**MCAS/ACCESS for ELLs
Checklist, Test Schedule, and Administration Deadlines for High Schools**

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| □ | Date | Event | Notes |
| □ |  | Open window to order **Nov Retests** |  |
| □ |  | Close window to order **Nov Retests** |  |
| □ |  | Receive incoming **Nov Retests** |  |
| □ |  | Incoming PCPA **Nov Retests** |  |
| □ |  | Open window to order **ACCESS** |  |
| □ |  | Open window to order **FEB BIO** |  |
| □ |  | **Nov Math Retest Session I** |  |
| □ |  | **Nov Math Retest Session II** |  |
| □ |  | Close Window to order **FEB BIO** |  |
| □ |  | **Nov ELA Composition Retest** |  |
| □ |  | **Nov ELA Retest Reading Comp Sessions I & II** |  |
| □ |  | **Nov ELA Retest Reading Comp Session III** |  |
| □ |  | Outgoing PCPA for **Nov Retest** deadline |  |
| □ |  | Scheduling deadline for UPS **Nov Retest** PU  |  |
| □ |  | PU deadline by UPS of **Nov Retest**  |  |
| □ |  | Close window to order **ACCESS** |  |
| □ |  | Receive incoming **ACCESS**  | NO PCPA |
| □ |  | Open window to order **March Retests** |  |
| □ |  | Open window to order **Spring ELA & Math** |  |
| □ |  | Open window **Access Testing**  |  |
| □ |  | **Nov Retest Results** at security dropbox |  |
| □ |  | Receive incoming **FEB BIO** materials |  |
| □ |  | Incoming **FEB BIO** PCPA |  |
| □ |  | Approval deadline of **Accommodation** **20** submissions, **Graphic Organizers for ELA** | Use most current cover sheet |
| □ |  | **FEB BIO Session I** |  |
| □ |  | **FEB BIO Session II** |  |
| □ |  | Outgoing PCPA for **FEB BIO** deadline |  |
| □ |  | Scheduling deadline for UPS **FEB BIO** PU |  |
| □ |  | PU deadline by UPS of **FEB BIO**  |  |
| □ |  | Parent/Guard reports for **Nov Retest** at superintendent |  |
| □ |  | Receive incoming **March Retest** materials |  |
| □ |  | Incoming PCPA **March Retest**  |  |
| □ |  | Scheduling deadline for UPS **ACCESS** PU  |  |
| □ |  | PU deadline by UPS of **ACCESS**   |  |
| □ |  | **March Retest ELA COMP** |  |
| □ |  | **March Retest ELA Reading Comprehension Sessions I & II** |  |
| □ |  | **March Retest ELA Reading Comprehension Session III** |  |
| □ |  | Receive incoming Spring **Gr. 10 ELA**  |  |
| □ |  | Incoming PCPA Spring **Gr. 10 ELA**  |  |
| □ |  | **March Retest Math Session I** |  |
| □ |  | **March Retest Session II** |  |
| □ |  | Outgoing PCPA **March Retest** deadline |  |
| □ |  | Scheduling deadline for UPS **March Retest** PU  |  |
| □ |  | PU deadline by UPS of **March Retest**  |  |
| □ |  | Opening of window to order **June STE** materials |  |
| □ |  | Closing of window to order **June STE** materials |  |
| □ |  | Spring **Gr. 10 ELA Composition** |  |
| □ |  | Spring **Gr. 10 ELA Reading Comprehension Sessions I & II** |  |
| □ |  | Spring **Gr. 10 ELA Reading Comprehension Session III** |  |
| □ |  | **FEB BIO** results available roster format |  |
| □ |  | Automatic early PU of Spring Gr 10 ELA  | CANCEL if not using |
| □ |  | Spring **Gr. 10 ELA Composition MU** |  |
| □ |  | Approval deadline of **Accommodation 20** submissions**, graphic org. and** **ref sheets for Math**  | Use most current cover sheet  |
| □ |  | Outgoing PCPA for Spring **Gr. 10 ELA** deadline |  |
| □ |  | Scheduling deadline for UPS Spring **Gr. 10 ELA** PU  |  |
| □ |  | PU deadline by UPS of Spring **Gr. 10 ELA**  |  |
| □ |  | **March Retest** roster results |  |
| □ |  | Receive incoming Spring **Gr. 10 Math** materials |  |
| □ |  | Incoming PCPA Spring **Gr. 10 Math** |  |

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| □ |  | Approval deadline of **Accommodation 20** submissions, **resources for June STE**  | Use most current cover sheet |
| □ |  | Parent/Guardian hardcopy of **FEB BIO and March Retests** at supt.  |  |
| □ |  | **ACCESS** hardcopy reports |  |
| □ |  | Spring **Gr. 10 Math Session I**  |  |
| □ |  | Spring **Gr. 10 Math Session II** |  |
| □ |  | Automatic early PU Spring **Gr. 10 Math** | CANCEL if not using |
| □ |  | Receive incoming **June STE** materials |  |
| □ |  | Incoming PCPA **June STE** |  |
| □ |  | Outgoing PCPA for **Spring Gr. 10 Math** deadline |  |
| □ |  | Scheduling deadline for PU Spring **Gr. 10 Math** PU |  |
| □ |  | PU deadline by UPS of **Spring Gr. 10 Math**  |  |
| □ |  | **June STE Session I** |  |
| □ |  | **June STE Session II** |  |
| □ |  | Outgoing PCPA for **June STE** deadline |  |
| □ |  | Scheduling deadline for UPS **June STE** PU |  |
| □ |  | PU deadline by UPS of **June STE**  |  |
| □ |  | Preliminary results **Gr 10 ELA**, **Gr 10 Math multiple choice** |  |
| □ |  | Open window for phone (only) discrepancy reporting for above | Only as applicable |
| □ |  | Close window for phone discrepancy reporting |  |
| □ |  | Preliminary results **Gr 10 Math** and **STE** |  |
| □ |  | Open window for online discrepancy reporting for **Gr 10 ELA, Gr 10 Math, STE** |  |
| □ |  | Close window for online discrepancy reporting |  |
| □ |  | Official results on security portal |  |
| □ |  | Parent/Guardian reports arrive |  |
| □ |  | Public release, lift of embargo |  |
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Submitted by Dover-Sherborn High School

Contact Kim McParland at mcparlandk@doversherborn.org with questions.