

Tasks in the MCAS Portal During and After Testing

The Office of Student Assessment Services

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Presenters

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Logistics for This Session

- Use the Q&A feature to ask a question.
 - We will answer some questions aloud at specified times during this training session, and we will email the Q&A afterwards.
 - Use the thumbs-up icon to “upvote” someone else’s question.
 - Email student-specific questions to mcas@mass.gov instead of asking here.
- Closed captioning has been enabled for participants who need it.
- This session is being interpreted into ASL. Our interpreting team will be onscreen with the presenters.
- Please be advised that DESE does not authorize attendees to record or to use AI transcription tools during the meeting and DESE does not endorse any unauthorized transcripts created by third parties of its meetings.

Slides for This Session

- Slides were emailed to participants before this session from MCASEvents@cognia.org.
- Slides are now being posted in the chat.
 - If you cannot access the slides in the chat, ask in the Q&A.
- After the session, we will send the slides again to participants, and they will be posted in the MCAS Resource Center along with the recording.

Today's Agenda

1. Timeline of Tasks in the MCAS Portal
2. Monitoring Student Testing
3. Resolving Incorrect Accommodations
4. Procedures for Students Who Do Not Test
5. Additional Tasks During Testing
6. Tasks After All Testing Is Completed
7. Test Administrator Tasks During and After Testing
8. Resources, Support, and Next Steps
9. Live “Sandbox” Time with Additional Demonstrations

Poll Question

What is your role? (Check all that apply)

- A. District test coordinator
- B. School test coordinator
- C. Principal
- D. Guidance counselor
- E. Technology staff
- F. Other district staff
- G. Other school staff

Poll Question

How many years have you coordinated MCAS test administration?

- A. 0—This is my first year.
- B. 1 year
- C. 2–3 years
- D. 4–5 years
- E. 6+ years

1. Timeline of Tasks in the MCAS Portal

Timeline of Tasks in the MCAS Portal to Complete Before Testing for Principals/Test Coordinators

Now

- Continue to update student registration information
- Enrollment Transfer Requests (as needed)

2 weeks before testing

- Create and assign students to classes
- Verify accommodations in the MCAS Portal
 - Create test administrator logins if necessary (for certain accom.)
- Track delivery of materials through Materials Management

Up to one week before testing

- Schedule classes to tests
- Print student logins and summary sheets

Refer to the recording of the Tasks in the MCAS Portal Before Testing training webinar, available on the [Training Webinars page](#) of the MCAS Resource Center.

Timeline of Tasks in the MCAS Portal to Complete During and After Testing for Principals/Test Coordinators

Test Day

- Distribute student logins and summary sheets to test administrators
- Monitor student testing status in the MCAS Portal

During Testing

- Resolve incorrect accommodations
- Manage make-up testing
- Void tests as needed
- Unlock locked test questions (in certain circumstances)

After Testing

- Fill in Report codes as needed
- Void tests as needed

Timeline of Tasks in the MCAS Portal to Complete Before and During Testing for Test Administrators

Up to 2 days before testing

- Verify accommodations

Test Day

- Verify student roster
- Distribute student logins to students
 - Provide access codes to students
 - Enter proctor password as needed
- Monitor student testing status in the MCAS Portal
- Assist with testing issues as needed

Timeline of Tasks to Complete for Technology Coordinators

Fall 2025

- Verify that devices meet the technology requirements
- Add provided URLs to exempt lists
- Download and install the updated MCAS Student Kiosk
 - Conduct Site Readiness and Site Certification

Winter 2026

- Review Appendix A of the PAM
 - Review technology guidelines to verify that devices meet technology requirements
- Install updated kiosks if needed
 - Verify access to MCAS Portal and MCAS Training Site

During Testing

- Troubleshoot issues as they arise
- Contact the MCAS Service Center with technology questions

New for 2025–26

- Progress view is available on the Test Scheduling page to monitor student progress during testing.
- Session access codes are now referred to as access codes.
- Schools can now print student logins in bulk.
- Schools may export a new Export Accommodations report to review accommodations prior to testing.
- Only test coordinators and technology coordinators are able to add test report codes and session report codes to student tests.
- Course-level and grade-level classes: Grades 3–8 students **must be assigned to grade-level classes** and high school students **must be assigned to course-level classes**.
 - Additional information was covered in the March 4 Tasks in the MCAS Portal Before Testing training webinar, available on the [Training Webinars page](#) of the MCAS Resource Center.
- Refer to the [Updates to the MCAS Student Kiosk and MCAS Portal for 2025–26](#) for additional information.

2. Monitoring Student Testing

Monitoring Student Testing in the MCAS Portal

- Test coordinators can monitor student testing status in the following ways in the MCAS Portal:
 - **New for 2025–26:** Progress View from the **Test Scheduling** page
 - Exporting reports from the **Test Scheduling** page
 - Viewing the dashboards on the **Dashboard** page

Exports in the MCAS Portal

- Schools may find the following reports useful in tracking preparation and completion of testing.
 - District and school test coordinators and technology coordinators are able to export these reports.
- **Export Test Status:** a .CSV file listing every student and their completion status per session of the selected school and test.
- **Export Test Status for All Tests:** a .CSV file listing every student and their completion status per session for all tests in the selected district/school, program, and content area.
- **Export Students Not Scheduled:** a .CSV file listing every student not scheduled for the selected school and test. (Only available at the school level).

Demonstration

- Monitoring test status and progress view on the Test Scheduling page
- Exports on the Test Scheduling page

Monitoring Tests

1. Log in to the MCAS Portal and click **Administration**.
2. Select the **Test Scheduling** page.
3. Select the school, content area, program (grades 3–8 or high school), and test name.
4. Locate the test session you wish to monitor and click **View Details/Student Logins**.
5. Select the **Scheduling Details** tab.

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
<input type="checkbox"/>	Student	Demo	9999920022	M4UDHU4E	Demo Grade 5 ELA Form 1	03/03/2026 5:52:33 PM	+	Session 1: Finished (Reactivate) Session 2: Finished (Reactivate)
<input type="checkbox"/>	Student	Demo	9999920055	Z9773NH6	Demo Grade 5 ELA SR/AT	03/03/2026 5:51:29 PM	+	Session 1: Not Started Session 2: Not Started
<input type="checkbox"/>	Student	Demo	9999911023	ZWDYBQC8	Demo Grade 5 ELA Form 2	03/03/2026 5:49:56 PM	+	Session 1: In Progress Session 2: Not Started
<input type="checkbox"/>	Student	Demo	9999920056	MDWQA6DR	Demo Grade 5 ELA Form 1	03/03/2026 5:49:56 PM	+	Session 1: In Progress Session 2: Not Started

Progress View

Follow the steps on the previous slide, and then select the **Progress View** tab.

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	Demo Grade 5 ELA Form 1	Session 1	5 answered 13 not answered 5/18 items answered 28%	7	Item Passage	03/03/2026 6:02:19 PM	36 secs	In Progress
			Session 2	0 answered 10 not answered 0 items answered					Not Started
Student	Demo	Demo Grade 5 ELA Form 2	Session 1	9 answered 9 not answered 9/18 items answered 50%	10	Item 16	03/03/2026 6:00:12 PM	1:09 min	In Progress
			Session 2	0 answered 10 not answered 0 items answered					Not Started
Student	Demo	Demo Grade 5 ELA SR/AT	Session 1	0 answered 18 not answered 0 items answered					Not Started
			Session 2	0 answered 10 not answered 0 items answered					Not Started
Student	Demo	Demo Grade 5 ELA Form 1	Session 1	15 answered 3 not answered 15/18 items answered 83%	18	Item 18	03/03/2026 5:56:56 PM	1:59 min	Finished
			Session 2	10 answered 0 not answered 10/10 items answered 100%	10	Item 28	03/03/2026 5:57:54 PM	43 secs	Finished

Exports on the Test Scheduling Page

1. Log in to the MCAS Portal.
2. Select **Administration**.
3. Select **Test Scheduling**.
4. Use the drop-down menus (Organization, Program, Subject, and Test Name) to filter for the scheduled test.
5. Select **Exports** and select the export from the drop-down menu.

Displaying scheduled tests for ELA Demo Form in Cyber City Sch1-001

Cyber City Sch1-001 (Cyber City) ELA

MCAS Grades 3-8 ELA Demo Form

Filter by testing status

All

Schedule New Test

Exports ▾

Export Test Status

Export Test Status for All Tests

Export Students Not Scheduled

MCAS Portal Dashboards

- A dashboard is available for test coordinators to monitor overall testing progress through the testing window.
- After logging in to the MCAS Portal, select **Administration** and select **Dashboard** in the top menu bar.

Note: Dashboards only become available when the testing window opens.

The screenshot shows the MCAS Portal dashboard. At the top, there is a navigation menu with the following items: Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Scheduling, Materials Management, Student Registration, and Dashboard. The 'Dashboard' item is highlighted with a red dashed box. Below the navigation menu, there is a user profile section showing 'Abbie Currier' and 'MCAS Resource Center' with a 'Logout' button. The main content area is titled 'Home' and contains a dropdown menu for 'Information for' set to 'District Test Coordina...'. Below this, there is a welcome message: 'Welcome to the MCAS Portal. This site provides access to MCAS test administration and reporting tasks. If you need assistance with this site, please contact the MCAS Service Center: mcas@cognia.org (email), 800-737-5103 (phone), 888-222-1671 (TTY), or live chat by clicking [here](#). Technology Coordinators: Download and install the MCAS Student Kiosks onto student testing devices using the links in the table below.' Below the text is a table with two columns: 'Operating System' and 'MCAS Student Kiosk Download'.

MCAS Portal Dashboards (continued)

- A series of graphs and reports are available to district test coordinators, school test coordinators, and technology coordinators.
- Refer to the Guide to the MCAS Portal, Part VIII: MCAS Portal Dashboards, located on the [MCAS Portal page](#) of the MCAS Resource Center.

Note: Dashboards are not available on the MCAS Training Site.

The screenshot shows the top navigation bar of the MCAS Portal. On the left is the 'dese' logo for the Massachusetts Department of Elementary and Secondary Education. On the right is the user name 'Abbie Currier' with a dropdown arrow. Below the logo is a 'Back to MCAS Portal' link. A red rectangular box highlights a horizontal menu with the following items: 'Welcome', 'Real Time Metrics', 'Testing Activity by Hour', 'Testing Activity by Day', 'Test Summary', 'Field Stats', and 'Portal Activity'. To the right of this menu is a 'Custom Reports' link with a cube icon. Below the navigation bar is a yellow announcement section titled 'Announcements' with an 'Expand All' link. The announcements include a disclaimer about data usage and two dates: 'February 1, 2025 Test Administration Dashboard for MCAS is available.' and 'February 1, 2025 Testing Window: 2/4/2025 - 2/10/2025'.

MCAS Portal Dashboards

Report	Details	Updated
Real Time Metrics	Displays a line graph of the number of students actively testing by hour for the program and organization selected.	Every 2 minutes
Testing Activity by Hour	Displays three charts: Tests Started by Hour , Tests Completed by Hour , and Tests Paused by Hour for the program, organization, and date selected	Hourly
Testing Activity by Day	Displays a chart of the Tests Started and Completed by Day for the program, organization, and date selected	Hourly
Test Summary	Displays two charts: Tests Scheduled and Completed and the Percent of Tests Completed for the program and organization selected	Hourly
Field Stats	Displays an Operating Systems Summary and Site Readiness Information for the program and organization selected.	Hourly
Portal Activity	Portal Activity will display the Number of Portal Users by Day for the selected organization and by date	Hourly

Resources

- [MCAS Portal Guides](#)

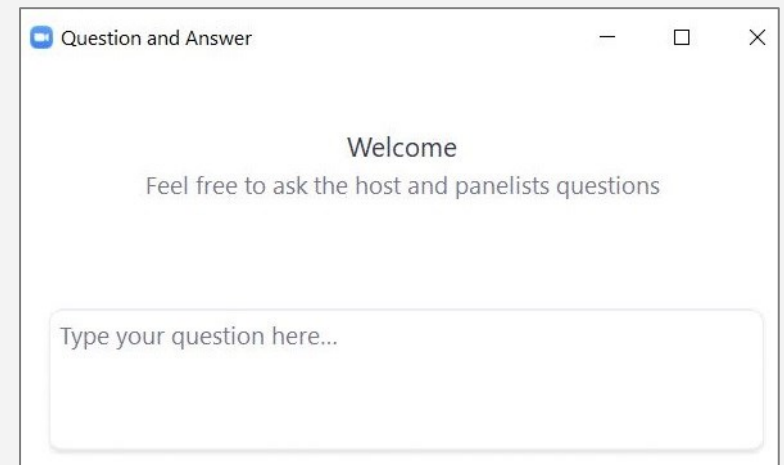
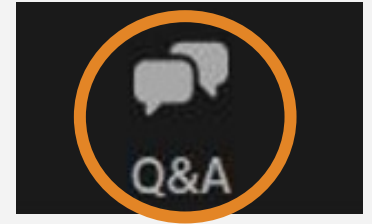
- Guide to the MCAS Portal, Part VI: Scheduling Tests, Printing Student Logins and Other Tasks on the Test Scheduling Page
- Guide to the MCAS Portal, Part VIII: MCAS Portal Dashboards

- [Training Modules](#)

- Exporting Administration Reports
- MCAS Portal Overview for Test Administrators (for information on Progress View)

Questions and Answers

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



3. Resolving Incorrect Accommodations

Resolving Incorrect Accommodations

- Test coordinators and test administrators are encouraged to review accommodations prior to testing to avoid situations in which a student begins a test with the incorrect accommodations.
- If a test administrator or test coordinator finds that an accommodation was assigned incorrectly, there are different instructions to follow based on whether:
 - the accommodation is a form-dependent accommodation – i.e., human read aloud, human signer, ASL, Spanish/English, screen reader/compatible assistive technology (AT)
 - the student has signed in to the test

Resolving Incorrect Accommodations (continued)

