Windows Network Kiosk Installation

To install the legacy MCAS Student Kiosk on a school network:

1. Complete the local kiosk installation listed above on the machine that will host the app.
2. Configure the stored response location to network share or leave as default during installation.
3. On the student testing devices, create a shortcut to the app on the network. The shortcut created should point to MCAS.exe.
4. Ensure that users have read/write/modify access to stored response directory configured in Step 2.

V. Site Readiness Testing and Site Certification

A. Purpose

The MCAS Portal includes a Site Readiness tool for schools and districts to assess their readiness for online testing via the MCAS Student Kiosk and to identify any potential technology-related issues before testing begins to ensure a smooth testing experience. The Site Readiness tool is used to verify that testing devices meet the minimum requirements and have been properly configured. DESE will follow up with schools that do not complete Site Readiness.

The Site Readiness tool includes the **System Set-Up Test** and the **Student Interface Test**.

- The **System Set-Up Test** tests bandwidth, connectivity, screen resolution, and the text-to-speech function.
- The **Student Interface Test** provides sample test questions to determine whether the device is capable of correctly displaying and navigating test content in the MCAS Student Kiosk. The Student Interface Test also allows technology coordinators to test the student tools, including the Line Reader, Text Highlighter, and Notepad, to confirm they are functioning properly.

To administer the Site Readiness test, the technology coordinator launches the MCAS Student Kiosk on each device configuration (i.e., device type and operating system) being used for testing at that site and then uses the Site Readiness login for the assigned school to run the test. For example, if you will be testing on Windows 11 and different versions of supported ChromeOS, then we recommend testing 2 to 3 devices on Windows 11 and 2 to 3 devices on each ChromeOS version that will be used. Then, the technology coordinator certifies the site (school) in the MCAS Portal to indicate to the school and district test coordinators that the site's technology is ready for testing.

Note: The Site Readiness tool must be conducted using the secure MCAS Student Kiosk. The test does not need to be conducted on the browsers used for practice tests.

New for 2026–27: iPads now show in the MCAS Portal on the Site Readiness details page when conducting Site Readiness.

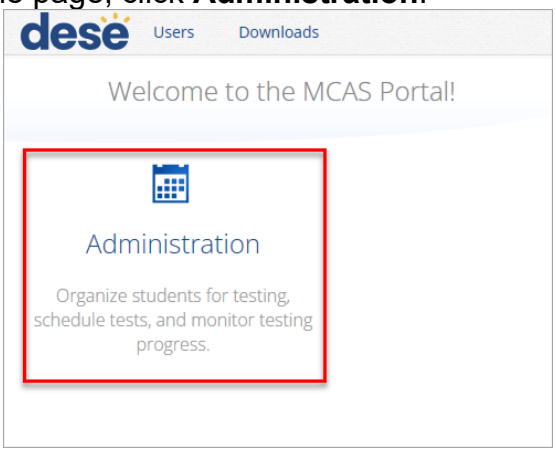
B. Using the Site Readiness Tool

It is crucial that the Site Readiness tool is run on **every** device type or device configuration that will be used for testing. The results for each device tested will be captured and displayed on the Site Readiness Details page within the MCAS Portal.

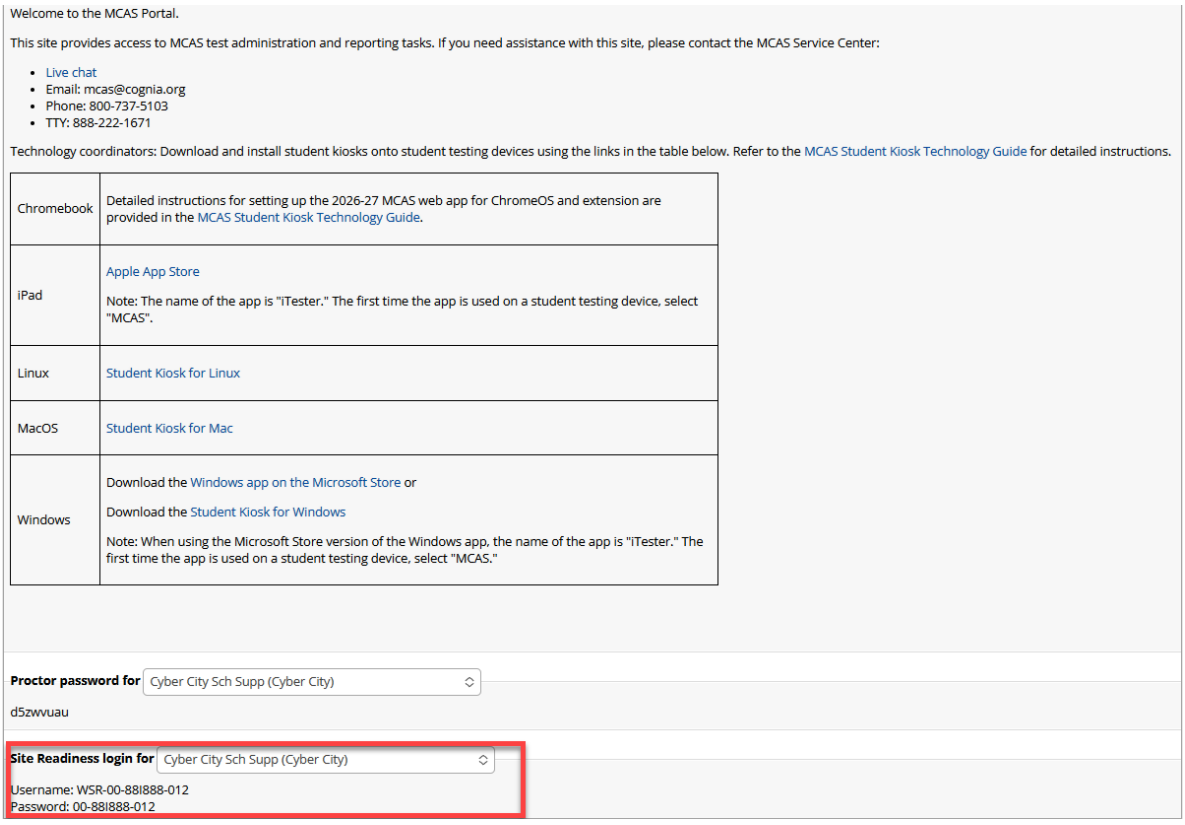
After reviewing the Technology Guidelines and installing the MCAS Student Kiosk, follow the instructions below.

