

Overview of MCAS Administration Tasks for School and District Test Coordinators

The Office of Student Assessment Services

September 30, 2026

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. Updates for 2026–27
2. Overview of Computer-Based Testing
3. Tasks to Complete **Now**
4. Tasks to Complete **at least Two Months** before Testing
5. Tasks to Complete **One to Two Months** before Testing
6. Tasks to Complete **after Student Registration**
7. Tasks to Complete **at least Two Weeks** before Testing
8. Tasks to Complete **Two Weeks** before Testing
9. Tasks to Complete **up to One Week** before Testing
10. Resources and Next Steps

Poll Question 1

What is your role (Select all that apply.)

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

Poll Question 2

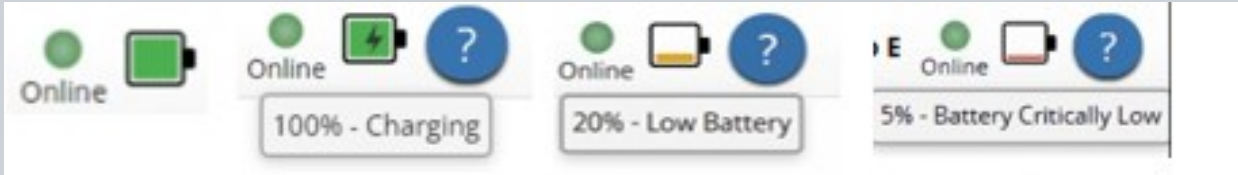
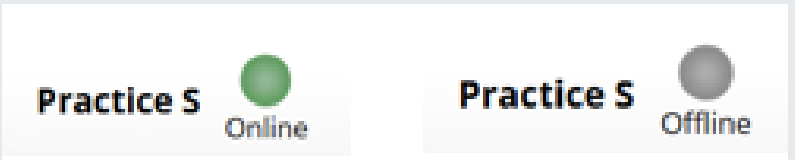
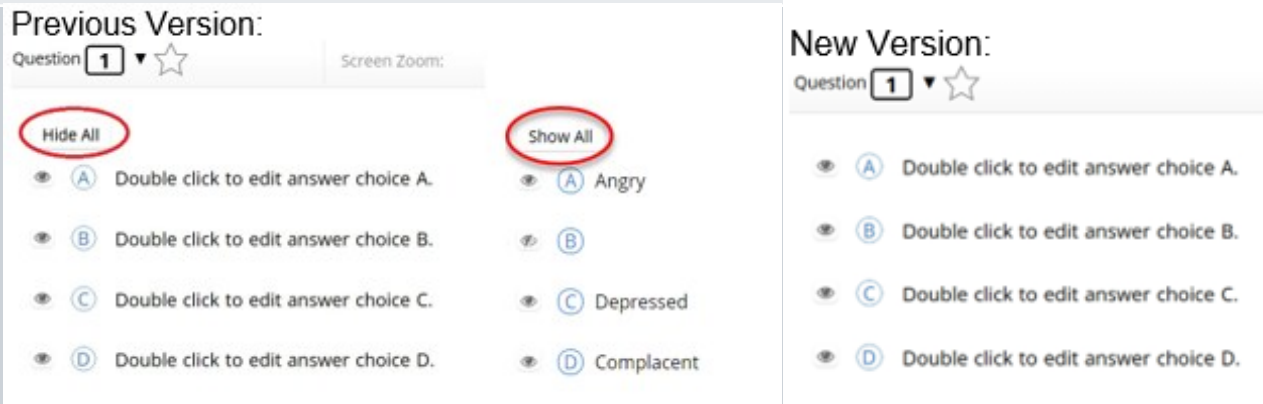
How many years have you coordinated MCAS test administration?

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

1. Updates for 2026–27

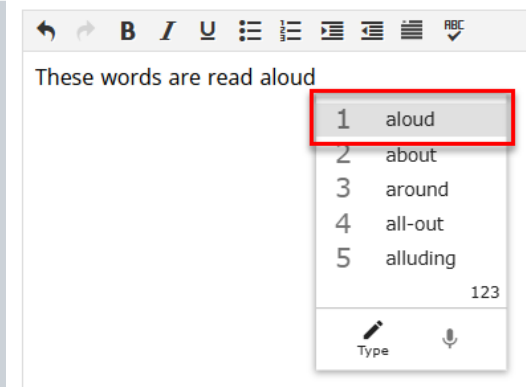
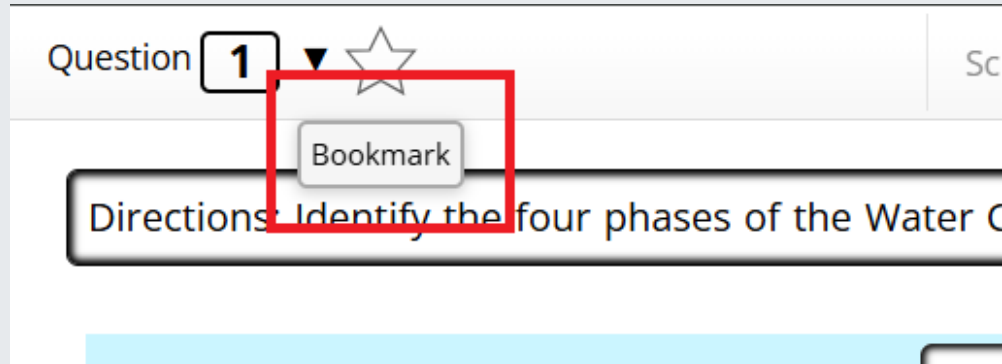
MCAS Student Kiosk Updates

The following updates are now available in the MCAS Student Kiosk:

Update	Screenshot
Students testing on battery-powered devices now have a battery status indicator at the top of the screen. Unavailable on iPadOS (the native battery indicator is visible in the system status bar).	
The visibility of the online/offline status indicator has been updated to include a text label. “Online” or “Offline” now appear below the indicator.	
The “Show All” and “Hide All” buttons have been removed from the answer masking feature on multiple-choice questions. Individual answer masking remains available, allowing students to reveal or hide individual answer choices as needed.	

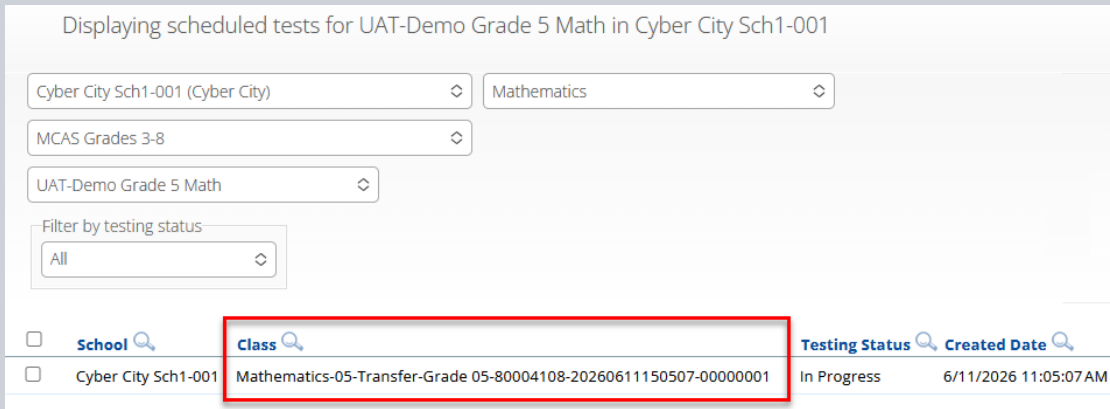
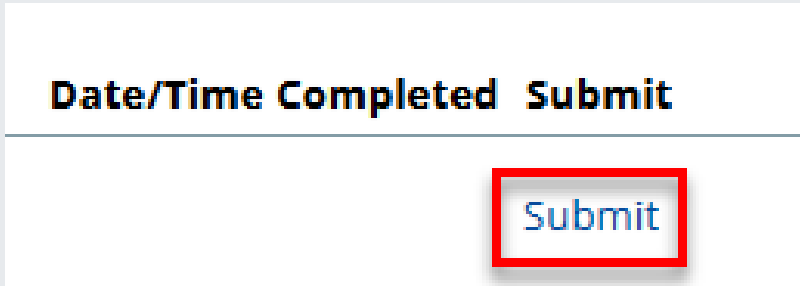
MCAS Student Kiosk Updates (continued)

The following updates are now available in the MCAS Student Kiosk:

Update	Screenshot
Students who have both the Word Prediction and Text-to-Speech (TTS) accommodations can now hear predicted words read aloud as they select them.	
Tooltips now appear when hovering over on-screen tools on iPads with trackpads.	

