November 2026 High School MCAS ELA and Mathematics Tests

Principal's Certification of Proper Test Administration (PCPA) Statements

Note: Only the principal may complete this section of the PCPA. This section may NOT be completed by a designee.

a. I certify that each of the following statements is true.

- I received and read a copy of the *Principal's Administration Manual* (PAM).
- I complied with and enforced all MCAS security requirements prescribed in the PAM, including keeping test materials in a central locked storage area at all times when the materials were not in use.
- I coordinated my school's MCAS test administration and ensured compliance with all MCAS test administration protocols prescribed in the PAM.
- I am aware that DESE has the authority to send observers to my school before, during, and after test administration. If DESE observers were sent to my school, I granted them access to my school building and allowed them to observe my school's test administration, including observing testing rooms.
- I coordinated my school's test administration schedule and ensured that tests were administered within the testing windows specified in the MCAS testing schedule.
- I authorized specific individuals in my school to have access to secure materials, following the criteria set forth in the PAM.
    - Before testing, I ensured that each individual authorized to have access to secure materials was provided a copy of the MCAS test security requirements.
    - Only these individuals accessed secure test materials.
    - I provided training in test security and test administration protocols to these individuals.
    - Each individual who had access to secure test materials followed the test security requirements prescribed in Part I of the PAM.
- I authorized specific individuals in my school to serve as test administrators, following the criteria set forth in the PAM.
    - Before testing, I ensured that each test administrator received a copy of the appropriate *Test Administrator's Manual* (TAM).
    - Only these individuals served as test administrators.
    - I provided training in test security and test administration protocols to these individuals.
    - Each test administrator in my school followed the instructions set forth in the TAM.
- Students in my school were made aware of their responsibilities during testing, particularly regarding the actions that could cause their results to be invalidated.
- My school administered the MCAS tests according to the student participation requirements posted to www.doe.mass.edu/mcas/testadmin/november and I ensured that all eligible students who wished to participate for scholarship purposes were able to do so.

- I complied with the policies for testing students with disabilities, including verifying that
    - all accommodations and only those test accommodations listed in students' approved IEPs or their 504 plans were provided during test administration;
    - all student responses recorded somewhere other than on the computer-based test or standard paper-based booklet due to an accommodation (e.g., responses that were brailled, responses from large-print answer booklets) were transcribed verbatim by me or my designee, with the exception of typed responses.
- I complied with the policies for testing students designated as English learners, including verifying that EL students were provided all the EL accommodations they were entitled to.
- Only test administrators providing certain accommodations to students with disabilities and EL students were authorized to view secure MCAS test content. Before doing so, these individuals signed an MCAS Nondisclosure Acknowledgment.
- I am ensuring that all testing is complete on or before the scheduled deadline, and I am returning all paper-based MCAS test materials in the manner prescribed in the PAM on or before the scheduled deadline.
- I am securely destroying scratch paper used by students during testing as prescribed in the PAM, and I am securely destroying student logins, test administrator logins, summary pages, and any printed materials that provide access to computer-based tests.
- I will retain school files containing the items listed on pages 56–57 and page 94 of the PAM for three years.
- All student information was provided completely and accurately as prescribed in the PAM, and I am updating student data the MCAS Portal and providing updates to my district SIMS contact as needed.
- I promptly reported any testing irregularities to DESE by calling the Student Assessment Office.

b. I certify that the information provided by me on this form is true and accurate.

Principal's Signature: (The name should appear exactly as it appears in DESE's School/District Profiles [profiles.doe.mass.edu]. If you are an interim principal or co-principal, write "Interim" or "co-principal" after your name.)

Principal's Signature:

Password (same password used to log in):

Date: