

**Procedures for Paper-Based Testing:  
Accommodations A1 and EL1  
(Appendix B, excerpted from the Winter 2025 PAM)**

# **Appendix B**



## **Procedures for Paper-Based Testing:**

**Accommodations A1 and EL1**

## Appendix B—Procedures for Paper-Based Testing

---

This appendix contains additional instructions for schools with students who will be taking paper-based tests. These instructions supplement those in the rest of the manual with information relevant to PBT. In some cases, the information here will supersede instructions in the body of the PAM.

### Part I: MCAS Test Security Requirements

#### Additional definitions

- **“Secure”** materials include paper-based booklets.
- **“Access”** refers to handling test materials such as booklets, but does not include viewing test content or student responses in booklets. Students may never transport secure booklets, including from their initial testing room to a test completion room.

#### **A** Additional Responsibilities of the Principal and Test Coordinator

**Oversee the receipt from and return to the testing contractor of all paper-based test materials.**

- Inventory paper-based materials immediately upon receipt and investigate any discrepancies in counts of materials.
- Return all paper-based materials to the testing contractor according to the prescribed packing instructions and the deadlines in this manual.

#### **B** Additional Shared Responsibilities of Principals, Test Administrators, Technology Staff, and Other School Staff Members Authorized to Have Access to Secure Materials

**Ensure the security of test questions, test & answer booklets, and other secure materials.**

- Do not remove test materials from the school. For example, do not share booklets with another school or program housed in your building.
- Do not view the contents of booklets before, during, or after a test administration (except when administering certain accommodations listed in Appendix C).
- Do not discuss or in any way reveal the contents of booklets before, during, or after test administration. Because MCAS test questions are secure and confidential until the Department releases them publicly, school staff members should not discuss or review test questions with students or adults even after testing has been completed, with the exception of reporting a student’s concern about a test question to the Department.
- Do not duplicate any portion of booklets, including but not limited to audiotaping, videotaping, photographing, photocopying, typing, or copying by hand.<sup>12</sup>
- Do not allow any portion of booklets to be retained, discarded, recycled, removed, or destroyed.<sup>13</sup>

---

<sup>12</sup> The only exceptions are for test administrators who must transcribe student responses into booklets for students with disabilities receiving certain accommodations or for students who did some or all of their work in damaged, defective, or void booklets.

<sup>13</sup> The only exception is for test materials that have become contaminated; see page 68 for procedures.

### C Additional Responsibilities of Test Administrators

Focus full attention on the testing environment at all times.

- A test administrator may view students' booklets only for the purposes of confirming that students are working in the correct test session, or in order to read aloud selected words during the Mathematics retest or the high school Science tests as part of universal accessibility feature UF11.
- Students must work only on the test session being administered. If a test administrator observes a student working in the incorrect test session of a booklet or reviewing the incorrect test session, this is a testing irregularity that must be reported immediately to the principal. The principal must then report the irregularity to the Department.

## Part II: MCAS Test Administration Protocols

### A Accounting for and Distributing Secure Materials

Section A here supersedes information in the body of the PAM in Part III, section A.1.

It is the responsibility of the principal to account for secure test materials through test administration. This means inventorying materials immediately upon receipt, tracking the location of materials throughout test administration, and ensuring that all materials are returned to the testing contractor. The Department recommends that principals account for secure materials using the identification numbers listed on the packing slips and document the identification numbers on internal tracking forms. The Department also recommends having more than one person present to count materials upon receipt and when preparing for their return. The school and district are responsible for any secure materials that were received at the school but not returned.

Note that for the winter administrations, paper-based tests are being produced as follows:

- **ELA retest:** One test & answer booklet for Session 1; one test & answer booklet for Session 2
- **Mathematics retest:** One test & answer booklet for Session 1; one test & answer booklet for Session 2
- **Biology test:** One test & answer booklet for Session 1; one test & answer booklet for Session 2
- **Introductory Physics test:** One test & answer booklet for Session 1; one test & answer booklet for Session 2
- **Spanish/English editions of the Mathematics retest and the Biology and Introductory Physics tests:** One answer booklet for Session 1; one answer booklet for Session 2; one test booklet for Session 1; one test booklet for Session 2

#### 1. Establishing a Chain of Custody for Test Materials

The principal must use the forms listed below to account for and maintain the security of test materials.

##### a. Materials Summary

The Materials Summary is used to inventory materials immediately upon receipt and to reconcile secure materials being returned at the end of testing. The school receives one combined Materials Summary for all the subjects being tested in the shipment of materials.

