| **2023–24 Statewide Testing Schedule and Administration Deadlines** Department of Elementary and Secondary Education Logo **MCAS Tests, MCAS Alternate Assessment, MCAS/EPP Mathematics Test, and ACCESS for ELLs** |
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| **November 2023 MCAS ELA and Mathematics Retests**  Computer-based testing (CBT); paper-based testing (PBT) available as an accommodation. (Refer to the [ELA](https://www.doe.mass.edu/mcas/tdd/ela.html?section=testdesign) and [Mathematics](https://www.doe.mass.edu/mcas/tdd/math.html?section=testdesign) retest test designs for more information, including question types.) | | | |
| *Before Testing* | Complete the pre-administration Student Registration/ Personal Needs Profile (SR/PNP) process | | September 18–29[[1]](#footnote-2) |
| Extended pre-administration SR/PNP window for CBT | | October 2–November 7[[2]](#footnote-3) |
| Review [Best Practices document](http://mcas.pearsonsupport.com/manuals/), and based on guidance, download ProctorCache software and conduct an Infrastructure Trial (both suggested in certain circumstances)[[3]](#footnote-4) | | September 25–October 31 |
| Receive manuals and PBT materials (See above; PBT materials are available as an accommodation.) | | November 1 |
| Precache operational test content for Nov. 2023 retests  (optional; see [recommendations](http://mcas.pearsonsupport.com/manuals/) on precaching) | | Operational test content for ELA will be available for precaching on November 1 and available for Math on November 7.[[4]](#footnote-5) |
| If necessary, order additional manuals and PBT materials, and report packing discrepancies for PBT shipments | | **ELA:** November 1–6  **Math:** November 1–13 |
| *Test  Administration* | ELA | ELA Session 1 | **November 8** |
| ELA Session 2 | **November 9** |
| Mathematics | Mathematics Session 1 | **November 14** |
| Mathematics Session 2 | **November 15** |
| Make-up testing | Last date for all make-up testing  (Make-up testing can begin for each session after its initial administration date listed above.) | **November 20** |
| *After Testing* | Deadline for updating SR/PNP information, if necessary | | November 20 |
| Mark students’ tests complete, if necessary | |
| Deadline to complete the PCPA (one PCPA for both subject areas) | |
| *(PBT only)* Pre-scheduled UPS pickup (and deadline) | | November 21[[5]](#footnote-6) |

| **2023–24 Statewide Testing Schedule and Administration Deadlines (continued)** |
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| **February 2024 MCAS High School Science Tests in Biology and Introductory Physics**  CBT; PBT available as an accommodation. (Refer to the [Biology and Introductory Physics](https://www.doe.mass.edu/mcas/tdd/sci.html?section=testdesign) test designs for more information, including question types.) | | |
| *Before Testing* | Complete the pre-administration SR/PNP process | December 4–15[[6]](#footnote-7) |
| Extended pre-administration SR/PNP window for CBT | December 18–February 5[[7]](#footnote-8) |
| Review [Best Practices document](http://mcas.pearsonsupport.com/manuals/), and based on guidance, download ProctorCache software and conduct an Infrastructure Trial (both suggested in certain circumstances)[[8]](#footnote-9) | December 11–January 29 |
| Receive manuals and PBT materials (See above; PBT materials are available as an accommodation.) | January 30 |
| Precache operational test content for February 2024 Biology and Introductory Physics (optional; see [recommendations](http://mcas.pearsonsupport.com/manuals/) on precaching) | Operational test content will be available for precaching on January 30.[[9]](#footnote-10) |
| If necessary, order additional manuals and PBT materials, and report packing discrepancies for PBT shipments | January 30–February 2 |
| *Test  Administration* | High School Science Session 1 | **February 6** |
| High School Science Session 2 | **February 7** |
| Last date for all make-up testing  (Make-up testing can begin for each session after its initial administration date listed above.) | **February 12** |
| *After Testing* | Deadline for updating SR/PNP information, if necessary | February 12 |
| Mark students’ tests complete, if necessary |
| Deadline to complete the PCPA (one PCPA for both subject areas) |