Scenario	Resolution if the student has <u>not</u> logged in to the test	Resolution if the student <u>has</u> logged in to the test
<p>Student is assigned an accommodation they should not have or student is missing an accommodation they should have and the accommodation is form-dependent (human read aloud, human signer, ASL, Spanish/English, screen reader/compatible AT).</p>	<ol style="list-style-type: none"> 1. Edit the student's incorrect accommodation(s). 2. Return to the test session details page and click the "Add/update student(s)" button. 3. Print the student's new login. 	<ol style="list-style-type: none"> 1. Have the student log out of the test completely. 2. Edit the student's incorrect accommodation(s). 3. Add the Void report code for the test session the student already logged into. 4. Add the student to a new class. 5. Schedule the new class to take the test and print the student's new login. (Note that students taking the Spanish/English test must be scheduled for the Spanish/English test on the Test Scheduling page).
<p>Student is assigned an accommodation they should not have or student is missing an accommodation they should have and the accommodation is not form-dependent.</p>	<ol style="list-style-type: none"> 1. Edit the student's incorrect accommodation(s). 2. Reprint the student's login (if you want the summary sheet updated with the correct accommodation[s]). 	<ol style="list-style-type: none"> 1. Have the student log out of the test completely. 2. Edit the student's incorrect accommodation(s). 3. Have the student log back in to the test and resume testing.

Demonstration

- Resolving incorrect form-dependent accommodations
 - Before a student logs in
 - After a student logs in

Resolving Incorrect Form-Dependent Accommodations: Before a Student Logs In

Step 1: Edit the student's incorrect accommodation(s).

1. Log in to the MCAS Portal and click **Administration**.
2. Click **Students** in the top menu bar.
3. Locate the student you wish to edit and click **Edit**.
4. Update the accommodation for the student and click **Save**.






Students in Cyber Falls Sch1-001

Cyber Falls Sch1-001 (Cyber Falls) ▼

Choose a Content Area ▼

[Add Student](#) [Student Search](#)

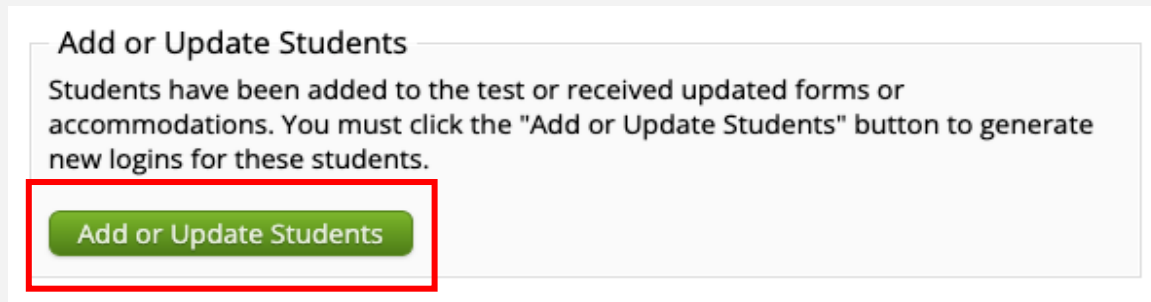
[Exports](#) ▼

Last Name 	First Name 	Middle Initial 	State Student ID 	Student Grade 				
Demo	Student		9999954673	10	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Demo		9999382736	10	View Classes	View Test Sessions	Enrollment Info	Edit
Doe	John		9999945676	10	View Classes	View Test Sessions	Enrollment Info	Edit

Resolving Incorrect Form-Dependent Accommodations: Before a Student Logs In (continued)

Step 2: Return to the test session details page and click the “Add or Update Students” button.

1. Click **Test Scheduling** in the top menu.
2. Select the correct school, content area, program (grades 3–8 or high school), and test name.
3. Locate the test session you wish to update and click **View Details/Student Logins**.
4. Click **Add or Update Students**.



Resolving Incorrect Form-Dependent Accommodations: Before a Student Logs In (continued)

Step 3: Print the student's new login.

1. Select the checkbox next to the student with the updated accommodation.
2. Click **Export Logins for Selected Students**.
3. Select PDF or CSV.
4. Click **Export**.

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	Session Report Codes
<input type="checkbox"/>	Demo	Student	9922553347	3m6cpwwu	Demo Biology Form 1	02/19/2025 12:23:30 PM	+	Session 1:Not Started			Session Report Codes
<input type="checkbox"/>	Demo	Student	9992837465	4gxx5kge	Demo Biology SR/AT	02/19/2025 12:23:30 PM	+	Session 1:Not Started			Session Report Codes

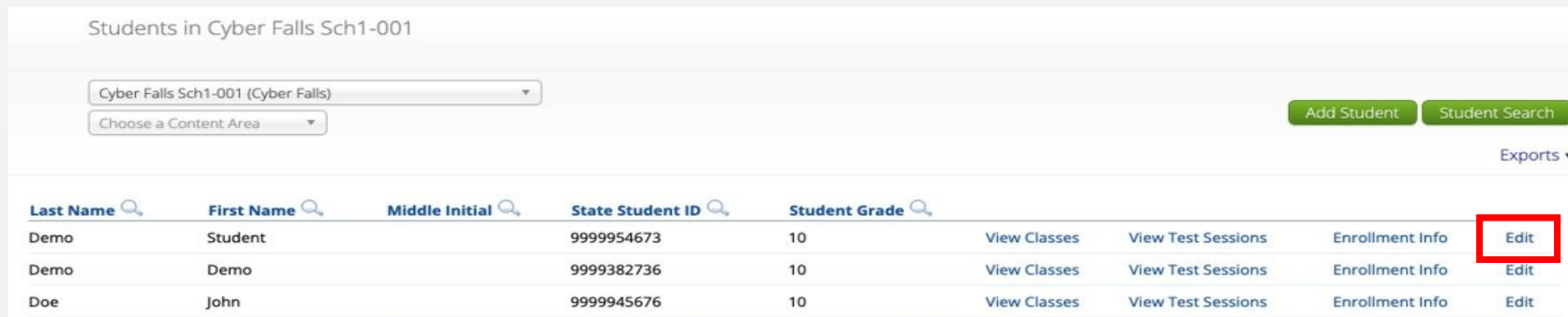
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Resolving Incorrect Form-Dependent Accommodations: After a Student Logs In

Step 1: Have the student log out of the MCAS Student Kiosk completely.

Step 2: Edit the student's incorrect accommodation(s).

1. Log in to the MCAS Portal and click **Administration**.
2. Click **Students** in the top menu bar.
3. Locate the student you wish to edit and click **Edit**.
4. Update the accommodation for the student and click **Save**.



Students in Cyber Falls Sch1-001

Cyber Falls Sch1-001 (Cyber Falls) [dropdown]
Choose a Content Area [dropdown] [Add Student] [Student Search] Exports [dropdown]

Last Name	First Name	Middle Initial	State Student ID	Student Grade				
Demo	Student		9999954673	10	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Demo		9999382736	10	View Classes	View Test Sessions	Enrollment Info	Edit
Doe	John		9999945676	10	View Classes	View Test Sessions	Enrollment Info	Edit

Resolving Incorrect Form-Dependent Accommodations: After a Student Logs In (continued)

Step 3: Add the Void report code for the test session the student already logged into.

