div> 0 items answered					Not Started

E. Add Report Codes

Test report codes and session report codes can be added to a test or a test session for a student for the following reasons:

- **Medical absence:** School and district test coordinators may select this test report code for students if they did not participate in MCAS testing for medical

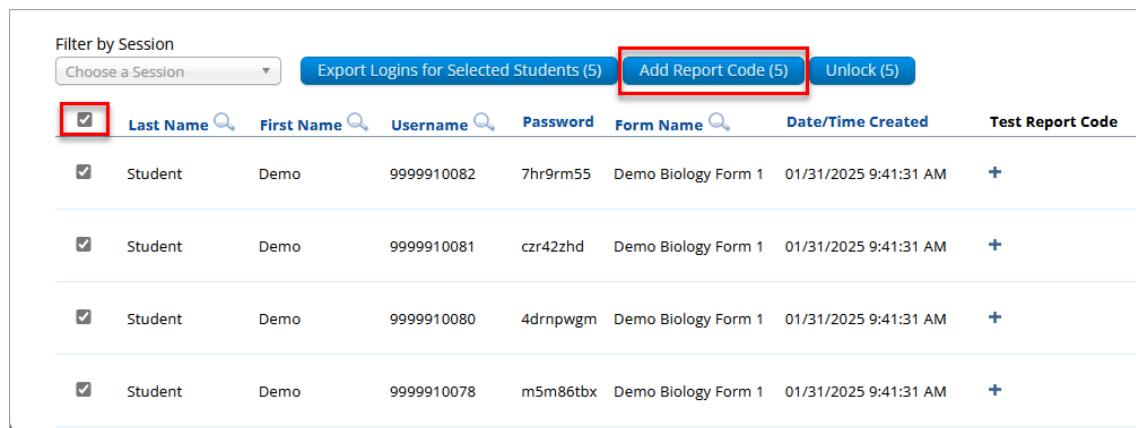
reasons and have medical documentation, even if they were physically present in school on MCAS testing days.

- **Technical issue:** School and district test coordinators may select this test report code if a student is unable to complete testing due to technology issues. Schools should consult with DESE before using this code.
- **Void (wrong accommodation):** School and district test coordinators should select this test report code if a student test needs to be voided due to starting the test with incorrect accommodations (only needed for ASL, screen reader, assistive technology, Spanish/English, human reader, or human signer). Once a student's test is voided due to using the wrong accommodation, school and district test coordinators will be able to schedule a new test in the MCAS Portal.
- **Void (other):** School and district test coordinators may select this test report code if a student test needs to be voided for other reasons. Please contact DESE before using this code.

Test report codes will be applied to the student's entire test; session report codes may be added to an individual test session.

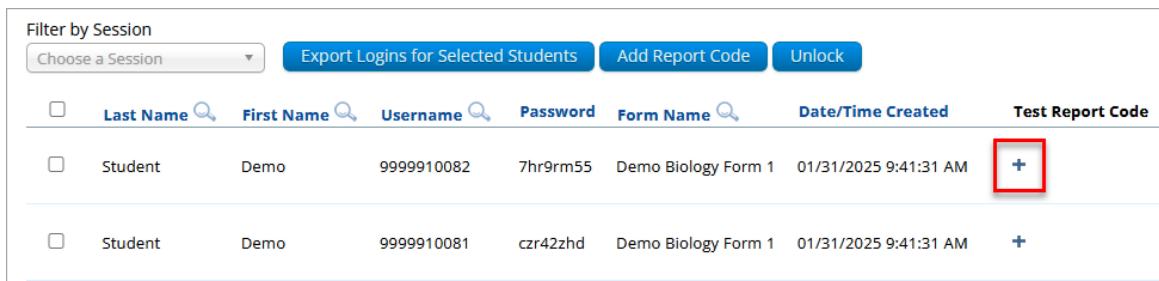
1. Adding Test Report Codes

Test report codes can be added to a test in bulk for multiple students at once, or individually for a single student. To add bulk test report codes, on the **Scheduled Test Details** page, select the students in the student table on the **Scheduling Details** tab and select the **Add Report Code** button at the top of the table.



Filter by Session							
Choose a Session		Export Logins for Selected Students (5)		Add Report Code (5)		Unlock (5)	
<input checked="" type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code
<input checked="" type="checkbox"/>	Student	Demo	9999910082	7hr9rm55	Demo Biology Form 1	01/31/2025 9:41:31 AM	+
<input checked="" type="checkbox"/>	Student	Demo	9999910081	cjr42zhd	Demo Biology Form 1	01/31/2025 9:41:31 AM	+
<input checked="" type="checkbox"/>	Student	Demo	9999910080	4drnpwgm	Demo Biology Form 1	01/31/2025 9:41:31 AM	+
<input checked="" type="checkbox"/>	Student	Demo	9999910078	m5m86ttx	Demo Biology Form 1	01/31/2025 9:41:31 AM	+

To add a test report code for an individual student, locate the student in the list and click the [+](#) under the Test Report Code column.



Filter by Session							
Choose a Session		Export Logins for Selected Students		Add Report Code		Unlock	
<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code
<input type="checkbox"/>	Student	Demo	9999910082	7hr9rm55	Demo Biology Form 1	01/31/2025 9:41:31 AM	+
<input type="checkbox"/>	Student	Demo	9999910081	cjr42zhd	Demo Biology Form 1	01/31/2025 9:41:31 AM	+

Select a test report code from the list and then select **Save**.

Displaying codes for Demo Student in Demo Biology Test

Test Report Codes (Clear)

- Medical absence
- Technical issue
- Void (wrong accommodation)
- Void (other)

Save

Cancel

You will receive a message that your changes were saved. Select **Close** and the abbreviated code, listed below, will be reflected in the Test Report Code column.

