

Tasks to Complete for Test Administration
(Part IV, excerpted from the Fall 2025/Winter 2026 PAM)

Part IV

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Tasks to Complete for Test Administration

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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 2025		
1	Familiarize yourself with resources: Student Assessment Updates, the test designs, and CBT components.	
2	Provide DESE with contact information.	
3	Update student information in SIMS.	
4	Create and update MCAS Portal user accounts for district test coordinators, school test coordinators, technology coordinators, and test administrators as needed.	
5	 Download the MCAS Student Kiosk to testing devices and perform Site Readiness.	
B. Tasks to Complete One to Two Months BEFORE Test Administration		
1	 Meet with the technology coordinator and establish a plan to ensure that the appropriate technology preparations are made.	
2	Determine which students should participate in the fall and winter administrations.	
3	Complete the Student Registration process.	
C. Tasks to Complete Three to Six Weeks BEFORE Test Administration		
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 the individuals who will serve as 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	Prepare the room assignments for students and test administrators.	
9	Meet with students to provide information about testing.	
10	Administer the student tutorial and practice tests.	

Tasks to Complete for Test Administration

Task Reference	Task Overview	Completed?
D. Tasks to Complete At Least Two Weeks BEFORE Test Administration		
1	Ensure that the Student Registration is updated according to the instructions in Part III of the <i>Guide to the MCAS Portal: Student Registration</i> .	
2	Create classes and assign students to them.	
E. Tasks to Complete Two Weeks BEFORE Test Administration		
1	 Prepare to provide accessibility features and accommodations for testing.	
2	 Submit any requests to test students in an alternate setting.	
3	 Confirm that the technology coordinator has completed necessary preparations for testing.	
F. Tasks to Complete One Week BEFORE Test Administration		
1, 2	Verify receipt of manuals; inventory and store them.	
3, 4	Order additional manuals and download materials if necessary.	
5	Distribute manuals/security requirements, and train staff in test security requirements and test administration protocols.	
6	 Provide additional training to test administrators who will be administering accommodations.	
7	Schedule classes in the MCAS Portal (not available until one week before testing).	
8	 Verify that students using form-dependent accommodations such as Screen Reader Edition (SR), Spanish/English edition, compatible Assistive Technology (AT), 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	Print summary pages and student logins.	
3	Prepare additional materials for testing.	
4	 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.	

Tasks to Complete for Test Administration

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

A Ongoing/Tasks to Complete Beginning in Fall 2025

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 DESE. 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 test designs which are available at the following links:
ELA: www.doe.mass.edu/mcas/tdd/ela.html?section=testdesign
Math: www.doe.mass.edu/mcas/tdd/math.html?section=testdesign
Science: www.doe.mass.edu/mcas/tdd/sci.html?section=testdesign
- Review the components for CBT in Appendix A.

2. Provide DESE 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 this information accurately. Your district-level SIMS contact will 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.

b. SIMS

November retests

Enrollment data will be based on the June 2025 SIMS submission.

February High School Science Tests

For districts using the School Interoperability Framework (SIF), enrollment data will be extracted approximately one week before the Student Registration window opens. For districts not using SIF, enrollment data will be based on the October 2025 SIMS submission.

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

See Part II of the *Guide to the MCAS Portal: MCAS Portal User Management*, available at mcas.onlinehelp.cognia.org/portal. In addition to creating and updating user accounts as needed, test coordinators should deactivate MCAS Portal accounts for staff who will not participate in MCAS test administrations in 2025–26.

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

The *MCAS Student Kiosk Technology Guide* 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 updated MCAS Student Kiosk and gather the site readiness credentials.
- After installing the updated 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.

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B Tasks to Complete One to Two Months BEFORE Test Administration

- 1. Meet with the technology coordinator and establish a plan to ensure that the appropriate technology preparations are made.**

See “Tasks for Technology Coordinators to Complete” on page 54 for the list of tasks that technology coordinators must complete.

- 2. Determine which students should participate in the November retests or the February High School Science tests.**

Detailed participation guidelines can be found at www.doe.mass.edu/mcas/testadmin/retest and at www.doe.mass.edu/mcas/testadmin/biology-physics. See also Part II of this manual.