Step 1: Locate the Site Readiness credentials in the MCAS Portal

1. Log in to the MCAS Portal with your username and password.
2. On the portal home page, click **Administration**.



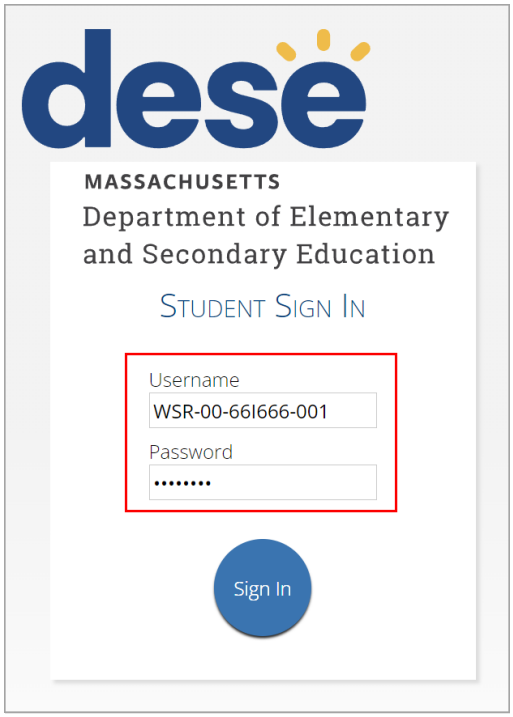
3. The Site Readiness account information appears at the bottom of the Administration home page.



4. Make a note of the username and password for the school, which you will use to log in to the MCAS Student Kiosk.

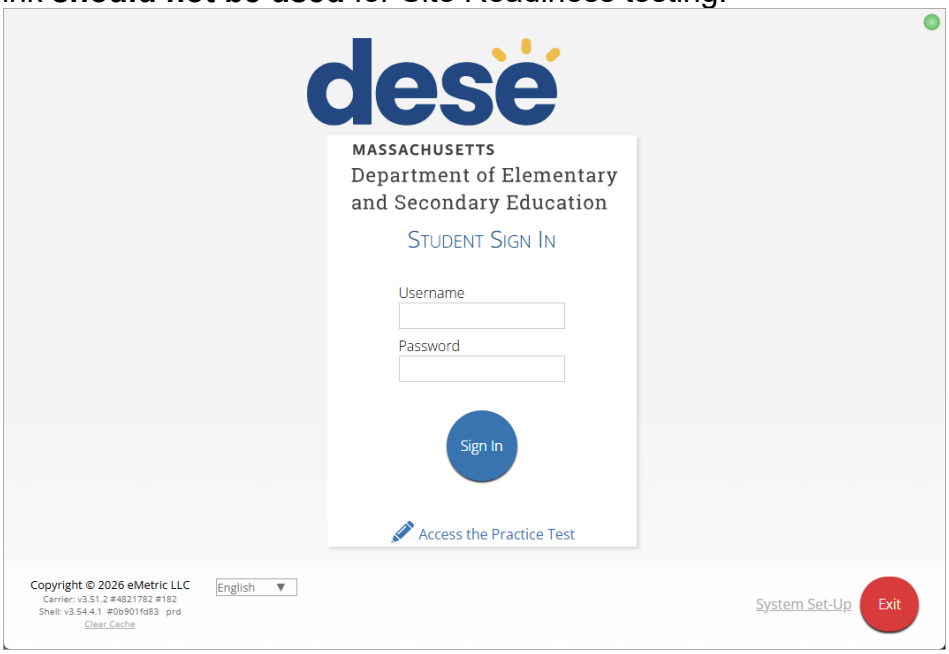
Step 2: Conduct Site Readiness on every Device Configuration

1. Launch the MCAS Student Kiosk on the device.
2. Log in to the MCAS Student Kiosk with the Site Readiness username and password provided for the school (shown above).