| *(PBT only)* Pre-scheduled UPS pickup (and deadline) | February 13[[10]](#footnote-11) |

| **2023–24 Statewide Testing Schedule and Administration Deadlines (continued)** |
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| **March 2024 MCAS ELA and Mathematics Retests**  CBT; PBT available as an accommodation. (Refer to the [ELA](https://www.doe.mass.edu/mcas/tdd/ela.html?section=testdesign) and [Mathematics](https://www.doe.mass.edu/mcas/tdd/math.html?section=testdesign) retest test designs for more information, including question types.) | | | |
| *Before Testing* | Complete the pre-administration SR/PNP process | | January 22–February 2[[11]](#footnote-12) |
| Extended pre-administration SR/PNP window for CBT | | February 5–March 1[[12]](#footnote-13) |
| Review [Best Practices document](http://mcas.pearsonsupport.com/manuals/), and based on guidance, download ProctorCache software and conduct an Infrastructure Trial (both suggested in certain circumstances)[[13]](#footnote-14) | | January 29–February 23 |
| Receive manuals and PBT materials (See above; PBT materials are available as an accommodation.) | | February 26 |
| Precache operational test content for March 2024 retests (optional; see [recommendations](http://mcas.pearsonsupport.com/manuals/) on precaching) | | Operational test content will be available for ELA will be available for precaching on Feb. 26 and available for Math on Feb. 29.[[14]](#footnote-15) |
| If necessary, order additional manuals and PBT materials, and report packing discrepancies for PBT shipments | | **ELA:** February 26–29  **Math:** February 26–March 5 |
| *Test  Administration* | ELA | ELA Session 1 | **March 4** |
| ELA Session 2 | **March 6**  *(Schools may not use March 5 for administering Session 2.)* |
| Mathematics | Mathematics Session 1 | **March 7** |
| Mathematics Session 2 | **March 8** |
| Make-up testing | Last date for all make-up testing  (Make-up testing can begin for each session after its initial administration date listed above.) | **March 13** |
| *After Testing* | Deadline for updating SR/PNP information, if necessary | | March 13 |
| Mark students’ tests complete, if necessary | |
| Deadline to complete the PCPA (one PCPA for both subject areas) | |
| *(PBT only)* Pre-scheduled UPS pickup (and deadline) | | March 14[[15]](#footnote-16) |

| **2023–24 Statewide Testing Schedule and Administration Deadlines (continued)** |
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| **2024 ACCESS for ELLs Test (Grades K–12)**  Computer-based administration for grades 1–12, with paper alternative for students with disabilities and newcomers  (The kindergarten and Alternate ACCESS tests remain paper-based.) For more information, refer to the Department’s [ACCESS for ELLs website](https://www.doe.mass.edu/mcas/access/default.html). | | |
| *Before Testing* | WIDA AMS test setup | November 30, 2023–March 1, 2024, but schools should complete their test setup prior to testing at their school |
| Receive test materials.  (Note: Schools will not order materials.) | January 3, 2024 |
| Order additional materials, if necessary | January 3–February 9 |
| *Test  Administration* | ACCESS for ELLs test sessions | **January 4–February 16** [[16]](#footnote-17)  *(updated 9/5/23)* |
| *After Testing* | Deadline to schedule UPS pickup | February 19[[17]](#footnote-18) |
| Deadline for UPS pickup | February 20[[18]](#footnote-19) |

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| **2024 MCAS Alternate Assessment (MCAS-Alt) Grades 3–8 and High School)**  For more information, refer to the [MCAS-Alt website](https://www.doe.mass.edu/mcas/alt/default.html). | | |
| *Before  Submission* | Order MCAS-Alt submission materials | January 2–12, 2024 |
| Receive submission materials (binders, etc.) | February 26 |
| Complete PCPA (part 1 only) | Upon receipt and inspection of shipment |
| Order additional materials, if necessary | February 26–March 26 |
| *Submission* | Deadline to schedule UPS pickup | 2:30 p.m., March 27 |
| Deadline for UPS pickup | **5:00 p.m., March 28** *(updated 7/12/23)* |
| *After  Submission* | Deadline to complete the PCPA | Following MCAS-Alt submission:  March 29–April 5 |

| **2023–24 Statewide Testing Schedule and Administration Deadlines (continued)** |