1. Click **Test Scheduling** in the top menu.
2. Select the correct school, content area, program (grades 3–8 or high school), and test name.
3. Locate the class you wish to update and click **View Details/Student Logins**.
4. Locate the student with the incorrect accommodation. Click the **+** button to add a void report code for that test.
5. Select **Void (wrong accommodation)** and click **Save**.

Note: The student's test will remain In Progress.

Password	Form Name	Date/Time Created	Test Report Code	Status
eeskverq	Demo Biology Form 1	02/07/2025 2:15:53 PM	+	Session 1:Not Started Session 2:Not Started
9r4h4e5w	Demo Biology Form 1	02/07/2025 2:15:53 PM	+	Session 1:Not Started Session 2:Not Started

Displaying codes for JOSHUA DEMO-WRIGHT in Demo Biology Test

Test Report Codes (Clear)

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

Save Close

Resolving Incorrect Form-Dependent Accommodations: After a Student Logs In (continued)

Step 4: Add the student to a new class.

1. Click **Classes** in the top menu.
2. Select an **organization** from the organization drop-down list, and then select a **subject** from the subject drop-down list.
3. Select either the **Course Level** or **Grade Level** tab.
Note: Refer to the March 4 Tasks in the MCAS Portal Before Testing [training webinar](#) for information on grade-level and course-level classes.
4. Select **Create Class**.
5. Type the name of the class in the Class Name field.
6. Select a grade or course from the drop-down list.
7. Unselect the checkbox for “**Show only students that are not assigned to a class**” so that you can locate the student you need to add to the class.
8. Select the student and click **Add**.
9. Click **Save**.

Class Information

Class Name:

Grade:

Search for Students

Grade: Class:

Show only students that are not assigned to a class

Showing students in : Cyber City Sch DLV1

Last Name, First Name (State Student ID)

Sort By:

Students in : 0/250

Cyber City, Student (9994736289)	
DEMO-ABESAMRA, NAHIOMY (1000056617)	
DEMO-ABLEMAN, CHELSEA (1000054301)	
DEMO-ABRAMOVICH, KAYLA (1000052709)	
DEMO-ABREU RODRIGUEZ, DEZMOND (1000052709)	<input type="button" value="Add »"/>
DEMO-ACEVEDO VALCARCEL, JUNE (1000026617)	
DEMO-ACOSTA, SIENNA (1000057609)	
DEMO-ADAMS, JOHANNY (1000052285)	
DEMO-ALABRE, AMANDA (1000026617)	<input type="button" value="« Remove"/>
DEMO-ALAKBARLI, ERIKA (1000026753)	

Resolving Incorrect Form-Dependent Accommodations: After a Student Logs In (continued)

Step 5: Schedule the new class to take the test and print the student's new login.

1. Select **Test Scheduling** in the top menu.
2. Select the correct school, content area (ELA, mathematics, science, or civics), program (grades 3–8 or high school), and test name.
 - Note: Select the **Spanish/English** test from the drop-down menu for students taking this form.
3. Select **Schedule New Test**.
4. Select the name of the class just created and click **Schedule**.

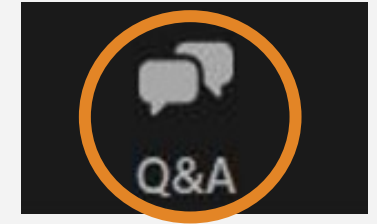
The screenshot shows the Dese Test Scheduling interface. The top navigation bar includes links for Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Scheduling, Materials Management, Student Registration, and Dashboard. The user is logged in as 'Demo DTC' and is viewing the 'MCAS Resource Center'. The main content area displays 'Displaying scheduled tests for Demo Biology Test in Cyber Falls Sch1-001'. There are four dropdown menus for selection: School (Cyber Falls Sch1-001 (Cyber Falls)), Content Area (Science), Program (MCAS High School), and Test Name (Demo Biology Test). A green 'Schedule New Test' button is highlighted with a red box. Below the dropdowns is a 'Filter by testing status' dropdown set to 'All'. A message at the bottom states 'There are no tests scheduled that match the selected criteria.'

The screenshot shows the 'Search for Classes' interface. A search bar contains 'Cyber City Sch1-001 (Cyber City)'. Below the search bar are 'Select All' and 'Unselect All' buttons. A list of classes is displayed, with 'BIOFEB-Demo-Rm202-00001111-(Grade -10)' highlighted in green. Below the list are fields for 'Start Date' (03/03/2025), 'End Date' (07/01/2025), and 'Time Zone' (Eastern). A 'Schedule' button is highlighted with a red box, along with a 'Cancel' button.

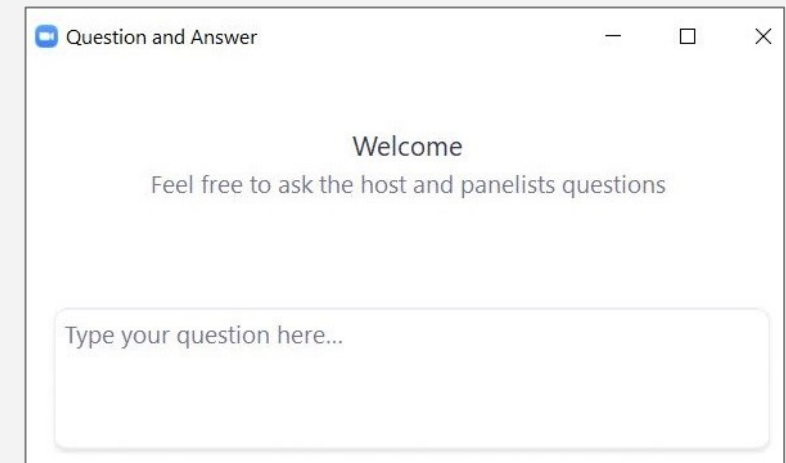
Resources

- Manuals
 - PAM, pages 68–71
 - CBT TAM, pages 133–135
 - Accessibility and Accommodations Manual

Questions and Answers



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



4. Procedures for Students Who Do Not Test

Students Who Do Not Participate

- If a student does not participate in testing, including first-year EL students for ELA, schools may choose to remove the student from any classes they have been assigned to in the MCAS Portal.
 - No additional steps are required.
- Students who do not participate for medical reasons should have the MED report code added to their test.
 - Refer to steps on slide 72.

Logistics for Make-Up Testing

- Students who are absent on the day of testing should be scheduled to make up the session.
 - All make-up testing **must** be completed within the windows listed in the [Statewide Testing Schedule](#).
- **If a student has started testing**, the school **must** leave that student in their original class.
 - Moving students between classes after they have started testing would create duplicate student records that must be removed.
- **If a student has *not* started testing**, the school may choose to move the student to a new make-up class **or** leave them in the original class.
- Refer to pages 26 and 50–51 of the [PAM](#).

Moving Students Between Classes

- Students should **ONLY** be moved between classes if they will be testing in a different group than the one originally assigned **and they have not started testing**.
- Students who are moved to a new class will need a new student login.
- Only principals/test coordinators and technology coordinators are able to move students between classes; test administrators do not have this permission in the MCAS Portal.