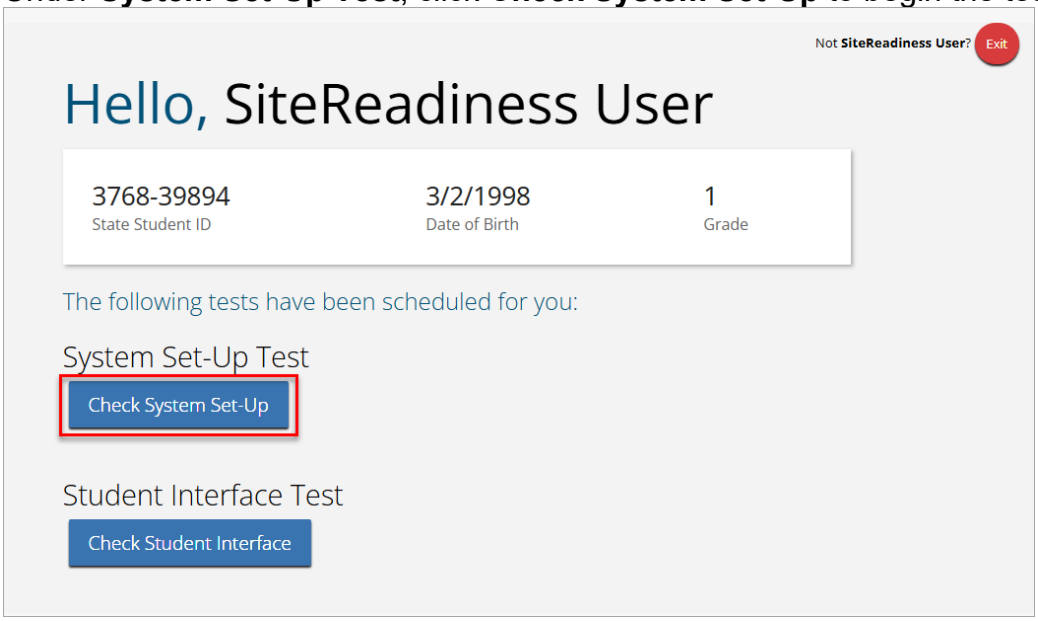


Important Note: Use the Site Readiness login credentials exclusively for the school only, and do not use the credentials for any other purposes. Do not use the Site Readiness credentials for any other school.

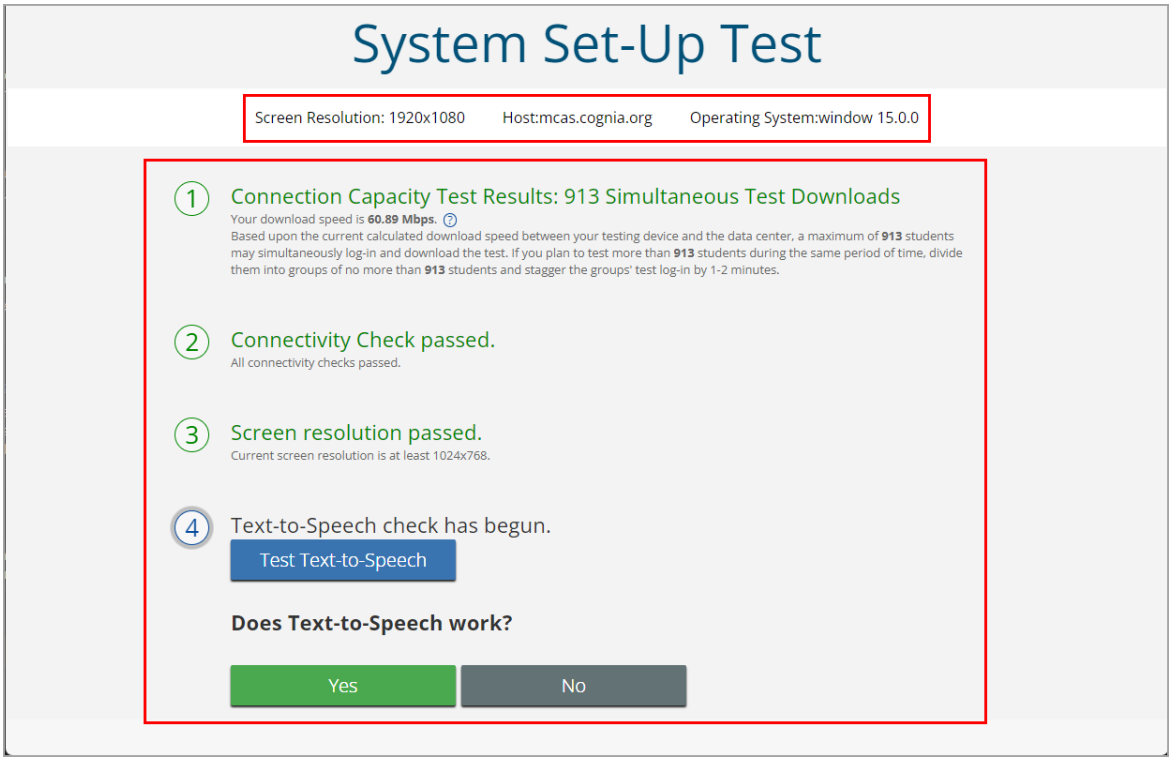
On Windows and ChromeOS devices, users will see a System Set-Up test link next to the exit button on the MCAS Student Kiosk sign in screen. This link **should not be used** for Site Readiness testing.



