

Tasks to Complete for Test Administration
(Part IV, excerpted from the spring 2025 PAM)

Part IV




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Tasks to Complete for Test Administration






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 <i>MCAS Student Registration Guide</i> .	
2	Create classes and assign students to them.	

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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 At Least 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.	

A 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.

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b. SIF and SIMS

For districts that are using the School Interoperability Framework (SIF), enrollment data will be extracted by the Department approximately one week before the Student Registration window opens for each test administration.

Enrollments for districts not using SIF will be based on the October 2024 SIMS submission. For non-SIF districts, SIMS is updated in October, March, and June. If a student's information changes (e.g., a student will no longer have an IEP), provide the information to the district's contact to include in the next SIMS update.

4. Create MCAS Portal user accounts for district test coordinators, school test coordinators, technology coordinators, and test administrators.

See the *MCAS Portal User Management Guide*, available at mcas.onlinehelp.cognia.org/portal.

5. Download the MCAS Student Kiosk to testing devices and perform Site Readiness.

The *Guide to Installing the MCAS Student Kiosk and Conducting Site Readiness* is available at mcas.onlinehelp.cognia.org/technology-setup, along with download links for the MCAS Student Kiosk.



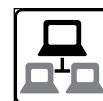
- Access the MCAS Portal to download the MCAS Student Kiosks and gather the site readiness credentials.
- After installing the MCAS Student Kiosk on all test-taking devices, technology staff should conduct the site readiness test using the credentials provided in the MCAS Portal for your organization.
- The site readiness test should be taken on 2–3 devices in each device configuration at your organization. Each site readiness test will take approximately 5–10 minutes.
- Once site readiness is complete, certify site readiness in the MCAS Portal.

If your technology set-up changes between the time you conduct site readiness testing and the time students begin taking the computer-based tests, be sure to conduct site readiness again to verify the changes are still compatible with the MCAS Student Kiosk.

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.

- See page 54 in Appendix A for the list of tasks that technology coordinators must complete.



2. In late January, participate in one of the Department's training sessions on MCAS test security and test administration protocols.

Register for this and other trainings at www.doe.mass.edu/mcas/training.html. See page 4 for more information on the training sessions.



3. Complete the Student Registration process.

See the *MCAS Student Registration Guide* (mcas.onlinehelp.cognia.org/portal) for the steps to complete to register students for testing.

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C Tasks to Complete BEFORE Test Administration—Late Winter/Early Spring 2025

1. Develop a test security plan for your school that will assist you in preventing issues, and, if necessary, detecting incidents and determining actions.

- Review the MCAS Test Security Requirements (see Part I).
- Establish a tracking system (see sample internal tracking forms posted at www.doe.mass.edu/mcas/testadmin/forms), and develop local procedures to ensure that the chain of custody of secure materials is maintained and that students are provided with required materials for testing.
- Designate a central locked area for storage of secure materials: student logins, test administrator logins, and used scratch paper.
- Develop procedures so that students do not access prohibited materials such as cell phones (see list on pages 21–22). Determine whether test administrators will read the recommended script in the TAM instructing students to put their cell phones and other prohibited devices in their bags, or whether other school procedures will be used.
- Begin planning for the number of staff who will need to be involved in test administration so that there will be appropriate coverage (e.g., monitors for hallways and restrooms, test administrators, substitute test administrators, test administrators for accommodated students).
- Develop a training plan for staff who will be involved in test administration, including test administrators, technology staff, and hallway monitors. Make sure that staff who will be administering accommodations receive additional training so that all accommodations are correctly given.
- Develop a communication plan for students and parents/guardians to inform them about prohibited items during testing as well as the consequences for having them (see the optional sample form for students and the sample letter for parents/guardians).

2. Review your school's test administration plan with your superintendent.

- Review your school's plans for following test security and administration protocols with your superintendent or a designee from the central office. You may be asked to use the sample Superintendent's Assurance of Proper Test Administration form (www.doe.mass.edu/mcas/testadmin/forms), use a locally developed form, or document the review in another way.



3. Determine which accessibility features and accommodations students will need.

Review IEPs and 504 plans to determine students' accommodation needs. See Appendix C for information on accessibility features and accommodations.