## Appendix B—Procedures for Paper-Based Testing

The Materials Summary is used when ordering additional materials, including manuals. Schools need to use the Ship Code printed on the form when placing an additional materials order. The Materials Summary lists only the materials shipped to each school, and schools should check the complete lists of test materials at [www.doe.mass.edu/mcas/testadmin/retest](http://www.doe.mass.edu/mcas/testadmin/retest) to confirm that all materials needed for testing were included in the shipment, and to determine if other materials need to be ordered.

After testing is completed, principals must maintain the Materials Summary in school files (it is not to be returned to the testing contractor).

A sample form is provided at [www.doe.mass.edu/mcas/testadmin/retest/forms](http://www.doe.mass.edu/mcas/testadmin/retest/forms).

### b. Packing Slips

A packing slip is included in each carton of test materials. Each packing slip provides the identification number of any secure materials shipped in the carton. Principals who discover a discrepancy between the number of secure materials listed as shipped and the number received at the school can use the identification numbers to determine the specific material(s) missing.

### c. Reporting discrepancies in shipments

Contact the MCAS Service Center if there are any discrepancies in your materials shipment.

## 2. Accounting for Contaminated Test Materials

If a booklet becomes contaminated with bodily fluids, the principal or test coordinator must contact the MCAS Service Center immediately for instructions. Procedures for these materials should follow district and school guidelines based on appropriate protocol for universal precautions issued by the Massachusetts Department of Public Health.

## B Materials Required, Permitted, and Prohibited during Testing

**Section B here supersedes the information in the body of the PAM in Part III, section B.**

**Cell phones** may be used by test administrators for test administration-related purposes such as communicating with the test coordinator or school administration. At no time should test administrators be using cell phones for any purpose unrelated to testing, or in any way that distracts them from focusing their full attention on the testing room.

### 1. Materials REQUIRED for Student Use




The following materials **must be provided for student use** during testing:

- #2 pencils (wooden)
- scratch paper
  - › Test administrators must supply at least one sheet of unused scratch paper (blank, lined, or graph) for each student for each test session.
  - › Students may request more scratch paper, if needed. Test administrators may provide up to three pages at one time. If students need additional pages beyond three, they will need to turn in used scratch paper. Upon request, students may view the pages they already turned in, as long as they only have three pages at one time.
  - › Test administrators are responsible for collecting all used scratch paper to be securely destroyed (e.g., shredded) after test administration by the principal or test coordinator.





## Appendix B—Procedures for Paper-Based Testing

- › Schools may reuse scratch paper if the paper is completely blank.
- › Scratch paper that has been written on during Session 1 of a test may not be used in Session 2; students will need new paper.
- calculators for designated test sessions only (see tables on the following page)  
 Test administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators. The memory should be cleared from any calculator with the ability to store information (other than basic numbers). Calculators that can access the internet are not allowed.
- reference sheets that are included in shipments of Mathematics and Introductory Physics materials

### 2. Calculators and Reference Sheets for Student Use




Icon in the Following Tables	Description
	<p>Students must have access to an appropriate calculator on the following tests.</p> <ul style="list-style-type: none"> <li>• <b>Mathematics Session 2 only</b>                Each student must have sole access to an appropriate calculator for <b>Mathematics Session 2</b>. Students may use their own calculators, including graphing calculators. Schools must provide a calculator for each student who does not already have one, as follows:               <ul style="list-style-type: none"> <li>› recommended: a scientific calculator or graphing calculator</li> <li>› minimum: a five-function calculator</li> </ul> </li> <li>• <b>Biology and Introductory Physics tests</b>                Each student must have sole access to a calculator for the Biology and Introductory Physics tests. Students may use their own calculators, including graphing calculators. Schools must provide a calculator for each student who does not already have one, as follows:               <ul style="list-style-type: none"> <li>› a scientific calculator or graphing calculator</li> </ul> </li> </ul>
	Calculators are not permitted for Mathematics Session 1.
	<p>Students must be provided with the reference or formula sheets included in shipments of test materials for the following tests:</p> <ul style="list-style-type: none"> <li>• Mathematics retest</li> <li>• Introductory Physics test</li> </ul>

#### a. Tools Available for Mathematics by Session

Tools Available for Session 1		Tools Available for Session 2	
	 reference sheet	 scientific or graphing	 reference sheet

## Appendix B—Procedures for Paper-Based Testing

### b. Tools Available for Biology and Introductory Physics (both sessions)

Subject	Tools Available
Biology	 scientific or graphing
Introductory Physics	  scientific or graphing reference sheet

### 3. Materials PERMITTED for Student Use

The following materials **may be used** by students:

- colored pencils and yellow highlighters  
**Note:** Students may use a colored pencil (e.g., for marking or underlining passages) or a yellow highlighter, but must use a #2 pencil only to answer all test questions.
- for the Mathematics retest, printed copies of the Guidelines for Completing Answer Grids (available at [mcas.onlinehelp.cognia.org/practice](https://mcas.onlinehelp.cognia.org/practice))
- authorized bilingual word-to-word dictionaries and glossaries for students who are currently or were ever reported as ELs (See Appendix C for more information.)