- Medical absence = MED
- Technical Issue = TEC
- Void (wrong accommodation) = VWA
- Void (other) = VO

Displaying codes for Demo Student in Demo Biology Test

Test Report Codes (Clear)

- Medical absence
- Technical issue
- Void (wrong accommodation)
- Void (other)

Save

Close

Report Codes have been updated successfully.

Filter by Session

Choose a Session

Export Logins for Selected Students

Add Report Code

Unlock



Last Name 

First Name 

Username 

Password

Form Name 

Date/Time Created

Test Report Code



Student

Demo

9999910082

7hr9rm55

Demo Biology Form 1

01/31/2025 9:41:31 AM

VWA

2. Adding Session Report Codes

Session report codes may be applied to a student's individual test session (session 1 or session 2). To add a session report code to a student's test session, locate the student in the student table on the **Scheduling Details** tab, and select the link **Session Report Codes** for the session you are adding a session report code to.

Filter by Session Choose a Session <input type="button" value="▼"/> Export Logins for Selected Students <input type="button" value="Add Report Code"/> <input type="button" value="Unlock"/>										
	Last Name <input type="text"/>	First Name <input type="text"/>	Username <input type="text"/>	Password <input type="text"/>	Form Name <input type="text"/>	Date/Time Created <input type="text"/>	Test Report Code <input type="text"/>	Status <input type="text"/>	Date/Time Started <input type="text"/>	Date/Time Completed <input type="text"/>
<input type="checkbox"/>	Student	Demo	9999910082	7hr9rm55	Demo Biology Form 1	01/31/2025 9:41:31 AM	<input type="button" value="+"/>	Session 1:In Progress	1/31/2025 9:47:00 AM	<input type="button" value="Session Report Codes"/>

Select a session report code from the list and then select **Save**.

Displaying codes for Demo Student's Session 1 in Demo Biology Test

Test Session Report Codes (Clear)

Medical absence
 Technical issue
 Void (wrong accommodation)
 Void (other)

You will receive a message that your changes were saved, select **Close**.

Displaying codes for Demo Student's Session 1 in Demo Biology Test

Test Session Report Codes (Clear)

Medical absence
 Technical issue
 Void (wrong accommodation)
 Void (other)

Report Codes have been updated successfully.

When you select the link **Session Report Codes** for the session you just added the report code to, the session report code will be selected.

Displaying codes for Demo Student's Session 1 in Demo Biology Test

Test Session Report Codes [\(Clear\)](#)

Medical absence
 Technical issue
 Void (wrong accommodation)
 Void (other)

Save **Close**

To clear a report code for a test or session select **Clear**.

Displaying codes for Demo Student's Session 1 in Demo Biology Test

Test Session Report Codes [\(Clear\)](#)

Medical absence
 Technical issue
 Void (wrong accommodation)
 Void (other)

Save **Close**

F. Reactivate Tests

If a student accidentally submits their test prior to finishing, district test coordinators are able to reactivate the test to allow the student to sign back on. **Only** users with the district test coordinator role have this ability in the MCAS Portal. Schools should contact their district test coordinator who can reactivate the test with the following steps.

1. On the Test Scheduling page, use the drop-down menus (Organization, Program, Subject, and Test Name) to filter for the scheduled test.

Displaying scheduled tests for Demo Biology Test in Cyber Valley Sch4-004

Schedule New Test

Cyber Valley Sch4-004 (Cyber Valley)	Science
MCAS High School	Demo Biology Test

Filter by testing status
All

2. The scheduled classes for the selected test will be shown.
3. Locate the scheduled class in the scheduled tests table and click **View Details/Student Logins** to view the scheduled test details.

Displaying scheduled tests for Demo Biology Test in Cyber Valley Sch4-004

Schedule New Test Exports ▾

Filter by testing status: All

School	Class	Testing Status	Created Date	Created By	
Cyber Valley Sch4-004	Biology_Demo TA_RM 202_CVSchool004-(Grade -09)	In Progress	1/31/2025 9:41:31 AM	Demo DTC	View Details/Student Logins

Showing 1 - 1 of 1

On the **Scheduling Details** tab of the **Scheduled Test Details** page the testing status is displayed for each student's session. Scroll down to find the student whose test requires reactivation. District test coordinators can reactivate a student's test by clicking on the **Reactivate** link in the Status column of the student table. A test can only be reactivated if it is in a **Finished** status. Once reactivated, the student will be able to sign back in to their test.

Filter by Session: Choose a Session Export Logins for Selected Students Add Report Code Unlock

	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	Student	Demo	9999910011	MKBTS56Z	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:Finished (Reactivate)	9/15/2025 10:09:10 AM	9/15/2025 4:04:39 PM
<input type="checkbox"/>	Student	Demo	9999910010	MFMSARDZ	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 2:Finished (Reactivate)	9/15/2025 4:05:14 PM	9/15/2025 4:05:55 PM
<input type="checkbox"/>								Session 1:In Progress	9/15/2025 10:11:21 AM	
								Session 2:Not Started		

When a student's test is reactivated, their test status will display in the MCAS Portal as **In Progress**, but their previously listed End Time will remain the same until they have completed the test after it was reactivated, as shown in the screenshot below.

Filter by Session: Choose a Session Export Logins for Selected Students Add Report Code Unlock

	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	Student	Demo	9999910011	MKBTS56Z	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:In Progress	9/15/2025 10:09:10 AM	9/15/2025 4:04:39 PM
<input type="checkbox"/>	Student	Demo	9999910010	MFMSARDZ	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 2:Finished (Reactivate)	9/15/2025 4:05:14 PM	9/15/2025 4:05:55 PM

G. Reports Available on the Test Scheduling Page

1. Export Test Status

The **Export Test Status** report is available to district test coordinators and school test coordinators as a .CSV file listing every student and their completion status per session of the selected school and test. The report will only appear at the school level; if a district is selected on the Test Scheduling page, the report will not appear. Schools may want to use this report to assess how many students are still in Not Started or In Progress status for a particular test.