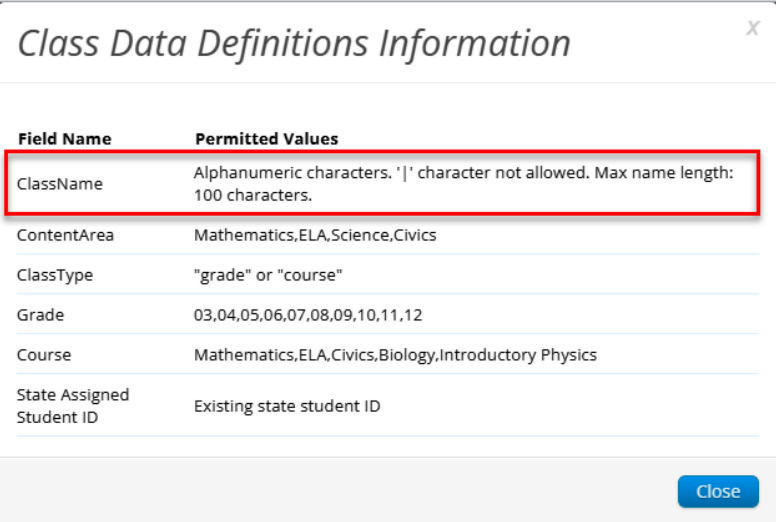
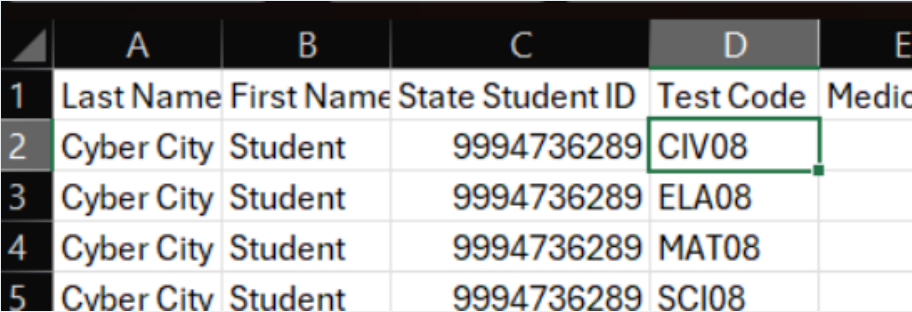
MCAS Portal Updates

The following updates are now available in the MCAS Portal:

Update	Screenshot										
When using the Enrollment Transfer feature to transfer a student to a new organization, their test sessions will now automatically transfer with them. • The new organization will see any In Progress and Completed test sessions from the prior school. • The student will be automatically placed in a Transfer class; this class name will be used on the Classes page and Test Scheduling page, and in Test Status Exports.	 Displaying scheduled tests for UAT-Demo Grade 5 Math in Cyber City Sch1-001 Cyber City Sch1-001 (Cyber City) Mathematics MCAS Grades 3-8 UAT-Demo Grade 5 Math Filter by testing status: All <table><tr><th>☐</th><th>School</th><th>Class</th><th>Testing Status</th><th>Created Date</th></tr><tr><td>☐</td><td>Cyber City Sch1-001</td><td>Mathematics-05-Transfer-Grade 05-80004108-20260611150507-00000001</td><td>In Progress</td><td>6/11/2026 11:05:07 AM</td></tr></table>	☐	School	Class	Testing Status	Created Date	☐	Cyber City Sch1-001	Mathematics-05-Transfer-Grade 05-80004108-20260611150507-00000001	In Progress	6/11/2026 11:05:07 AM
☐	School	Class	Testing Status	Created Date							
☐	Cyber City Sch1-001	Mathematics-05-Transfer-Grade 05-80004108-20260611150507-00000001	In Progress	6/11/2026 11:05:07 AM							
School and district test coordinators are now able to change a student's test status to Finished. Schools may want to use this feature if a student exits the kiosk instead of turning in the test when they have completed testing.	 Date/Time Completed Submit Submit										

MCAS Portal Updates (continued)

The following additional updates are now available in the MCAS Portal:

Update	Screenshot
The class upload feature now has an increased maximum character limit of 100 characters for class names.	
Portal users can now view the assigned test code in the accommodations export file available on the Students page of the MCAS Portal.	

Upcoming MCAS Portal Updates

The following updates are expected to be implemented prior to the November high school tests:

Update

Students assigned the Spanish/English edition in Student Registration will automatically receive the Spanish/English edition when the test is scheduled. Schools do not need to schedule the Spanish/English edition separately on the Test Scheduling page.

Note that when signing in to the test, students will still need to select Spanish or English from the Localization menu to choose the language for the MCAS Student Kiosk icons and directions.

Upcoming MCAS Portal Updates (continued 1)

The following updates are expected to be implemented prior to the November high school tests:

Update

The Human Read-Aloud accommodation will no longer have a dedicated form displayed in the MCAS Portal. Students in the same class who have the Human Read-Aloud accommodation will receive the same test form number.

Screenshot

Scheduling DetailsProgress View

Filter by Session

Choose a Session

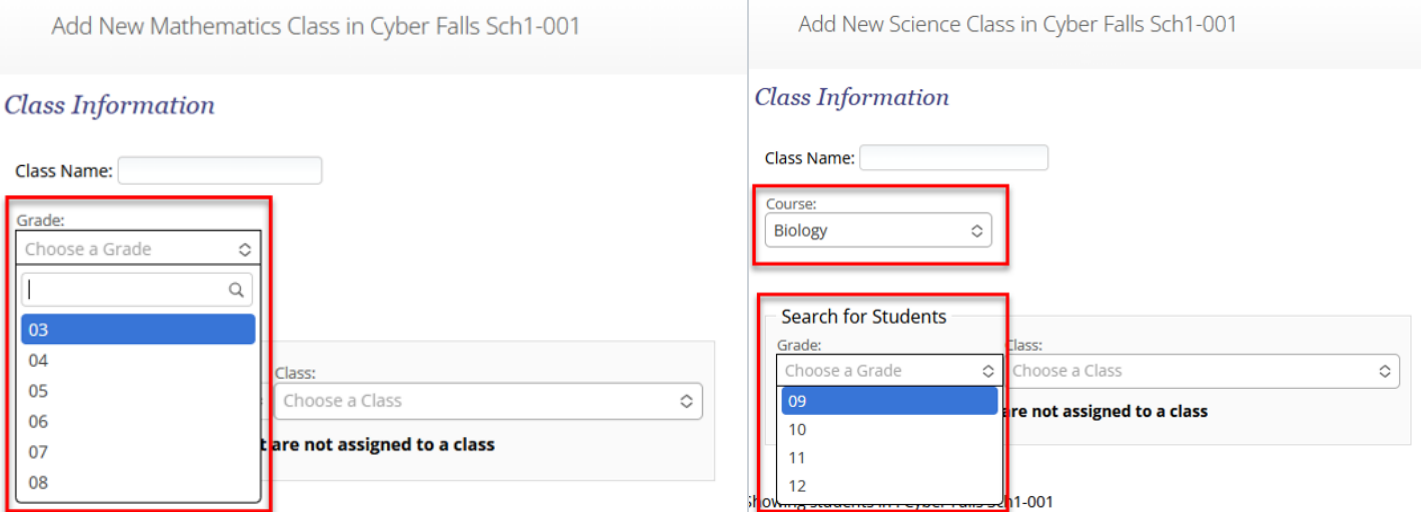
Export Logins for Selected StudentsAdd Report Code