3. Under **System Set-Up Test**, click **Check System Set-Up** to begin the test.



The screen resolution, host URL (mcas.cognia.org), and operating system for the device are listed at the top of the System Set-Up Test page. The System Set-Up Test consists of four parts: the Connection Capacity Test, the Connectivity Check, the Screen resolution check, and the Text-to-Speech check. The results of each test appear as soon as it is completed.



4. The **Connection Capacity Test** evaluates your site's capacity for simultaneous test downloads. It provides the current download speed between the testing device and the testing servers (data center), and, based on that speed, it provides the maximum number of students that may simultaneously log in and download a test session.

   If you plan to test more students concurrently than the recommended number of simultaneous test downloads, it is recommended that you divide the students into groups no greater than the number of recommended simultaneous test downloads and stagger each group's test log in by 1–2 minutes. This will reduce the likelihood of interruption during sign in.

5. The **Connectivity Check** is designed to ensure the testing device has access to both the kiosk's local storage folder, where student responses will be saved if the test device loses internet connectivity, and the testing servers.

   - If the Connectivity Check fails with the following message:

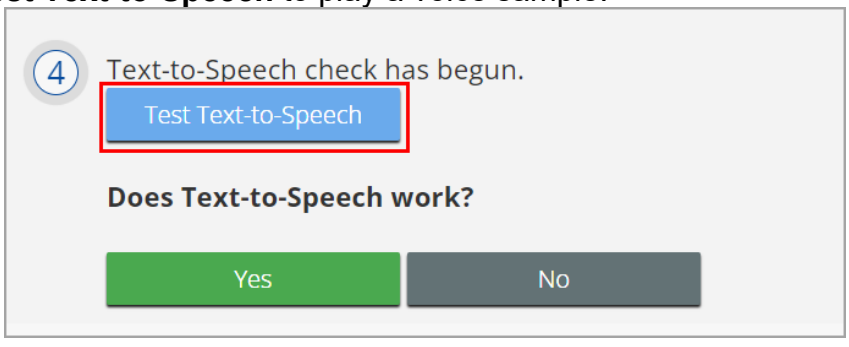
     "The connectivity check failed. Please check your read and write permissions to the storage folders and try again or contact Support for further assistance. Error Code: 6004 – StorageWriteFail"

     This means that the MCAS Student Kiosk does not have the proper permissions for the storage folder. The kiosk requires read, write, and modify permissions on Windows and Read & Write on Mac.

   - If the test fails for any reason other than "Error Code:6004 - StorageWriteFail," contact the MCAS Service Center.

6. The **Screen resolution test** will ensure that the testing device meets the required screen size and resolution for an optimal testing experience. If this test fails, adjust the screen resolution of the device.

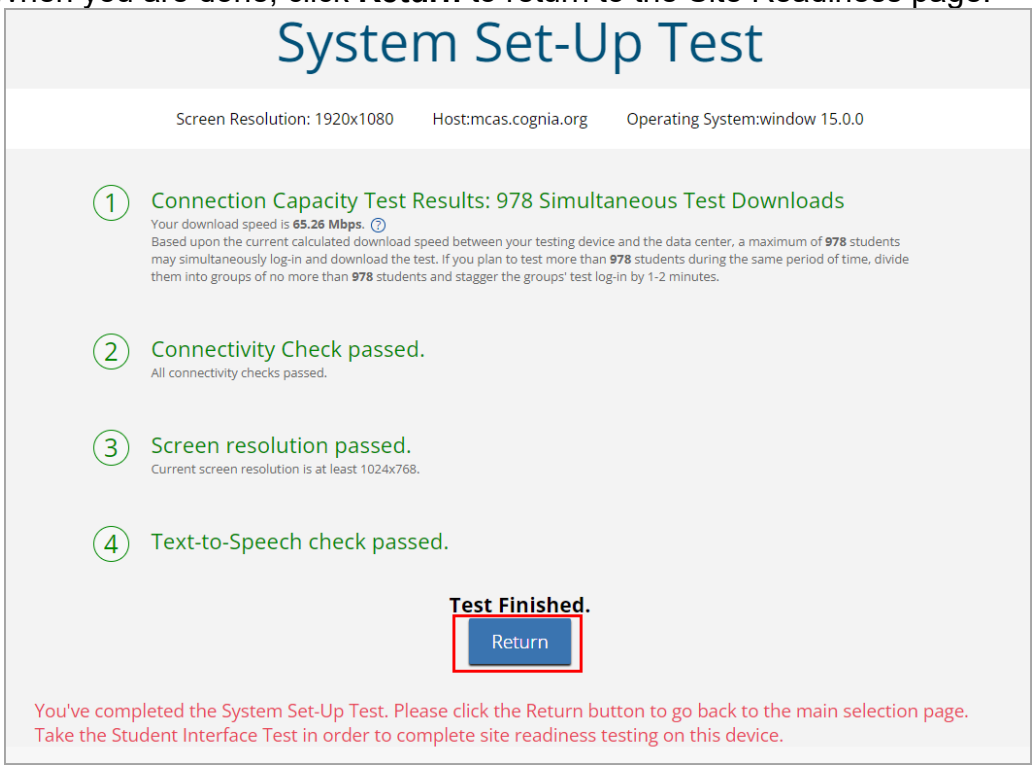
7. The **Text-to-Speech test** will ensure that this accommodation is operating as expected for students who have this accommodation. In the Text-to-Speech field, click **Test Text-to-Speech** to play a voice sample.



