

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

A. Introduction

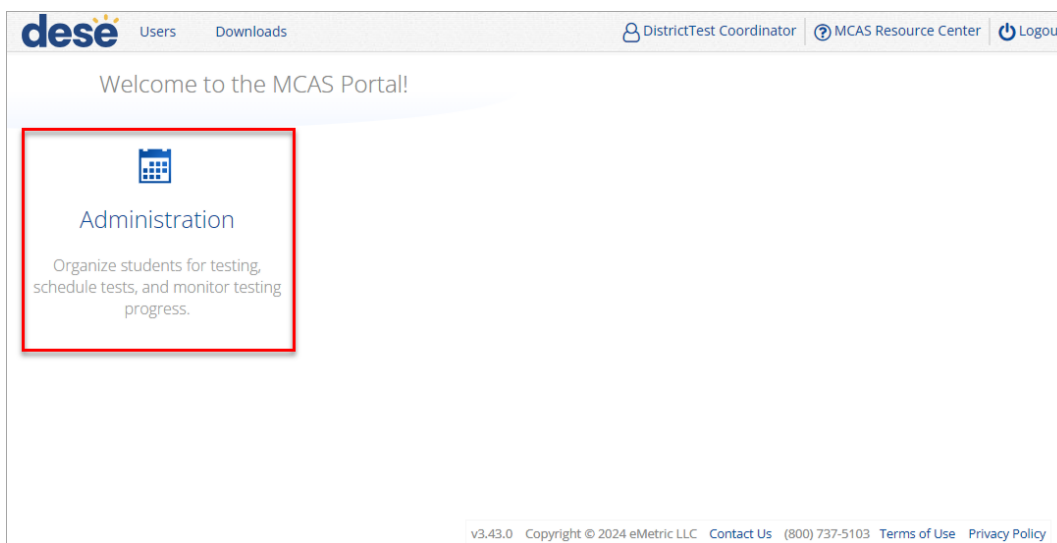
Test coordinators will need to schedule tests approximately one week prior to test administration. The [Statewide Testing Schedule](#) lists the dates that test scheduling should be completed for each administration. Scheduling a test assigns classes to tests, assigns the correct testing form to students 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.

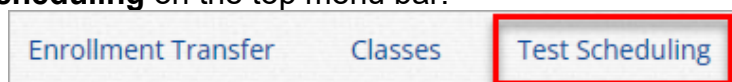
B. Test Scheduling

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**.










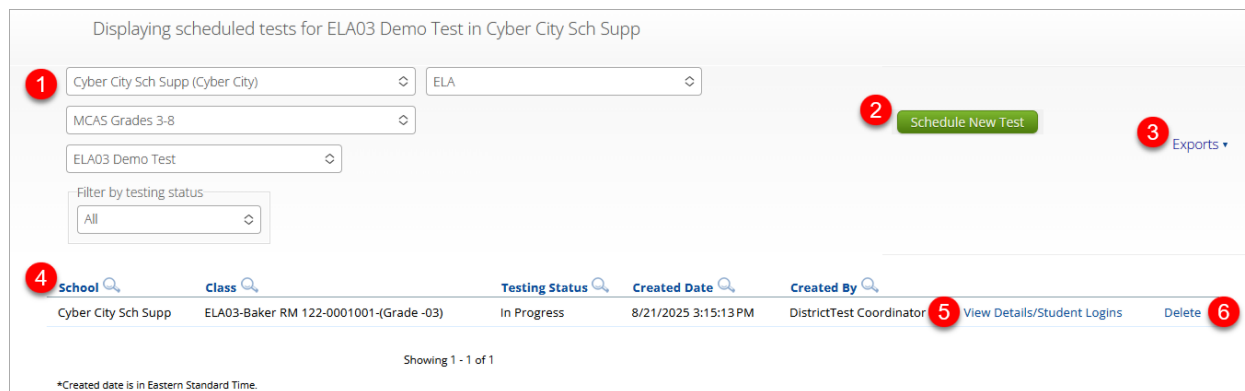
3. Select **Test Scheduling** on the top menu bar.



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
	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).
	Click the green Schedule New Test button to schedule a new test.
	Click Exports to Export Student Logins, Export Test Status, or Export Students Not Scheduled for the selected test criteria.
	Sort columns by clicking on a column heading. Click the search icon  next to the column heading and type the desired search criteria.
	Click View Details/Student Logins to view the Scheduled Test Details page and print student logins.
	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 Cyber City Sch Supp (Cyber City) ELA

MCAS Grades 3-8

ELA03 Demo Test

Filter by testing status

All

2 Schedule New Test

3 Exports

4 School Class Testing Status Created Date Created By

Cyber City Sch Supp ELA03-Baker RM 122-0001001-(Grade -03) In Progress 8/21/2025 3:15:13 PM DistrictTest Coordinator