In addition, Department staff will cover this topic in a training session in January (register at www.doe.mass.edu/mcas/training.html).

4. Identify the individuals who will serve as test administrators and other school staff members who will have access to secure materials.

See Part III, section E for more information about authorizing test administrators and other staff member roles during testing (e.g., hallway monitors), as well as technology staff.

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5. **Update user roles for test administrators and other school staff members as necessary in the MCAS Portal.**

Schools should assign user accounts for test administrators and other school staff members as necessary.

Refer to the *MCAS Portal User Management Guide* at mcas.onlinehelp.cognia.org/portal.

Continue to update roles throughout the testing window as needed.

6. **Establish the school's test administration schedule, and ensure that tests are scheduled during the prescribed testing window.**

See Part III, section C for more information about scheduling test sessions.

7. **Communicate the school's testing schedule and general policies to the school community, (e.g., educators, parents/guardians, students), including the following:**

- school procedures during testing
- participation requirements
- the student questionnaire in grades 4, 5, 8, and 10
- the resources posted at www.doe.mass.edu/mcas/parents

8. **Prepare the room assignments for students and test administrators.**

Identify adequate testing spaces, and plan strategies to maintain security in each testing space. See Part III, section D for more information about setting up testing spaces.

Document the rooms to which students and test administrators are assigned, and maintain the record in your school files.

9. **(Recommended) Meet with students to instruct them on test security requirements and to provide information about the testing experience.**

See Part III, section G, for more information about meeting with students.

10. **(Strongly recommended) Administer the student tutorial and practice tests, and familiarize students with additional resources.**

See Part III, section G for more information about 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 with any changes since it was first imported.**

It is important to make sure that your Student Registration is up to date and reflects your current enrollment. Changes can be made through the MCAS Portal interface or by exporting, updating, and then re-importing the file. See the instructions in the *MCAS Student Registration Guide* for more information.

2. **Create classes and assign students to them.**

"Classes" are separate groupings in the MCAS Portal of the students in the same grade who will take a test at the same time and in the same testing location. Individuals with the district test coordinator, school test coordinator, and technology coordinator roles have the permissions in the MCAS Portal to create classes. Classes must be assigned by grade level. See additional information in the *Guide to Creating and Managing Classes*.

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A class name may contain up to 50 characters. The Department recommends that schools use a naming convention for classes that will help test administrators quickly and easily find the test they are administering, and which includes the following items:

- test code
- test administrator name
- testing location
- school code

Note that class names in the MCAS Portal must be unique across the state. DESE recommends including the school code in the class name in order to meet this requirement.



Create separate classes for each group of students receiving the Human Read-Aloud or Human Signer accommodation (five students maximum per group). Students taking Spanish/English tests must also be placed in separate classes.

For more information on creating classes and scheduling tests, see the *Guide to Creating and Managing Classes* and the *Guide to the MCAS Portal*.

E Tasks to Complete Two Weeks BEFORE Test Administration

1. Verify receipt of test administration manuals.

Verify receipt of manuals immediately upon their delivery to your school (see pages iv–vi for the dates that manuals will arrive). Each grade's manuals are shipped separately. Call the MCAS Service Center if you do not receive materials by the expected date.

For spring 2025, TAMs are being produced as follows:

- **A CBT TAM**, which covers grades 3–8 and 10 ELA and Mathematics, grades 5 and 8 STE, grade 8 Civics, and high school Science
- **A PBT TAM**, which covers grades 3–8 and 10 ELA and Mathematics, grades 5 and 8 STE, grade 8 Civics, and high school Science

2. Inventory your school's shipment of manuals, and store them.

- Using your Materials Summary form, inventory your shipment of manuals upon receipt. After the inventory, the form can be stored in school files (there is nothing to complete on the form after testing). There is no need to retain shipping cartons, unless your school is also doing PBT (see Appendix B).
- To inventory the manuals, complete the "Qty Received" column of the Materials Summary for each grade according to the "Before Testing" directions on the form.
- Designate an area to store the manuals. You may want to use the secure, locked storage area that you will be using to store student logins when printed.

