

**Administering the Student Questionnaire  
(excerpted from the spring 2025 CBT TAM)**

## **Part X**

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### **Administering the Student Questionnaire**

**After Session 2 of the Grades 4 and 10 Mathematics Tests or  
After Session 2 of the Grades 5 and 8 STE Tests**

## Administering the Student Questionnaire

Administering the student questionnaire is optional, but the Department encourages schools to do so because of the value of receiving data on school climate and learning.

The student questionnaire is available for Text-to-Speech, Screen Reader, compatible assistive technology (AT), and large-print accommodated test forms. Braille and ASL editions are not available. If a student has a Spanish/English test assigned to them, the questionnaire will be displayed in both English and Spanish. The student questionnaire is NOT a test, and test administrators are permitted to read aloud, sign, or translate questions and assist any students to record their responses.

The student questionnaire will take approximately 20 minutes to complete and should be taken after the following test sessions:

- Session 2 of the grades 4 and 10 Mathematics test
- Session 2 of the grades 5 and 8 STE test

### A Administering the Questionnaire

1. Make sure students are signed in to the MCAS Student Kiosk and on the “Hello” page. If they are not, ensure they have their student logins and have them sign in. Write the session access code on the board. If you are administering the Spanish/English edition of the questionnaire, turn to page 154 for the Spanish script to read to students.

2. Once all students’ testing devices are on the “Hello” screen, say:

**“Click the blue button on the screen that says ‘VOCAL Survey.’ You should now see a prompt for a session access code. The code is written on the board. Please type in the session access code. Now click the green ‘Submit’ button.”**

Pause to confirm that students are entering the session access code.

Then say:

**“You will now see the Directions screen unless you are taking the test with certain accommodations. If you see the Directions screen, you are on the correct screen. If you see the Options screen listing the accommodations you have been assigned, click the ‘Continue’ button to move to the Directions screen.”**

3. If you are administering the questionnaire to students in

**GRADE 4 OR 5**, say:

**“This questionnaire asks about what it’s like to be a student in our school. Students helped develop this questionnaire. There are no right or wrong answers. Your teachers and principal will not see your answers; your answers will be combined with those of your classmates. The school will use these combined answers to better understand what school life is like for students.**

**When you read each statement, think about the last 30 days in school. Please answer honestly so our school knows how you really feel.**

**You can ask me for help if you are not sure where or how to mark your answers to these questions.”**

**GRADE 8 OR 10**, say:

**“The MCAS questionnaire provides students a voice on topics that are important to your education and learning environment. The first two questions on the questionnaire ask about your college and career plans. The remaining questions ask what it’s like to be a student in our school.**

**Students helped develop the questions about your school environment. There are no right or wrong answers. Your teachers and principal will not see your answers; your answers will be combined with those of your classmates. Our school will use these combined answers to better understand what school life is like for students.**

**When you read each statement, think about the last 30 days in school. Please answer honestly so our school knows how you really feel.**

**You can ask me for help if you are not sure how to complete this questionnaire.”**

4. Then say:

**“You may now click the ‘Start’ button and begin completing the questionnaire.”**

When students are finished with the questionnaire, have them click **Turn In** and sign out of the MCAS Student Kiosk.

Some students may choose to not complete the questionnaire. In this situation, it is not necessary to take any additional steps in the MCAS Portal.