5 View Details/Student Logins

Delete 6

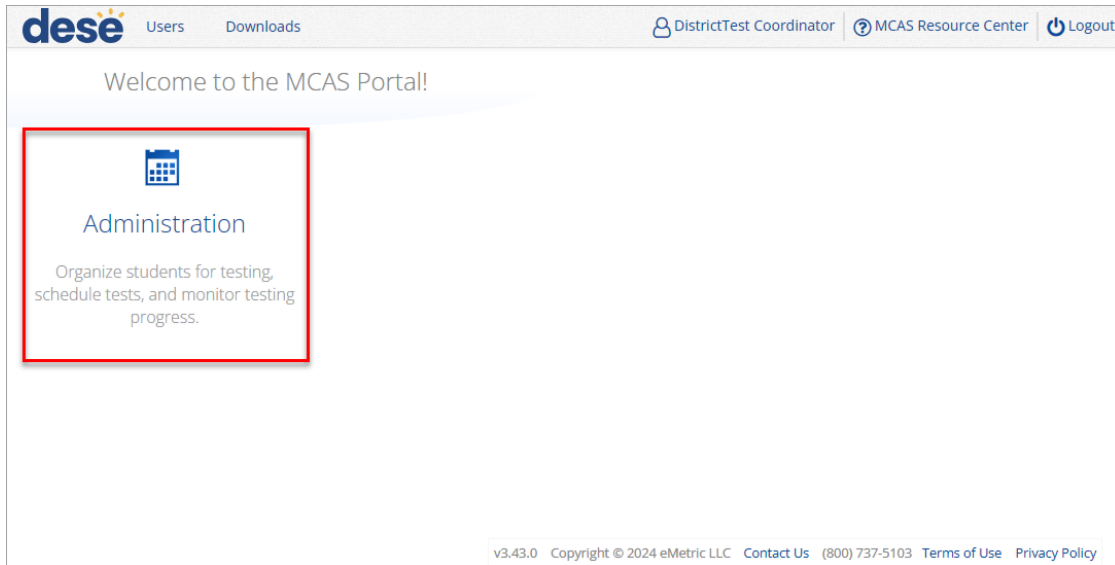
Showing 1 - 1 of 1

*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**.



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.

Displaying scheduled tests for Spanish/English Grade 5 Math in Cyber City Sch Supp

Cyber City Sch Supp (Cyber City)	Mathematics
MCAS Grades 3-8	
Spanish/English Grade 5 Math	

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: **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

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.

Schedule Tests

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

×

- 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

Cyber City Sch Supp (Cyber City)

ELA

MCAS Grades 3-8

Demo ELA03

Filter by testing status

All

Schedule New Test

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

Cyber City Sch Supp (Cyber City)

ELA

MCAS Grades 3-8

Demo ELA03

Filter by testing status

All

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 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
Administration: Massachusetts Admin
Class: ELA03-Baker RM 122-0001001-(Grade -03)
Test Name: ELA03 Demo Test
Testing Window: 08/21/2025 to 12/31/2025

School : Cyber City Sch Supp
Content Area: ELA

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

<input type="checkbox"/>	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:Not Started Session 2:Not Started		
<input 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 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		

- 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 DetailsProgress 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><div>3 answered5 not answered</div><div>3/8 items answered38%</div></div></div>	4	Item 4	09/15/2025 11:45:01 AM	7 min	In Progress
			Session 2	<div><div><div>0 answered4 not answered</div><div>0 items answered</div></div></div>					Not Started
Student	Demo	ELA03 Demo Form 1	Session 1	<div><div><div>7 answered1 not answered</div><div>7/8 items answered88%</div></div></div>	8	Item 8	09/15/2025 11:47:34 AM	1 min	Finished
			Session 2	<div><div><div>2 answered2 not answered</div><div>2/4 items answered50%</div></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><div><div>3 answered5 not answered</div><div>3/8 items answered38%</div></div></div>	3	Item 3	09/15/2025 11:51:27 AM	1 min	In Progress
			Session 2	<div><div><div>0 answered4 not answered</div><div>0 items answered</div></div></div>					Not Started
Student	Demo	ELA03 Demo Form 3	Session 1	<div><div><div>8 answered0 not answered</div><div>8/8 items answered100%</div></div></div>	8	Item 8	09/15/2025 11:37:08 AM	39 min	Finished
			Session 2	<div><div><div>0 answered4 not answered</div><div>0 items answered</div></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										
Choose a Session		Export Logins for Selected Students (11)			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	MKBT556Z	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1: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		
<input checked="" type="checkbox"/>	Student	Demo	9999910009	M56NJZG4	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1: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		

2. Click **Export Logins**.

Filter by Session										
Choose a Session		Export Logins for Selected Students (11)			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	MKBT556Z	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**.

Export Logins

Select a format of the export:

☒ PDF
☐ CSV

Export

Cancel

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

- 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										
Choose a Session		Export Logins for Selected Students (11)			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	MKBT56Z	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										
Choose a Session		Export Logins for Selected Students (11)			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	MKBT56Z	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**.

Export Logins

Select a format of the export:

☐ PDF
☒ CSV

Export

Cancel

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 Initial	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 web interface for a 'Scheduled Test'. At the top, there's a title 'Scheduled Test' and two buttons: '« Back' and 'Edit Scheduled Test'. A red error box at the top right contains the text: 'The following student(s) do not have the test's Registration Code:' followed by a bulleted list with 'Student, Demo'. Below this, test details are listed: District: Cyber City, School: Cyber City Sch 001, Administration: Massachusetts Admin, Content Area: Science, Class: Smith RM201 PHYFEB 001, Test Name: Feb 2025 Physics, and Testing Window: 12/23/2024 to 01/17/2025. At the bottom, a green box states: '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.

6. Select **Export Logins**.

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

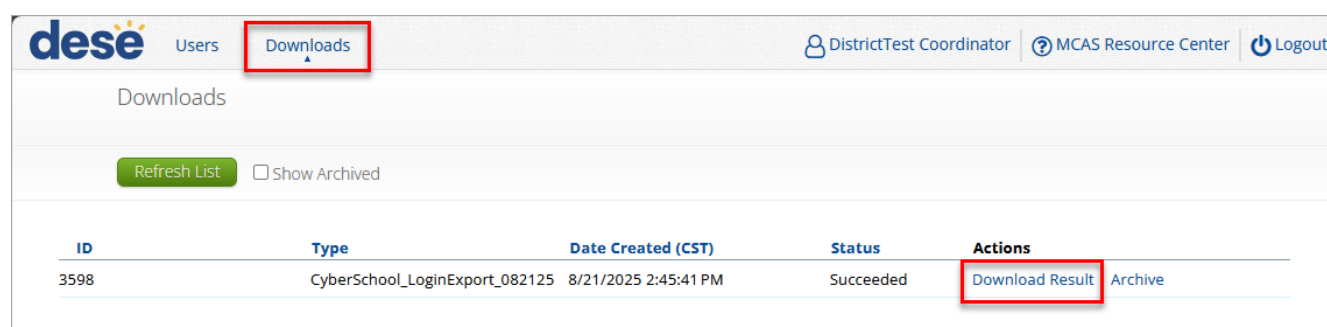
8. Select the number of student logins to be printed per page (1, 8, or 27 logins per page), and then click **Export**.