   - If you can hear the voice sample, click **Yes**.
   - If you cannot hear the voice sample, click **No**, and fix your audio connection. You will need to verify that there is a voice package installed on your machine, that there is an audio playback device connected to the testing device (e.g., internal speakers, external speakers, headphones),

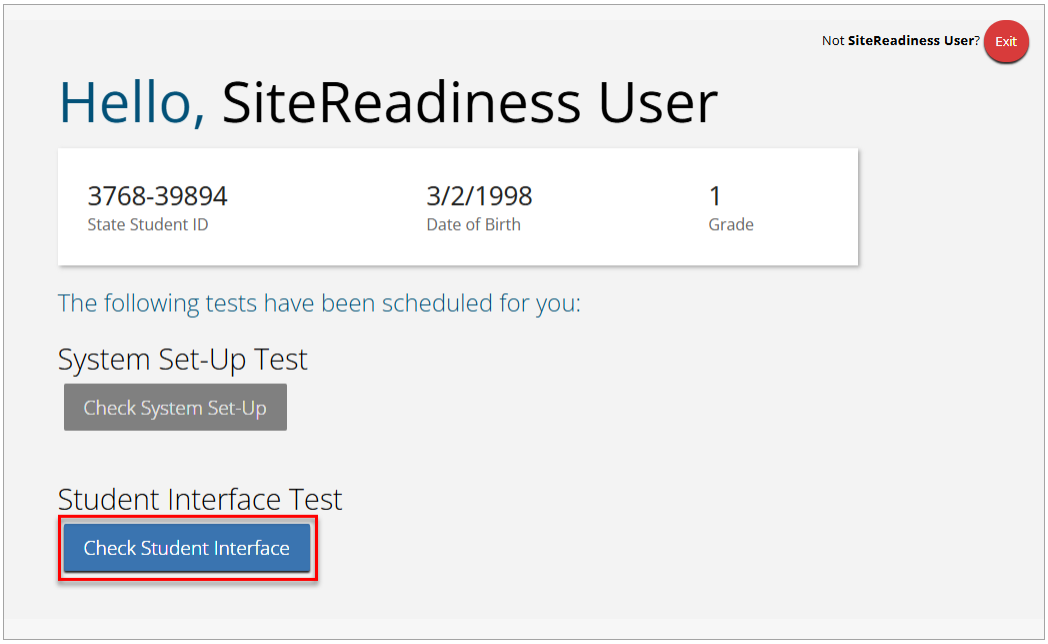
the volume is not muted and is audible, and that the desired audio playback device is set as the default device.

8. When you are done, click **Return** to return to the Site Readiness page.



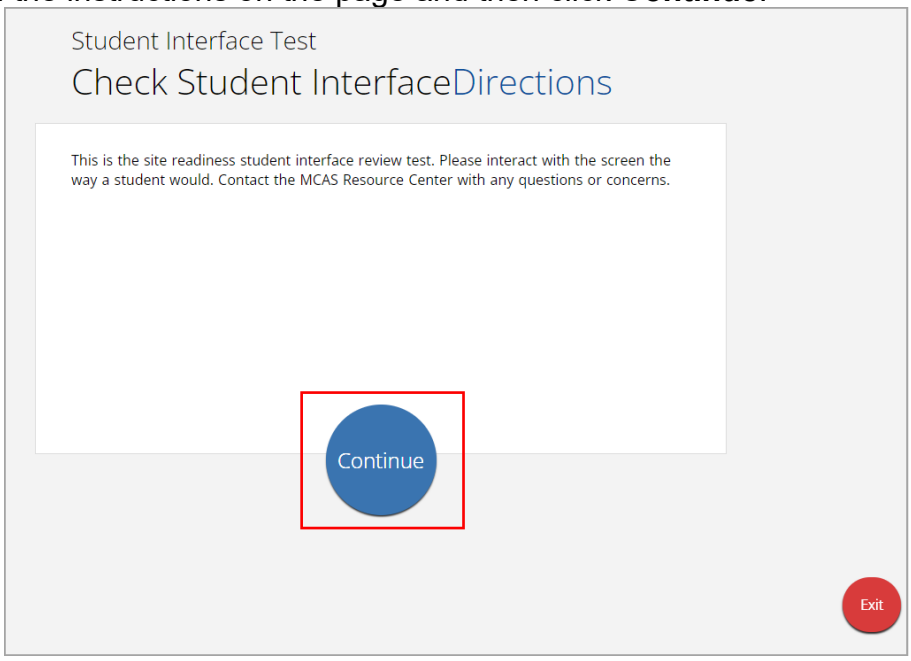
- If all the system checks are successful, you are ready to begin the next Site Readiness test.
- If one or more system checks fail, adjust your configuration as needed and re-run the System Set-Up test.

9. When the System Set-Up test is completed, click the blue **Check Student Interface** button.



Note: If you run the **Check Student Interface** test on a Chromebook and you receive the error message "**This test must be taken with the kiosk or mobile app**", this is an indication that the MCAS web app and extension are not installed correctly in Google Admin console. Reference the installation steps in part IV section A: ChromeOS App Installation.