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| **Spring 2024 MCAS Tests for Grades 3–8 in ELA, Mathematics, and STE**  CBT; PBT available as an accommodation. (Refer to the [ELA](https://www.doe.mass.edu/mcas/tdd/ela.html), [Mathematics](https://www.doe.mass.edu/mcas/tdd/math.html), and [STE](https://www.doe.mass.edu/mcas/tdd/sci.html?section=testdesign) test designs for more information, including question types.) | | |
| *Before Testing* | Complete the pre-administration SR/PNP process | January 22–February 2[[19]](#footnote-20) |
| Extended pre-administration SR/PNP window for CBT | **ELA:** February 5–March 22[[20]](#footnote-21)  **Math/STE:** February 5–April 2219 |
| Review [Best Practices document](http://mcas.pearsonsupport.com/manuals/), and based on guidance, download ProctorCache software and conduct an Infrastructure Trial (both suggested in certain circumstances)[[21]](#footnote-22) | January 29–March 15 |
| Receive manuals and PBT materials (See above; PBT materials are available as an accommodation.) | **ELA (including all manuals):** March 11  **Math/STE:** April 9 |
| Precache operational test content for spring 2024 testing (optional; see [recommendations](http://mcas.pearsonsupport.com/manuals/) on precaching) | Operational test content for ELA will be available for precaching on  March 18 and available for Math/STE on April 16, but schools should not precache until one week prior to the start of the testing window for each subject area.[[22]](#footnote-23) |
| If necessary, order additional manuals and PBT materials, and report packing discrepancies for PBT shipments | **ELA:** March 11–21  **Math/STE:** April 9–19 |
| *Test Administration* | ELA testing window (includes make-up testing) | **March 25–April 26**  (Note the earlier window for ELA.) |
| Mathematics testing window (includes make-up testing) | **April 23–May 24**  (Unlike in previous years, Math will begin on the same day as STE.) |
| STE testing window (grades 5 and 8) (includes make-up testing) | **April 23–May 24** |
| *After Testing* | Deadline for updating SR/PNP information, if necessary | **ELA:** April 29  **Math/STE:** May 28 |
| Mark students’ tests complete, if necessary |
| Deadline to complete the PCPA (one PCPA for all subject areas and grades tested in the school) | May 28 |
| *(PBT only)* Pre-scheduled UPS pickup (and deadline) | **ELA:** April 30[[23]](#footnote-24)  **Math/STE:** May 2923 |

| **2023–24 Statewide Testing Schedule and Administration Deadlines (continued)** |
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| **Spring 2024 MCAS Grade 10 ELA Test**  CBT; PBT available as an accommodation. (Refer to the [ELA](https://www.doe.mass.edu/mcas/tdd/ela.html?section=testdesign) test design for more information, including question types.) | | |
| *Before Testing* | Complete the pre-administration SR/PNP process | January 29–February 9[[24]](#footnote-25) |
| Extended pre-administration SR/PNP window for CBT | February 12–March 25[[25]](#footnote-26) |
| Review [Best Practices document](http://mcas.pearsonsupport.com/manuals/), and based on guidance, download ProctorCache software and conduct an Infrastructure Trial (both suggested in certain circumstances)[[26]](#footnote-27) | February 5–March 18 |
| Receive manuals for grade 10 ELA and Mathematics, and receive ELA PBT materials (See above; PBT materials are available as an accommodation.) | March 12 |
| Precache operational test content for spring 2024 testing  (optional; see [recommendations](http://mcas.pearsonsupport.com/manuals/) on precaching) | Operational test content will be available for precaching on  March 19.[[27]](#footnote-28) |
| If necessary, order additional manuals and ELA PBT materials, and report packing discrepancies for PBT shipments | March 12–22 |
| *Test Administration* | ELA Session 1[[28]](#footnote-29) | **March 26** |
| ELA Session 2 | **March 27** |
| Last date for all make-up testing  (Make-up testing can begin for each session after its initial administration date listed above.) | **April 4** |
| *After Testing* | Deadline for updating SR/PNP information, if necessary | April 5 |
| Mark students’ tests complete, if necessary |
| *(PBT only)* Pre-scheduled UPS pickup (and deadline) | April 8[[29]](#footnote-30) |

| **2023–24 Statewide Testing Schedule and Administration Deadlines (continued)** | | |