Demonstration

- Moving a student between classes

Before Testing Only: Remove the Student from the Original Class

1. Log in to the MCAS Portal and click **Administration**.
2. Click **Classes** in the top menu.
3. Select an organization and subject.
4. Select the **Grade Level** or **Course Level** tab.
5. Locate the class the student is currently assigned to.
6. Click **Edit**.
7. Select the student name from the list on the right.
8. Click **Remove**.
9. Click **Save**.

The screenshot displays the 'Class Information' page in the MCAS Portal. At the top, the 'Class Name' is 'MAT08-Demo1-Rm331-C'. Below this, the 'Students in the class' section includes a search box for students, with 'Grade' set to '08' and 'Class' set to 'Choose a Class'. A checkbox labeled 'Show only Students that are not assigned to a Class' is checked. The page shows 'Showing students in School: Cyber Falls Sch3-003'. There are two lists of students: one on the left and one on the right. The right list is titled 'Students in MAT08-Demo1-Rm331-0001111: 3/250' and contains three entries: 'Demo, Student (9990567893)', 'Demo, Student (9993378291)', and 'Demo, Student (9994473887)'. A red box highlights the 'Remove' button between the two lists. At the bottom, a 'Save' button is also highlighted with a red box.

Class Information

Class Name: MAT08-Demo1-Rm331-C

Students in the class

Search for Students

Grade: 08 Class: Choose a Class

Show only Students that are not assigned to a Class

Showing students in School: Cyber Falls Sch3-003

Last Name, First Name (State Student ID)

Sort By: Last Name

Demo, Student (9994738228)
Demo, Student (9993382985)
Demo, Student (9994787336)
TA LOGIN, Demo (0000111101)

Add »

« Remove

Students in MAT08-Demo1-Rm331-0001111: 3/250

Demo, Student (9990567893)
Demo, Student (9993378291)
Demo, Student (9994473887)

Save Cancel

Adding a Student to an Existing Class

1. Log in to the MCAS Portal and select **Administration**.
2. Click **Classes** in the top menu.
3. Select an organization and subject.
4. Select the **Grade Level** or **Course Level** tab.
5. Locate the class the student should be added to.
6. Click **Edit**.
7. Select the student name in the list on the left.
 - You may need to uncheck the option “Show only students that are not assigned to a Class”
8. Click **Add**.
9. Click **Save**.

Class Information

Class Name: MAT08-Demo1-Rm331-C

Students in the class

Search for Students

Grade: 08 Class: Choose a Class

Show only Students that are not assigned to a Class

Showing students in School: Cyber Falls Sch3-003

Last Name, First Name (State Student ID)

Sort By: Last Name

Demo, Student (9994738228)
Demo, Student (9993382985)
Demo, Student (9994787336)
TA LOGIN, Demo (0000111101)

Students in MAT08-Demo1-Rm331-00001111: 3/250

Demo, Student (9990567893)
Demo, Student (9993378291)
Demo, Student (9994473887)

Add »

« Remove

Save Cancel

Moving a Student on the Students Page

1. Log in to the MCAS Portal, select **Administration** and click **Students** in the top menu.
2. Locate the student who needs to be moved from one class to another. Click **Edit**.
3. Select the **Classes** tab and select the appropriate class type and content area.
4. The class highlighted in green is the student's current class assignment. Click this class to remove the student from that class.
5. The other classes listed are the possible classes the student can be moved to. Click the class to add the student to that class.
6. Click **Save**.

Student Information Accommodations **Classes**

3 selected classes (1 selected grade level class for ELA)

Grade Level

ELA

Search:

Class Name

- ELA-05-Currier Rm 202-I666-001
- ELA-05-Demo Rm 333-I666-001
- ELA-05-Human Read Aloud-I666-001
- ELA05 JACOBS 103 8881010-(Grade -05)
- ELA05 WILLIAMS 206 8881010-(Grade -05)**

Resources

- [MCAS Portal Guides](#)
 - Guide to the MCAS Portal, Part V: Creating and Managing Classes for Grades 3–8
 - Guide to the MCAS Portal, Appendix A: Creating and Managing Classes for High School Tests

5. Additional Tasks During Testing

Additional Tasks During Testing

- Schools may need to complete the following tasks during testing:

Task	What roles are able to complete this task?
Access the proctor password	DTCs, STCs, test administrators, technology coordinators
Change the proctor password	DTCs, STCs
Unlock locked test questions	DTCs, STCs
Unlock test sections for grades 5 and 8 STE and grade 8 Civics	DTCs, STCs, test administrators, technology coordinators
Reactivate tests	DTCs
Add session or test report code	DTCs, STCs, technology coordinators

What is a proctor password and when is it needed?

- A proctor password is an extra security measure, separate from a student's individual password located on their student login. A proctor password is required in any of the following situations:
 1. A student is idle in the test for more than 60 minutes. A student is "idle" if they do not interact in any way with the kiosk. This includes the use of any accommodation or tool, navigating through the test, or interacting with any of the on-screen widgets and answer choices.
 2. A student pauses or exits the test and attempts to log back in to the test after more than 60 minutes have passed.
 3. The MCAS Student Kiosk has experienced an abrupt closure, such as a loss of power, or the device is turned off while testing.
 4. The proctor password will always be required on the Options page for students with the accommodation "Compatible Assistive Technology."
- The proctor password is available to test coordinators, test administrators, and technology coordinators in the MCAS Portal.

Updating the Proctor Password

- The proctor password is the same for the whole school and is reset nightly.
- If an individual student or a small group of students need to enter the proctor password, the test administrator should type it in for them.
- If a larger group (such as a whole class) needs to enter the proctor password, then it can be read aloud or written on the board.
 - If the proctor password is given to a large group of students, it should subsequently be changed in the MCAS Portal by the principal or test coordinator.

Demonstration

- Viewing the proctor password
- Changing the proctor password

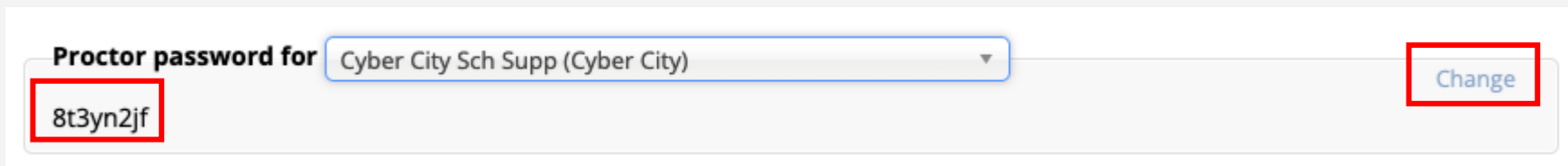
Proctor Password

To view the proctor password:

1. Log in to the MCAS Portal and select **Administration**.
2. Scroll to the bottom of the home page.
3. Locate the proctor password for the school.

To change the proctor password:

1. Log in to the MCAS Portal and select **Administration**.
2. Scroll to the bottom of the home page.
3. Locate the proctor password for the school and click **Change**.
 - Note: The proctor passwords are automatically updated nightly.