	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status
☐	DemoStudent	Courtney	4060607035	9CAFYAVD	Spring 27 Grade 3 Form 02	09/08/2026 1:56:57 PM	+	Session 1:Not Started Session 2:Not Started
☐	DemoStudent	Johnny	2643147861	SA3Q4KHA	Spring 27 Grade 3 Form 02	09/08/2026 1:56:57 PM	+	Session 1:Not Started Session 2:Not Started
☐	DemoStudent	Madison	5744261267	JD5SK4CE	Spring 27 Grade 3 Form 02	09/08/2026 1:56:57 PM	+	Session 1:Not Started Session 2:Not Started
☐	DemoStudent	Stephen	8921347779	ZH366AXK	Spring 27 Grade 3 Form 02	09/08/2026 1:56:57 PM	+	Session 1:Not Started Session 2:Not Started

Showing 1 - 4 of 4

Upcoming MCAS Portal Updates (continued 2)

The following updates are expected to be implemented prior to the November high school tests:

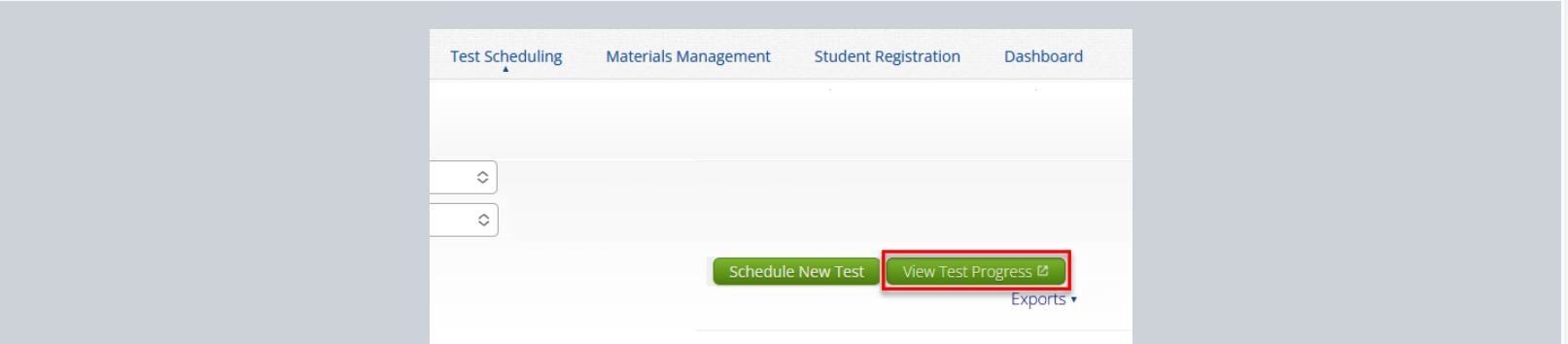
Update	Screenshot
When creating classes, grade-level classes are limited to grades 3–8 and cannot be created for high school students. Course-level classes are limited to high school grade levels and courses, so they cannot be created for students in grades 3–8. When filtering for students, only those students in grades associated with the course will be allowed to be selected.	

Upcoming MCAS Portal Updates (continued 3)

The following updates are expected to be implemented prior to the November high school tests:

Update	Screenshot
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Test coordinators can view a report showing student test progress data across classes when they select View Test Progress on the Test Scheduling page.



View Test Session Progress Across Classes (Up to 15-Minute Delay): MCAS Grades 3-8, Cyber City Sch QA													
Last Name	First Name	Class Name	Scheduling Details				Progress Metrics						
			Session Name	Status	Date/Time Started	Date/Time Completed	Answered	Not Answered	Total Items	Visited	Last Viewed	Last Activity	Time Spent
Student	Christy	ELA-05-Transfer-Grade 05-80072157-20260814195223-1888-005	Session 1	Finished	08/14/2026 3:29 PM	08/14/2026 3:45 PM	6	17	23	23	Item 23	08/14/2026 3:45 PM	00:01:44
Student	Christy	ELA-05-Transfer-Grade 05-80072157-20260814195223-1888-005	Session 2	Finished	08/14/2026 3:43 PM	08/14/2026 3:46 PM	2	14	16	2	Item 25	08/14/2026 3:43 PM	00:00:06
Student	Daniel	ELA-05-Transfer-Grade 05-80072157-20260814195223-1888-005	Session 1	Finished	09/01/2026 3:12 PM	09/01/2026 3:13 PM	0	23	23	1	Item 1	09/01/2026 3:13 PM	00:00:21
Student	Daniel	ELA-05-Transfer-Grade 05-80072157-20260814195223-1888-005	Session 2	In Progress	08/14/2026 3:45 PM		1	15	16	2	Item 25	08/14/2026 3:53 PM	00:00:05
Student	KC	ELA-05-Transfer-Grade 05-80072157-20260814195223-1888-005	Session 1	In Progress	09/16/2026 1:32 PM		4	12	23	8	Item 30	09/16/2026 1:41 PM	00:00:23
Student	KC	ELA-05-Transfer-Grade 05-80072157-20260814195223-1888-005	Session 2	Not Started									

Future Updates for the Student Kiosk and MCAS Portal

- The following updates are under consideration for the future:
 - Maintain highlighting and notepad after abrupt closure, pause, or log out of the MCAS Student Kiosk.
 - Combining classes for make up testing
 - Expanded test statuses to show the reason why the student exited the test (Paused, Timed Out, Exit)
 - Test administrators can view students' battery levels in the MCAS Portal.
 - Preventing students from being scheduled for the same test more than once

2. Overview of Computer-Based Testing

MCAS Tests in the 2026–27 School Year

Fall/Winter High School Tests

- November
 - ELA and Mathematics tests for students attempting to qualify for the [Adams Scholarship](#), the [Koplik Certificate of Mastery Award](#), and/or the [Seal of Biliteracy](#)
- February
 - Biology and Introductory Physics

Spring 2027 Tests

- Grades 3–8
 - ELA – all grades
 - Mathematics – all grades
 - STE – grades 5 and 8
 - Civics – grade 8
- High School
 - ELA – grade 10
 - Mathematics – grade 10
 - Biology and Introductory Physics

Participation guidelines for the high school tests

Commonly Used Acronyms

- **CBT:** Computer-based testing
- **PBT:** Paper-based testing
- **EL:** English learner
- **ELA:** English Language Arts
- **STE:** Science and Technology/Engineering
- **SIMS:** Student Information Management System
- **TA:** Test administrator

Timeline for MCAS CBT Pre-Administration Tasks

Fall 2026

- (Ongoing) Read biweekly Student Assessment Updates.
- Become familiar with CBT components.
- Identify the school test administration team and establish a communication plan.
- Update contact info with DESE.
- Confirm your access to the MCAS Portal and update user accounts.
- Begin planning for accessibility features and accommodations.

At least 2 months before testing

- View online modules and participate in training sessions.
- Technology Coordinator downloads and installs the updated MCAS Student Kiosk on student testing devices.

Timeline for MCAS CBT Pre-Administration Tasks (continued 1)

One to two months before testing

- Complete Student Registration in the MCAS Portal.
- Meet with the technology coordinator, who will review the technology guidelines and prepare the school's technology.
- Confirm that the technology coordinator has completed Site Readiness.
- Administer student tutorial/practice tests.

After Student Registration, through testing window as needed.

- Continue to update student information in the MCAS Portal.
- Submit and approve enrollment transfer requests as needed.

Timeline for MCAS CBT

Pre-Administration Tasks (continued 2)

At least two weeks before testing

- Prepare devices and materials.
- Review instructions in the *Principal's Administration Manual*.
- Delivered to schools 2 weeks before spring ELA, and one week before each fall/winter administration
- Available online beforehand

Two weeks before testing

- Create and assign students to classes in the MCAS Portal.
- Verify assigned accommodations.
- If necessary, create TA logins for Human Read-Aloud and Human Signer.
- Track delivery of materials through Materials Management in the MCAS Portal.

Up to one week before testing

- Train test administrators in protocols and security requirements.
- Schedule classes in the MCAS Portal.
- Print student logins, summary sheets, and TA logins, if needed for Human Read-Aloud and Human Signer sessions.
- Verify form-dependent accommodations.
- Refer to Part III of the Guide to the MCAS Portal: Student Registration, section E.

Timeline for Technology Tasks in the MCAS Portal

Fall 2026

- Become familiar with CBT components.
- Review the MCAS Student Kiosk Technology Guide.
- Prepare the school's technology.
- Review cybersecurity guidance and establish a cybersecurity plan for your school.
- Determine whether your school will participate in "Bring Your Own Device" (BYOD) for MCAS Testing.