### 4. Materials PROHIBITED during Testing

Materials listed in section a below are not permitted at any time during test sessions, and materials listed in section b may only be provided after students have turned in their test materials. None of the materials in section a or b are permitted while students have their test materials.

#### a. Materials PROHIBITED at Any Time during a Test Session

Materials listed in this section **are NOT permitted at any time during test sessions**, including after students turn in their test materials, during a break, or during the transition to a test completion area. See [www.doe.mass.edu/mcas/testadmin/retest/forms](https://www.doe.mass.edu/mcas/testadmin/retest/forms) for a poster that can be displayed during testing showing examples of prohibited materials.

- cell phones (See below for more information.)
- other electronic devices
  - smartwatches
  - e-book readers or electronic dictionaries
  - music players for one student's personal use or that of the whole class, earphones, ear buds, or headphones (other than noise blocking headphones; see DF7 on page 83)
  - any device capable of taking photographs
  - game consoles
  - electronic translators
  - calculators (except during the tests/sessions listed on page 69)
  - computers or electronic tablets
  - any device that provides access to the internet (such as certain calculators and fitness trackers)

## Appendix B—Procedures for Paper-Based Testing

- › editing devices (e.g., spelling or grammar checkers)
- unauthorized reference sheets (e.g., formula sheets, multiplication grids, conversion tables)
- English-language dictionaries or thesauruses
- accommodation materials unless specified by a student’s approved IEP or 504 plan (e.g., graphic organizers)

### b. **Materials PROHIBITED until after a Student Has Completed Testing**

Materials listed in this section **may be provided to individual students only AFTER** they have completed testing (i.e., turned in their individual test materials), and at the principal’s discretion. These materials are prohibited during testing.

- books
- textbooks for subjects other than the one being tested
- notebooks or other notes, as well as flags or sticky notes
- pens
- handheld rulers

### ***Cell Phones and Other Electronic Devices***

It is the responsibility of the principal and test administrators to ensure that students do not have access to cell phones or other electronic devices during testing. **Results may be invalidated for students who use cell phones or other electronic devices at any time during a test session.** See Part IV, section H.2, on page 45 for more information about reporting cell phone irregularities.

During the Test Administrators’ Training, the principal will inform test administrators either to read the script in the TAM instructing students before each test session to turn off their cell phones and other electronic devices and place them in their backpacks, or to follow another procedure to ensure that students do not have access to cell phones or other electronic devices. See page 27 for more information about the Test Administrators’ Training.

## **C Scheduling Test Sessions**

For scheduling purposes, note that there is no tutorial for the paper-based MCAS tests; however, practice tests are available.

## **D Additional Topics for Training Test Administrators, Technology Staff, and Other School Staff Members**

Describe school policies and procedures regarding the following topics:

- who to contact in the event that secure test materials become contaminated
- when student ID labels will be applied to booklets, and by whom

Test administrators are required to do the following:

- Closely monitor students during testing to ensure that they do not view one another’s booklets.
- Write their name as well as the school and district name on the board (students will write this information down on the front covers of their booklets).



## Appendix B—Procedures for Paper-Based Testing

---

### **E Additional Information on Preparing Students for Testing**

#### **Meetings**

During the meeting, provide students with the following information:

Their test results may be invalidated if they engage in any of the following activities during a test session (including after turning in their test materials, during a break, or during the transition to a test completion area):

- duplicating any portion of the booklets
- looking at any other student’s booklet
- damaging their test materials or removing any part of them from the testing room

#### **Practice Tests**

Practice tests for paper-based testing are available at the MCAS Resource Center and can be downloaded at [mcas.onlinehelp.cognia.org/practice](https://mcas.onlinehelp.cognia.org/practice).

#### **Resources to Prepare Students for Testing**

To assist students in becoming familiar with answering gridded response questions on paper-based Mathematics tests, schools can download the Gridded Response Guidelines from the MCAS Resource Center at [mcas.onlinehelp.cognia.org/practice](https://mcas.onlinehelp.cognia.org/practice).