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| **2024 MCAS/EPP Mathematics Test**  The MCAS/EPP Mathematics test is one option for students to successfully complete the mathematics assessment portion of their [Education Proficiency Plan (EPP)](https://www.doe.mass.edu/assessment/epp/default.html) in order to meet Competency Determination graduation requirements. The MCAS/EPP Mathematics test has two separate sessions. Individual test sessions are designed to be completed in 60 minutes. | | |
| *Before Testing* | Download secure materials from the Department’s [Security Portal](https://gateway.edu.state.ma.us/) in the MCAS EPP DropBox | April 8–May 3 |
| *Test Administration* | MCAS/EPP Mathematics test sessions | **April 22–May 3** |
| Last day for all make-up testing | May 3 |
| *After Testing* | Download secure scoring information from the Department's [Security Portal](https://gateway.edu.state.ma.us/) in the MCAS EPP DropBox | May 6–17 |
| Score students’ answer sheets | May 6–17 |
| Deadline to destroy test booklets | May 17 |
| Securely transport materials to the superintendent’s office for storage | May 7–24 |

**2023–24 Statewide Testing Schedule and Administration Deadlines (continued)**

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| **Spring 2024 MCAS Grade 10 Mathematics Test**  CBT; PBT available as an accommodation. (Refer to the [Mathematics](https://www.doe.mass.edu/mcas/tdd/math.html?section=testdesign) test design for more information, including question types.) | | |
| *Before Testing* | Complete the pre-administration SR/PNP process | January 29–February 9[[30]](#footnote-31)  (Same as grade 10 ELA) |
| Extended pre-administration SR/PNP window for CBT | February 12–May 20[[31]](#footnote-32) |
| Receive Mathematics PBT materials (manuals were included in the ELA shipment) | May 7 |
| Precache operational test content for spring 2024 testing  (optional; see [recommendations](http://mcas.pearsonsupport.com/manuals/) on precaching) | Operational test content will be available for precaching on May 14.[[32]](#footnote-33) |
| If necessary, order additional manuals and Mathematics PBT materials, and report packing discrepancies for PBT shipments | May 7–17 |
| *Test Administration* | Mathematics Session 1[[33]](#footnote-34) | **May 21** *(updated 8/21/23)* |
| Mathematics Session 2 | **May 22** *(updated 8/21/23)* |
| Last date for all make-up testing  (Make-up testing can begin for each session after its initial administration date listed above.) | **May 29** |
| *After Testing* | Deadline for updating SR/PNP information, if necessary | May 30 |
| Mark students’ tests complete, if necessary |
| Deadline to complete the grade 10 PCPA for ELA and Mathematics |
| *(PBT only)* Pre-scheduled UPS pickup (and deadline) | May 31[[34]](#footnote-35) |

| **2023–24 Statewide Testing Schedule and Administration Deadlines (continued)** |
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| **Spring 2024 MCAS High School Science Tests in Biology and Introductory Physics**  CBT; PBT available as an accommodation. (Refer to the [Biology and Introductory Physics](https://www.doe.mass.edu/mcas/tdd/sci.html?section=testdesign) test designs for more information, including question types.) | | |
| *Before Testing* | Complete the pre-administration SR/PNP process | April 12–30[[35]](#footnote-36) |
| Extended pre-administration SR/PNP window for CBT | May 1–June 3[[36]](#footnote-37) |
| Receive high school Science manuals and PBT materials | May 21 |
| Precache operational test content for spring 2024 testing  (optional; see [recommendations](http://mcas.pearsonsupport.com/manuals/) on precaching) | Operational test content will be available for precaching on May 28.[[37]](#footnote-38) |
| If necessary, order additional manuals and PBT materials, and report packing discrepancies for PBT shipments | May 21–31 |
| *Test Administration* | High School Science Session 1[[38]](#footnote-39) | **June 4** |
| High School Science Session 2 | **June 5** |
| Last date for all make-up testing  (Make-up testing can begin for each session after its initial administration date listed above.) | **June 12** |
| *After Testing* | Deadline for updating SR/PNP information, if necessary | June 13 |
| Mark students’ tests complete, if necessary |
| Deadline to complete the PCPA (one PCPA for both subject areas) |