At least two months before testing

- Verify access to the MCAS Portal and MCAS Training Site.
- Update MCAS Student Kiosk to most recent version (released September 14, 2026).

After updating the MCAS Student Kiosk

- Conduct Site Readiness and complete Site Certification.

Timeline for Technology Tasks in the MCAS Portal (continued)

At least two weeks before testing

- If any technology changes have been made since completing Site Readiness, run it again.
- Prepare devices and materials.

One week before testing

- Familiarize yourself with common issues that may arise during testing and how to troubleshoot.

During testing

- Be available to troubleshoot technology situations as they arise.

3. Tasks to Complete Now

Timeline for MCAS CBT

Pre-Administration Tasks: Fall 2026

Fall 2026

- (Ongoing) Read biweekly Student Assessment Updates.
- Become familiar with CBT components.
- Identify the school test administration team and establish a communication plan.
- Update contact info with DESE.
- Confirm your access to the MCAS Portal and update user accounts.
- Begin planning for accessibility features and accommodations.

At least 2 months before testing

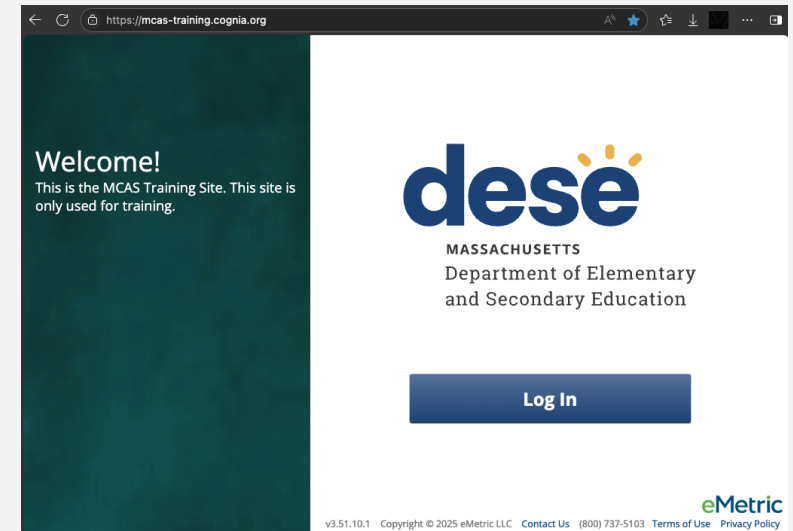
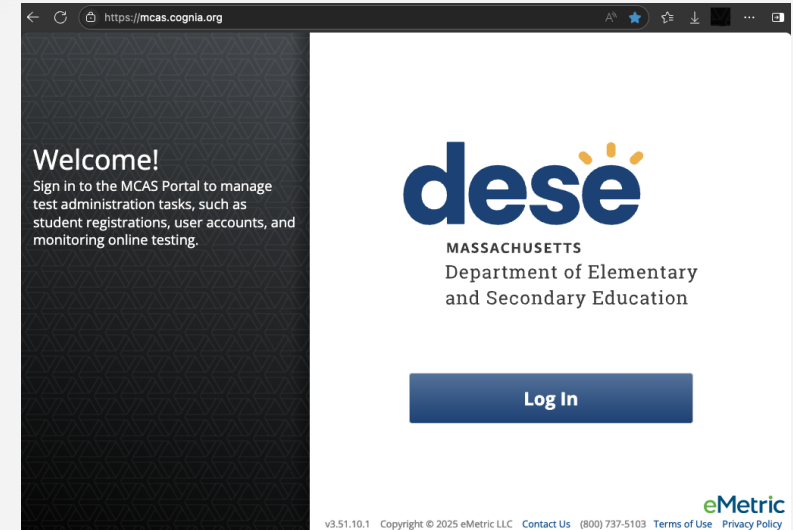
- View online modules and participate in training sessions.
- Technology Coordinator downloads and installs the updated MCAS Student Kiosk on student testing devices.

1. Read Student Assessment Updates (ongoing)

- Student Assessment Updates are biweekly emails with important updates about the MCAS program.
- The following roles in School and District Profiles automatically receive these updates:
 - Principals, MCAS test coordinators, special education directors, and EL program directors
- If you do not already receive these updates, subscribe using this link:
<http://eepurl.com/ghSOhH>

2. Become familiar with CBT components

- **MCAS Portal**
 - Online test management system for principals, test coordinators, technology coordinators, and test administrators
 - <https://mcas.cognia.org/>
- **MCAS Training Site**
 - Site where test coordinators, principals, technology coordinators, and test administrators can practice the tasks required in the MCAS Portal
 - <https://mcas-training.cognia.org/>



2. Become familiar with CBT components (continued)

- **MCAS Student Kiosk**
 - Online testing platform used by students to take the computer-based MCAS assessments
 - mcas.onlinehelp.cognia.org/technology-setup
- **Site Readiness**
 - Task completed by technology coordinators to verify that student devices are ready for testing.



The screenshot shows the 'desed' logo at the top, followed by the text 'MASSACHUSETTS Department of Elementary and Secondary Education'. Below this is the heading 'STUDENT SIGN IN'. There are two input fields: 'Username' and 'Password'. At the bottom is a blue circular button with the text 'Sign In'.

Demonstration

- MCAS Portal and MCAS Training Site

MCAS Resource Center

- Can be accessed at mcas.onlinehelp.cognia.org
- This website provides access to test administration information, training, practice tests, and other resources to help schools and districts prepare for and administer the MCAS tests.
- Contains links to download the MCAS Student Kiosk to student devices.

MCAS Resource Center (continued)

[+ MCAS RESOURCE CENTER](#) [MCAS Portal](#) [Tech Setup](#) [Training](#) [Practice Tests](#) [Released Items](#) [Service Center](#)

MASSACHUSETTS
Department of Elementary
and Secondary Education

Welcome to the MCAS Resource Center

This website provides access to test administration information, training, practice tests, and other resources to help schools and districts prepare for and administer the MCAS tests. Select the logo to the left for test administration manuals and policy guidance.

MCAS Portal

Sign in to the MCAS Portal to manage test administration tasks, such as completing student registration, updating user accounts, and managing online testing. Also on this page, access guides and other resources for completing MCAS Portal tasks.

[MCAS Portal](#)

Technology Setup

Access technology requirements and user guides.

[Technology Setup](#)

Training

Access short training modules that provide step-by-step instructions to computer-based testing and using the MCAS Portal, and view recordings of previous training sessions.

[Training](#)

Practice Tests

Access resources to prepare students for computer-based testing, including the tutorial, practice tests, equation editor guides, and other resources.

[Practice Tests](#)

Released Items

Access released items from the computer-based and paper-based MCAS tests.

[Released Items](#)

MCAS Service Center

Access the MCAS Service Center website for test administration and reporting tasks (e.g., completing the Principal's Certification of Proper Test Administration, ordering additional materials, scheduling UPS pickup, reporting discrepancies in results).

[MCAS Service Center](#)

MCAS Service Center

- <http://mcasservicecenter.com/>
- [Live Chat](#)
- mcas@cognia.org
- Phone: 800-737-5103
- Phone: TTY: 888-222-1671
- Monday - Friday 7:00 am - 5:00 pm (Eastern)

MCAS Status Page

- <https://mcas-status.emetric.net/>

* Link to live chat at the bottom of each page

DESE Security Portal

- Access Edwin and DropBox Central through the DESE Security Portal
- Log in to the Security Portal at <https://gateway.edu.state.ma.us/>

 MA Education Security Portal

Portal messages:

Welcome to the MA Education Security Portal. If you need assistance, please view our [help and support information](#).

***** Update *** Systems maintenance has been scheduled for the following day/time:**

Day: Thursday, September 24, 2026

Time: From 5:30 PM to, potentially, 9:30 PM (ET)

During maintenance, users may experience intermittent connectivity. We apologize for any inconvenience. Please plan accordingly and thank you for your cooperation.

Message Updated: September18,2026 03:28:16 PM

Log in to your account

[Getting Started](#)

[Forgot Username?](#) [Forgot Password?](#)

 Log in

3. Identify the test administration team and establish a communication plan

- Identify staff members who can help with planning and management of CBT:
 - Test coordination
 - Accessibility features for all students
 - Accommodations for students with disabilities and English learners
 - Technology set-up
- Determine local responsibilities:
 - Who will schedule and manage test sessions?
 - Who will configure devices for testing?
 - How will information be shared across the team?