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.



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

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

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

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

6. Select **Export Logins**.

Exports ▼

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

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

Export Logins

Select a format of the export:

☐ PDF ☒ CSV

Export Cancel

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.

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.

dese	Users	Downloads	DistrictTest Coordinator	MCAS Resource Center	Logout
Downloads					
Refresh List <input type="checkbox"/> 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.

dese 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

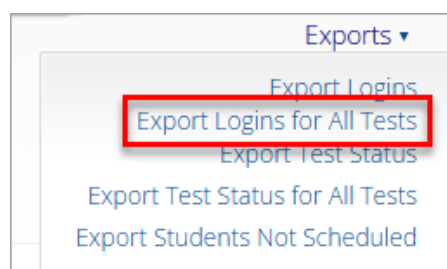
There are no tests scheduled that match the selected criteria.

Schedule New Test

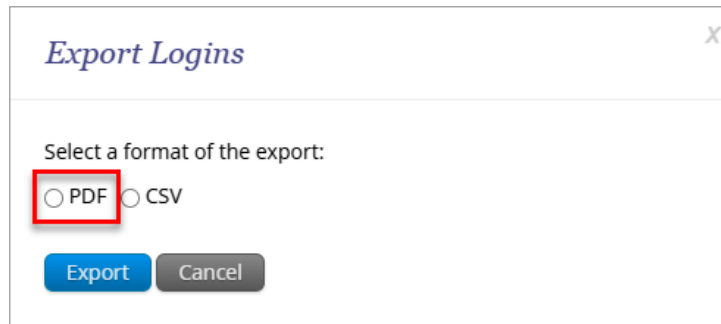
Exports

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

5. Select **Export Logins for All Tests**.

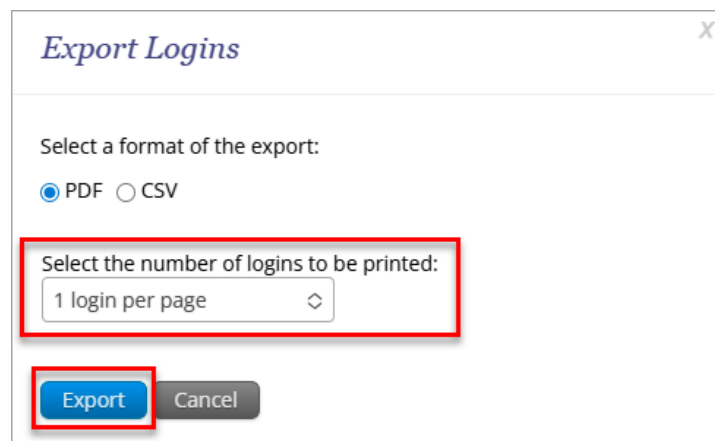


6. A pop-up will be shown with the option to choose PDF or CSV. Select **PDF**.



The dialog box is titled "Export Logins" with a close button (X) in the top right corner. Below the title bar, the text "Select a format of the export:" is displayed. There are two radio buttons: "PDF" (which is selected and highlighted with a red box) and "CSV". At the bottom, there are two buttons: "Export" (highlighted with a red box) and "Cancel".

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



The dialog box is titled "Export Logins" with a close button (X) in the top right corner. Below the title bar, the text "Select a format of the export:" is displayed. There are two radio buttons: "PDF" (selected) and "CSV". Below this, the text "Select the number of logins to be printed:" is displayed. A dropdown menu is shown with "1 login per page" selected (highlighted with a red box). At the bottom, there are two buttons: "Export" (highlighted with a red box) and "Cancel".

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 message box contains the text: "A logins export was created with download ID 3598. Results will be available in [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.

<div> Users Downloads </div> <div> DistrictTest Coordinator MCAS Resource Center Logout </div>				
Downloads				
<div> Refresh List <input type="checkbox"/> Show Archived </div>				
ID	Type	Date Created (CST)	Status	Actions
3598	CyberSchool_LoginExport_082125	8/21/2025 2:45:41 PM	Succeeded	Download Result 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.

[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

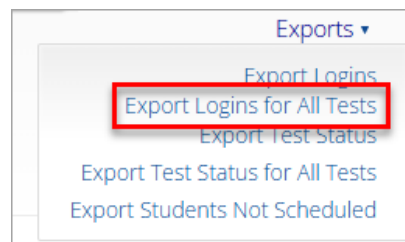
There are no tests scheduled that match the selected criteria.

[Schedule New Test](#)

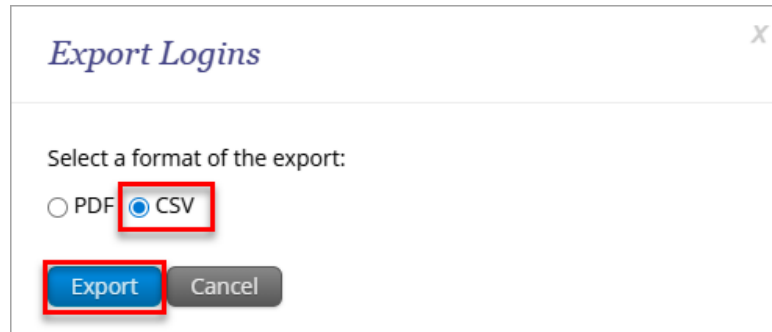
Exports

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

5. Select **Export Logins for All Tests**.



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



Export Logins [X]

Select a format of the export:

☐ PDF ☒ CSV

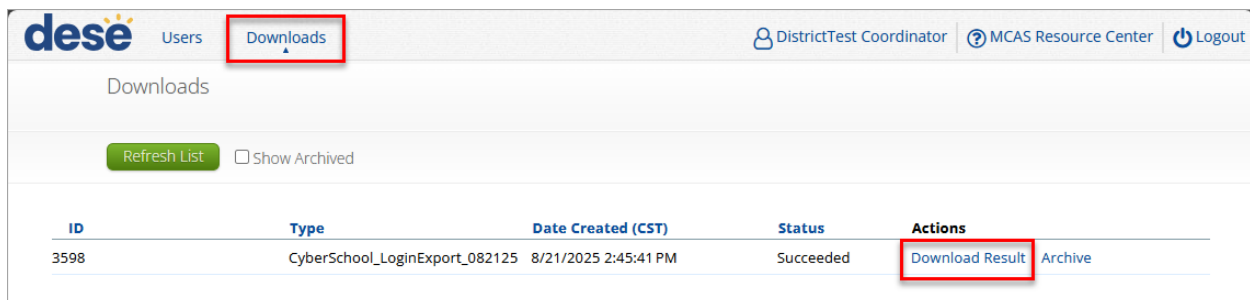
Export Cancel

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.

**A logins export was created with download ID 3598.
Results will be available in [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.



dese	Users	Downloads	DistrictTest Coordinator	MCAS Resource Center	Logout
Downloads					
Refresh List <input type="checkbox"/> Show Archived					
ID	Type	Date Created (CST)	Status	Actions	
3598	CyberSchool_LoginExport_082125	8/21/2025 2:45:41 PM	Succeeded	Download Result	Archive

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>3 answered</div> <div>5 not answered</div> </div> <div> <div></div> <div>3/8 items answered</div> <div>38%</div> </div>	4	Item 4	09/15/2025 11:45:01 AM	7 min	In Progress
			Session 2	<div> <div>0 answered</div> <div>4 not answered</div> </div> <div> <div></div> <div>0 items answered</div> </div>					Not Started
Student	Demo	ELA03 Demo Form 1	Session 1	<div> <div>7 answered</div> <div>1 not answered</div> </div> <div> <div></div> <div>7/8 items answered</div> <div>88%</div> </div>	8	Item 8	09/15/2025 11:47:34 AM	1 min	Finished
			Session 2	<div> <div>2 answered</div> <div>2 not answered</div> </div> <div> <div></div> <div>2/4 items answered</div> <div>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> <div>3 answered</div> <div>5 not answered</div> </div> <div> <div></div> <div>3/8 items answered</div> <div>38%</div> </div>	3	Item 3	09/15/2025 11:51:27 AM	1 min	In Progress
			Session 2	<div> <div>0 answered</div> <div>4 not answered</div> </div> <div> <div></div> <div>0 items answered</div> </div>					Not Started
Student	Demo	ELA03 Demo Form 3	Session 1	<div> <div>8 answered</div> <div>0 not answered</div> </div> <div> <div></div> <div>8/8 items answered</div> <div>100%</div> </div>	8	Item 8	09/15/2025 11:37:08 AM	39 min	Finished
			Session 2	<div> <div>0 answered</div> <div>4 not answered</div> </div> <div> <div></div> <div>0 items answered</div> </div>					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	czr42zhd	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	m5m86tbx	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	czr42zhd	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)

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)

Report Codes have been updated successfully.

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	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

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	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	Student	Demo	9999910082	7hr9rm55	Demo Biology Form 1	01/31/2025 9:41:31 AM	+	<div>Session 1: In Progress</div> <div>Session 2: Not Started</div>	1/31/2025 9:47:00 AM	<div>Session Report Codes</div> <div>Session Report Codes</div>

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)

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)

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

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

Cyber Valley Sch4-004 (Cyber Valley)

Science

Schedule New Test

Exports ▾

MCAS High School

Demo Biology Test

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 ▾										
<div>Export Logins for Selected Students</div> <div>Add Report Code</div> <div>Unlock</div>										
<input type="checkbox"/>	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
								Session 2: Finished (Reactivate)	9/15/2025 4:05:14 PM	9/15/2025 4:05:55 PM
<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	
								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 ▾										
<div>Export Logins for Selected Students</div> <div>Add Report Code</div> <div>Unlock</div>										
<input type="checkbox"/>	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
								Session 2: Finished (Reactivate)	9/15/2025 4:05:14 PM	9/15/2025 4:05:55 PM
<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	
								Session 2: Not Started		

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
	Last Name	First Name	SSID	Grade Level	Test Name	Class Name	School	Session Name	DateTimeStartedTestSession	DateTimeEndedTestSession	Test Report Code	StudentTestStatus	
1	Annieqaam	James	2222345685	05	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 1	1/14/2025 15:06	1/14/2025 15:11		Finished	
2	Annieqaam	James	2222345685	05	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 2				Not Started	
3	Buchannon	Artqa	2222345694	05	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 1				Not Started	
4	Buchannon	Artqa	2222345694	05	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 2	1/14/2025 15:05			In Progress	
5	Dennis	Hiediqa	2222345689	05	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 1				Not Started	
6	Dennis	Hiediqa	2222345689	05	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 2				Not Started	
7	Dennis	Hiediqa	2222345689	05	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)

