| **Spring 2025 MCAS Test Schedule and Administration Deadlines**  |
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Schools and districts are reminded that MCAS tests are [transitioning to new online platforms](https://www.doe.mass.edu/mcas/testadmin/crosswalk-of-terminology.pdf) beginning in 2025. In addition to the pre-administration tasks listed below to complete once per school year, schools will complete administration-specific tasks (see pages 2 and 3). Beginning in 2025, the new tasks to complete prior to each test administration include the following steps.

* **Completing “Student Registration”** (This is similar to the “Student Registration/Personal Needs Profile (SR/PNP)” process from the past.) Schools must complete student registration for each administration to receive their initial shipment of manuals as well as PBT materials, including Student ID Labels for PBT.
* **Assigning and creating “Classes”** (This is similar to “PAN Sessions” from the past.) Classes are groups of students who will test in the same place at the same time, and a student must be assigned to a class prior to testing.
* **“Scheduling”** classes for testing to create student logins

**Tasks to Complete Once Annually**

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| **Staff Responsible** | **Task** | **Timeframe** |
| District and school test coordinators and technology coordinators | Review the following user guides:* [*MCAS Portal User Management Guide*](https://mcas.onlinehelp.cognia.org/portal/)
* [*Technology Guidelines for MCAS Computer-Based Testing*](https://mcas.onlinehelp.cognia.org/technology-setup/)
* [*Guide to Installing the MCAS Student Kiosk and Conducting Site Readiness*](https://mcas.onlinehelp.cognia.org/technology-setup/)
 | Available: **October 21**Recommended deadlines: * **November 15** for high schools
* **December 13** for grades 3–8
 |
| District and school test coordinators | Create and edit MCAS Portal and MCAS Training Site user accounts *See the* [*MCAS Portal User Management Guide*](https://mcas.onlinehelp.cognia.org/portal/)*.*  | Available: **October 21**Recommended deadlines: * **November 15** for test coordinators, principals, and technology coordinators
* **At least three weeks prior to test administration** for test administrators
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| Technology coordinators | Download and install the MCAS Student Kiosk on student testing devices. Conduct Site Readiness to ensure devices and network are configured for testing*See the* [*Guide to Installing the MCAS Student Kiosk and Conducting Site Readiness*](https://mcas.onlinehelp.cognia.org/technology-setup/)*.* | Available: **October 21**Recommended deadlines: * **November 15** for high schools
* **December 13** for grades 3–8
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**2024–25 Statewide Testing Schedule and Administration Deadlines**

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| **Spring 2025 MCAS Tests for Grades 3–8 in ELA, Mathematics, STE and Civics**Computer-based testing (CBT); paper-based testing (PBT) available as accommodation. (Refer to the [ELA](https://www.doe.mass.edu/mcas/tdd/ela.html), [Mathematics](https://www.doe.mass.edu/mcas/tdd/math.html), [STE](https://www.doe.mass.edu/mcas/tdd/sci.html), and [Civics](https://www.doe.mass.edu/mcas/tdd/hss.html) test designs for more information, including question types.)  |
| *Before Testing* | Complete the pre-administration student registration process [[1]](#footnote-2)  | January 21–31  |
| Extended pre-administration student registration window for CBT[[2]](#footnote-3) | **ELA**: February 3–March 21**Math/STE/Civics**: February 3–April 18 |
| Create and assign students to “classes” in the MCAS Portal.[[3]](#footnote-4) | Recommended deadlines: **ELA**: March 10**Math/STE/Civics**: April 14 |
| Receive manuals and PBT materials (PBT materials are available as an accommodation.)  | **ELA (including all manuals):** March 10**Math/STE/Civics**: April 14 |
| “Schedule” classes in the MCAS Portal for CBT[[4]](#footnote-5) | **ELA**: March 17–21**Math/STE/Civics**: April 14–18 |
| If necessary, order additional manuals and PBT materials, and report packing discrepancies for PBT shipments | **ELA**: March 10–20**Math/STE/Civics**: April 14–18 |
| *Test Administration*(All the windows include dates for make-up testing.) | ELA testing window  | **March 24–April 18**(Note the earlier window for ELA.) |
| Mathematics testing window  | **April 28–May 23** |
| STE testing window for grades 5 and 8  | **April 28–May 23** |
| Civics testing window for grade 8  | **April 28–June 6** |
| *After Testing* | Deadline for updating student registration information, if necessary | **ELA:** April 28**Math/STE:** May 27**Civics:** June 9 |
| Deadline to complete the PCPA (one PCPA for all subject areas) | June 9 |
| *(PBT only)* Pre-scheduled UPS pickup (and deadline)[[5]](#footnote-6) | **ELA:** April 29**Math/STE:** May 28**Civics:** June 10 |

