




**Checklist of Tasks to Complete for
Computer-Based Test Administration
(excerpted from the Winter 2025 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 2024		
1	Familiarize yourself with resources: Student Assessment Updates, the 2025 test designs, and CBT components.	
2	Provide the Department with contact information.	
3	Update student information in SIMS.	
4	Create MCAS Portal user accounts for district test coordinators, school test coordinators, technology coordinators, and test administrators.	
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 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 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 test schedule to the school community, including parents/guardians.	
8	Identify testing spaces and plan how to set up a secure testing environment, and prepare room assignments.	
9	Meet with students to provide information about testing.	
10	Administer the student tutorial and have students take practice tests.	
D. Tasks to Complete At Least Two Weeks BEFORE Test Administration		
1	Ensure that the Student Registration is updated according to the instructions in the <i>MCAS Student Registration Guide</i> .	
2	Create classes and assign students to them.	

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E. Tasks to Complete Two Weeks BEFORE Test Administration		
1	 Confirm that the technology coordinator has completed necessary preparations for testing.	
2	 Prepare to provide accessibility features and accommodations for testing.	
3	Submit any requests to test students in an alternate setting.	
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	Schedule classes in the MCAS Portal.	
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.	
8	 Verify form assignment for students using form-dependent 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	Prepare student logins and summary pages.	
3	Prepare additional materials.	
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 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 the MCAS Portal.	
2	Ask your district SIMS contact to make any necessary updates to SIMS.	
3	Complete the PCPA.	

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Task Reference	Task Overview	Completed?
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.	

A Ongoing/Tasks to Complete Beginning in Fall 2024

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 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

- 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 information from SIMS is used for MCAS reporting, it is critical that schools report that information accurately. 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 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").

b. SIMS

February High School Science Tests and March Retests

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 2024 SIMS submission.

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

See the *MCAS Portal User Management Guide*, available at mcas.onlinehelp.cognia.org/portal.