To download a file with the test status of all students in the selected school, on the Test Scheduling page, select the organization, program, subject, and test name in the drop-down menus. Then, select **Exports** then **Export Test Status**.

Displaying scheduled tests for ELA03 Demo Test in Cyber City Sch DLV1

Cyber City Sch DLV1 (Cyber City) ELA
MCAS Grades 3-8
ELA03 Demo Test
Filter by testing status All

Schedule New Test

Exports ▾
Export Logins
Export Logins for All Tests
Export Test Status
Export Test Status for All Tests
Export Students Not Scheduled

There are no tests scheduled that match the selected criteria.

A .CSV file will be downloaded.

A	B	C	D	E	F	G	H	I	J	K	L	M
1	Last Name	First Name	SSID	Grade Level	Test Name	Class Name	School	Session Name	DateTimeStartedTestSession	DateTimeEndedTestSession	Test Report Code	StudentTestStatus
2	Annieqam	James	2222345685 05	ELA	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 1	1/14/2025 15:06	1/14/2025 15:11	Finished	
3	Annieqam	James	2222345685 05	ELA	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 2			Not Started	
4	Buchannon	Artqa	2222345694 05	ELA	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 2			Not Started	
5	Buchannon	Artqa	2222345694 05	ELA	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 1	1/14/2025 15:05		In Progress	
6	Dennis	Hiediqa	2222345689 05	ELA	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 2			Not Started	
7	Dennis	Hiediqa	2222345689 05	ELA	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 1			Not Started	

2. Export Test Status for All Tests

The **Export Test Status for All Tests** report is available to district test coordinators and school test coordinators as a .CSV file listing every student and their completion status per session for all tests of the selected district/school, program, and content area. Schools and districts may want to use this report to view how many students are still in Not Started or In Progress status across the school or district.

On the Test Scheduling page, use the drop-down menus (Organization, Program, and Subject) to filter for the scheduled tests. Select **Exports** then **Export Test Status for All Tests** to download the file.

Displaying scheduled tests in Cyber City Sch DLV1

Cyber City Sch DLV1 (Cyber City) Mathematics
MCAS Grades 3-8
Select a test (required)
Filter by testing status All

Schedule New Test

Exports ▾
Export Logins
Export Logins for All Tests
Export Test Status
Export Test Status for All Tests
Export Students Not Scheduled

There are no tests scheduled that match the selected criteria.

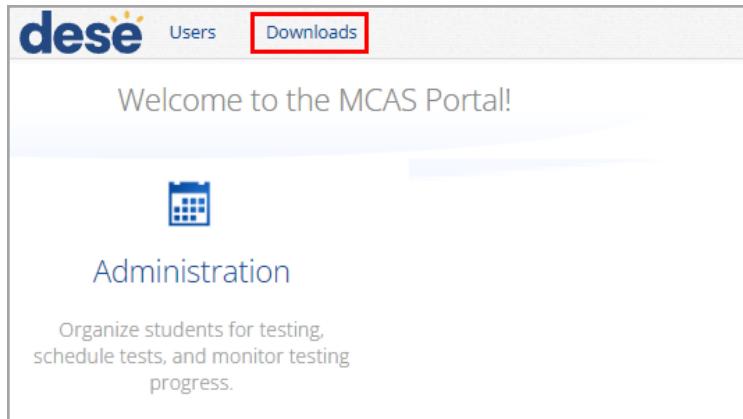
A pop-up message will appear indicating the downloaded file will be available in the **Downloads** section of the MCAS Portal.

Test Scheduling Materials Management Student Registration

A test status export was created with download ID 382. Results will be available in the [Downloads](#).

Once the file has completed processing, the user will receive an email indicating that the file is available to download. Most files are processed within five minutes while larger exports could take up to 10 minutes.

To download the export, navigate to the **Downloads** section from the MCAS Portal homepage to access the file.



A table will appear with the files available to download. Click on **Download Result** to download the Export Test Status for All Tests file.

Downloads				
		Refresh List	<input type="checkbox"/> Show Archived	
ID	Type	Date Created (CST)	Status	Actions
382	Export Test Status for All Tests	8/26/2025 3:33:29 PM	Succeeded	Download Result Archive

A .CSV file will be downloaded.

A	B	C	D	E	F	G	H	I	J	K	L	M
Last Name	First Name	SSID	Grade Level	Test Name	Class Name	Program Name	District Name	School	District Code	School Code	Session Name	DateTimeStartedTestSession
1	ELAmathSci	Five	8888808005 05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	00881888	I888-001	Session 1	1/14/2025 15:06
2	ELAmathSci	Five	8888837055 05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	00881888	I888-001	Session 1	1/14/2025 15:06
3	ELAmathSci	Five	8888837005 05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	00881888	I888-001	Session 1	1/14/2025 15:06
4	ELAmathSci	Five	8888837005 05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	00881888	I888-001	Session 1	1/14/2025 15:06
5	ELAmathSci	Five	8888877055 05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	00881888	I888-001	Session 1	1/14/2025 15:06
6	ELAmathSci	Five	8888877005 05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	00881888	I888-001	Session 1	1/14/2025 15:06
7	ELAmathSci	Five	8888801055 05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	00881888	I888-001	Session 1	1/14/2025 15:05
8	ELAmathSci	Five	8888801005 05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	00881888	I888-001	Session 1	1/14/2025 15:05
9	ELAmathSci	Five	8888808055 05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	00881888	I888-001	Session 1	1/14/2025 15:05

3. Export Students Not Scheduled

School and district test coordinators may use the **Export Students Not Scheduled** report to download a .CSV file listing every student that has not been scheduled for the selected school and test. The report will only appear at the school level; if a district is selected on the Test Scheduling page, the report will not appear. This report can be used to identify students who have not tested that need to be scheduled, or to verify that students who tested on paper did not take the computer-based test.