3. Order additional manuals if necessary.

Schools are shipped one copy of the PAM and also receive one copy of each TAM per 15 students (plus one for each small group identified in the Student Registration).

If your shipment of manuals is not sufficient for your testing needs, complete one of these steps:

- Download copies of the manuals from the Department's website at www.doe.mass.edu/mcas/testadmin/manual.

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- Order additional manuals online at www.mcasservicecenter.com no later than the deadline dates listed on pages iv–vi. You will need the Ship Code from your Materials Summary when placing your order.
 - › **Note:** Orders will be shipped for receipt on the following business day if the order is received before 12:00 p.m.; orders received after 12:00 p.m. will be shipped for receipt on the second business day.

4. Download administration materials.

Forms and sample materials can be downloaded from www.doe.mass.edu/mcas/testadmin/forms. Reference sheets (strongly recommended), equation editor guides, symbol keys, and gridded response guidelines can be downloaded from mcas.onlinehelp.cognia.org/practice. See section 4 on page 21 for more information about permitted printed materials.

5. Prepare to provide accessibility features and accommodations for testing, including for students with a recent injury to their arm or hand, and confirm that test administrators understand the specific accommodations they will be providing.

The Department recommends that schools prepare a list or spreadsheet that staff can refer to that includes students' names, grades, subject area, test administrator name, testing location, and accessibility features and accommodations (including the accessibility or accommodation number and a brief description).



Test administrators for students with disabilities using certain accommodations must sign an MCAS Nondisclosure Acknowledgment prior to reviewing secure materials. Principals must keep signed Nondisclosure Acknowledgments in the school files for three years. See page 91 in Appendix C for the list of accommodations this requirement applies to. See page 32 for more information about the requirements of the form. The MCAS Nondisclosure Acknowledgment can be found at www.doe.mass.edu/mcas/testadmin/forms and in Appendix E of this manual.

See Part II, section F for the steps to take for a student with a recent injury to their arm or hand.

6. Submit any requests to test students in an alternate setting.

If you have students who cannot be tested at school (students who are not in school for disciplinary or health reasons, students in DYS custody, etc.), you may submit the form to request an alternate setting by going to massgov.service-now.com/mcasaltsetting.

7. Confirm that the technology coordinator has completed the steps in Appendix A of this manual, and that all devices are prepared for testing.

Ensure that all devices to be used for testing are charged prior to each test session. Make sure sufficient power cords and power strips are available as well as extra testing devices if needed. Confirm that accessories, such as external keyboards for tablets and headphones (only used for students receiving the Text-to-Speech and Screen Reader accommodations), are available and in working order prior to testing.

Ensure all students' testing devices have the MCAS Student Kiosk installed. For details, see the *Guide to Installing the MCAS Student Kiosk and Conducting Site Readiness*.



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F Tasks to Complete At Least One Week BEFORE Test Administration

- Distribute manuals/security requirements, and train all school staff members authorized to have access to secure materials in test security requirements. Train test administrators, hall monitors, and technology staff in test security requirements, test administration protocols, and the school's local testing procedures (see topics in Part III, section F).**

- In advance of the training session, distribute TAMs to test administrators so that they can familiarize themselves with the security requirements and administration protocols and come to the session prepared with questions. Distribute a copy of the test security requirements to all school staff members who have access to secure materials. (www.doe.mass.edu/mcas/testadmin)
- Document that test administrators and school staff members have received the materials listed above. Principals may use the sample form or create their own. (www.doe.mass.edu/mcas/testadmin/forms)
 - › At the training session, the principal must describe the test security requirements (see Part I) and confirm that all school staff members understand these requirements. In addition, principals must describe school procedures for implementing the test security requirements and test administration protocols, and familiarize test administrators with the tasks they will be completing. Principals should cover the topics included in the slides available at www.doe.mass.edu/mcas/testadmin.
 - › School staff members must sign in to demonstrate that they attended the school training session (see the sample form at www.doe.mass.edu/mcas/testadmin/forms; this sample is the same one used to acknowledge that staff received TAMs/test security requirements; schools may use this form or create another or two separate forms).