3. Identify the test administration team and establish a communication plan. (continued)

- Principals, MCAS test coordinators, special education directors, and EL program directors automatically receive the [Student Assessment Update](#).
- Establish a plan for sharing applicable information from the Student Assessment Update with others as needed.
 - How will information be shared across the test administration team?
 - Encourage test coordinators and technology coordinators to subscribe.
 - Communicate information with educators, IEP teams, guidance counselors, and school-based tech staff as needed.
- Consider which resources from the [DESE website](#) and [MCAS Resource Center](#) would be helpful for technology staff as well as test administrators, and share accordingly.

4. Update contact information with DESE

- DESE uses contact information in [School and District Profiles](#) to email the [Student Assessment Update](#) and other time-sensitive information.
- Review contact information on the [School and District Profiles](#) page for:
 - MCAS Test Coordinator (district- and school-level; can assign to multiple individuals)
 - Educational Technology Director (district-level only)
 - Principals

Public school districts, public schools, charter schools, collaboratives, approved special education schools, & alternative education programs

Submit updates to your [District-Level Directory Administrator](#).

Test sites, adult education programs, out-of-state schools, SEIS-DYS programs

Email your updates to ESEDirectoryAdministrator@mass.gov. Be sure to include your 8-digit school code and school name.

5. Confirm your access to the MCAS Portal, and update user accounts.

- [MCAS Portal](#): the test administration and management website for district test coordinators, technology coordinators, principals/school test coordinators, test administrators, and other staff as needed
- [MCAS Training Site](#): where test coordinators, principals, technology coordinators, and test administrators can practice the tasks required in the MCAS Portal
- Accounts for each site are created separately.
- Passwords for each site are ***set separately***, but DESE recommends using the ***same password*** for both the MCAS Portal and the MCAS Training Site.

5. Confirm your access to the MCAS Portal, and update user accounts. (continued 1)

- Principals and school test coordinators should log in to the MCAS Portal to confirm access to the appropriate school(s). District test coordinators should log in to confirm access to the appropriate district(s).
- If you are not able to access your MCAS Portal or MCAS Training Site account, are not able to access your school or district, or are new and need an account, users may request support as follows:

Role	Who to contact for support
Test administrators and school-level technology coordinators	Their principal or school test coordinator
Principals, school test coordinators, and district-level technology coordinators	Their district test coordinator
District test coordinators	MCAS Service Center

5. Confirm your access to the MCAS Portal, and update user accounts. (continued 2)

- Different roles provide different levels of access in the MCAS Portal. Five roles are available:
 - District test coordinator
 - School test coordinator
 - Technology coordinator
 - Test administrator
 - Reports Access Only
- Review [Part II of the Guide to the MCAS Portal: MCAS Portal User Management](#) for information on permissions available to each role.
- **Schools/districts should be sure to deactivate accounts for any users who will not be participating in MCAS testing in 2026–27.**

6. Begin planning for accessibility features (for all students) and accommodations for students with disabilities and English learners.

- Review selected accessibility features for all students and accommodations for students with disabilities and ELs.
- Include selected features and accommodations in Student Registration.
 - *Before testing*: required for student to receive correct features or test forms
 - *After testing*: to update features or accommodations used during testing
- Resources:
 - [Accessibility and Accommodations Manual](#) (to be available soon)
 - [Part III of the Guide to the MCAS Portal: Student Registration](#)
 - [Register for the accessibility and accommodations training session](#)
 - [Approved graphic organizers and supplemental Math and STE reference sheets](#)

Resources: Tasks to Complete in Fall 2026

Task	Resources
(Ongoing) Read biweekly Student Assessment Updates.	https://www.doe.mass.edu/mcas/updates.html
Become familiar with CBT components.	• Pre-Administration Guide • Guide to the MCAS Portal <i>(updated guide to be posted this fall)</i>
Identify the school test administration team and establish a communication plan.	Pre-Administration Guide

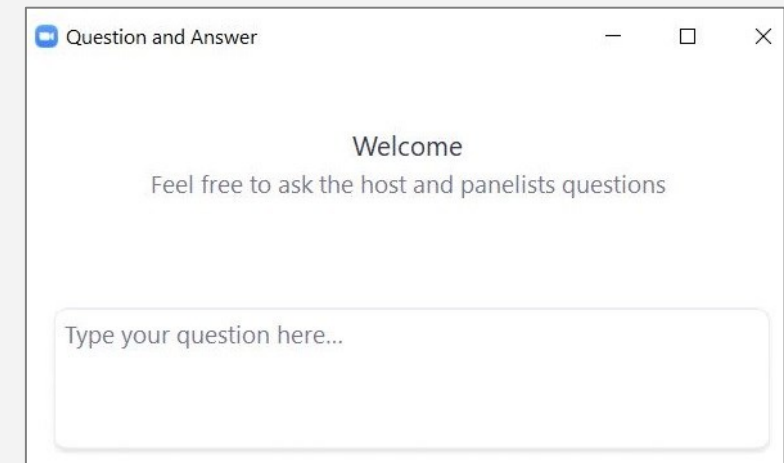
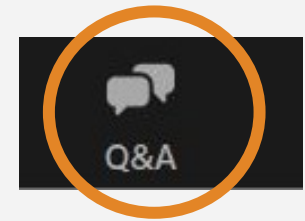
Resources: Tasks to Complete in Fall 2026

(continued)

Task	Resources
Update contact info with DESE.	Pre-Administration Guide
Confirm your access to the MCAS Portal and update user accounts.	Part II of the Guide to the MCAS Portal: MCAS Portal User Management Modules: • Creating and Editing MCAS Portal User Accounts • Uploading & Exporting MCAS Portal User Accounts
Begin planning for accessibility features (for all students) and accommodations for students with disabilities and English learners.	Accessibility and Accommodations Manual <i>(updated manual to be posted this fall)</i>

Questions & Answers 1

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



4. Tasks to Complete at least Two Months before Testing

Timeline for MCAS CBT Pre-Administration Tasks:

At least 2 months before testing

Fall 2026

- (Ongoing) Read biweekly Student Assessment Updates.
- Become familiar with CBT components.
- Identify the school test administration team and establish a communication plan.
- Update contact info with DESE.
- Confirm your access to the MCAS Portal and update user accounts.
- Begin planning for accessibility features and accommodations.

At least 2 months before testing

- View online modules and participate in training sessions.
- Technology Coordinator downloads and installs the updated MCAS Student Kiosk on student testing devices.

7. View online training modules and attend training sessions.

- Visit the [Training](#) page on the MCAS Resource Center for modules as well as recordings/slides from previous live training sessions.
- Modules
 - Creating & Editing MCAS Portal User Accounts
 - Uploading & Exporting MCAS Portal User Accounts
- Previously recorded webinars
 - Overview of Student Registration Tasks in the Portal: Spring 2026
 - Tasks in the MCAS Portal Before Testing

Register for upcoming training sessions at www.doe.mass.edu/mcas/training.html

Massachusetts Comprehensive Assessment System

- Student Assessment
- MCAS
- MCAS Alternate Assessment
- WIDA ACCESS
- National/International Tests
- Parent/Guardian Information
- MCAS Family Portal
- Training Opportunities

Training Opportunities

Below is a list of current training opportunities offered by the Office of Student Assessment Services. Register for a session by clicking the link in the "Training Dates/Times and Registration Links" column below. Recordings of Massachusetts Comprehensive Assessment System (MCAS) training sessions will be posted in the [MCAS Resource Center](#) approximately one week after the session date.