Displaying scheduled tests for ELA03 Demo Test in Cyber City Sch DLV1

There are no tests scheduled that match the selected criteria.

To download the file, click **Exports** then **Export Students Not Scheduled**. A .CSV file will be downloaded. An example is shown below.

A	B	C	D	E	F	G	H
1	Last Name	First Name	Middle Initial	State Student ID	Student Grade	Class Name	Test Name
2	Test	One		9898767654	05		ELA Demo Form
3	Test	SixOneFive		9898767615	06		ELA Demo Form
4	Test	SixOneFour		9898767614	06		ELA Demo Form
5	Test	SixOneSeven		9898767617	06		ELA Demo Form
6	Test	SixOneSix		9898767616	06		ELA Demo Form
7	Test	SixOneThree		9898767613	06		ELA Demo Form
8	Test	SixOneTwo		9898767612	05		ELA Demo Form
9	Test	TenEight		9898767610	05		ELA Demo Form
10	Test	TestEgihtFourFive		1200000005	05		ELA Demo Form
11	Test	TestEgihtFourFour		1200000004	05		ELA Demo Form
12	Test	TestEgihtFourSix		1200000006	05		ELA Demo Form
13	Test	TestEgihtFourThree		1200000003	05		ELA Demo Form
14	Test	TestEgihtFourTwo		1200000002	05		ELA Demo Form
15							

H. Unlocking Test questions in a Test Session

In certain circumstances, a student may need to re-enter a test in the MCAS Student Kiosk. In some cases, questions that a student has previously answered will be automatically locked when the student signs back in. The student will not be able to return to those questions unless they are unlocked by a school or district test coordinator. The table below outlines the following:

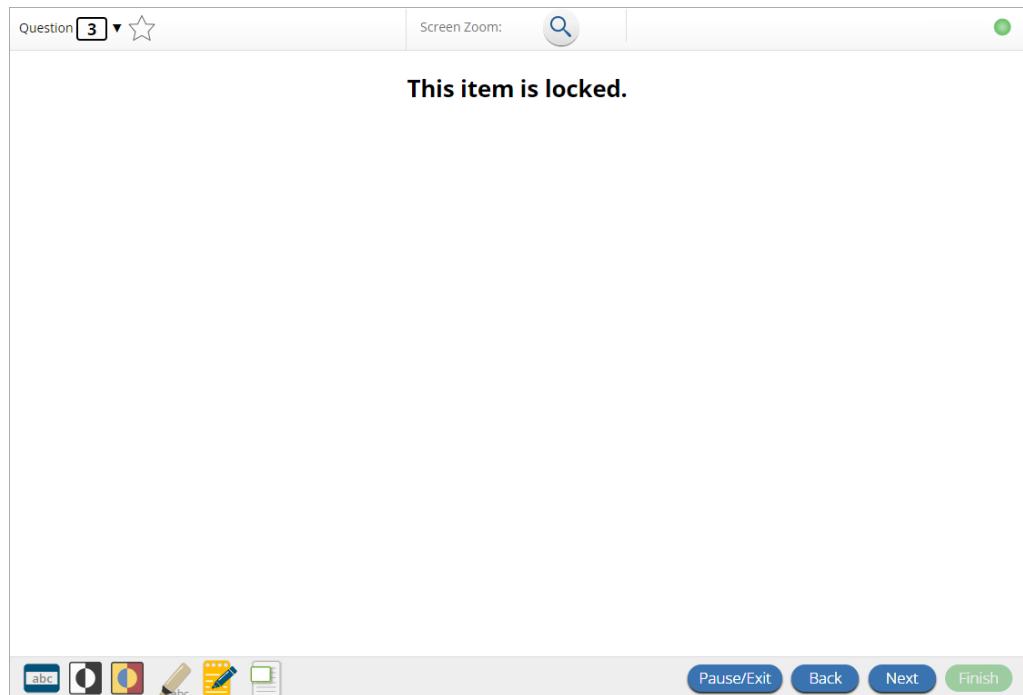
- the situations that may require that a student log back in to a test in the MCAS Student Kiosk
- login credentials required to re-enter a test
- whether notes they took in the notepad and highlighting they marked will be retained
- whether previously answered questions will be automatically locked

Table 13. Student Activity and Question Locking

Student Activity in the Test	What is required for log in?	Will highlighting/notes in the Notepad be retained?	Are previously answered questions automatically locked?
Student pauses a test for less	• password	Yes	No

Student Activity in the Test	What is required for log in?	Will highlighting/notes in the Notepad be retained?	Are previously answered questions automatically locked?
than 60 minutes			
Student pauses a test for more than 60 minutes	<ul style="list-style-type: none"> • username • password • access code • proctor password 	No	Yes
Student exits a test for less than 60 minutes	<ul style="list-style-type: none"> • username • password • access code 	No	No
Student exits a test and more than 60 minutes pass	<ul style="list-style-type: none"> • username • password • access code • proctor password 	No	Yes
Student does not interact with the test for 60 minutes or more (inactivity timeout)	<ul style="list-style-type: none"> • username • password • access code • proctor password 	No	Yes
Abrupt closure (such as loss of power or the device is turned off while testing)	<ul style="list-style-type: none"> • username • password • access code • proctor password 	No	Yes

The screenshot below shows what a student will view when they log back in to a test where their test questions have been locked due to one of the situations outlined above. If there is not a need for their previously answered questions to be unlocked, the student should use the test review screen or the **Next** button to navigate to the next unanswered question.



Question 3  Screen Zoom:  

This item is locked.