- 3. Complete the Student Registration process.**

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

C Tasks to Complete Three to Six Weeks BEFORE Test Administration

- 1. Develop a test security plan for your school.**

- Review MCAS Test Security Requirements (see Part I).
- Establish a tracking system (see sample internal tracking forms posted at (www.doe.mass.edu/mcas/testadmin/retest/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, summary pages, test administrator logins, and used scratch paper.
- Develop procedures so that students do not access prohibited materials such as cell phones (see “Materials Required, Permitted, and Prohibited during Testing” on page 17). 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 using them (see the sample, optional form for students and the letter for parents/guardians).

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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/retest/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, and consult the *Accessibility and Accommodations Manual for the 2025–26 MCAS Test Administrations* (www.doe.mass.edu/mcas/accessibility) for more detailed information.



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

See "Preparing the Test Administration Team" on page 27 for more information about authorizing test administrators and other staff member roles during testing (e.g., hallway monitors), as well as technology staff.

5. Update user roles in the MCAS Portal as needed.

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

Refer to Part II of the *Guide to the MCAS Portal: MCAS Portal User Management* 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 within the prescribed testing window.

See "Scheduling Test Sessions" on page 22 for more information about scheduling test sessions.

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

- school procedures during testing
- participation guidelines
- the resources posted at www.doe.mass.edu/mcas/parents

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

Identify testing spaces and plan strategies to maintain security in each room. See "Ensuring Appropriate Testing Spaces" on page 26 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. Meet with students to review test security requirements and to provide information about the testing experience.

See "Preparing Students for Testing" on page 30 for more information about meeting with students.

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

See “Student Tutorial and Practice Tests” on page 33 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 registration file. See the instructions in Part III of the *Guide to the MCAS Portal: Student Registration* for more information.

2. Create classes and assign students to them.

“Classes” are separate groupings in the MCAS Portal of the students who will take a test at the same time and in the same testing location. Individuals with the roles of district test coordinator, school test coordinator, or technology coordinator have the permissions in the MCAS Portal to create classes. See additional information in Part V of the *Guide to the MCAS Portal: Creating and Managing Classes*.

A class name may contain up to 50 characters. DESE 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 subject and grade
- 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.

In addition, note the following:

- Students taking the Spanish/English edition of a test should be placed in a separate class using only the Spanish/English edition.
- Students with the Human Read-Aloud accommodation should be placed into a class of no more than 5 students, all of whom are assigned the Human Read-Aloud accommodation.
- Students with the Human Signer accommodation should be placed into a class of no more than 5 students, all of whom are assigned the Human Signer accommodation.

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

E Tasks to Complete Two Weeks BEFORE Test Administration

1. **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.**



DESE 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 "Nondisclosure Acknowledgment Forms" on page 91 for the list of which accommodations this requirement applies to. See "Nondisclosure Acknowledgment Forms" on page 30 for more information about the requirements of the form. The MCAS Nondisclosure Acknowledgment can be found at www.doe.mass.edu/mcas/testadmin/retest/forms and in Appendix E of this manual.

See "Participation Guidelines for Students with an Injury to their Hand or Arm at the Time of Testing" on page 13 for the steps to take for a student with a recent injury to their arm or hand.

2. **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.



3. **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 that all students' testing devices have the MCAS Student Kiosk installed. For details, see the *MCAS Student Kiosk Technology Guide*.

F Tasks to Complete One Week BEFORE Test Administration

1. **Verify receipt of test administration manuals.**

Verify receipt of manuals immediately upon their delivery to your school (see pages v–vi for the dates that manuals will arrive). Call the MCAS Service Center if you do not receive materials by this date.

For the Fall/Winter tests, TAMs are being produced as follows:

- **A CBT TAM**, which covers ELA, Mathematics, Biology, and Introductory Physics
- **A PBT TAM**, which covers ELA, Mathematics, Biology, and Introductory Physics

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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 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 with the Human Read-Aloud or Human Signer accommodations 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 DESE's website at www.doe.mass.edu/mcas/testadmin/retest/manual.
- Order additional manuals online at www.mcasservicecenter.com no later than the deadline dates listed on pages v–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/retest/forms. Reference sheets (strongly recommended), equation editor guides, symbol keys, and gridded response guidelines can be downloaded from mcas.onlinehelp.cognia.org/practice. See "Materials PERMITTED for Student Use" on page 20 for more information about permitted printed materials.

5. 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 and the school's testing procedures (see "Training in Test Security and Test Administration Protocols" on page 28).

- 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/retest)
- 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/retest/forms)

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- › 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/retest and www.doe.mass.edu/mcas/testadmin/biology-physics.
- › 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/retest/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).