The screenshot shows a web interface for managing proctor passwords. It features a dropdown menu labeled "Proctor password for" with the selected school "Cyber City Sch Supp (Cyber City)". Below the dropdown is a text input field containing the password "8t3yn2jf". To the right of the input field is a "Change" button. Red boxes highlight the dropdown menu, the password input field, and the "Change" button.

Unlocking Student Test Questions

- In certain circumstances, a student may need to re-enter a test in the MCAS Student Kiosk.
- In some cases (described on the next slide), 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.

When will test questions lock?

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 than 60 minutes	<ul style="list-style-type: none"> password 	Yes	No
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

Reactivating Student Test Sessions

- 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 in.
- 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 steps on slide 60.

Section Unlocking – Grades 5 and 8 STE and Grade 8 Civics

- Within the grades 5 and 8 STE and grade 8 Civics tests, there are two **sessions** (Session 1 and Session 2 for STE, the State-Level Performance Task and the End-of-Course (EOC) for Civics).
- Within each session, there are two **sections**. Once a student has completed the first section, they will not be able to return to it.
- The student will see a message at the end of the section:

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 accidentally continues past the section but did not actually finish it, the test coordinator or test administrator may unlock the student's section.

Demonstration

- Unlocking locked questions
- Reactivating test sessions
- Unlock a test section for grades 5 and 8 STE and grade 8 Civics

Unlocking Locked Questions

- The test coordinator will unlock the test session.
 1. Log in to the MCAS Portal and click **Administration**.
 2. Click **Test Scheduling**.
 3. Select the school, content area, program (grades 3–8 or high school), and test.
 4. Locate the student’s class and click **View Details/Student Logins**.
 5. Locate the student and click **Unlock**.
- Then, the student will log in to the test again.

Filter by Session
Choose a Session [Export Logins for Selected Students](#) [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	+	Session 1: In Progress	1/31/2025 9:47:00 AM		Unlock	Session Report Codes
								Session 2: Not Started				Session Report Codes
<input type="checkbox"/>	Student	Demo	9999910081	czr42zhd	Demo Biology Form 1	01/31/2025 9:41:31 AM	+	Session 1: In Progress	1/31/2025 9:50:38 AM		Unlock	Session Report Codes
								Session 2: Not Started				Session Report Codes
<input type="checkbox"/>	Student	Demo	9999910080	4drnpwgm	Demo Biology Form 1	01/31/2025 9:41:31 AM	+	Session 1: In Progress	1/31/2025 9:48:32 AM		Unlock	Session Report Codes
								Session 2: Not Started				Session Report Codes

Reactivating Test Sessions

1. Log in to the MCAS Portal and click **Administration**.
2. Click **Test Scheduling**.
3. Select the school, content area, program (grades 3–8 or high school), and test.
4. Locate the student's class and click **View Details/Student Logins**.
5. Locate the student and click **Reactivate**.

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	+	Session 1: Finished (Reactivate)	1/31/2025 9:47:00 AM	2/3/2025 10:55:30 AM
								Session 2: Not Started		

Section Unlocking for Grades 5 and 8 STE and Grade 8 Civics

1. Log in to the MCAS Portal and click **Administration**.
2. Select **Test Scheduling** in the top menu.
3. Select the correct school, content area, program (grades 3–8), and test name.
4. Locate the class the student is in and select **View Details/Student Logins**.
5. Locate the student and select **Reopen Sections**.
6. Ask the student to pause and exit the test and log back in.

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"/>	DEMO-WRIGHT	JOSHUA	1000029557	eeskverq	Spring Grade 5 Form 1	02/07/2025 2:15:53 PM	+	Session 1: In Progress	3/3/2025 4:57:12 PM		Reopen Sections	Session Report Codes
								Session 2: Not Started				Session Report Codes
<input type="checkbox"/>	DEMO-WRIGHT	LEONARDO	1000023885	9r4h4e5w	Spring Grade 5 Form 1	02/07/2025 2:15:53 PM	+	Session 1: Not Started				Session Report Codes
								Session 2: Not Started				Session Report Codes

Troubleshooting Scenarios that May Occur During Testing

Scenario	Issue	Resolution
The student is logging in to the test and sees the following message on the sign in page: Invalid username/password	The student is using the incorrect password or username when trying to log into the MCAS Student Kiosk.	Verify the correct username and password in the MCAS Portal and have the student retry. Note that student passwords will be printed in all caps, but the passwords themselves are case insensitive.
The student has successfully logged in with their username and password. On the student profile page, the student receives a message after entering the access code: Incorrect access code. Please try again.	The student is using the incorrect access code for the session selected or typing in the access code incorrectly.	Verify the correct access code in MCAS Portal and have the student retry.

Refer to Appendix A of the [PAM](#) for a full list of error messages.

Troubleshooting Scenarios that May Occur During Testing (continued)

Scenario	Issue	Resolution
<p>While the student is taking the test, the student sees the message: Please raise your hand; your test session has timed out.</p>	<p>The student has timed out of their test session, meaning they have been inactive in the test for 60 minutes.</p>	<p>Click Exit and you will be brought back to the student testing interface sign in page. When the student is ready to continue testing, they will log back into the student testing interface and select the session they wish to continue and the proctor will enter the proctor password. The student will resume testing where they left off.</p>
<p>When the student turns in the test, the student sees the message: A connection to the network could not be established. Your test has been saved offline.</p>	<p>Internet connectivity was lost after the student began testing and was not restored by the time the student completed the test. The student completed the test session and clicked Turn in Test. The student's responses will be saved to the local folder configured when the MCAS Student Kiosk was initially installed.</p>	<p>Enter the proctor password to acknowledge the message. Note the student's device ID. Contact your technology coordinator to establish internet connection. Relaunch the MCAS Student Kiosk on the student's device.</p>

Student Questionnaire

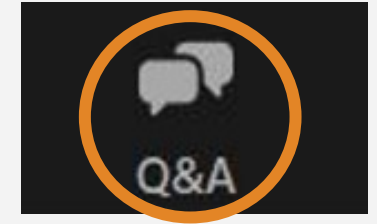
- The questionnaire should be administered after the final test session:
 - Mathematics Session 2 for grades 4 and 10
 - STE Session 2 for grades 5 and 8
- Students will need to enter a separate access code in order to sign in to the questionnaire.
- If a school is not administering the questionnaire, there are no additional steps to take in the MCAS Portal.