- Provide additional training to test administrators administering accommodations.**



Test administrators who will be administering accommodations should receive training in the correct administration of their specific accommodations (see page 31 for more information on this topic). Since student test results can be invalidated due to test administrator errors (e.g., giving the Human Read-Aloud accommodation to a student who should not receive this accommodation), it is critical that test administrators understand the protocols for administering their students' accommodations.

- Schedule classes in the MCAS Portal (not available until one week before testing).**

Before student logins can be printed, classes must be "scheduled." Scheduling a class assigns a specific test to the students in the class and generates the student logins and the session access codes that students will need to sign in to the MCAS Student Kiosk to take their tests. Scheduling classes becomes available one week before the opening of the test administration window. See the *Guide to the MCAS Portal* for instructions.

- Verify that students using form-dependent accommodations have the correct form assigned to them in the MCAS Portal.**



Form-dependent accommodations such as Screen Reader Edition (SR), Spanish/English edition, compatible Assistive Technology (AT), ASL, Human Read-Aloud, or Human Signer should be checked by following the steps below. (Also be sure that these students have these accommodations listed in their IEPs or 504 plans. Results may be invalidated for students who are given improper accommodations.)

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This step is very important because if a student starts a test without the correct form assigned, several additional steps are required to fix the situation, including voiding the student's current test and assigning a new one.

- To verify form assignment, go to **Test Scheduling**, search for the correct test, and click **View Details/Student Logins**. The form names assigned to each student will be listed there. To verify accommodations have been set correctly for students, print all student logins from the same screen, and review the summary page of the PDF.
- To review all accommodations assigned to all students within the school, go to **Student Registration**, click **Export**, and the file will be downloaded to your computer.

G Tasks to Complete One or Two Days BEFORE Test Administration

1. Verify that test administrators have covered or removed from the walls of each testing space all prohibited materials.

See page 28 for examples of materials that must be covered or removed.

2. Remove first-year EL students from classes for ELA if they will not be participating in this subject-area test.

Participation of first-year EL students in ELA testing is optional (see page 110 for more information). If any nonparticipating students are assigned to an ELA class, remove them from the class.



To remove a student from a class, log in to the MCAS Portal and click **Administration**. Next, click **Classes**, locate the class to be edited, and click **Edit**. Select the name of the student in the right-hand column, click **Remove**, and then click **Save**.

3. Print summary pages and student logins.

- In the MCAS Portal, click **Administration > Test Scheduling > View Details/Student Logins**. Select the students to print or select all students. Click **Export Logins for Selected Students**, then choose **PDF** and click **Export**. Then choose either 1, 8, or 27 logins per page and click **Export**. This will download a PDF of the student logins and the summary page to your computer. (There is also an option to download a .CSV file but the PDF is needed in order to print student logins.)
- The summary page contains all the student logins and the session access codes that students will need to enter to access the test.
- Summary pages and student logins may be printed up to a week in advance, if necessary. However, DESE recommends printing them one to two days in advance of testing, and they may not be distributed to test administrators before the day of testing; once they are printed they must be kept in the school's secure storage area.

4. Prepare additional materials for testing.

- Print copies of reference sheets for students taking Introductory Physics as well as grades 5–8 and 10 Mathematics (strongly recommended).
- Optional for students using tablets: Print copies of the equation editor symbol key (available at mcas.onlinehelp.cognia.org/practice) for Mathematics, grade 8 STE, and Introductory Physics.

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- Ensure that a sufficient supply of scratch paper will be available for all students, and #2 pencils for students who need them.
- Collect handheld calculators for students who wish to use them for the tests listed on pages 19–20.

5. Prepare materials for accommodations.



- Download graphic organizers and supplemental reference sheets for students who receive accommodation A9 (www.doe.mass.edu/mcas/accessibility/organizers). Students may not use reference sheets that have already been filled out prior to the beginning of the test administration. Schools must ensure that students only receive blank graphic organizers and supplemental reference sheets.
- Gather authorized bilingual word-to-word dictionaries and glossaries for students who are currently or were ever reported as ELs.

H Tasks to Complete DURING Test Administration

1. Using your document tracking system, distribute materials needed for testing.

On the day of testing, distribute student logins, summary pages, and other materials to each test administrator. Be sure that test administrators and the test coordinator independently count materials (student logins and test administrator logins) and sign the internal tracking form before transferring custody of secure materials. See the appropriate TAM for the specific list of materials necessary for each test session.