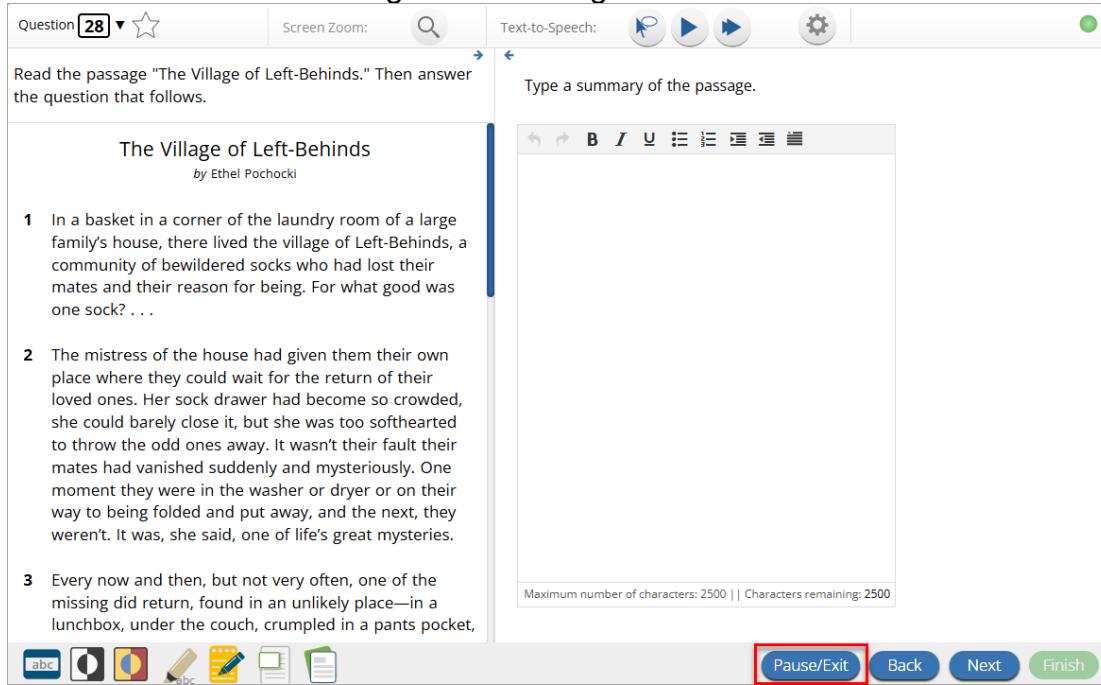
abc        Pause/Exit Back Next Finish

The sections below provide additional information for each of these situations as well as instructions for school or district test coordinators to unlock a student's test questions.

1. Using the Pause/Exit Options and Inactivity Timeout

Pausing a test

The Pause/Exit button in the MCAS Student Kiosk allows students to securely pause their test and take a break during MCAS testing.



Question 28  Screen Zoom:  Text-to-Speech:  

Read the passage "The Village of Left-Behinds." Then answer the question that follows.

The Village of Left-Behinds
by Ethel Pochocki

1 In a basket in a corner of the laundry room of a large family's house, there lived the village of Left-Behinds, a community of bewildered socks who had lost their mates and their reason for being. For what good was one sock? . . .

2 The mistress of the house had given them their own place where they could wait for the return of their loved ones. Her sock drawer had become so crowded, she could barely close it, but she was too softhearted to throw the odd ones away. It wasn't their fault their mates had vanished suddenly and mysteriously. One moment they were in the washer or dryer or on their way to being folded and put away, and the next, they weren't. It was, she said, one of life's great mysteries.

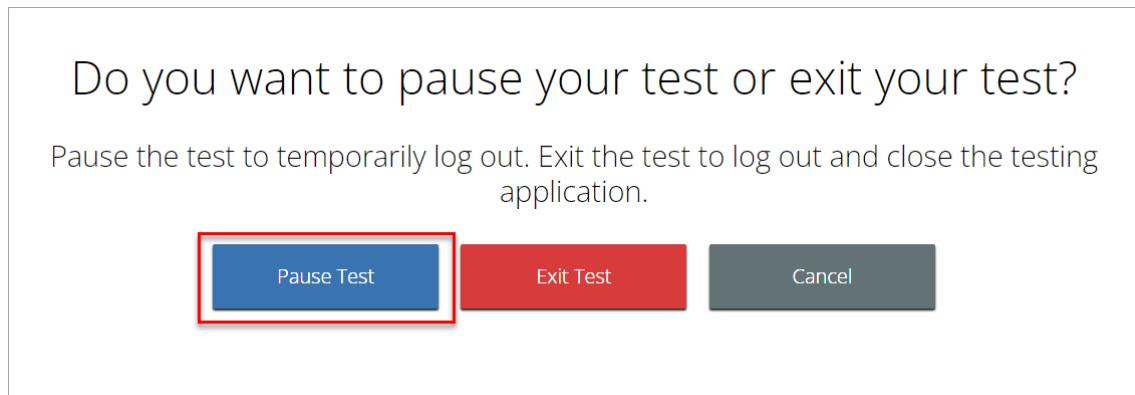
3 Every now and then, but not very often, one of the missing did return, found in an unlikely place—in a lunchbox, under the couch, crumpled in a pants pocket,

Type a summary of the passage.