Resources

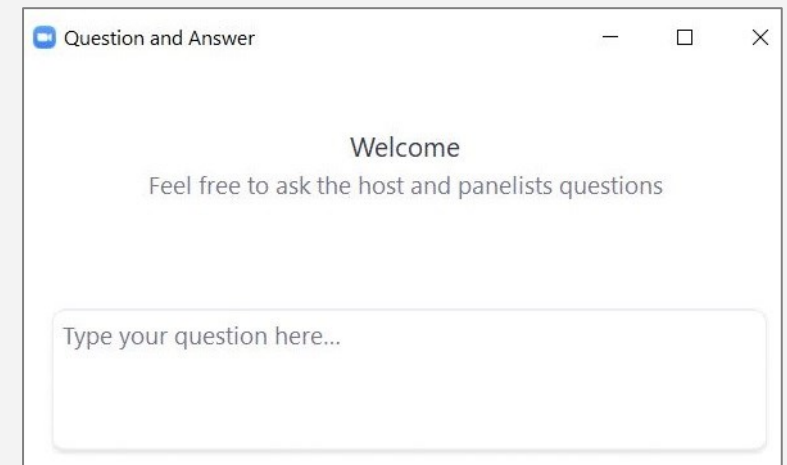
MCAS Portal Guides

- Guide to the MCAS Portal, Part VI: Scheduling Tests, Printing Student Logins, and Other Tasks on the Test Scheduling Page

Questions and Answers



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



6. Tasks After All Testing Is Completed

Updating Accommodations After Testing for Students Who Did Not Use an Accommodation

- Update accommodations in the MCAS Portal for each content area test if a student refused or did not use an accommodation.
 - Test coordinators may edit the individual student by going to the **Students** page, locating the student and clicking **Edit**, or export the student registration file and re-import with updated accommodations.
- Accommodations can also be updated during the discrepancy period.
 - More information about the 2026 discrepancy period will be shared in future [Student Assessment Updates](#).
- Important for accurate data reporting.

Confirming All Students Participated in Testing and Updating Student Information

- Check rosters and confirm that all students participated in testing.
- Refer to table on page 131–132 of the [PAM](#) for instructions on updating student information.

Situation	Instructions
A student was provided testing accommodations that were not initially included in the Student Registration file.	<ul style="list-style-type: none"> • Update the student's record in the MCAS Portal so it accurately reflects the accommodations that the student used (Administration > Students > Locate Student > Edit). • Because a student's IEP or 504 status is reported in SIMS, remember to report students with disabilities to your district SIMS contact, including students for whom a 504 plan was developed because of a temporary disability such as a broken arm.
A student refused accommodations during testing or did not use an accommodation.	<ul style="list-style-type: none"> • Update the student's record in the MCAS Portal so it accurately reflects the accommodations that the student used (Administration > Students > Locate Student > Edit). • Screen Reader and Assistive Technology cannot be updated in the MCAS Portal after the student has started a test. Changes to these accommodations will need to be reported to DESE.
A student was absent from all test sessions in the subject-area test or refused testing.	If the student did not begin testing, remove the student from any assigned classes.
A student was added to or removed from your school's enrollment after the Student Registration was submitted.	<ul style="list-style-type: none"> • For a student added to your enrollment who will be participating in testing, add the student to the MCAS Portal following instructions in section 2. For more information on enrollment transfer, please refer to Part IV of the <i>Guide to the MCAS Portal: Enrollment Transfers</i>.
A student's test needs to be marked "void" (i.e., it will not be scored and no student results will be reported).	<ul style="list-style-type: none"> • Only students who started testing should be marked as Void (e.g., incorrect accommodations were given). • Go to Test Scheduling and then locate the test and class. • Click View Details/Student Logins and locate the student. • Add the "Void – Wrong Accommodation" or "Void – Other" Test Report Code. • Note: Schools should contact DESE before applying the "Void – Other" Test Report Code.
A student had a medically documented absence for one or both sessions of a test and did not participate in make-up testing.	If the student already started testing, add the Test Report Code for a Medical Absence to the student's scheduled test. Administration > Test Scheduling > View Details/Student Logins > Select the student > Add Report Code > select Medical Absence > Save

Adding Report Codes

- In some circumstances, test coordinators may need to add report codes to students tests or test sessions.
- Adding report codes will not change a student's testing status (e.g., if a report code is added and the student is listed as In Progress, adding the report code will not change the student's status to Finished).
- Tests marked with the report codes listed below **will not be scored**.

Code	When to use it
Void (wrong accommodation) (VWA)	In situations involving incorrectly assigned form-dependent accommodations as described in slides 26-37
Void (other) (VO)	<ul style="list-style-type: none">• When voiding Test Administrator Logins• In all other situations, schools must contact DESE before using this report code.
Medical absence (MED)	Students may be considered medically absent 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 (TEC)	Schools must contact DESE before using this report code.

Demonstration

- Adding test and session report codes
 - Medical absence
 - Technical issue
 - Void (wrong accommodation)
 - Void (other)
- Bulk-adding report codes for one or more students

Adding a Test Report Code

If necessary, add a test report code for the *test* the student already logged into.

1. Select **Test Scheduling** in the top menu.
2. Select the correct school, content area, program (grades 3–8 or high school), and test name.
3. Locate the class you wish to update and click **View Details/Student Logins**.
4. Locate the student who requires the test be voided and click the **+** button.
5. Select the test report code and click **Save**.

Password	Form Name	Date/Time Created	Test Report Code	Status
eeskverq	Demo Biology Form 1	02/07/2025 2:15:53 PM	+	Session 1:Not Started Session 2:Not Started
9r4h4e5w	Demo Biology Form 1	02/07/2025 2:15:53 PM	+	Session 1:Not Started Session 2:Not Started

Displaying codes for JOSHUA DEMO-WRIGHT in Demo Biology Test

Test Report Codes (Clear)

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

Save **Close**

Schools should contact DESE before selecting Technical issue or Void (other)

Adding a Session Report Code

If necessary, add a session report code for the *test session* the student already logged into.

1. Select **Test Scheduling** in the top menu.
2. Select the correct school, content area, program (grades 3–8 or high school), and test name.
3. Locate the test session you wish to update and click **View Details/Student Logins**.
4. Locate the student who requires the test session be voided. Click **Session Report Codes**.
5. Select the appropriate code and click **Save**.

Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
02/07/2025 2:15:53 PM	+	Session 1:In Progress Session 2:Not Started	3/3/2025 4:57:12 PM	Reopen Sections Session Report Codes
02/07/2025 2:15:53 PM	+	Session 1:In Progress Session 2:Not Started	3/3/2025 5:09:00 PM	Unlock Session Report Codes
02/07/2025 2:15:53 PM	+	Session 1:Not Started Session 2:Not Started		Session Report Codes Session Report Codes

Displaying codes for KAITLIN DEMO-YANG's Session 1 in Demo Biology Test

Test Session Report Codes (Clear)

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

Save

Close

Adding Medical Absence for an Individual Student

1. Log in to the MCAS Portal and select **Administration**.
2. Select **Students** in the top menu.
3. Locate the student to be edited and click **Edit**.
4. On the Accommodations tab, check the box for **Medical Absence** for the correct test code and click **Save**.

Last Name	First Name	Middle Initial	State Student ID	Student Grade				
Demo	Student		9999954673	10	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Demo		9999382736	10	View Classes	View Test Sessions	Enrollment Info	Edit
Doe	John		9999945676	10	View Classes	View Test Sessions	Enrollment Info	Edit

Student Information | Accommodations | Classes

IMPORTANT: Accommodations must be saved before making changes to the Registration Codes.