6. 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 (also see training topics listed in “Training Test Administrators, Technology Staff, and Other School Staff Members” on page 28). 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.



7. 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. For instructions, see Part VI of the *Guide to the MCAS Portal: Scheduling Tests, Printing Student Logins, and Other Tasks on the Test Scheduling Page*.

Note: Students participating in the Spanish/English edition must be scheduled for the Spanish/English test on the Test Scheduling page.

8. 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), 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.)



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 that 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.

Tasks to Complete for Test Administration

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 “Materials That Must Be Covered/Removed” on page 26 for examples of materials that must be covered or removed.

2. 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.

3. Prepare additional materials for testing.

- Print copies of Mathematics and Introductory Physics reference sheets (strongly recommended).
- Optional for students using tablets: Print copies of the equation editor symbol key (available at mcas.onlinehelp.cognia.org/practice) for Mathematics and Introductory Physics.
- 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 on the Biology test, Introductory Physics test, or Session 2 of the Mathematics retest.

4. 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.
- Print test administrator logins for test administrators who will be administering the Human Read-Aloud or Human Signer accommodations and who plan to read or sign from their own computers. Instructions for printing test administrator logins can be found in “Setting up Human Read-Aloud/Human Signer Sessions with Test Administrator Logins” on page 105.



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 DESE by calling 781-338-3625. If instructed to do so, complete the online Irregularity Reporting Form using the link sent to you. See "Mandatory Reporting of Irregularities by All Staff Members" on page 8 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 DESE, 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 in "Materials PROHIBITED during Testing" on page 21; 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 DESE 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 "Severe Weather" on page 25 for information about severe weather situations. DESE 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 "Test Administration Interruptions" on page 25 for information about handling interruptions to testing.

c. Steps if a student has a concern about a test question:

See "Reporting a Concern about a Test Question" on page 29 for information about reporting a student's concern with a test question to DESE.

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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 "Participation Guidelines for Students with an Injury to their Hand or Arm at the Time of Testing" on page 13.

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 can submit an Enrollment Transfer Request to register the student.

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 **only students who have not signed in to any test session may be moved to a different class**. 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. Note that moving students into a new class and scheduling the class to take the test will generate new student logins. Additional instructions for make-up testing can be found in Appendix B, section D, of the CBT TAM.

Steps for a student who transfers:

Refer to the steps for Enrollment Transfers in "Enrollment Transfer Requests" on page 120.

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 submitted 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 locked 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

Tasks to Complete for Test Administration

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 Test Status for All Tests
 - > 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 who were scheduled to participate did so. Confirm that all students are in ‘Finished’ status on the Test Scheduling page in the MCAS Portal.

Students may be scheduled for make-up testing at any time until the end of the testing window. Students who exited the kiosk instead of turning in their test may appear as “In Progress” instead of in “Finished” status. If possible, schools should instruct “In Progress” students to sign back in to the kiosk on the device they originally tested on, navigate to the last question, select “Finish” and then “Turn In.” Schools can check whether any students are in a status other than “Finished” by exporting the test status as described in the previous step.

7. When 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. DESE 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. Void any tests created with test administrator logins.

See “Instructions for Updating Student Information for CBT” on page 121.

3. 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.

Tasks to Complete for Test Administration

4. Complete the PCPA by the deadline listed on pages v–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 DESE's School/District Profiles (profiles.doe.mass.edu); DESE will follow up with schools if 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.

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

Type of Materials	Materials to Retain
Tracking and related materials	- Materials Summary forms - printout(s) of PCPA confirmation(s) - Secure Materials Internal Tracking Forms
Materials related to accommodations	- approved Request for Permission to Test a Student in an Alternate Setting forms, if applicable - completed MCAS Nondisclosure Acknowledgments - completed Student Accommodation Refusal forms, if applicable - accommodations lists/spreadsheets, if applicable
Other local records	- 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 - 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 test administration

6. RECYCLE OR DISCARD the following materials:

Materials to Recycle or Discard
<i>Test Administrator's Manuals</i> - this manual, after the completion of the test administration - Mathematics and Introductory Physics reference sheets - equation editor guides and symbol keys - Do Not Disturb signs - cartons that were used to ship manuals to your school

Tasks to Complete for Test Administration

7. **SECURELY DESTROY** (e.g., by shredding) the materials listed below, and indicate on the internal tracking form that this has been done.

Materials to Destroy
• 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