**2024–25 Statewide Testing Schedule and Administration Deadlines (cont’d)**

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| **Spring 2025 MCAS Tests for Grade 10 in ELA and Mathematics**CBT; PBT available as an accommodation. (Refer to the [ELA](https://www.doe.mass.edu/mcas/tdd/ela.html?section=testdesign) and [Mathematics](https://www.doe.mass.edu/mcas/tdd/math.html?section=testdesign) test designs for more information, including question types.) |
| *Before Testing* | Complete the pre-administration student registration process[[6]](#footnote-7) | January 27–February 7 |
| Extended pre-administration student registration window for CBT[[7]](#footnote-8) | **ELA:** February 10–March 24**Math:** February 10–May 19 |
| Create and assign students to “classes” in the MCAS Portal.[[8]](#footnote-9) | Recommended deadline: **ELA:** March 11**Math:** May 6 |
| Receive manuals and PBT materials (PBT materials are available as an accommodation.)  | **ELA:** March 11**Math:** May 6 |
| “Schedule” classes in the MCAS Portal for CBT [[9]](#footnote-10) | **ELA:** March 18–24**Math:** May 13–19 |
| If necessary, order additional manuals and PBT materials, and report packing discrepancies for PBT shipments | **ELA:** March 11–21**Math:** May 6–16 |
| *Test Administration* | ELA | ELA Session 1 | **March 25** |
| ELA Session 2 | **March 26** |
| Mathematics | Mathematics Session 1 | **May 20** |
| Mathematics Session 2 | **May 21** |
| Make-up testing | Last date for all make-up testing (Make-up testing can begin for each session after its initial administration date listed above.) | **ELA:** April 3**Math:** May 28 |
| *After Testing* | Deadline for updating student registration information, if necessary | **ELA:** April 4**Math:** May 29  |
| Deadline to complete the PCPA (one PCPA for both subject areas)   | May 29  |
| *(PBT only)* Pre-scheduled UPS pickup (and deadline)[[10]](#footnote-11) | **ELA:** April 7**Math:** May 30 |

**2024–25 Statewide Testing Schedule and Administration Deadlines (cont’d)**

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| **Spring 2025 MCAS Tests for High School Science**CBT; PBT available as an accommodation. (Refer to the [Biology and Introductory Physics](https://www.doe.mass.edu/mcas/tdd/sci.html?section=testdesign) test designs for more information, including question types.) |
| *Before Testing* | Complete the pre-administration student registration process[[11]](#footnote-12) | April 11–29 |
| Extended pre-administration student registration window for CBT[[12]](#footnote-13) | April 30–June 3 |
| Create and assign students to “classes” in the MCAS Portal.[[13]](#footnote-14) | Recommended deadline: May 21 |
| Receive manuals and PBT materials (PBT materials are available as an accommodation.)  | May 21 |
| “Schedule” classes in the MCAS Portal for CBT [[14]](#footnote-15) | May 28–June 3 |
| If necessary, order additional manuals and PBT materials, and report packing discrepancies for PBT shipments | May 21–June 2 |
| *Test Administration* | High School Science Session 1 | **June 4** |
| High School Science Session 2 | **June 5** |
| Last date for all make-up testing (Make-up testing can begin for each session after its initial administration date listed above.) | **June 12** |
| *After Testing* | Deadline for updating student registration information, if necessary | June 13 |
| Deadline to complete the PCPA (one PCPA for both subject areas) |
| *(PBT only)* Pre-scheduled UPS pickup (and deadline)[[15]](#footnote-16) | June 13 |

**2024–25 Statewide Testing Schedule and Administration Deadlines (cont’d)**

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| **2025 ACCESS for ELLs Test (Grades K–12)** Computer-based administration for grades 1–12, with paper alternative for students with disabilities with paper-based testing written in their IEP or 504 plan, and first-year ELs unfamiliar with technology or online testing. (The Kindergarten ACCESS for ELLs and WIDA Alternate ACCESS tests remain paper-based.) For more information, refer to the Department’s [ACCESS for ELLs web page.](https://www.doe.mass.edu/mcas/access/default.html) |
| *Before Testing* | WIDA AMS test setup | November 27, 2024–February 28, 2025, but schools should complete their test setup prior to testing at their school.  |
| Receive test materials(Note: Schools will not order initial materials.) | January 2 |
| Order additional materials, if necessary  | January 2–February 7 |
| *Test Administration* | ACCESS for ELLs test window | **January 6–February 14** |
| *After Testing* | Deadline to schedule UPS pickup | February 17[[16]](#footnote-17) |
| Deadline for UPS pickup  | February 18[[17]](#footnote-18) |