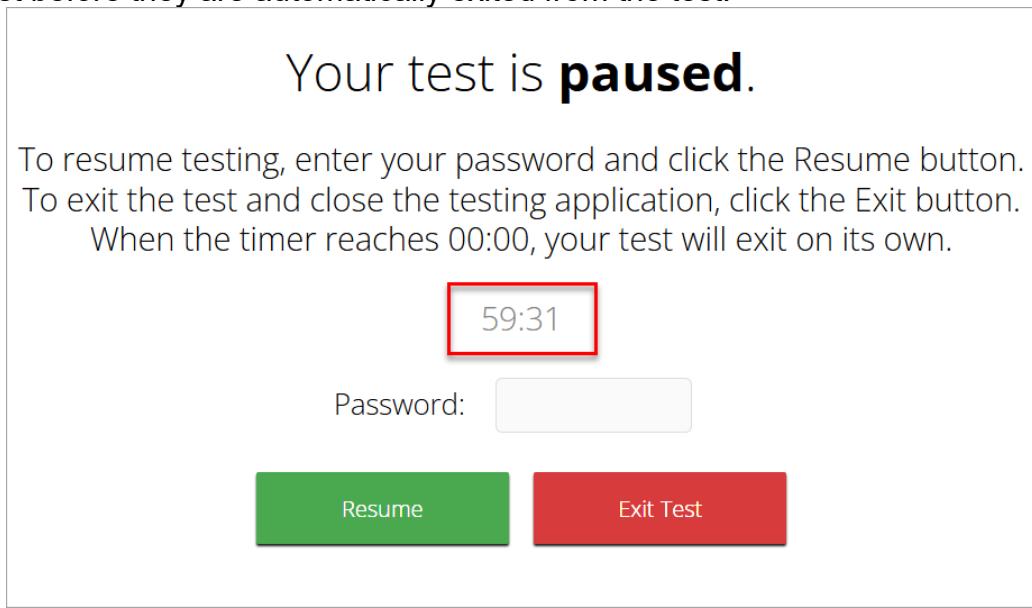
Maximum number of characters: 2500 | Characters remaining: 2500

abc        Pause/Exit Back Next Finish

When a student clicks on the **Pause/Exit** button, they will be given the option to pause their test, exit their test, or cancel and return to their test.



When the student clicks on the **Pause Test** button, their test will be paused and a timer will begin to count down from 60 minutes. The student will have 60 minutes to return to their test before they are automatically exited from the test.



Exiting the Test

If a student exits the test, they will be logged out of the kiosk. In order to exit the test, a student must click on the **Pause/Exit** button on the lower right corner of the screen.

Question 28  Screen Zoom:  Text-to-Speech:   

Read the passage "The Village of Left-Behinds." Then answer the question that follows.

The Village of Left-Behinds
by Ethel Pochocki

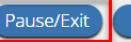
1 In a basket in a corner of the laundry room of a large family's house, there lived the village of Left-Behinds, a community of bewildered socks who had lost their mates and their reason for being. For what good was one sock? . . .

2 The mistress of the house had given them their own place where they could wait for the return of their loved ones. Her sock drawer had become so crowded, she could barely close it, but she was too softhearted to throw the odd ones away. It wasn't their fault their mates had vanished suddenly and mysteriously. One moment they were in the washer or dryer or on their way to being folded and put away, and the next, they weren't. It was, she said, one of life's great mysteries.

3 Every now and then, but not very often, one of the missing did return, found in an unlikely place—in a lunchbox, under the couch, crumpled in a pants pocket,

Type a summary of the passage.

Maximum number of characters: 2500 | Characters remaining: 2500

Then, they must select the **Exit Test** button.

Do you want to pause your test or exit your test?

Pause the test to temporarily log out. Exit the test to log out and close the testing application.

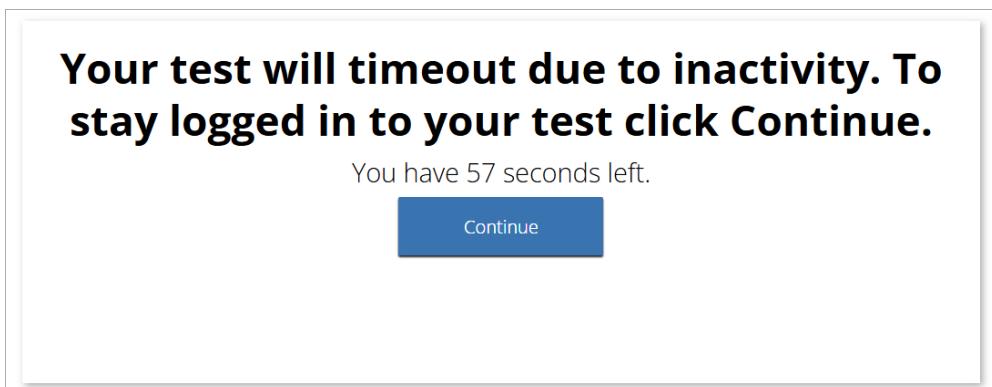
 Pause Test

 Exit Test

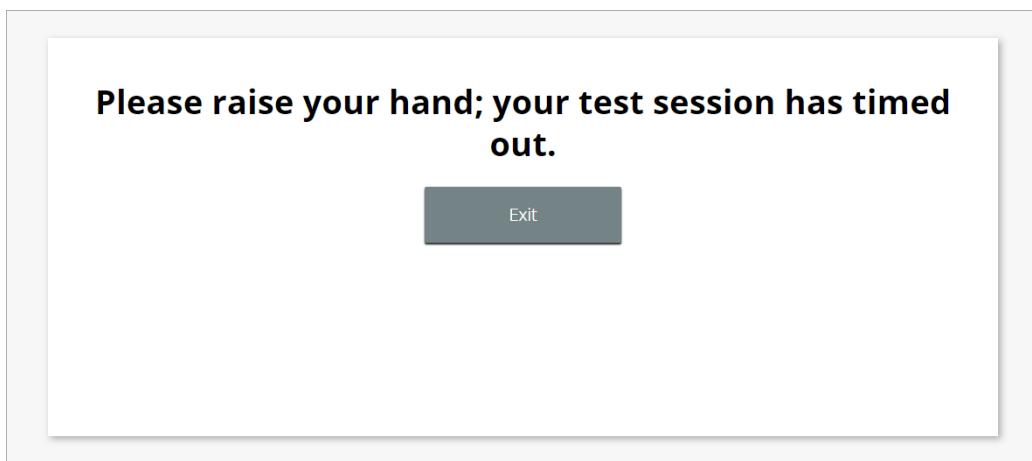
 Cancel

Inactivity Timeout

The MCAS Student Kiosk automatically times out after 60 minutes of inactivity. When a student is inactive in a test for 59 minutes, they will receive a warning prompt to let them know that their test will time out due to inactivity in 60 seconds. The student can click **Continue** in this pop-up window to resume testing.