Sessions and Topics to be Covered	Training Dates/Times Registration Links	Intended Audience	Intended Level of Experience	Recommended Read-Ahead Materials
Round 2 WIDA ACCESS Reporting — Drop In Office Hour Questions about Round 2 WIDA ACCESS data in DropBox Central? Please feel free to register and drop by with your questions. Representatives from Student Assessment Services and the Office of Language Acquisition will be on hand to assist.	Tuesday, September 1, 2026 at 12:00–1:00 p.m.	English Learner (EL) Program Directors	All levels	-
Office Hours for November High School ELA and Math Tests	Wednesday, September 23 at 9:30–10:30 a.m.	Principals, school test coordinators, district test coordinators	All levels	-
Overview of MCAS Administration Tasks for School and District Test Coordinators	Tuesday, September 30, 2026 at 9:30–11:00 a.m.	Principals, school test coordinators, district test coordinators	All levels	-

8. Technology coordinator downloads and installs the updated MCAS Student Kiosk on student testing devices.

- Ensure that student devices have been updated with the most recent MCAS Student Kiosk.
- It is recommended to download and install the updated MCAS Student Kiosk as soon as it is available in the fall.
- Step-by-step instructions are available in the [MCAS Student Kiosk Technology Guide](#).

8. Technology coordinator downloads and installs the updated MCAS Student Kiosk on student testing devices. (continued)

- **New for Windows OS:** iTester Windows app option for test delivery. The app will be available through the Microsoft Store and includes automatic updates, helping ensure devices stay current with minimal administrative effort. This app will follow a single-application model similar to our iPadOS experience where a location is selected upon first launch.
 - Step-by-step instructions available in the [MCAS Student Kiosk Technology Guide](#).
 - The legacy Windows kiosk will still be available.
- Additional updates are described in the [MCAS Student Kiosk Technology Guide](#).

Resources: Tasks to complete at least two months before testing

Task	Resources
View online modules and participate in training sessions.	• <u>View modules and previously recorded webinars</u> • <u>Register for upcoming trainings</u>
Technology Coordinator downloads and installs the updated MCAS Student Kiosk on student testing devices.	<u>MCAS Student Kiosk Technology Guide</u>

5. Tasks to Complete One to Two Months before Testing

Timeline for MCAS CBT Pre-Administration Tasks: One to two months before testing

One to two months before testing

- Complete Student Registration in the MCAS Portal.
- Meet with the technology coordinator, who will review the technology guidelines and prepare the school's technology.
- Confirm that the technology coordinator has completed Site Readiness.
- Administer student tutorial/practice tests.

After Student Registration, through testing window as needed.

- Continue to update student information in the MCAS Portal.
- Submit and approve enrollment transfer requests as needed.

9. Complete Student Registration

- Student Registration registers students for testing and places an initial order for PBT and for manuals.
- Student Registration windows for each administration are listed in the [Statewide Testing Schedule](#).
- Windows are also typically announced in the [Student Assessment Update](#).

Administration	Student Registration Window
November HS ELA and Math	September 21–October 2
February HS Science	December 7–18
Spring Grades 3–8	January 25–February 5
Spring Grade 10	February 1–12
Spring HS Science	April 9–27

Poll Question 3

Which two sites will you use to complete Student Registration?

- A. The MCAS Portal and the MCAS Training Site
- B. The MCAS Training Site and the MCAS Student Kiosk
- C. The DESE Security Portal and the MCAS Portal
- D. The DESE Security Portal and the MCAS Student Kiosk

9. Complete Student Registration (continued)

- Steps for completing Student Registration include:
 - Receiving the .CSV file from DESE in the DropBox in the DESE Security Portal
 - Updating the .CSV file
 - Importing the .CSV file into the MCAS Portal
- Step-by-step instructions are available in [Part III of the Guide to the MCAS Portal: Student Registration.](#)
- Additional resources are available
 - [Student Registration Data Definitions](#)
 - [Student Registration Template](#)
 - [Overview of Student Registration Tasks in the Portal: Spring 2026 – January 15, 2026](#)
- DESE will hold a training demonstrating the Student Registration process in January 2027.

10. Meet with the technology coordinator, review technology specifications, and prepare the school's infrastructure.

11. Confirm that Site Readiness is complete.

- Meet with the technology coordinator.
- Review specifications and resources:
 - [MCAS Student Kiosk Technology Guide](#)
 - Note recent [updates to the MCAS Portal and MCAS Student Kiosk](#)
- Confirm that the technology coordinator has completed Site Readiness on each device configuration in order to confirm that devices are ready for testing.
 - It is recommended to complete Site Readiness directly after the updated MCAS Student Kiosk is downloaded in the fall, and again prior to testing.
 - School and district test coordinators may view whether Site Readiness has been certified in the MCAS Portal. Refer to the MCAS Student Kiosk Technology Guide for instructions.

12. Administer the student tutorial and practice tests.

- Ensure the curriculum incorporates digital learning; review the [DLCS Curriculum Framework](#)
- [Student Tutorial](#)
 - Demonstration of the navigation, tools, and features for CBT
 - Students complete it independently (no audio).
- [Practice tests](#)
 - Simulation of the tools and features for CBT
 - Include accessibility features and special editions:
For example, students can gain familiarity with the text-to-speech and other accommodations that are available.

12. Administer the student tutorial and practice tests. (continued)

- Updates to the practice tests:
 - New practice tests for grades 3–8 ELA based on the new test design
 - Grades 5 and 8 STE practice tests feature the tasks with simulations
- Updates to the Student Tutorial:
 - Clearer information about how to change your answer on a multiple-select question
 - Clear presentation of the different types of equation editors used in Math and STE and how to use them
 - More detail about how long highlighting and notes remain visible to students
 - Updated screenshots of the speech-to-text and word prediction tools
 - Updated sample ELA passage to show scrolling, gloss notes, and text highlight questions
 - Updated image for graphing tool

Resources: Tasks to complete 1 to 2 months before testing

Task	Resources
Complete Student Registration in the MCAS Portal.	• Part III of the Guide to the MCAS Portal: Student Registration • Student Registration Data Definitions • Student Registration Template • Module: Student Registration for MCAS
Meet with the technology coordinator, who will review the technology guidelines and prepare the school's technology.	MCAS Student Kiosk Technology Guide
Confirm that the technology coordinator has completed Site Readiness.	MCAS Student Kiosk Technology Guide Module: Certifying Site Readiness

6. Tasks to Complete after Student Registration, through the Testing Window as Needed

Timeline for MCAS CBT Pre-Administration Tasks: After Student Registration, through testing window as needed

One to two months before testing

- Complete Student Registration in the MCAS Portal.
- Meet with the technology coordinator, who will review the technology guidelines and prepare the school's technology.
- Confirm that the technology coordinator has completed Site Readiness.
- Administer student tutorial/practice tests.

After Student Registration, through testing window as needed.

- Continue to update student information in the MCAS Portal.
- Submit and approve enrollment transfer requests as needed.

Poll Question 4

How should you update student information in the MCAS Portal if you need to add a new student or edit student information?

- A. Add or edit the student on the Students page in the MCAS Portal
- B. Add or edit the student in the MCAS Student Kiosk
- C. Add or edit the student using an updated Student Registration file
- D. A or C

13. Continue to update student information in the MCAS Portal as needed.

- Schools should continue to update student information in the MCAS Portal, including:
 - Adding new students
 - Editing demographic information
 - Adding or updating accommodations
- There are two options for updating student information:

Options for updating student information	When would you use this option?
Option 1: Student Registration file export and import	When updating a large number of student records
Option 2: Manually add/edit students in the MCAS Portal user interface	When updating approximately 10 or fewer student records

- Refer to [Part III of the Guide to the MCAS Portal: Student Registration](#) for step-by-step instructions.

14. Complete Enrollment Transfers as needed.

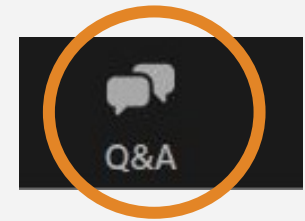
- An enrollment transfer request is needed when a student transfers from one district to another, and the student has already been added to the MCAS Portal.
- District test coordinators are able to update student enrollment in the MCAS Portal for students who transfer schools within the same district. An enrollment transfer request is not needed.
- Refer to [Part IV of the Guide to the MCAS Portal: Enrollment Transfers](#) for step-by-step instructions.
- **New for 2026–27:** When using the Enrollment Transfer feature to transfer a student to a new organization, their test sessions will now automatically transfer with them.

Resources: Tasks to complete after Student Registration

Task	Resources
Continue to update student information in the MCAS Portal.	Part III of the Guide to the MCAS Portal: Student Registration Module : <i>(updated module to be posted this fall)</i> Manually Adding a Student and Assigning Accommodations
Submit and approve enrollment transfer requests as needed.	Part IV of the Guide to the MCAS Portal: Enrollment Transfers

Questions & Answers 2

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



Question and Answer

Welcome

Feel free to ask the host and panelists questions

Type your question here...

