| **Winter 2025 MCAS High School Science and March Retest  Schedule and Administration Deadlines** |
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Schools and districts are reminded that MCAS tests are [transitioning to new online platforms](https://www.doe.mass.edu/mcas/testadmin/crosswalk-of-terminology.pdf) beginning in 2025. In addition to the pre-administration tasks listed below to complete once per school year, schools will complete administration-specific tasks (see pages 2 and 3). Beginning in 2025, the new tasks to complete prior to each test administration include the following steps.

* **Completing “Student Registration”** (This is similar to the “Student Registration/Personal Needs Profile (SR/PNP)” process from the past.) Schools must complete student registration for each administration to receive their initial shipment of manuals as well as PBT materials, including Student ID Labels for PBT.
* **Assigning and creating “Classes”** (This is similar to “PAN Sessions” from the past.) Classes are groups of students who will test in the same place at the same time, and a student must be assigned to a class prior to testing.
* **“Scheduling”** classes for testing to create student logins

**Tasks to Complete Once Annually**

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| **Staff Responsible** | **Task** | **Timeframe** |
| District and school  test coordinators and technology coordinators | Review the following user guides:   * [*MCAS Portal User Management Guide*](https://mcas.onlinehelp.cognia.org/portal/) * [*Technology Guidelines for MCAS Computer-Based Testing*](https://mcas.onlinehelp.cognia.org/technology-setup/) * [*Guide to Installing the MCAS Student Kiosk and Conducting Site Readiness*](https://mcas.onlinehelp.cognia.org/technology-setup/) | Available: **October 21**  Recommended deadlines:   * **November 15** for high schools * **December 13** for grades 3–8 |
| District and school  test coordinators | Create and edit MCAS Portal and MCAS Training Site user accounts  *See the* [*MCAS Portal User Management Guide*](https://mcas.onlinehelp.cognia.org/portal/)*.* | Available: **October 21**  Recommended deadlines:   * **November 15** for test coordinators, principals, and technology coordinators * **At least three weeks prior to test administration** for test administrators |
| Technology coordinators | Download and install the MCAS Student Kiosk on student testing devices.  Conduct Site Readiness to ensure devices and network are configured for testing  *See the* [*Guide to Installing the MCAS Student Kiosk and Conducting Site Readiness*](https://mcas.onlinehelp.cognia.org/technology-setup/)*.* | Available: **October 21**  Recommended deadlines:   * **November 15** for high schools * **December 13** for grades 3–8 |

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| **February 2025 MCAS High School Science Tests in Biology and Introductory Physics**  Computer-based testing (CBT); paper-based testing (PBT) available as 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 student registration process[[1]](#footnote-2) | December 12–January 8 *updated 12/11/24* |
| Extended pre-administration student registration window for CBT[[2]](#footnote-3) | January 9–February 3 *updated 12/11/24* |
| Create and assign students to “classes” in the MCAS Portal.[[3]](#footnote-4) | Recommended deadline: January 21 |
| Receive manuals and PBT materials (PBT materials are available as an accommodation.) | January 28 |
| “Schedule” classes in the MCAS Portal for CBT [[4]](#footnote-5) | January 28–February 3 |
| If necessary, order additional manuals and PBT materials, and report packing discrepancies for PBT shipments | January 28–31 |
| *Test  Administration* | High School Science Session 1 | **February 4** |
| High School Science Session 2 | **February 5** |
| Last date for all make-up testing  (Make-up testing can begin for each session after its initial administration date listed above.) | **February 10** |
| *After Testing* | Deadline for updating student registration information, if necessary | February 10 |
| Deadline to complete the PCPA (one PCPA for both subject areas) |
| *(PBT only)* Pre-scheduled UPS pickup (and deadline)[[5]](#footnote-6) | February 11 |

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| **March 2025 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 student registration process[[6]](#footnote-7) | | January 21–31 |
| Extended pre-administration student registration window for CBT[[7]](#footnote-8) | | February 3–March 5 |
| Create and assign students to “classes” in the MCAS Portal.[[8]](#footnote-9) | | Recommended deadline: February 19 |
| Receive manuals and PBT materials (PBT materials are available as an accommodation.) | | February 27 |
| “Schedule” classes in the MCAS Portal for CBT [[9]](#footnote-10) | | ELA: February 27–March 5  Math: March 3–10 |
| If necessary, order additional manuals and PBT materials, and report packing discrepancies for PBT shipments | | ELA: February 27–March 4  Math: February 27–March 7 |
| *Test  Administration* | ELA | ELA Session 1 | **March 6** |
| ELA Session 2 | **March 7** |
| Mathematics | Mathematics Session 1 | **March 11** |
| Mathematics Session 2 | **March 12** |
| 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 14** |
| *After Testing* | Deadline for updating student registration information, if necessary | | March 14 |
| Deadline to complete the PCPA (one PCPA for both subject areas) | |
| *(PBT only)* Pre-scheduled UPS pickup (and deadline)[[10]](#footnote-11) | | March 17  *updated 12/12/2024* |

1. Schools must complete student registration 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 the MCAS Portal after this initial student registration deadline.  
    [↑](#footnote-ref-2)
2. Schools may update student registration information and accommodations for students participating in CBT during this window, but schools will not automatically receive additional manuals for the new students registered for CBT after the initial student registration window listed above. Additional manuals and any PBT materials for students added during this extended student registration 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. “Classes” are groups of students who will test in the same place at the same time. Classes can be created during the initial student registration window, or anytime leading up to and during the testing window; DESE recommends creating and assigning classes two weeks prior to testing. A student must be assigned to a class prior to testing.   
    [↑](#footnote-ref-4)
4. Classes must be “scheduled” in the MCAS Portal after they are created and before students begin testing. Schools will be able to “schedule” classes beginning one week prior to administration. “Scheduling” a class creates the student logins.   
    [↑](#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 student registration 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 the MCAS Portal after this initial student registration deadline. [↑](#footnote-ref-7)
7. Schools may update student registration information and accommodations for students participating in CBT during this window, but schools will not automatically receive additional manuals for the new students registered for CBT after the initial student registration window listed above. Additional manuals and any PBT materials for students added during this extended student registration 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. “Classes” are groups of students who will test in the same place at the same time. Classes can be created during the initial student registration window, or anytime leading up to and during the testing window; DESE recommends creating and assigning classes two weeks prior to testing. A student must be assigned to a class prior to testing. [↑](#footnote-ref-9)
9. Classes must be “scheduled” in the MCAS Portal after they are created and before students begin testing. Schools will be able to “schedule” classes beginning one week prior to administration. “Scheduling” a class creates the student logins. [↑](#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)