Checklist of Tasks to Complete
for Computer-Based Test Administration
(excerpted from the spring 2025 PAM)

Tasks to Complete for Test Administration

Checklist of Tasks

Use the following checklist of tasks to keep track of responsibilities during MCAS testing during suggested timeframes. Some of the tasks in the checklist are described in other documents, but most are described in the Tasks section that follows. You may use the "Completed?" column to check off when each task has been completed; you may also want to use the column to write in the names of staff who will be helping with each of the tasks.

Task Reference	Task Overview	Completed?
A. Ongoing/Tasks to Complete Beginning in Fall 2024		
1	Familiarize yourself with resources: Student Assessment Updates, the 2025 test designs, and CBT components.	
2	Provide the Department with contact information.	
3	Update student information in SIMS.	
4	Create MCAS Portal user accounts for district test coordinators, school test coordinators, technology coordinators, and test administrators.	
5	Download the MCAS Student Kiosk to testing devices and perform Site Readiness.	
B. Tasks to Complete BEFORE Test Administration—Winter 2025		
1	Meet with the technology coordinator and establish a plan to ensure that the appropriate technology preparations are made.	
2	Participate in DESE training on test security and administration protocols.	
3	Complete the Student Registration process.	
C. Tasks to Complete BEFORE Test Administration—Late Winter/Early Spring 2025		
1, 2	Develop a test security plan, and review it with your superintendent.	
3	Determine which accessibility features and accommodations students will need.	
4	Identify test administrators and other school staff members who will have access to secure materials.	
5	Update user roles in the MCAS Portal as needed.	
6	Establish the school's testing schedule.	
7	Communicate the testing schedule and other important information to the school community, including parents/guardians.	
8	Identify testing spaces and plan how to set up a secure testing environment, and prepare room assignments.	
9	Meet with students to provide information about testing.	
10	Administer the student tutorial and practice tests.	
D. Tasks to Complete At Least Two Weeks BEFORE Test Administration		
1	Ensure that the Student Registration is updated according to the instructions in the *MCAS Student Registration Guide*.	
2	Create classes and assign students to them.	

Task Reference	Task Overview	Completed?
E. Tasks to Complete Two Weeks BEFORE Test Administration		
1, 2	Verify receipt of manuals, and inventory and store them.	
3, 4	Order additional manuals if necessary, and download materials.	
5	Prepare to provide accessibility features and accommodations for testing.	
6	Submit any requests to test students in an alternate setting.	
7	Confirm that the technology coordinator has completed necessary preparations for testing.	
F. Tasks to Complete <u>At Least</u> One Week BEFORE Test Administration		
1	Distribute manuals/security requirements, and train staff in test security requirements and test administration protocols.	
2	Provide additional training to test administrators who will be administering accommodations.	
3	Schedule classes in the MCAS Portal (not available until one week before testing).	
4	Verify that students using form-dependent accommodations such as Screen Reader Edition (SR), Spanish/English edition, compatible Assistive Technology (AT), ASL, Human Read-Aloud, or Human Signer have the correct form assigned to them in the MCAS Portal.	
G. Tasks to Complete Approximately One or Two Days BEFORE Test Administration		
1	Verify that test administrators have covered or removed prohibited materials from the walls of testing rooms.	
2	Remove first-year EL students from classes for ELA if they will not be participating in this subject-area test.	
3	Print summary pages and student logins.	
4	Prepare additional materials for testing.	
5	Prepare materials for accommodations.	
H. Tasks to Complete DURING Test Administration		
1	Using your document tracking system, distribute materials for testing.	
2	Monitor test administration.	
3	Manage situations that may occur during testing.	
4	Securely store materials between sessions and after each day of testing.	
5	Maintain/update the record of test administrators and their students for each test session.	
6	Collect lists of students who were absent for testing and schedule make-up testing for them. Confirm that all students participated.	
7	When test sessions are completed, verify that all secure materials have been returned.	

Tasks to Complete for Test Administration

Task Reference	Task Overview	Completed?
I. Tasks to Complete AFTER Test Administration		
1	Update student information in the MCAS Portal as needed.	
2	Ask your district SIMS contact to make any necessary updates to SIMS.	
3	Complete the PCPA.	
4	Plan to retain materials listed in the PAM for three years.	
5	Recycle or discard materials listed in the PAM.	
6	Securely destroy materials listed in the PAM.	

Ⓐ Ongoing/Tasks to Complete Beginning in Fall 2024

1. **Familiarize yourself with resources:**

   - Read the biweekly Student Assessment Update emails throughout the school year for important MCAS program updates.

     Principals, MCAS test coordinators, special education directors, and EL program directors automatically receive the Student Assessment Update based on contact information submitted to the Department. See information at the top of the Student Assessment Updates page (www.doe.mass.edu/mcas/updates.html) for instructions of how to add another staff member who serves in one of those roles. Others may subscribe by clicking the Subscribe link at the bottom of each edition.

   - Become familiar with the 2025 test designs, which are available at www.doe.mass.edu/mcas/tdd (click on the subject area, and then click on **Test Design**).

   - Review the components for CBT in Appendix A.

2. **Provide the Department with the school's correct contact information to receive important notices via email during test administration.**

   The steps for updating contact information can be found at www.doe.mass.edu/mcas/updates.html.

3. **Update student information in SIMS (Student Information Management System).**

   Since information from SIMS is used for MCAS reporting, it is critical that schools report that information accurately. District-level SIMS contacts submit data for the entire district; call your district's contact to confirm the accuracy of your school's data being submitted to SIMS (see page ii for instructions on finding your district's contact).

   a. **SASIDs**

      SASIDs are required as part of the Student Registration process. If you do not have a student's SASID (e.g., a student new to Massachusetts), create and assign to the student a 10-digit number starting with "8" (instead of "10"). Call your district SIMS contact with questions on assigning SASIDs.