| *(PBT only)* Pre-scheduled UPS pickup (and deadline) | June 14[[39]](#footnote-40) |

| **2023–24 Statewide Testing Schedule and Administration Deadlines (continued)** |
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| **Spring 2024 MCAS Grade 8 Civics Field Test**  CBT only for the field test (Refer to the [Civics](https://www.doe.mass.edu/mcas/tdd/hss.html?section=testdesign) test design for more information, including question types.) | | |
| *Before Testing* | Complete the pre-administration SR/PNP process | March 25–April 5 |
| Extended pre-administration SR/PNP window for CBT | April 8–April 26[[40]](#footnote-41) |
| Precache field test content for Civics (optional; see [recommendations](http://mcas.pearsonsupport.com/manuals/) on precaching) | Field test content for Civics will be available for precaching on April 22.[[41]](#footnote-42) |
| *Test  Administration* | Civics testing window (includes make-up testing)   * State-level performance task * End-of-course test   **Note:** Schools should complete the performance task before the EOC. | **April 29–June 7** |
| *After Testing* | Deadline for updating SR/PNP information, if necessary | June 7 |
| Mark students’ tests complete, if necessary |
| Deadline to complete the PCPA |

1. Schools must complete the SR/PNP by this date to receive an on-time initial shipment of manuals as well as PBT materials for students who require them. Schools will **not** receive Student ID Labels (PBT) for students registered in PAN after this initial SR/PNP deadline. [↑](#footnote-ref-2)
2. Schools may update SR/PNP information and accommodations for students participating in CBT during this window, but schools will not receive additional manuals for the new students registered for CBT after the initial SR/PNP window listed above. In addition, PBT materials for students added during this extended SR/PNP window must be ordered [online](https://iservices.cognia.org/mcasadditionalorder/welcome.aspx?ProgramID=31&ServiceID=4) during the additional materials window. [↑](#footnote-ref-3)
3. Schools may [schedule a call with Technology Support Specialists](http://mcas.pearsonsupport.com/technology-setup/) for support with technology, ProctorCache, TestNav configurations, and Infrastructure Trials *prior to* testing. (Call the MCAS Service Center at 800-737-5103 for support *during* test administration.) [↑](#footnote-ref-4)
4. Additional tasks prior to CBT include creating PAN Sessions at least 2 weeks prior to testing, preparing PAN Sessions 2 days before testing, and starting PAN Sessions 1 day prior to testing. [↑](#footnote-ref-5)
5. A UPS driver will automatically come to each school to pick up materials on this date. However, schools are encouraged to return materials once testing has been completed. [↑](#footnote-ref-6)
6. Schools must complete the SR/PNP by this date to receive an on-time initial shipment of manuals as well as PBT materials for students who require them. Schools will **not** receive Student ID Labels (PBT) for students registered in PAN after this initial SR/PNP deadline. [↑](#footnote-ref-7)
7. Schools may update SR/PNP information and accommodations for students participating in CBT during this window, but schools will not receive additional manuals for the new students registered for CBT after the initial SR/PNP window listed above. In addition, PBT materials for students added during this extended SR/PNP window must be ordered [online](https://iservices.cognia.org/mcasadditionalorder/welcome.aspx?ProgramID=31&ServiceID=4) during the additional materials window. [↑](#footnote-ref-8)
8. Schools may [schedule a call with Technology Support Specialists](http://mcas.pearsonsupport.com/technology-setup/) for support with technology, ProctorCache, TestNav configurations, and Infrastructure Trials *prior to* testing. (Call the MCAS Service Center at 800-737-5103 for support *during* test administration.) [↑](#footnote-ref-9)
9. Additional tasks prior to CBT include creating PAN Sessions at least 2 weeks prior to testing, preparing PAN Sessions 2 days before testing, and starting PAN Sessions 1 day prior to testing. [↑](#footnote-ref-10)
10. A UPS driver will automatically come to each school to pick up materials on this date. However, schools are encouraged to return materials once testing has been completed.  
