



**Checklist of Tasks to Complete for
Computer-Based Test Administration
(excerpted from the Fall 2023/Winter 2024 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 2023		
1	Familiarize yourself with resources: Student Assessment Updates, the 2023–24 test designs, and CBT components.	
2	Provide the Department with contact information.	
3	Update student information in SIMS.	
B. Tasks to Complete One to Two Months BEFORE Test Administration		
1	 Meet with technology coordinator to prepare for online testing, view online training modules, review the Technology Specifications, configure student testing devices, and set up (or disable) ProctorCache.	
2	Complete the SR/PNP 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 students should participate in retests or in February High School Science tests, and provide written notice to adults from the previous two years who have not yet earned their CD in ELA, Mathematics, or STE.	
4	Determine which accessibility features and accommodations students will need.	
5	Identify test administrators and other school personnel who will have access to secure materials.	
6	Assign and update user roles in PAN.	
7	Establish the school’s testing schedule.	
8	Communicate the test schedule to the school community, including parents/guardians.	
9	Identify testing spaces and plan how to set up a secure testing environment, and prepare room assignments.	
10	Meet with students to provide information about testing.	
11	Administer the student tutorial and have students practice with released test questions.	
D. Tasks to Complete At Least Two Weeks BEFORE Test Administration		
1	 Collaborate with your technology coordinator to conduct a Preliminary System Test and (if recommended) an Infrastructure Trial.	
2	Ensure that the SR/PNP is updated according to the instructions in the <i>Guide to the SR/PNP Process</i> (available at mcas.pearsonsupport.com/manuals ; click on the PearsonAccess ^{next} Guidance drop-down).	
3	Create PAN Sessions and assign students to them.	

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4	 Verify form assignment in PAN Sessions for form-supported accommodations.	
E. Tasks to Complete Two Weeks BEFORE Test Administration		
1	 Prepare to provide accessibility features and accommodations for testing.	
2	If necessary, submit requests to test students in alternate settings, and submit forms for approval for adults using accommodations.	
F. Tasks to Complete One Week 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	 Precache operational test content in PAN if your school will be using ProctorCache. (support.assessment.pearson.com/x/dRFgAQ)	
6	Distribute manuals/security requirements, and train staff in test security requirements and test administration protocols.	
7	 Provide additional training to test administrators who will be administering accommodations.	
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	 Confirm that the technology coordinator has completed necessary preparations for testing.	
3	Prepare testing tickets.	
4	Prepare additional materials.	
5	Prepare materials for accommodations.	
6	Prepare and start PAN Sessions.	
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 for 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.	
I. Tasks to Complete AFTER Test Administration		
1	Update student information in PAN and SIMS as needed.	
2	Ask your district SIMS contact to make any necessary updates to SIMS.	

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Task Reference	Task Overview	Completed?
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.	
7	Remove students from PAN Sessions if they were removed from your enrollment.	
8	Make sure each student's test session is in "Complete" or "Marked Complete" status.	
9	Stop PAN Sessions.	

A Ongoing/Tasks to Complete Beginning in Fall 2023

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. Others may subscribe by clicking the Subscribe link at the bottom of each edition (www.doe.mass.edu/mcas/updates.html).

- Become familiar with the retest 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

STE: www.doe.mass.edu/mcas/tdd/sci.html?section=testdesign

- If you are new to computer-based testing, 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.

Since data from SIMS are used for MCAS reporting, it is critical that student information in SIMS be accurate. 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/Personal Needs Profile (SR/PNP) 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 "88" (instead of "10"). For adults participating in the MCAS tests, also note that SASIDs cannot be newly assigned for students 22 years of age or older. Call your district SIMS contact with questions on assigning SASIDs.