2. Monitor your school's test administration by conducting the following tasks:

- Follow test security requirements.
- Ensure that internal tracking forms are used each time that secure materials are moved.
- Report any testing irregularities or security incidents that occur during testing to the Department by calling 781-338-3625. If instructed to do so, complete the online Irregularity Reporting Form using the link sent to you. See section D.2 in Part I of this manual for the information to include in an irregularity report.
- Incidents involving benign use of electronic devices that occur after a student has completed testing and turned in their test (or turned in their test materials for PBT) do not need to be reported to the Department, but may be handled locally, with any school-based consequences at the discretion of the principal. Incidents that occur while a student is actively testing should continue to be reported as usual.

NOTE: This is not a change to any of the policies on prohibited devices described on pages 21–22; accessing cell phones, wireless earbuds, and other electronic devices is still prohibited in the testing room. This is only a change in reporting requirements, i.e., what must be reported to the Department versus what can be handled locally. Schools may contact Student Assessment Services with any questions about reporting irregularities.

3. Manage situations that may occur during testing.

Refer to Appendix A for technology-related situations and resolutions, including steps to take if a student starts testing with an incorrect accommodation (or without the correct accommodation).

- a. **Steps if a school is closed or has a delayed opening due to severe weather:**
See page 27 for information about severe weather situations. The Department will also provide instructions to school principals via email if there is a major situation affecting multiple communities.
- b. **Steps for test administration interruptions (e.g., power failures):**
See page 26 for information about handling interruptions to testing.
- c. **Steps if a student has a concern about a test question:**
See page 31 for information about reporting a student's concern with a test question to the Department.

d. Situations related to student participation

Steps for students with an injury to their hand or arm at the time of testing:

1. Initiate a 504 plan or amend the IEP of any students with a recent injury to their writing hand who need test accommodations.
2. Update the student's information in the MCAS Portal with any new accommodations that have been assigned.

For more information, refer to Part II, section F.

Steps if a student refuses to participate:

State law requires all students to participate in statewide standardized testing. However, if students refuse, they may remain in the testing room as long as they are sitting quietly and are not disrupting other students. Any students who become disruptive should be removed from the testing room and placed in a separate location until testing is completed and regular classroom instruction resumes. Schools are not required to provide instruction during MCAS testing to students who refuse to test.

Steps if a student is in a placement conducting an extended evaluation of a student with a disability:

Contact the setting and determine whether the student will be tested at the placement.

If the student was not tested at the original school, the new setting will request an enrollment transfer for this student in the MCAS Portal. This will allow the new setting to enroll the student at the new organization and take the test(s). (If this is not done and the student returns to the school and continues to be enrolled through June SIMS, the student will be reported with a test status of NTA—Not Tested Absent.)

Documented requests to change temporarily transferred students from "Absent" to "Transferred" can be made during the August Discrepancy Resolution window.

Steps for make-up testing for students who are absent:

When the student is ready to make up the missed session, the test administrator will have the student sign in to the MCAS Student Kiosk. Schools with a large number of students making up test sessions may want to create a separate class specifically for make-up testing and move students into that new class. Note that moving students into a new class and scheduling the class to take the test will generate new student logins, since passwords are linked to scheduled classes. Students who have taken one session of a test cannot be moved into a different class to make up the other session. They must remain in their original class.

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Additional instructions for make-up testing can be found in Appendix E, section D, of the CBT TAM.

Steps for a student who transfers:

Refer to the steps for Enrollment Transfers on page 121 in Appendix D.

4. Securely store materials between sessions and after each day of testing.

Use your document tracking system to document that all materials are kept secure between sessions and are returned to you each day after testing is completed.

At the end of each test session, test administrators should confirm that students have turned in their responses and have signed out of the MCAS Student Kiosk. At the end of each test session, test administrators should collect student logins and used scratch paper and immediately return them to the secure storage area.

5. Maintain, and if necessary, update the record of test administrators and their students for each test session, including make-up and test completion sessions.