     [↑](#footnote-ref-11)
11. Schools must complete the SR/PNP by this date to receive an on-time initial shipment of manuals as well as PBT materials for students who require them. Schools will **not** receive Student ID Labels (PBT) for students registered in PAN after this initial SR/PNP deadline. [↑](#footnote-ref-12)
12. Schools may update SR/PNP information and accommodations for students participating in CBT during this window, but schools will not receive additional manuals for the new students registered for CBT after the initial SR/PNP window listed above. In addition, PBT materials for students added during this extended SR/PNP window must be ordered [online](https://iservices.cognia.org/mcasadditionalorder/welcome.aspx?ProgramID=31&ServiceID=4) during the additional materials window. [↑](#footnote-ref-13)
13. Schools may [schedule a call with Technology Support Specialists](http://mcas.pearsonsupport.com/technology-setup/) for support with technology, ProctorCache, TestNav configurations, and Infrastructure Trials *prior to* testing. (Call the MCAS Service Center at 800-737-5103 for support *during* test administration.) [↑](#footnote-ref-14)
14. Additional tasks prior to CBT include creating PAN Sessions at least 2 weeks prior to testing, preparing PAN Sessions 2 days before testing, and starting PAN Sessions 1 day prior to testing. [↑](#footnote-ref-15)
15. A UPS driver will automatically come to each school to pick up materials on this date. However, schools are encouraged to return materials once testing has been completed.  
     [↑](#footnote-ref-16)
16. Note that the ACCESS for ELLs window has been extended since the schedule was initially published.  
     [↑](#footnote-ref-17)
17. February 19 will occur during the February vacation week. Schools that are closed for February vacation will need to **schedule** their pickup on or before February 15. [↑](#footnote-ref-18)
18. February 20 will occur during the February vacation week. Schools that are closed for February vacation will need to have their materials **picked up** on or before February 16. [↑](#footnote-ref-19)
19. Schools must complete the SR/PNP by this date to receive an on-time initial shipment of manuals as well as PBT materials for students who require them. Schools will **not** receive Student ID Labels (PBT) for students registered in PAN after this initial SR/PNP deadline. [↑](#footnote-ref-20)
20. Schools may update SR/PNP information and accommodations for students participating in CBT during this window, but schools will not receive additional manuals for the new students registered for CBT after the initial SR/PNP window listed above. In addition, PBT materials for students added during this extended SR/PNP window must be ordered [online](http://www.mcasservicecenter.com/McasDefault.aspx?ProgramID=31) during the additional materials window. [↑](#footnote-ref-21)
21. Schools may [schedule a call with Technology Support Specialists](http://mcas.pearsonsupport.com/technology-setup/) for support with technology, ProctorCache, TestNav configurations, and Infrastructure Trials *prior to* testing. (Call the MCAS Service Center at 800-737-5103 for support *during* test administration.) [↑](#footnote-ref-22)
22. Additional tasks prior to CBT include creating PAN Sessions at least 2 weeks prior to testing, preparing PAN Sessions 2 days before testing, and starting PAN Sessions 1 day prior to testing. [↑](#footnote-ref-23)
23. A UPS driver will automatically come to each school to pick up materials on the date listed in the calendar. However, schools are encouraged to return materials once testing has been completed.  