7. Tasks to Complete at least Two Weeks before Testing

Timeline for MCAS CBT Pre-Administration Tasks:

At least two weeks before testing

At least two weeks before testing

- Prepare devices and materials.
- Review instructions in the *Principal's Administration Manual*.
- Delivered to schools 2 weeks before spring ELA, and one week before each fall/winter administration
- Available online beforehand

Two weeks before testing

- Create and assign students to classes in the MCAS Portal.
- Verify assigned accommodations.
- If necessary, create TA logins for Human Read-Aloud and Human Signer.
- Track delivery of materials through Materials Management in the MCAS Portal.

Up to one week before testing

- Train test administrators in protocols and security requirements.
- Schedule classes in the MCAS Portal.
- Print student logins, summary sheets, and TA logins, if needed for Human Read-Aloud and Human Signer sessions.
- Verify form-dependent accommodations.
 - Refer to Part III of the Guide to the MCAS Portal: Student Registration, section E.

15. Prepare devices and materials.

- Plan to have enough devices for test administrators and for students.
- Ensure all devices will be charged prior to each test session.
- Have materials available (and check to see if they are in working order):
 - Power cords, power strips, extra batteries, extra computers
 - If using tablets: external keyboards
 - If students are using text-to-speech: headphones
- Schools may request to participate in BYOD (“bring your own device”) program by emailing mcas@mass.gov. More information will be provided in future Student Assessment Updates.

8. Tasks to Complete Two Weeks before Testing

Timeline for MCAS CBT Pre-Administration

Tasks: Two weeks before testing

At least two weeks before testing

- Prepare devices and materials.
- Review instructions in the *Principal's Administration Manual*.
- Delivered to schools 2 weeks before spring ELA, and one week before each fall/winter administration
- Available online beforehand

Two weeks before testing

- Create and assign students to classes in the MCAS Portal.
- Verify assigned accommodations.
- If necessary, create TA logins for Human Read-Aloud and Human Signer.
- Track delivery of materials through Materials Management in the MCAS Portal.

Up to one week before testing

- Train test administrators in protocols and security requirements.
- Schedule classes in the MCAS Portal.
- Print student logins, summary sheets, and TA logins, if needed for Human Read-Aloud and Human Signer sessions.
- Verify form-dependent accommodations.
 - Refer to Part III of the Guide to the MCAS Portal: Student Registration, section E.

16. Create and assign students to classes in the MCAS Portal.

- A class is a group of students in the MCAS Portal who will take the same test together.
 - Up to 250 students allowed in a class in the MCAS Portal.
- Certain accommodations require that students are placed in a class only with other students that have the same accommodation (Human Read-Aloud, Human Signer).
- Classes can be created using a Student Registration import/export, creating a Class Upload file, or manually one at a time through the MCAS Portal user interface.
- Instructions available in the [Part V of the Guide to the MCAS Portal: Creating and Managing Classes](#) (*updated guide expected to be available later this fall*).
- **New for 2026–27:** Class names can be up to 100 characters.

17. Verify assigned accommodations.

- Test coordinators should review accommodations approximately two weeks prior to testing to ensure that they have been assigned correctly.
- Prior to scheduling tests, accommodations can be verified:
 - On the Edit Student page in the MCAS Portal.
 - Through a Student Registration export.
 - Through the Accommodations export on the Students page.
- After scheduling tests, accommodations can be verified in additional ways. Refer to slides 81–82 for more information.
- It is very important that accommodations are assigned accurately before students sign in to the test.

18. If necessary, create test administrator logins for Human Read-Aloud and Human Signer sessions.

- For the human read-aloud and human signer accommodations for computer-based testing, schools may choose to have test administrators read the test over the student's shoulder or create test administrator (TA) logins so that test administrators can sign in to their own test on their own device to read aloud.
- There are two options for creating a TA login in the MCAS Portal.
 - **Option 1:** Manually add a TA as a student to the MCAS Portal on the Students page using the field definitions outlined on the next slide.
 - **Option 2:** Add the TA login as a student during the Student Registration file upload.
- Note that TA logins should be created for each test, and must be voided by the test coordinator after testing.
- Step-by-step instructions for creating TA logins are in the [Accessibility and Accommodations Manual](#).

19. Track delivery of materials through Materials Management.

- The Materials Management page in the MCAS Portal provides a view of shipments of materials being delivered to schools. Schools will be able to see materials shipments listed on this page once they are shipped.
- This is an optional feature that schools may find useful to track shipments.
- Additional information is in the [Part VII of the Guide to the MCAS Portal: Materials Management](#) (*updated guide expected to be available later this fall*).

The screenshot displays the 'Materials Management' section of the MCAS Portal. At the top, there is a navigation bar with links: Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Scheduling, Materials Management (active), Student Registration, and Dashboard. Below the navigation bar, there is a header area with 'dese' logo, 'Home', 'Site Readiness', 'Students', 'Enrollment Transfer', 'Classes', 'Test Scheduling', 'Materials Management', 'Student Registration', and 'Dashboard'. On the right side of the header, there are links for 'MCAS Resource Center' and 'Logout'.

The main content area is titled 'Shipment History in Cyber City'. It features a dropdown menu for 'Cyber City' and a button 'Order Additional Materials'. Below this, there is a section for 'Administration' with a dropdown menu showing 'February 2025 MCAS H...' and a button 'UPS Pick Up Request'.

The shipment history is presented in a table with the following columns: Order Number, Order Date, and Packed For. The table contains one entry:

Order Number	Order Date	Packed For
000000001224990	01/16/2025	Cyber City

Below the table, there is a link 'View Details' and a status 'Showing 1 - 1 of 1'.

Resources: Tasks to complete two weeks before testing

Task	Resources
Create and assign students to classes in the MCAS Portal.	Part V of the Guide to the MCAS Portal: Creating and Managing Classes (<i>updated guide to be posted this fall</i>) Module : (<i>updated module to be posted this fall</i>) • Creating Classes for MCAS
If necessary, create TA logins for Human Read-Aloud and Human Signer.	Accessibility and Accommodations Manual (<i>updated manual to be posted this fall</i>)
Track delivery of materials through Materials Management in the MCAS Portal.	Part VII of the Guide to the MCAS Portal: Materials Management (<i>updated guide to be posted this fall</i>)

9. Tasks to Complete up to One Week before Testing

Timeline for MCAS CBT Pre-Administration

Tasks: Up to one week before testing

At least two weeks before testing

- Prepare devices and materials.
- Review instructions in the *Principal's Administration Manual*.
- Delivered to schools 2 weeks before spring ELA, and one week before each fall/winter administration
- Available online beforehand

Two weeks before testing

- Create and assign students to classes in the MCAS Portal.
- Verify assigned accommodations.
- If necessary, create TA logins for Human Read-Aloud and Human Signer.
- Track delivery of materials through Materials Management in the MCAS Portal.

Up to one week before testing

- Train test administrators in protocols and security requirements.
- Schedule classes in the MCAS Portal.
- Print student logins, summary sheets, and TA logins, if needed for Human Read-Aloud and Human Signer sessions.
- Verify form-dependent accommodations.
 - Refer to Part III of the Guide to the MCAS Portal: Student Registration, section E.

20. Train test administrators in protocols and security requirements.

- A sample slide deck for training test administrators is posted to each administration's [Resources webpage](#) prior to the testing window.
- Refer to additional instructions in the *Principal's Administration Manual*.

21. Schedule classes to take tests in the MCAS Portal.

- Schools will need to “schedule” classes for tests to assign test forms and create student logins.
 - Student logins cannot be printed until after tests are scheduled.
- Test coordinators will need to schedule tests approximately one week prior to test administration.
 - Scheduling tests is not available in the MCAS Portal until one week prior to test administration.
- The [Statewide Testing Schedule](#) lists the dates that test scheduling should be completed for each administration.
- Instructions available in [Part VI of the Guide to the MCAS Portal: Scheduling Tests, Printing Student Logins, and Other Tasks on the Test Scheduling Page](#) (*updated guide to be posted this fall*).