Show Expired Tests

Filter by testing status
All

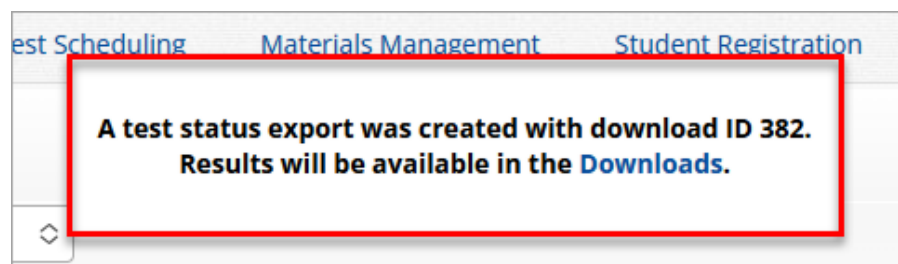
Schedule New Test

Exports ▼

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

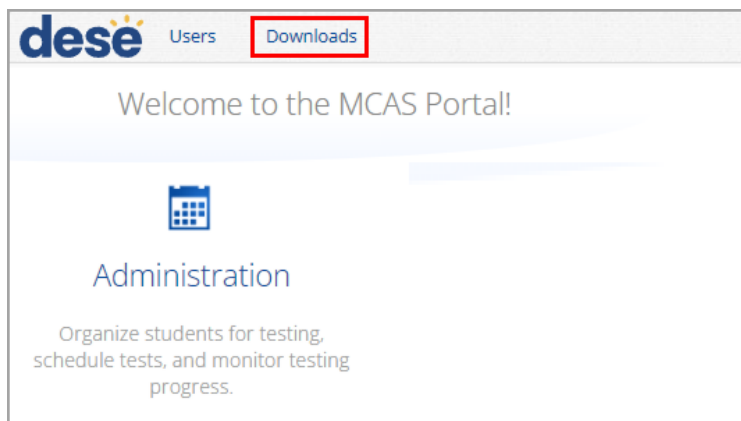
There are no tests scheduled that match the selected criteria.

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



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	00888888	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	00888888	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	00888888	I888-001	Session 1	1/14/2025 15:06
4	ELAmathSci	Five	8888877055	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	00888888	I888-001	Session 1	1/14/2025 15:06
5	ELAmathSci	Five	8888877005	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	00888888	I888-001	Session 1	1/14/2025 15:06
6	ELAmathSci	Five	8888801055	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	00888888	I888-001	Session 1	1/14/2025 15:05
7	ELAmathSci	Five	8888801005	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	00888888	I888-001	Session 1	1/14/2025 15:05
8	ELAmathSci	Five	8888808055	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	00888888	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	00888888	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

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.

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:

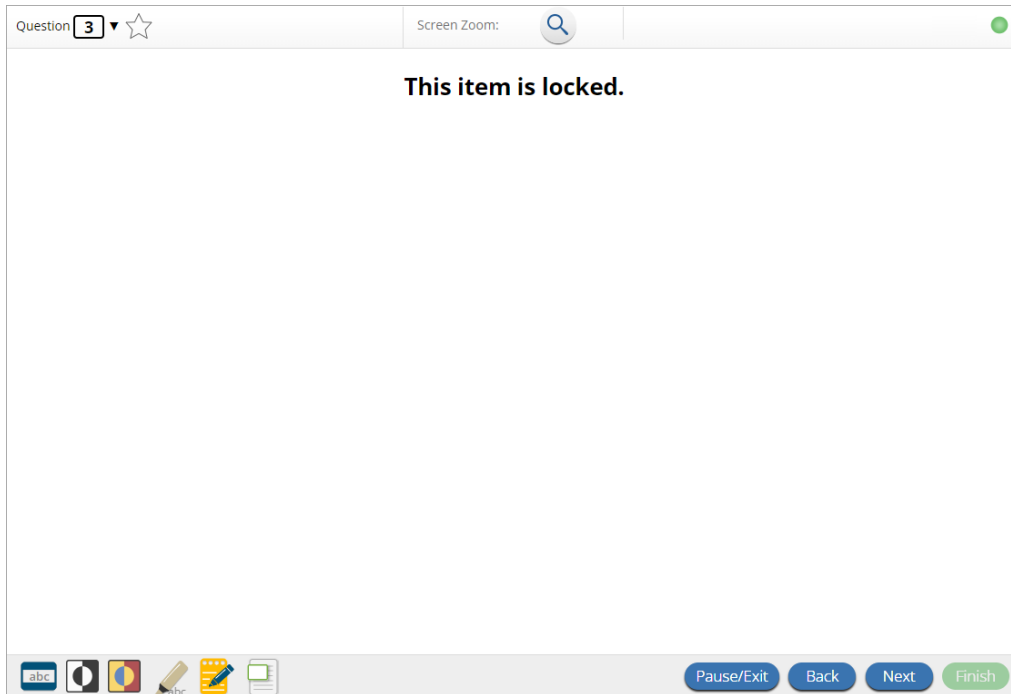
- the situations that may require that a student log back in to a test in the MCAS Student Kiosk
- login credentials required to re-enter a test
- whether notes they took in the notepad and highlighting they marked will be retained
- whether previously answered questions will be automatically locked

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	<ul style="list-style-type: none"> 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.