Information for Test Code: BIOFEB (February Biology)

Medical Absence

Test Format Paper (A1, EL1)

Enlarged Cursor/Mouse Pointer (UF4)

Graphic Organizer/Reference Sheet (A9)

Text to Speech Standard (A4, EL3.1)

Human Read Aloud Standard (A5, EL3.2)

Human Signer Standard (A6.1)

Human Scribe Standard (A10.1, EL4.1)

Speech to Text Standard (A10.2, EL4.2)

Word Prediction Standard (A18)

Spanish English (EL7)

Typed Responses (A12)

Large-Print Test (A2)

Braille (A3.2)

Screen Reader (A3.1)

Compatible Assistive Technology (A3.3)

[Save](#) [Cancel](#)

Bulk-Adding Medical Absence

1. Log in to the MCAS Portal and select **Administration**.
2. Select **Student Registration** in the top menu.
3. Select the school or district and click **Export Students**.
4. Update column M, `Not_Tested_Reason`, for the appropriate students.
 - Y = medical absence, blank = no medical absence.
5. Import the edited file on the **Student Registration** page.

Student Registration for Cyber Falls Sch1-001

Cyber Falls Sch1-001 (Cyber Falls) Export Students

Select a file to be uploaded

[Download Student Registration Data Definitions File](#) | [Download Student Registration Template](#)

Choose File No file chosen

Additional Tasks After Test Administration

- Follow the steps listed in the [PAM](#) for all the tasks to complete after test administration.
 - Checklist of tasks after test administration appears on page 40.
 - The steps/descriptions begin on page 52.
- Steps for completing the Principal's Certification of Proper Test Administration (PCPA) and updating Student Registration are provided in the PAM, and the deadline dates for completing these tasks are included in the [Statewide Testing Schedule](#).
- Continue reading the [Student Assessment Update](#) and watch for announcements on the reporting schedule, including reporting discrepancies.

Deadlines to Complete the Principal's Certification of Proper Test Administration (PCPA)

Administration	PCPA Deadline
Spring Grades 3–8 (ELA, Mathematics, STE, and Civics)	June 8
Grade 10 ELA and Mathematics	May 28
Spring High School Science	June 11

Resources

MCAS Portal Guides

- Guide to the MCAS Portal, Part VI: Scheduling Tests, Printing Student Logins, and Other Tasks on the Test Scheduling Page

7. Test Administrator Tasks During and After Testing

Timeline of Tasks in the MCAS Portal to Complete Before and During Testing for Test Administrators

Up to 2 days before testing

- Verify accommodations

Test Day

- Verify student roster
- Distribute student logins to students
- Provide access codes to students
- Enter proctor password as needed
- Monitor student testing status in the MCAS Portal
- Assist with testing issues as needed

Note: Schools may choose to have the test coordinator complete these tasks instead of test administrators.

Access Codes

- Test administrators will provide students with an access code to enter while signing in to each test.
- Test administrators may not provide access codes for a session other than the one being administered.
- Access codes are available:
 - On the **View Details/Student Logins** page in the MCAS Portal
 - On the student summary page (first page of PDF of printed student logins)

Class Name: Demo Grade 03 ELA
Test Name: Grade 3 ELA
Testing Window: 11/24/2025 to 12/30/9999

Test administrators will
write the access code on
the board

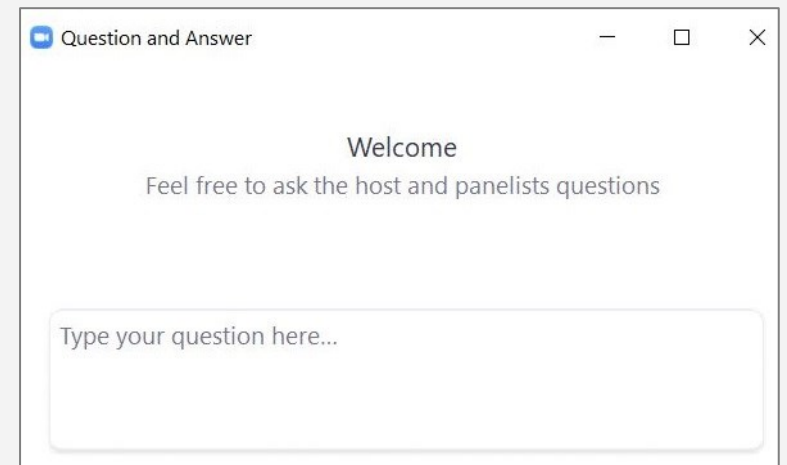
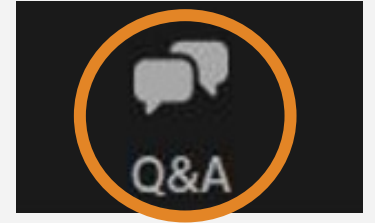
Sequence	Name	Access Code
1	Session 1	4028681200
2	Session 2	5373782375

Tasks During Testing for Test Administrators

- Test administrators may need to enter the proctor password in certain circumstances (slides 50–53)
- Test administrators may monitor student testing status on the **View Details/Student Progress** page of the MCAS Portal (slides 18–19).
- Test administrators should verify that all students in their class are in Finished status at the end of each test session.
- Refer to the MCAS Portal Overview for Test Administrators module, available on the [Training Modules page](#) of the MCAS Resource Center.

Questions and Answers

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



8. Resources, Support, and Next Steps

Additional Resources

Resource	Location
MCAS Resource Center	mcas.onlinehelp.cognia.org
MCAS Portal user guides	https://mcas.onlinehelp.cognia.org/portal/
Technology Information	https://mcas.onlinehelp.cognia.org/technology-setup/
Student Assessment Updates (Biweekly email with important updates about the MCAS program)	www.doe.mass.edu/mcas/updates.html If you do not already receive this email, subscribe using this link: http://eepurl.com/ghSOhH

Upcoming Office Hours Session

Session	Date and Registration Link	Recommended Read-Ahead Materials
Office Hours: MCAS Portal Tasks	<u>Thursday, March 19 at 9:30–10:30 a.m.</u>	Guide to the MCAS Portal, located on the <u>MCAS Portal page</u> of the MCAS Resource Center

Next Steps

- **Today:** Complete the evaluation form.
 - Responses are associated with the name and email address used to log in.
 - Email your input to mcas@mass.gov if you have problems accessing or completing the form.
- **Within one week:**
 - Receive an email with the Q&A from this session
 - Recording will be available

Email and Phone Support

MCAS Service Center

- Questions on logistics and technology
 - **Web:** <https://mcas.onlinehelp.cognia.org/>
 - **Email:** mcas@cognia.org
 - **Phone:** 800-737-5103
 - **TTY:** 888-222-1671
 - Live chat is available at the link on the bottom of the page at the [MCAS Resource Center](#)

DESE Student Assessment Services

- Policy questions (e.g., student participation, accommodations)
 - **Web:** www.doe.mass.edu/mcas
 - **Email:** mcas@mass.gov
 - **Phone:** 781-338-3625
 - **TTY:** 800-439-2370

9. Live “Sandbox Time”

Poll Question

Which demonstrations would you like to see again?

- A. Monitoring test status and exports on the Test Scheduling page
- B. Resolving incorrect form-dependent accommodations
- C. Move a student between classes
- D. Adding report codes (Medical absence, Void)
- E. Reactivating test sessions, unlocking locked questions, unlocking test section for grades 5 and 8 STE and grade 8 Civics

THANK YOU

The Office of Student Assessment Services



781-338-3625



mcas@mass.gov



www.doe.mass.edu/mcas



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