10. Read the instructions on the page and then click **Continue**.

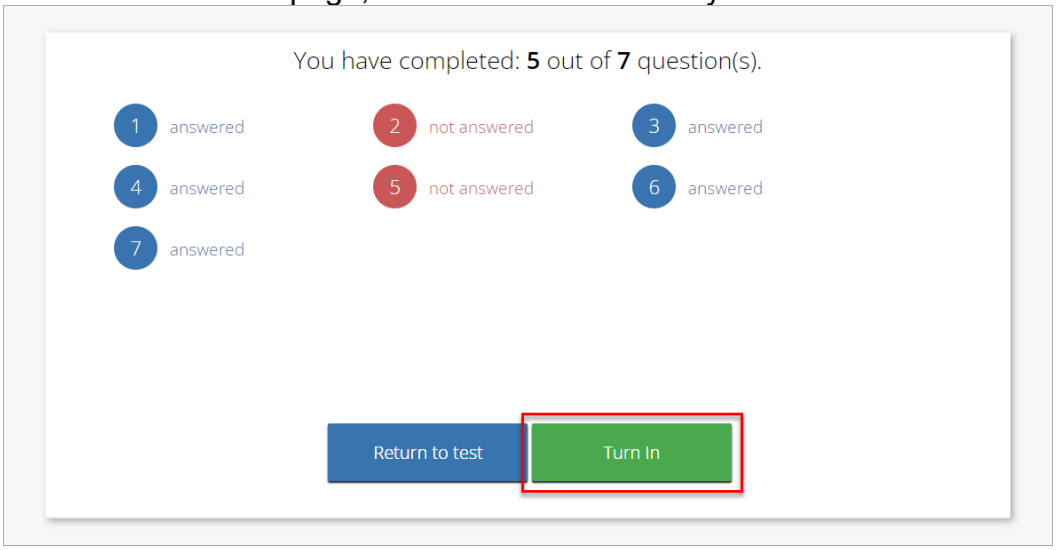


11. Confirm that you can effectively respond to a few questions. Click on and try out a few student tools, such as the Notepad and Line Reader, to make sure you can use them. To activate a tool, click on the tool in the tool bar and use it in the test

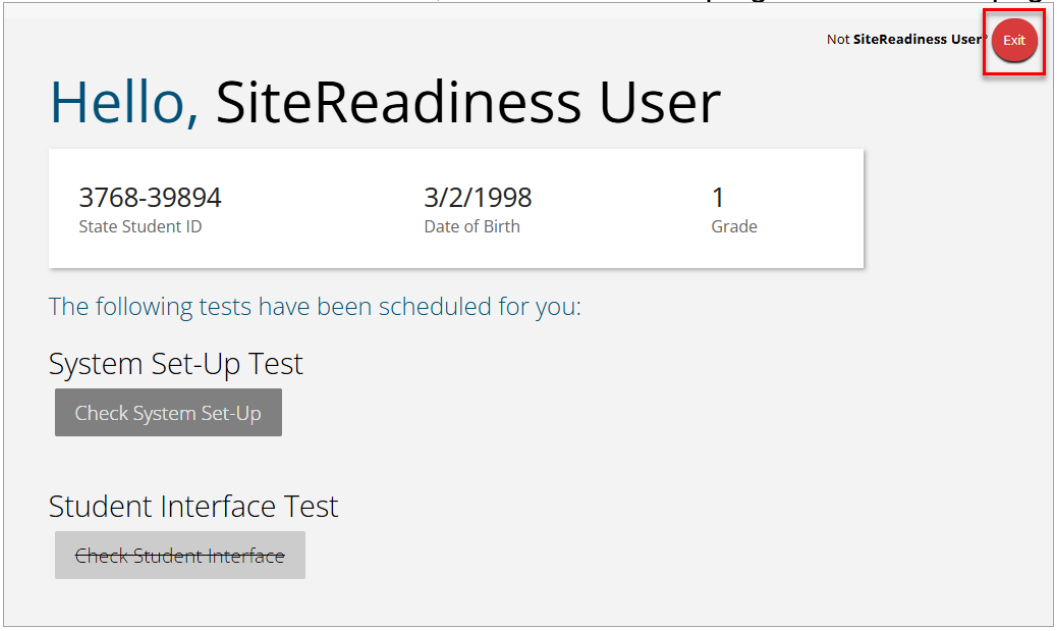
interface. On the constructed response question, ensure you can type in the response box.

> **Note**: Certain tools, accessibility features, and accommodations will be available in the Student Kiosk for operational testing but will not be available in Site Readiness. Refer to Appendix A for additional information.