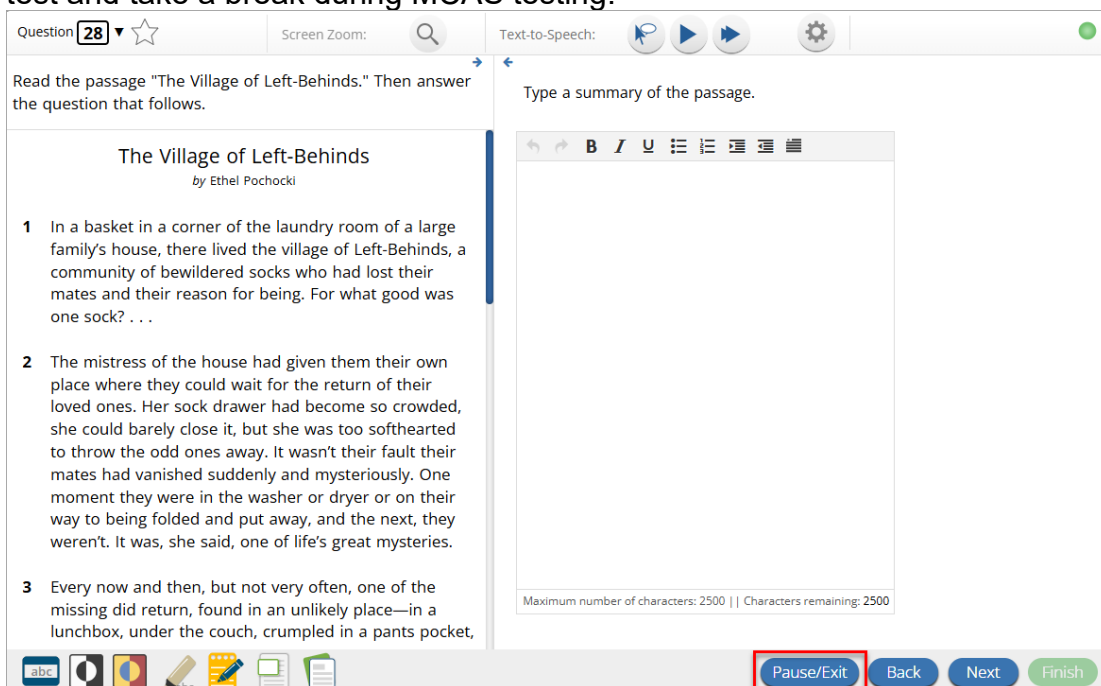


The sections below provide additional information for each of these situations as well as instructions for school or district test coordinators to unlock a student's test questions.

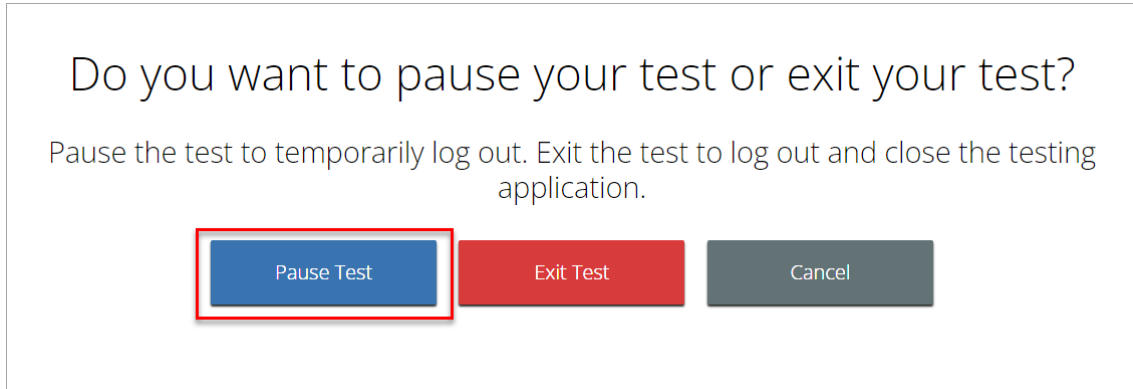
1. Using the Pause/Exit Options and Inactivity Timeout

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.



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.

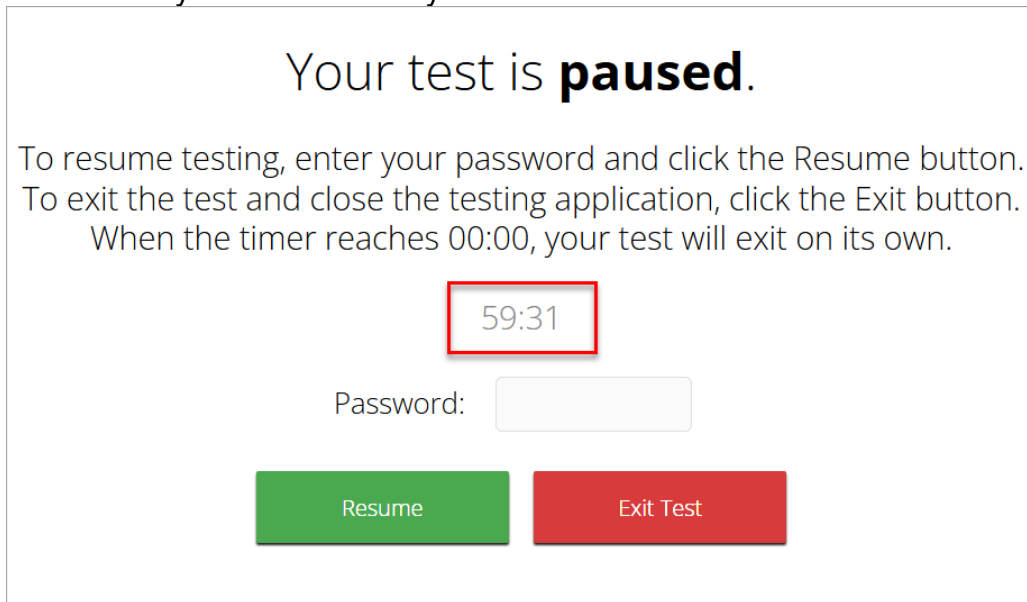


Do you want to pause your test or exit your test?

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

Pause Test Exit Test Cancel

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.



Your test is **paused**.

To resume testing, enter your password and click the Resume button.
To exit the test and close the testing application, click the Exit button.
When the timer reaches 00:00, your test will exit on its own.

