| **November 2024 MCAS Retest Schedule and Administration Deadlines**  |
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| **November 2024 MCAS ELA and Mathematics Retests** Computer-based testing (CBT); paper-based testing (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) retest test designs for more information, including question types.) |
| *Before Testing* | Complete the pre-administration Student Registration/Personal Needs Profile (SR/PNP) process | September 16–27[[1]](#footnote-2) |
| Extended pre-administration SR/PNP window for CBT | September 30–November 5[[2]](#footnote-3) |
| Review [Best Practices document](http://mcas.pearsonsupport.com/manuals/), and based on guidance, download ProctorCache software and conduct an Infrastructure Trial (both suggested in certain circumstances)[[3]](#footnote-4) | September 23–October 29 |
| Receive manuals and PBT materials (See above; PBT materials are available as an accommodation.)  | October 30 |
| Precache operational test content for Nov. 2024 retests (optional; see [recommendations](http://mcas.pearsonsupport.com/manuals/) on precaching) | Operational test content for ELA will be available for precaching on October 30 and available for Math on November 4.[[4]](#footnote-5) |
| If necessary, order additional manuals and PBT materials, and report packing discrepancies for PBT shipments | **ELA:** October 30–November 4**Math:** October 30–November 7 |
| *Test Administration* | ELA | ELA Session 1  | **November 6** |
| ELA Session 2  | **November 7** |
| Mathematics | Mathematics Session 1  | **November 12** |
| Mathematics Session 2  | **November 13** |
| 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.) | **November 18** |
| *After Testing* | Deadline for updating SR/PNP information, if necessary | November 18 |
| Mark students’ tests complete, if necessary |
| Deadline to complete the PCPA (one PCPA for both subject areas) |
| *(PBT only)* Pre-scheduled UPS pickup (and deadline) | November 19[[5]](#footnote-6) |

1. Schools must complete the SR/PNP 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 PAN after this initial SR/PNP deadline. [↑](#footnote-ref-2)
2. Schools may update SR/PNP information and accommodations for students participating in CBT during this window, but schools will not receive additional manuals for the new students registered for CBT after the initial SR/PNP window listed above. In addition, PBT materials for students added during this extended SR/PNP 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. Schools may [schedule a call with Technology Support Specialists](http://mcas.pearsonsupport.com/technology-setup/) for support with technology, ProctorCache, TestNav configurations, and Infrastructure Trials *prior to* testing beginning in mid-September. (Call the MCAS Service Center at 800-737-5103 for support *during* test administration.) [↑](#footnote-ref-4)
4. Additional tasks prior to CBT include creating PAN Sessions at least 2 weeks prior to testing, preparing PAN Sessions 2 days before testing, and starting PAN Sessions 1 day prior to testing. [↑](#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)