22. Print student logins, summary sheets, and test administrator logins, if necessary.

- Student logins contain the sign-in information that students need to type in to begin each test session.
 - Students use the same student login for each subject area test (e.g., Jon Ward has one login for grade 4 ELA sessions 1 and 2, and a different login for grade 4 Mathematics).
- Schools may print student logins up to one week in advance; DESE recommends printing student logins one to two days in advance of testing.
 - Student logins are considered secure and must be tracked.
- Note: Test coordinators may also need to print test administrator logins for test administrators administering the Human Read-Aloud and Human Signer accommodations.
 - Refer to Appendix H of the Accessibility and Accommodations Manual.
- Instructions available in the [Part VI of the Guide to the MCAS Portal: Scheduling Tests, Printing Student Logins, and Other Tasks on the Test Scheduling Page](#) (*updated guide to be posted this fall*).

Poll Question 5

What will happen if form-dependent accommodations are not assigned correctly before testing?

- A. The student will not be able to complete testing.
- B. The MCAS Student Kiosk will shut down.
- C. The student will receive the wrong grade-level test.
- D. The student test will need to be stopped, a new test set up, and the student may need to retake a portion of the test.

23. Verify form-dependent accommodations.

- The following accommodations are particularly important to verify prior to testing because they **cannot be changed in the MCAS Portal after a student has signed in to a computer-based test**. If a student begins testing and one of these accommodations has been assigned incorrectly, it may result in voiding the student's test.
- After classes have been scheduled, verify that students have been assigned the correct form for the following form-dependent accommodations:
 - Spanish/English
 - Human Read-Aloud (spring only)
 - Human Signer
 - ASL
 - Screen Reader
 - Compatible Assistive Technology
- To verify these forms have been assigned correctly, navigate to:
Administration > Test Scheduling > find the scheduled class > View Details/Student Logins.
- The Form Name column indicates which form a student has been assigned.
- After classes have been scheduled, all accommodations can also be verified on the student summary page that is printed with student logins.

23. Verify form-dependent accommodations. (continued)

Mathematics Class:

Scheduling Details		Progress View			
Export Logins for Selected Students		Add Report Code			
☐	Last Name	First Name	Username	Password	Form Name
☐	DemoStudent	Ann	9857165964	4VQA6W4J	Spring 27 Grade 5 Form 02
☐	DemoStudent	Brittany	4707162489	83FAYVNN	Spring 27 Grade 5 Spanish/English
☐	DemoStudent	Dawn	2940284590	AWK73CYW	Spring 27 Grade 5 Form 01
☐	DemoStudent	Leah	7073860873	QYVVTX5M	Spring 27 Grade 5 SR/AT
☐	DemoStudent	Miguel	8097052931	4PUH2BPT	Spring 27 Grade 5 Spanish/English

Human Read-Aloud Class
(Check that all students have the same form number for spring only):

Scheduling Details

Progress View

Filter by Session

Choose a Session

Export Logins for Selected Students

Add Report Code

☐	Last Name	First Name	Username	Password	Form Name	Date/Time Created
☐	DemoStudent	Courtney	4060607035	9CAFYAVD	Spring 27 Grade 3 Form 02	09/08/2026 1:56:57 PM
☐	DemoStudent	Johnny	2643147861	SA3Q4KHA	Spring 27 Grade 3 Form 02	09/08/2026 1:56:57 PM
☐	DemoStudent	Madison	5744261267	JDSSK4CE	Spring 27 Grade 3 Form 02	09/08/2026 1:56:57 PM
☐	DemoStudent	Stephen	8921347779	ZH366AXK	Spring 27 Grade 3 Form 02	09/08/2026 1:56:57 PM

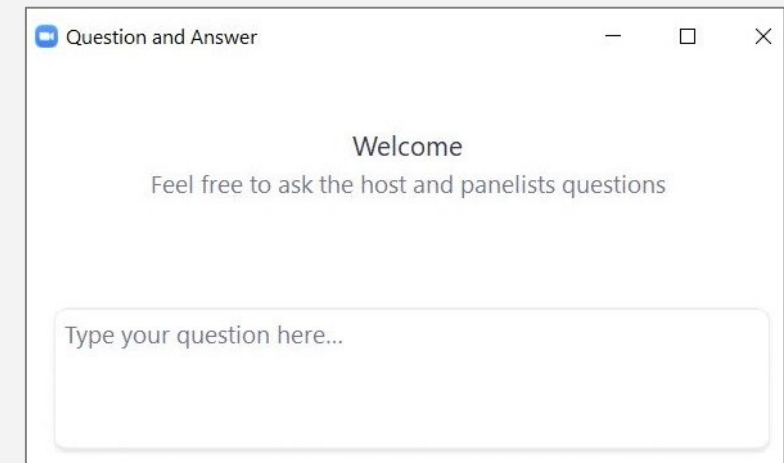
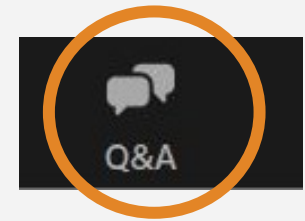
Showing 1 - 4 of 4

Resources: Tasks to complete one week before testing

Task	Resources
Train test administrators in protocols and security requirements.	Principal's Administration Manual and Test Administrator's Manual (<i>not yet available</i>)
Schedule classes in the MCAS Portal.	Part VI of the Guide to the MCAS Portal: Scheduling Tests, Printing Student Logins, and Other Tasks on the Test Scheduling Page (<i>updated guide to be posted this fall</i>) Module: Scheduling Tests for MCAS (<i>updated module to be posted this winter</i>)
Print student logins, summary sheets, and TA logins, if needed for Human Read-Aloud and Human Signer sessions.	Part VI of the Guide to the MCAS Portal: Scheduling Tests, Printing Student Logins, and Other Tasks on the Test Scheduling Page (<i>updated guide to be posted this fall</i>) Module: Exporting and Printing Student Logins
Verify form-dependent accommodations.	Principal's Administration Manual and Test Administrator's Manual (<i>not yet available</i>)

Questions & Answers 3

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



10. Resources, Support, and Next Steps

Additional Resources

Resource	Location
MCAS Resource Center	mcas.onlinehelp.cognia.org
Guide to the MCAS Portal	https://mcas.onlinehelp.cognia.org/portal/
Technology Information MCAS Student Kiosk Technology Guide	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 Training – Fall 2026

Training	Date
Overview of MCAS Administration Tasks for Technology Coordinators	<u>Wednesday, October 7 at 9:30–11:00a.m.</u>
Overview of Conducting a Practice Test through the MCAS Training Site	<u>Wednesday, November 18 at 9:30–11:00a.m.</u>
MCAS Accessibility and Accommodations	<u>Tuesday, December 8 at 9:30–11:00a.m.</u>

Upcoming Trainings – January 2027

Training	Date
Overview of Student Registration	<u>Wednesday, January 20</u>
Office Hours – Accessibility and Accommodations	<u>Thursday, January 21</u>
Administering the MCAS Braille Tests	<u>Thursday, January 21, at 12:00 p.m.</u>
MCAS Test Administration for New Staff	<u>Tuesday, January 26</u>
MCAS Security Protocols for New Staff	<u>Wednesday, January 27</u>
MCAS Test Administration and Security Protocols for Returning Staff	<u>Thursday, January 28</u>

Sessions will begin at 9:30 a.m. unless otherwise noted.

Upcoming Trainings – February and March 2027

Training	Date
Overview of MCAS Administration Tasks for Technology Coordinators	<u>Monday, February 1</u>
Office Hours for Spring 2027 MCAS Tests	<u>Friday, February 5</u>
Office Hours for Technology Coordinators	<u>Tuesday, February 9</u>
Overview of Spanish/English MCAS Tests	<u>Thursday, February 11</u>
Tasks in the MCAS Portal Before Testing	<u>Tuesday, March 2</u>
Tasks in the MCAS Portal During Testing	<u>Tuesday, March 9</u>
Tasks in the MCAS Portal After Testing	<u>Tuesday, March 16</u>
Office Hours for MCAS Portal Tasks	<u>Thursday, March 18</u>

Sessions will begin at 9:30 a.m. unless otherwise noted.

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

Logistics and Technology Questions

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

THANK YOU

The Office of Student Assessment Services



781-338-3625



mcas@mass.gov



www.doe.mass.edu/mcas



135 Santilli Highway, Everett, MA 02149