59:31

Password:

Resume Exit 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

Pause/Exit Back Next Finish

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

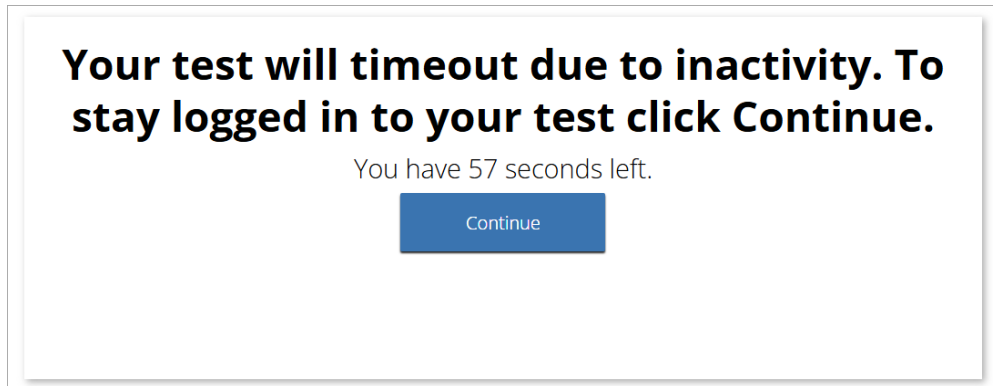
Do you want to pause your test or exit your test?

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

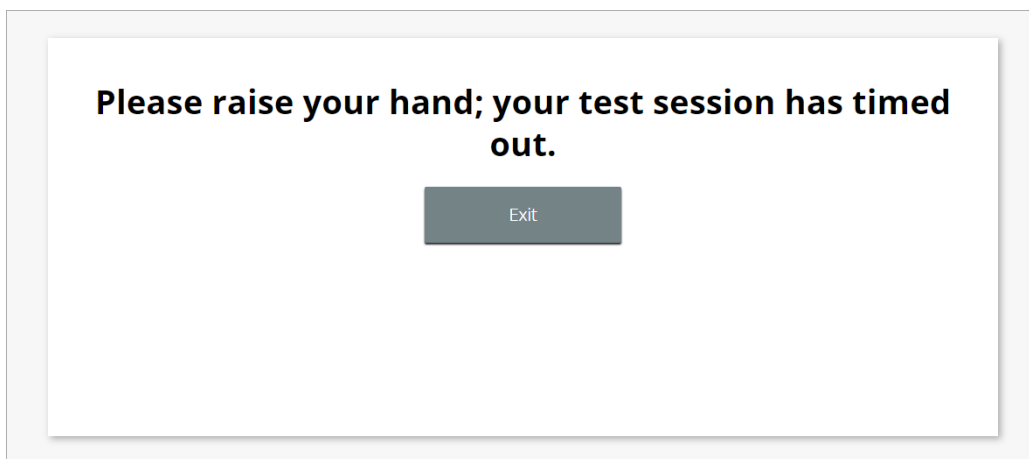
Pause Test Exit Test Cancel

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.

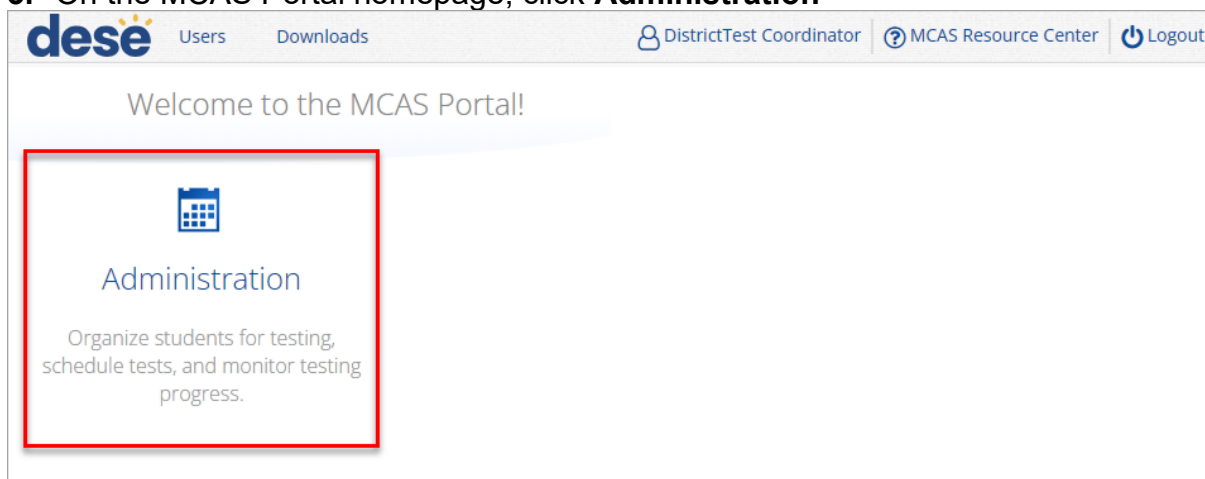
2. Unlocking Test Questions in a Test Session – Steps for School or District Test Coordinators

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.

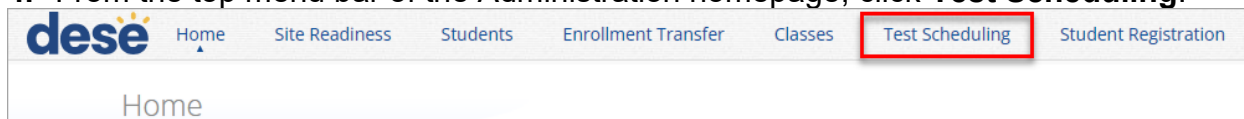
To unlock previously answered questions in a test session, follow the steps below:

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

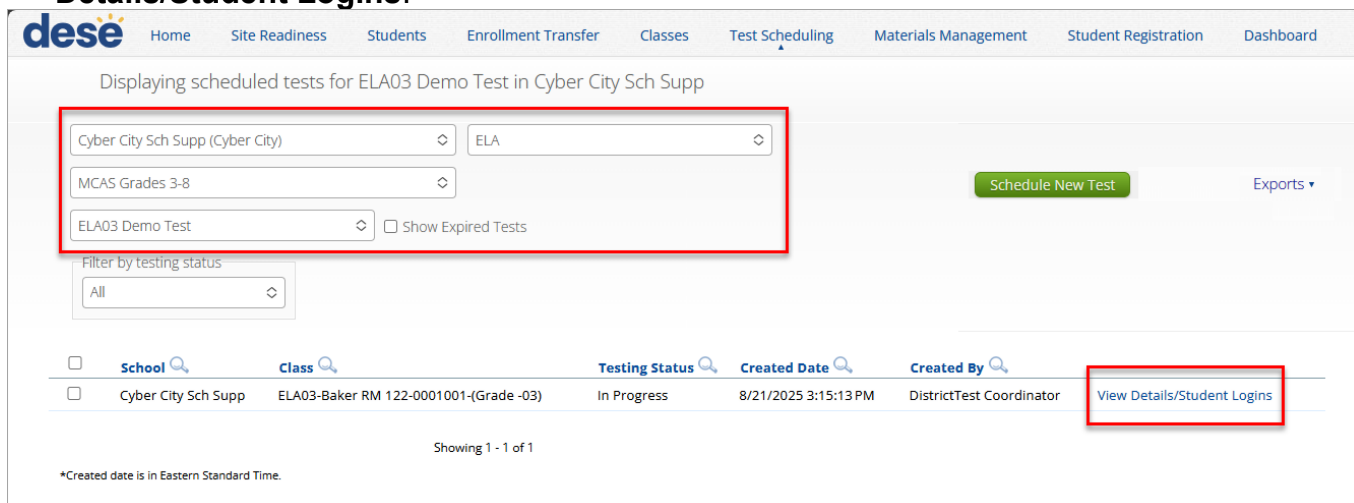
2. Log in to the [MCAS Portal](#) with your username and password.
3. On the MCAS Portal homepage, click **Administration**



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



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



7. Select the **Scheduling Details** tab. In the details table, click on the search icon next to the First Name, Last Name, or Username to search for the student.
8. Click the **Unlock** link to unlock all the questions in the test session.

Back

Edit Scheduled Test

District: Cyber City
Administration: Massachusetts Admin
Class: ELA03-Baker RM 122-0001001-(Grade -03)
Test Name: ELA03 Demo Test
Testing Window: 08/21/2025 to 12/31/2025

School: Cyber City Sch Supp
Content Area: ELA

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	MKBT556Z	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
								Session 2:Not Started			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
								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

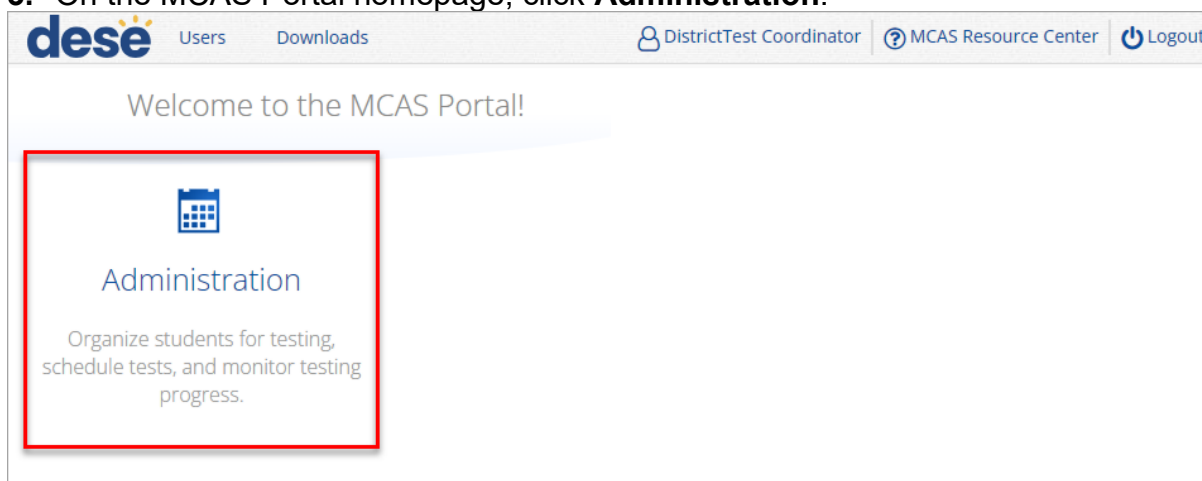
This section describes the process of unlocking sections within a test session for STE and Civics tests, to allow a student to go back into a previous section. **Test sections should only be unlocked in the event of a student accidentally clicking through to the next section without completing the previous 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**.



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**.

Displaying scheduled tests for Demo G8 STE in Cyber City Sch Supp

☐ Show Expired Tests

[Exports](#)

Filter by testing status

<input type="checkbox"/>	School	Class	Testing Status	Created Date	Created By	
<input type="checkbox"/>	Cyber City Sch Supp	Science-08-SCI08-Simmons 114-001001-1888-006	In Progress	8/27/2025 2:53:17 PM	School Test Coordinator	View Details/Student Logins

Showing 1 - 1 of 1

*Created date is in Eastern Standard Time.

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

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

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

School: Cyber City Sch Supp
Content Area: Science

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

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

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

Filter by Session

[Export Logins for Selected Students](#)
[Add Report Code](#)

<input type="checkbox"/>	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	Dylan	6573952976	SX4KU4SA	Demo G8 STE	08/27/2025 2:53:17 PM	+	Session 1: Finished (Reactivate)	8/27/2025 2:54:50 PM	8/27/2025 2:55:06 PM	Session Report Codes
								Session 2: In Progress	8/27/2025 2:55:15 PM		Reopen Sections Session Report Codes
<input type="checkbox"/>	Student	Sarah	5983809657	JKTHN8J7	Demo G8 STE	08/27/2025 2:53:17 PM	+	Session 1: Not Started			Session Report Codes
								Session 2: Not Started			Session Report Codes

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