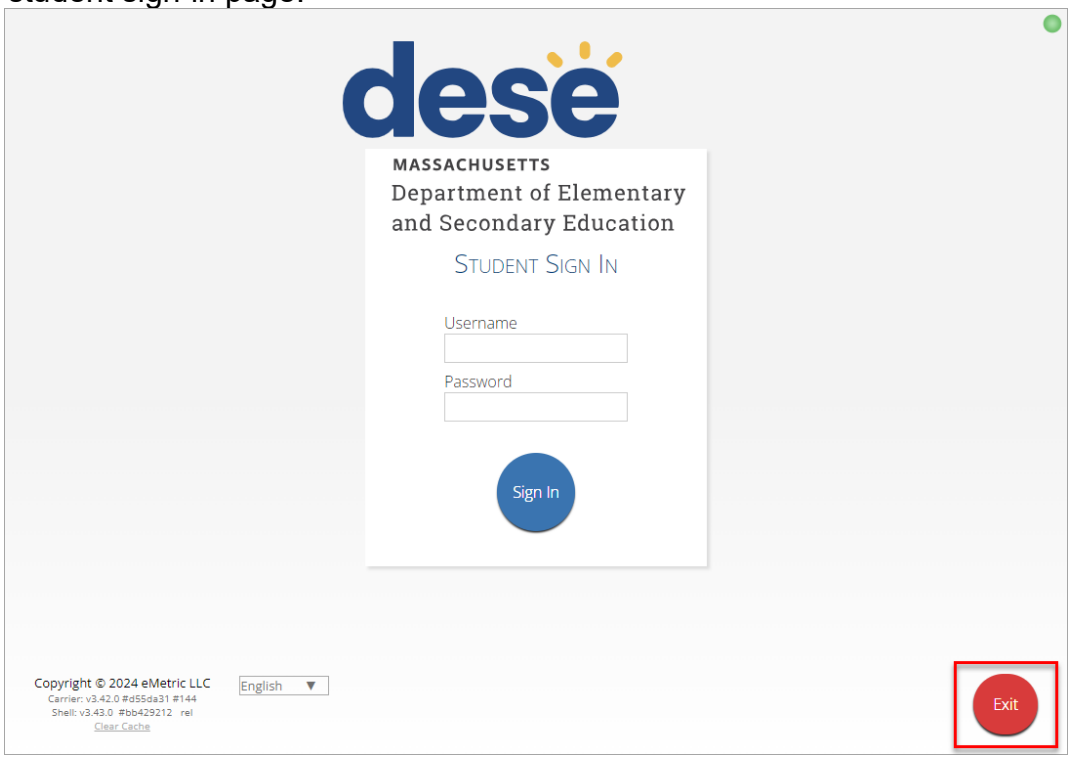
12. On the last test question page, click **Finish**.
13. On the Test Review page, click **Turn In** to submit your test.



14. To confirm, click **Turn In** again. You should return to the Site Readiness page where the test session is grayed out.
15. To exit the Site Readiness tool, click **Exit** in the top right corner of the page.



16. To close the MCAS Student Kiosk, click **Exit** at the bottom right corner of the student sign-in page.

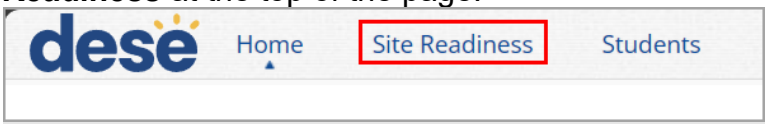


If you have questions about the Site Readiness tool, contact the MCAS Service Center.

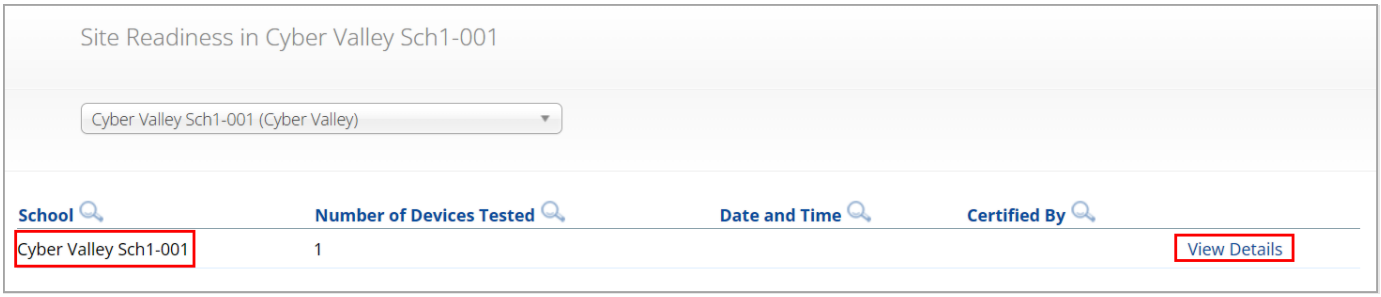
C. Site Certification

After all device configurations for your school have successfully completed Site Readiness, the technology coordinator must certify the site for testing.