     [↑](#footnote-ref-24)
24. Schools must complete the SR/PNP by this date to receive an on-time initial shipment of manuals as well as PBT materials for students who require them. Schools will **not** receive Student ID Labels (PBT) for students registered in PAN after this initial SR/PNP deadline. [↑](#footnote-ref-25)
25. Schools may update SR/PNP information and accommodations for students participating in CBT during this window, but schools will not receive additional manuals for the new students registered for CBT after the initial SR/PNP window listed above. In addition, PBT materials for students added during this extended SR/PNP window must be ordered [online](http://www.mcasservicecenter.com/McasDefault.aspx?ProgramID=31) during the additional materials window. [↑](#footnote-ref-26)
26. Schools administering grade 10 tests planning to do an Infrastructure Trial should do one before ELA and may not need to do another before Mathematics testing if there are no changes to the school’s technology set-up. Schools may [schedule a call with Technology Support Specialists](http://mcas.pearsonsupport.com/technology-setup/) for support with technology, ProctorCache, TestNav configurations, and Infrastructure Trials *prior to* testing. (Call the MCAS Service Center at 800-737-5103 for support *during* test administration.) [↑](#footnote-ref-27)
27. Additional tasks prior to CBT include creating PAN Sessions at least 2 weeks prior to testing, preparing PAN Sessions 2 days before testing, and starting PAN Sessions 1 day prior to testing. [↑](#footnote-ref-28)
28. High schools should test the maximum number of students who can participate concurrently on the prescribed dates (March 26 and 27). On the next two dates (March 28 and 29), schools can test any remaining students who did not participate due to technology/device limitations, or they can begin make-up testing. [↑](#footnote-ref-29)
29. A UPS driver will automatically come to each school to pick up materials on the date listed in the calendar. However, schools are encouraged to return materials once testing has been completed. [↑](#footnote-ref-30)
30. Schools must complete the SR/PNP by this date to receive an on-time initial shipment of manuals as well as PBT materials for students who require them. Schools will **not** receive Student ID Labels (PBT) for students registered in PAN after this initial SR/PNP deadline. [↑](#footnote-ref-31)
31. Schools may update SR/PNP information and accommodations for students participating in CBT during this window, but schools will not receive additional manuals for the new students registered for CBT after the initial SR/PNP window listed above. In addition, PBT materials for students added during this extended SR/PNP window must be ordered [online](http://www.mcasservicecenter.com/McasDefault.aspx?ProgramID=31) during the additional materials window. [↑](#footnote-ref-32)
32. Additional tasks prior to CBT include creating PAN Sessions at least 2 weeks prior to testing, preparing PAN Sessions 2 days before testing, and starting PAN Sessions 1 day prior to testing. [↑](#footnote-ref-33)
33. High schools should test the maximum number of students who can participate concurrently on the prescribed dates (May 21 and 22). On the next two dates (May 23 and 24), schools can test any remaining students who did not participate due to technology/device limitations, or they can begin make-up testing. [↑](#footnote-ref-34)
34. A UPS driver will automatically come to each school to pick up materials on this date. However, schools are encouraged to return materials once testing has been completed.  
     [↑](#footnote-ref-35)
35. Schools must complete the SR/PNP by this date to receive an on-time initial shipment of manuals as well as PBT materials for students who require them. Schools will **not** receive Student ID Labels (PBT) for students registered in PAN after this initial SR/PNP deadline. [↑](#footnote-ref-36)
36. Schools may update SR/PNP information and accommodations for students participating in CBT during this window, but schools will not receive additional manuals for the new students registered for CBT after the initial SR/PNP window listed above. In addition, PBT materials for students added during this extended SR/PNP window must be ordered [online](http://www.mcasservicecenter.com/McasDefault.aspx?ProgramID=31) during the additional materials window. [↑](#footnote-ref-37)
37. High schools may not need to complete an Infrastructure Trial for high school Science if they have successfully completed computer-based grade 10 CBT and their technology set-up has not changed. Schools may choose to complete an Infrastructure Trial for Science if they have students and staff who have not yet participated in CBT. Schools that choose to complete an Infrastructure Trial for Science should do so between April 22 and May 24. Additional tasks prior to CBT include creating PAN Sessions at least 2 weeks prior to testing, preparing PAN Sessions 2 days before testing, and starting PAN Sessions 1 day prior to testing. [↑](#footnote-ref-38)
38. High schools should test the maximum number of students who can participate concurrently on the prescribed dates (June 4 and 5). On the next two dates (June 6 and 7), schools can test any remaining students who did not participate due to technology/device limitations, or they can begin make-up testing. [↑](#footnote-ref-39)
39. A UPS driver will automatically come to each school to pick up materials on this date. However, schools are encouraged to return materials once testing has been completed. [↑](#footnote-ref-40)
40. Schools may update SR/PNP information and accommodations for students participating in CBT during this window. [↑](#footnote-ref-41)
41. Updated 11/3/23: An Infrastructure Trial is not available for Civics. Test administrators who wish to practice completing tasks in PAN may use the Spring 2024 MCAS Gr. 3–8 administration in the PAN training site. Additional tasks prior to CBT include creating PAN Sessions at least 2 weeks prior to testing, preparing PAN Sessions 2 days before testing, and starting PAN Sessions 1 day prior to testing. [↑](#footnote-ref-42)