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| **2025 MCAS Alternate Assessment (MCAS-Alt) Grades 3–8 and High School)**For more information, refer to the [MCAS-Alt website](https://www.doe.mass.edu/mcas/alt/default.html).  |
| *Before Submission* | Order MCAS-Alt submission materials | January 2–17 |
| Receive submission materials (binders, etc.) | February 24 |
| Complete PCPA (part 1 only) | Upon receipt and inspection of shipment  |
| Order additional materials, if necessary  | February 24–March 26 |
| *Submission*  | Deadline to schedule UPS pickup | 2:30 p.m., March 27 |
| Deadline for UPS pickup  | **5:00 p.m., March 28** |
| *After Submission* | Deadline to complete the PCPA | Following MCAS-Alt submission: March 28–April 4 |

1. Schools must complete student registration by this date to receive an on-time initial shipment of manuals as well as PBT materials for students who require them. Schools will **not** receive Student ID Labels (PBT) for students registered in the MCAS Portal after this initial student registration deadline. [↑](#footnote-ref-2)
2. Schools may update student registration information and accommodations for students participating in CBT during this window, but schools will not automatically receive additional manuals for the new students registered for CBT after the initial student registration window listed above. Additional manuals and any PBT materials for students added during this extended student registration window must be ordered [online](https://iservices.cognia.org/mcasadditionalorder/welcome.aspx?ProgramID=31&ServiceID=4) during the additional materials window. [↑](#footnote-ref-3)
3. “Classes” are groups of students who will test in the same place at the same time. Classes can be created during the initial student registration window, or anytime leading up to and during the testing window; DESE recommends creating and assigning classes two weeks prior to testing. A student must be assigned to a class prior to testing. [↑](#footnote-ref-4)
4. Classes must be “scheduled” in the MCAS Portal after they are created and before students begin testing. Schools will be able to “schedule” classes beginning one week prior to administration. “Scheduling” a class creates student logins. [↑](#footnote-ref-5)
5. A UPS driver will automatically come to each school to pick up materials on this date. However, schools are encouraged to return materials once testing has been completed. [↑](#footnote-ref-6)
6. Schools must complete student registration by this date to receive an on-time initial shipment of manuals as well as PBT materials for students who require them. Schools will **not** receive Student ID Labels (PBT) for students registered in the MCAS Portal after this initial student registration deadline. [↑](#footnote-ref-7)
7. Schools may update student registration information and accommodations for students participating in CBT during this window, but schools will not automatically receive additional manuals for the new students registered for CBT after the initial student registration window listed above. Additional manuals and any PBT materials for students added during this extended student registration window must be ordered [online](https://iservices.cognia.org/mcasadditionalorder/welcome.aspx?ProgramID=31&ServiceID=4) during the additional materials window. [↑](#footnote-ref-8)
8. “Classes” are groups of students who will test in the same place at the same time. Classes can be created during the initial student registration window, or anytime leading up to and during the testing window; DESE recommends creating and assigning classes two weeks prior to testing. A student must be assigned to a class prior to testing. [↑](#footnote-ref-9)
9. Classes must be “scheduled” in the MCAS Portal after they are created and before students begin testing. Schools will be able to “schedule” classes beginning one week prior to administration. “Scheduling” a class creates student logins. [↑](#footnote-ref-10)
10. A UPS driver will automatically come to each school to pick up materials on this date. However, schools are encouraged to return materials once testing has been completed. [↑](#footnote-ref-11)
11. Schools must complete student registration by this date to receive an on-time initial shipment of manuals as well as PBT materials for students who require them. Schools will **not** receive Student ID Labels (PBT) for students registered in the MCAS Portal after this initial student registration deadline. [↑](#footnote-ref-12)
12. Schools may update student registration information and accommodations for students participating in CBT during this window, but schools will not automatically receive additional manuals for the new students registered for CBT after the initial student registration window listed above. Additional manuals and any PBT materials for students added during this extended student registration window must be ordered [online](https://iservices.cognia.org/mcasadditionalorder/welcome.aspx?ProgramID=31&ServiceID=4) during the additional materials window. [↑](#footnote-ref-13)
13. “Classes” are groups of students who will test in the same place at the same time. Classes can be created during the initial student registration window, or anytime leading up to and during the testing window; DESE recommends creating and assigning classes two weeks prior to testing. A student must be assigned to a class prior to testing. [↑](#footnote-ref-14)
14. Classes must be “scheduled” in the MCAS Portal after they are created and before students begin testing. Schools will be able to “schedule” classes beginning one week prior to administration. “Scheduling” a class creates student logins. [↑](#footnote-ref-15)
15. A UPS driver will automatically come to each school to pick up materials on this date. However, schools are encouraged to return materials once testing has been completed. [↑](#footnote-ref-16)
16. February 17 will occur during the February vacation week. Schools that are closed for February vacation will need to **schedule** their pickup on or before February 13. [↑](#footnote-ref-17)
17. February 18 will occur during the February vacation week. Schools that are closed for February vacation will need to have their materials **picked up** on or before February 14. [↑](#footnote-ref-18)