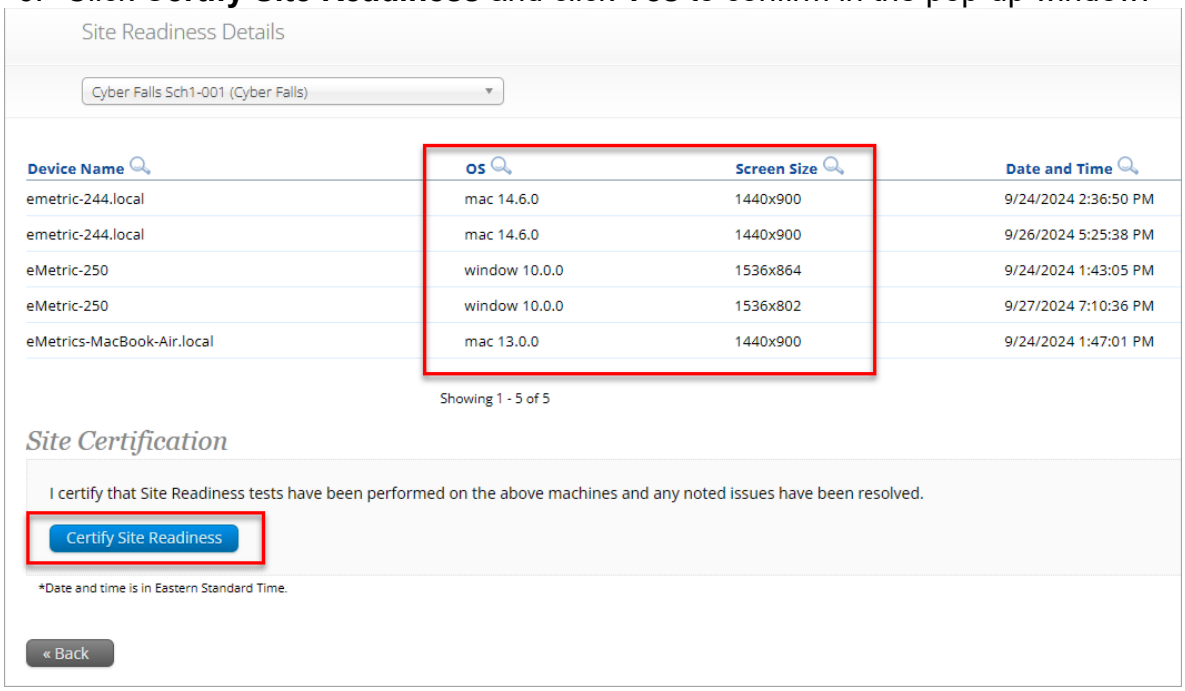
1. Log in to the MCAS Portal with your username and password.
2. Click **Administration**.
3. Click **Site Readiness** at the top of the page.



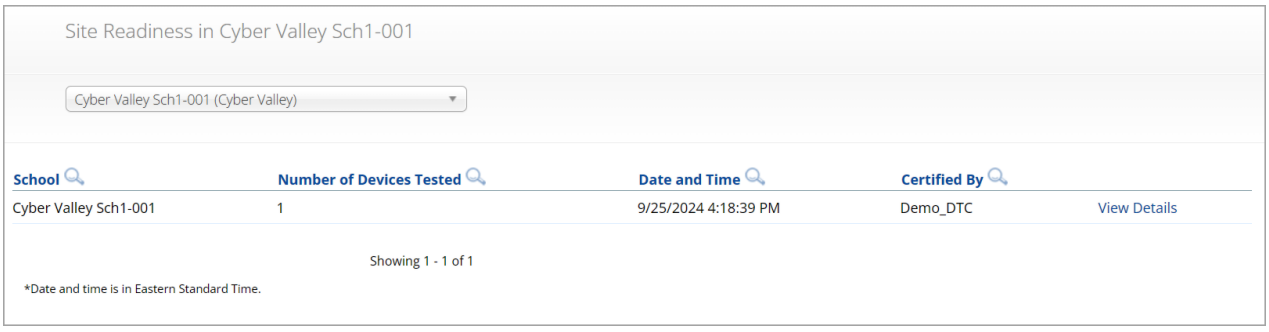
4. On the Site Readiness page, locate the school to be certified, and then click **View Details**.



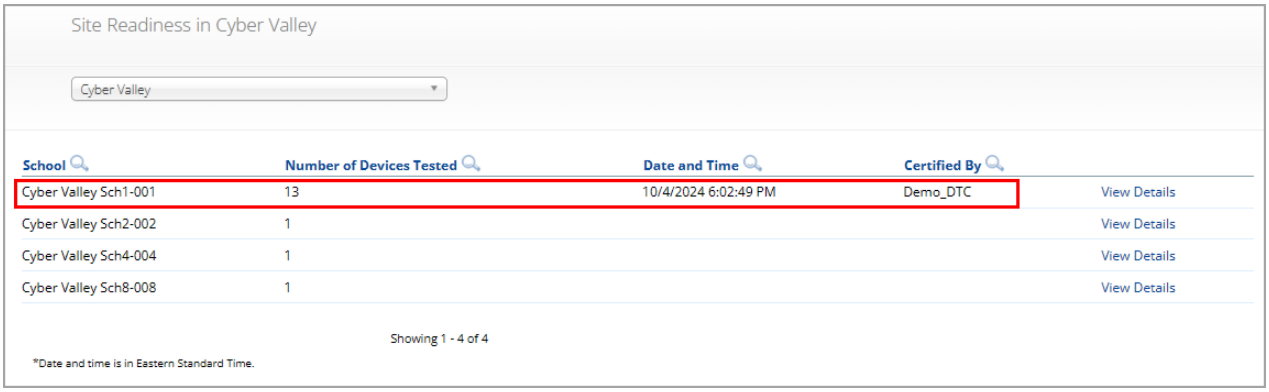
5. On the Site Readiness Details page, verify that all the devices or device configurations for this location have successfully run the Site Readiness tool and meet the technology requirements.
6. Click **Certify Site Readiness** and click **Yes** to confirm in the pop-up window.



7. The **Site Certification** section updates with the date and time when the site was certified and the username of the user who certified the site for testing.



District and school test coordinators can also view when the site was certified and who certified the site on the Site Readiness tab without having to click into the Site Readiness Details.



This certification indicates to the district or school test coordinator that the technology coordinator has tested the devices at the site and ensured they are operating as expected and meet the technology requirements, acknowledging that the site is ready for testing. Once complete, technology coordinators should inform their school test coordinators.