When the countdown expires, the test will automatically time out due to inactivity and the student will be logged out of the kiosk. The student will be shown a message on screen, as displayed in the screenshot below, and the only option for the student will be to Exit.



Abrupt Closure

An abrupt closure refers to any time the kiosk closes without the student pausing or exiting; for example, this can occur due to a power outage, a device shutting off, or a hard reset.

2. Unlocking Test Questions in a Test Session – Steps for School or District Test Coordinators

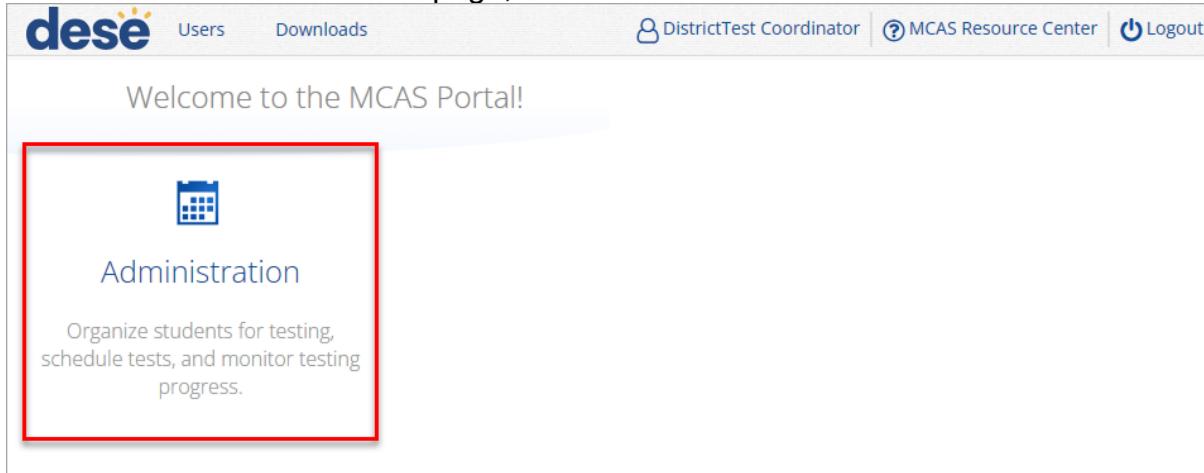
If a student needs access to previously answered questions that are locked in a test session, a school test coordinator or a district test coordinator can allow the student access to those questions by using the **Unlock** feature on the scheduled test details page. **Note that the Unlock feature unlocks ALL previously unanswered questions in the test session.** The student's original responses will be visible and may be edited by the student.

To unlock previously answered questions in a test session, follow the steps below:

1. Instruct the student to log completely out of the kiosk.

2. Log in to the [MCAS Portal](#) with your username and password.

3. On the MCAS Portal homepage, click **Administration**



Welcome to the MCAS Portal!

 **Administration**

Organize students for testing, schedule tests, and monitor testing progress.

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

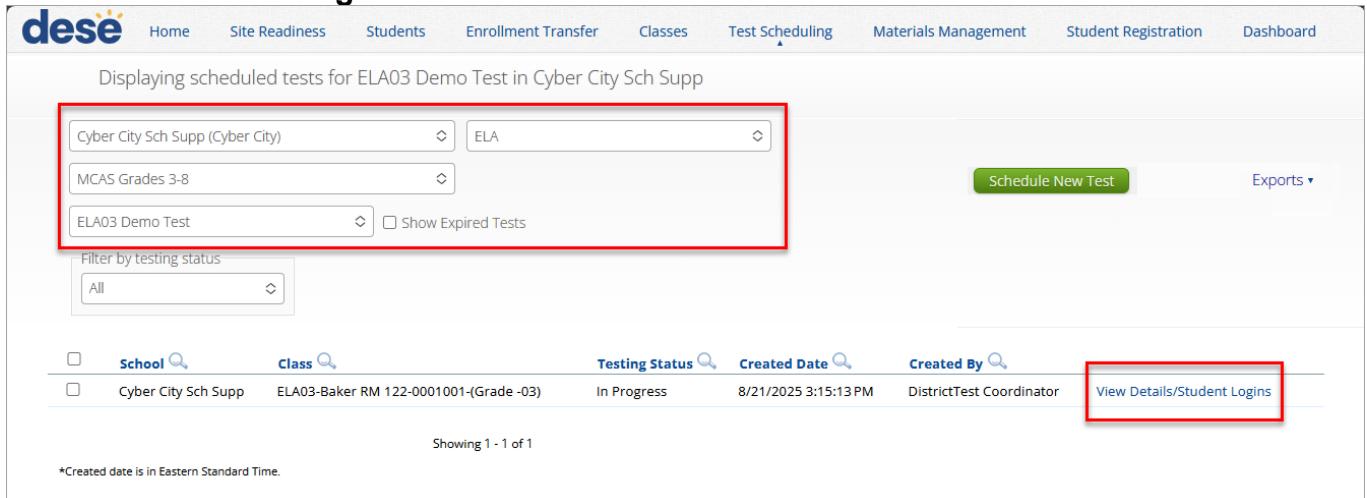


Home Site Readiness Students Enrollment Transfer Classes **Test Scheduling** Student Registration

Home

5. Select the Organization, Program, Subject, and Test.

6. Locate the scheduled test in the scheduled tests table and click **View Details/Student Logins**.



Displaying scheduled tests for ELA03 Demo Test in Cyber City Sch Supp

Cyber City Sch Supp (Cyber City) ▾ ELA ▾

MCAS Grades 3-8 ▾

ELA03 Demo Test ▾ Show Expired Tests

Schedule New Test Exports ▾

Filter by testing status

All ▾

<input type="checkbox"/> School 	<input type="checkbox"/> Class 	<input type="checkbox"/> Testing Status 	<input type="checkbox"/> Created Date 	<input type="checkbox"/> Created By 
<input type="checkbox"/> Cyber City Sch Supp	ELA03-Baker RM 122-0001001-(Grade -03)	In Progress	8/21/2025 3:15:13 PM	DistrictTest Coordinator

Showing 1 - 1 of 1

*Created date is in Eastern Standard Time.