To confirm that all students have participated in testing, use the following reports:

- **Export Students Not Scheduled:** A list of students who are enrolled in the organization, but not scheduled to take the test
- **Export Test Status:** A list of students in the organization currently scheduled for a test with a test status for each session of a test

Follow the steps below to access these reports:

- In the MCAS Portal, go to **Administration > Test Scheduling**.
- Click **Exports** and select one of the following reports:
 - > Export Test Status
 - > Export Students Not Scheduled
- The file will automatically download to your computer.

6. Collect lists of students who were not tested from test administrators, and schedule the students for make-up testing. Confirm that all students participated.

See page 26 for information about scheduling make-up sessions.

7. After test sessions are completed, verify that ALL secure materials have been returned to you.

- Use your document tracking system to verify that test administrators have returned all secure materials to you. The Department requires two independent counts to verify that student logins, test administrator logins (if used), and used scratch paper have been returned.
- Used scratch paper is secure and must be stored securely until it is shredded. It may not be viewed by school staff members.
- If necessary, investigate any discrepancies between the materials distributed to test administrators and those returned to you.

I Tasks to Complete AFTER Test Administration

Note: There are no specific tasks that schools must perform in the MCAS Portal at the conclusion of testing to close down the test administration.

1. Update student information in the MCAS Portal according to the instructions in Appendix D.

2. Ask your district SIMS contact to make any necessary updates to SIMS.

Let your SIMS contact know if any students were added to or removed from your school's enrollment (you will need to provide them with students' names and SASIDs), or whether any students had a new IEP or 504 plan developed (e.g., students with a recent injury to their writing hand). See Appendix D for more information on enrollment transfers.

3. Complete the PCPA (one for grades 3–8 testing, one for grade 10 testing, and one for high school Science testing) by the deadlines listed on pages iv–vi.

- Go online to www.mcasservicecenter.com, select **MCAS** from the menu, and then select **Principal's Certification** from the list of options. Follow the onscreen instructions to read the certification statements and submit the form.
- Type in your name **exactly** as it appears in the Department's School/District Profiles (profiles.doe.mass.edu); the Department will follow up with schools when the name does not match.
- The principal (**not** a designee) must complete the PCPA form; however, if you are an interim principal or a co-principal, type "interim" or "co-principal" after your name in the signature box.
- Print the confirmation and save it for your school files.

4. RETAIN the following materials in your school files for three years:

Tracking and related materials	<ul style="list-style-type: none"> • Materials Summary forms • printout(s) of PCPA confirmation(s) • Secure Materials Internal Tracking Forms
Materials related to accommodations	<ul style="list-style-type: none"> • approved Request for Permission to Test a Student in an Alternate Setting forms, if applicable • completed MCAS Nondisclosure Acknowledgments from test administrators for ELs and students with disabilities using certain accommodations • completed Student Accommodation Refusal forms, if applicable • accommodations lists/spreadsheets, if applicable

Tasks to Complete for Test Administration

Other local records	<ul style="list-style-type: none"> • agendas, sign-in sheets, and any other relevant documentation from the Test Administrators' Training and the training session for other authorized school staff members to demonstrate that they have been trained and received TAMs and test security requirements • records of test administrators and their students for each session, including make-up and test completion sessions • completed Student Responsibilities during MCAS Testing forms, if applicable, for students in grades 6 through high school • seating charts, if used • Superintendent's Assurance of Proper Test Administration forms, if used • documentation for absences due to medical reasons, if applicable • documentation for students who were removed from or added to the school's enrollment during the testing window
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5. RECYCLE OR DISCARD the following materials:

Recycle or discard	<ul style="list-style-type: none"> • <i>Test Administrator's Manuals</i> • this manual, after the completion of the spring testing window • Mathematics reference sheets • Introductory Physics reference sheets • equation editor guides and symbol keys • Do Not Disturb signs • cartons that were used to ship manuals to your school
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6. SECURELY DESTROY (e.g., by shredding) the materials listed below, and indicate on the internal tracking form that this has been done.

Shred	<ul style="list-style-type: none"> • scratch paper used by students • student logins • test administrator logins • summary pages • accommodation materials such as graphic organizers and pre-approved reference sheets • any session student rosters or operational reports containing student information
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