View Details/Student Logins 

7. Select the **Scheduling Details** tab. In the details table, click on the search icon next to the First Name, Last Name, or Username to search for the student.

8. Click the **Unlock** link to unlock all the questions in the test session.

« Back [Edit Scheduled Test](#)

District:	Cyber City	School:	Cyber City Sch Supp
Administration:	Massachusetts Admin	Content Area:	ELA
Class:	ELA03-Baker RM 122-0001001-(Grade -03)		
Test Name:	ELA03 Demo Test		
Testing Window:	08/21/2025 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	7638746828
2	Session 2	6002555420

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

Filter by Session [Choose a Session](#) [Export Logins for Selected Students](#) [Add Report Code](#) [Unlock](#)

	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed	
<input type="checkbox"/>	Student	Demo	9999910011	MKBTS56Z	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:In Progress	9/15/2025 10:09:10 AM		Session Report Codes
<input type="checkbox"/>	Student	Demo	9999910010	MFMSARDZ	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:In Progress	9/15/2025 10:11:21 AM	Unlock	Session Report Codes
<input type="checkbox"/>								Session 2:Not Started			Session Report Codes
<input type="checkbox"/>								Session 2:Not Started			Session Report Codes
<input type="checkbox"/>								Session 1:Not Started			Session Report Codes

9. Instruct the student to log in to the MCAS Student Kiosk and resume testing.

I. Reopening Sections for STE and Civics

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

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

Are you finished answering questions in this section?

You will not be able to revisit these questions.

[Yes, I'm finished](#) [No, I'm not finished](#)

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

You cannot go back to Section 1.

Ok

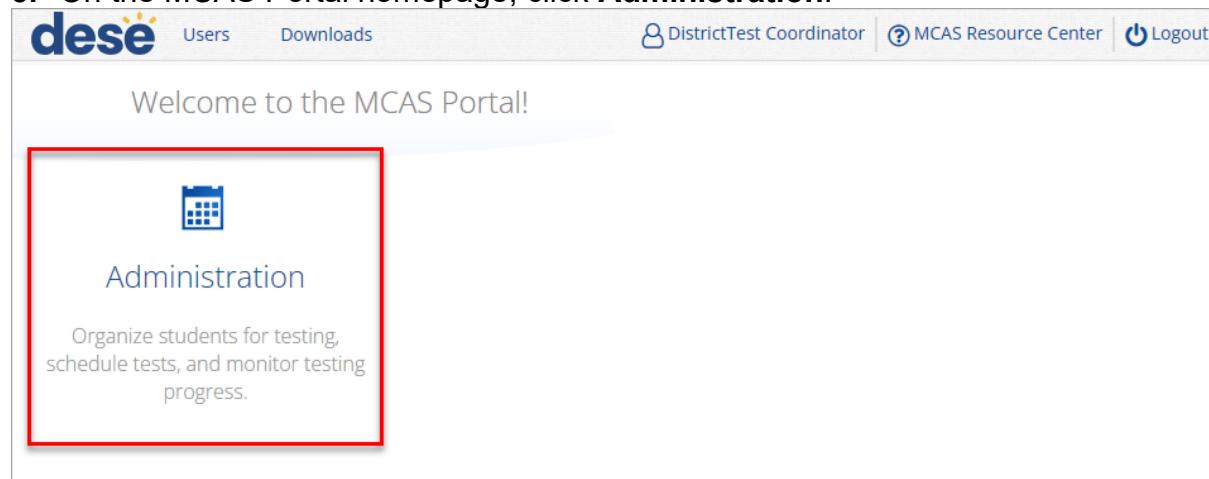
This section describes the process of unlocking sections within a test session for STE and Civics tests, to allow a student to go back into a previous section. **Test sections should only be unlocked in the event of a student accidentally clicking through to the next section without completing the previous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

1. Reopen Sections in a Test Session – Steps for Test Administrators

If a student needs access to a previously finished section that is locked in a test session, test administrators or school and district test coordinators can allow the student access to those questions in that section by using the **Reopen Sections** feature on the scheduled tests details page. **Note that the Reopen Sections feature opens access to all questions in the previously turned in test section.** The student's original responses will be visible and may be edited by the student.

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

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



The screenshot shows the MCAS Portal homepage. At the top, there is a navigation bar with the 'dese' logo, 'Users', 'Downloads', 'DistrictTest Coordinator', 'MCAS Resource Center', and 'Logout'. Below the navigation bar, a welcome message 'Welcome to the MCAS Portal!' is displayed. A red box highlights the 'Administration' section, which contains a calendar icon and the text 'Organize students for testing, schedule tests, and monitor testing progress.' To the right of the red box, there is another section with a person icon and the text 'Test Scheduling'.

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

5. Select the **Organization, Program, Subject** (Science or Civics), and **Test**.

6. Locate the scheduled test in the scheduled tests table and click **View Details/Student Logins**.

School	Content Area	Testing Status	Created Date	Created By	Action
Cyber City Sch Supp	Science	In Progress	8/27/2025 2:53:17 PM	School Test Coordinator	View Details/Student Logins

7. Select the **Scheduling Details** tab. In the details table, click on the search icon next to the First Name, Last Name, or Username to search for the student.

8. Click the **Reopen Sections** link to reopen the test section within the session.

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

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