## **Part III: Tasks to Complete for Test Administration**

### **A Additional Steps before Paper-Based Testing**

- 1. Verify receipt of test materials immediately upon their delivery to your school. Materials will arrive by the date listed on pages iv–v. Call the MCAS Service Center if you do not receive materials by this date.**
- 2. Using your Materials Summary, inventory test materials immediately upon receipt.**

To inventory test materials, complete the “Qty Received” column of the Materials Summary according to the “Before Testing” directions on the form.

Shrink-wrapped materials must remain unopened until the time specified either in this manual or in the TAMs. Therefore, to inventory your materials, count the spines of the booklets in each shrink-wrapped package.

The Department recommends two independent counts of test materials to verify that all materials have been received by your school.

Retain the Materials Summary to assist in accounting for materials after testing.
- 3. Store materials in the secure, locked storage area that you previously designated. Retain all original shipping cartons for the return of materials following testing.**

All materials will be returned in your original shipping cartons.

## Appendix B—Procedures for Paper-Based Testing

### 4. Order additional test materials or manuals if necessary.

- To review shipments of paper materials, visit the MCAS Portal ([mcas.cognia.org](http://mcas.cognia.org)), click **Administration**, and select **Materials Management** in the top menu. From this page, each shipment and its details are viewable. To order additional materials, click the **Order Additional Materials** button.
- Schools will receive a small overage of materials (for example, if a school has only one student doing PBT, one extra set of materials will be shipped). Schools should carefully inventory materials by the deadline to confirm that the shipment meets testing needs.
- Only if applicable, order additional materials, including manuals, by the dates and times listed on pages iv–v.
- Locate the Ship Code on the Materials Summary, and have the code available when you go online to order additional materials at [www.mcasservicecenter.com](http://www.mcasservicecenter.com). Follow the onscreen instructions to place your order. Materials ordered online will be shipped for receipt on the following business day if the order is received before 12:00 p.m.; orders received after 12:00 p.m. will be shipped for receipt on the second business day. Packing discrepancies in additional orders must be reported within two business days of receipt of the order.
- It is not necessary to order additional materials for test administrators to administer tests to students requiring the accommodation for Human Read-Aloud or Human Signer. There will be enough materials shipped in overage to cover these additional tests.

### 5. Apply Student ID Labels to the front covers of booklets.

All student ID labels should be applied to booklets in advance of testing by school staff members. Students should not apply labels to their booklets after the booklets have been distributed.

Principals may open packages of **answer booklets** for the Spanish/English editions of the Mathematics retest and the High School Science tests up to two days prior to testing in order to apply labels.

The Department recommends that Student ID Labels be applied to **test & answer booklets** on the day of testing, but principals may open packages of test & answer booklets in order to apply labels up to one day prior to testing. If this is done, the booklets must then be sealed in envelopes (supplied by the school) and the inventory documented on the envelopes after the labels are applied. (Schools do not need to seal Spanish/English answer booklets in envelopes prior to testing.)

Envelopes may not be reopened until immediately before testing. Remember that all test security requirements (see Part I) must be followed.

See the sample booklet covers posted at [www.doe.mass.edu/mcas/testadmin/retest/forms](http://www.doe.mass.edu/mcas/testadmin/retest/forms) for examples of the information that needs to be filled in for students with Student ID Labels as well as students without a label.

### 6. Gather school-supplied testing materials.

- Collect #2 pencils to provide to any students who do not bring them.
- For the Mathematics retest, print copies of the Guidelines for Completing Answer Grids, which can be found at [mcas.onlinehelp.cognia.org/practice](http://mcas.onlinehelp.cognia.org/practice) (optional).
- Have authorized bilingual word-to-word dictionaries and glossaries available for students who are currently or were ever reported as ELs.

## Appendix B—Procedures for Paper-Based Testing

---

### 7. Using your school's document tracking system, organize test materials for distribution.

Each test administrator should receive extra test materials to replace possible defective booklets. If you did not receive enough materials to distribute extra shrink-wrapped materials to each test administrator, you may open the minimum number of packages necessary to distribute extra materials.

## **B** Additional Tasks to Complete During Test Administration

### 1. Distribute lists of SASIDs to test administrators if they will be entering SASIDs on booklets.

### 2. Monitor your school's test administration.

### 3. Maintain and, if necessary, update the record of test administrators and their students for each test session, including make-up and test completion sessions.

It is important to keep accurate records of who has been tested. It is not permissible to look through booklets to check whether students have completed testing.

### 4. After each test session, verify that ALL test materials have been returned to you.

- If necessary, investigate any discrepancies in amounts of materials distributed to test administrators and the amount returned to you.

### 5. If any test materials have become contaminated, call the MCAS Service Center for instructions.

### 6. If any test & answer booklets have become damaged or defective during testing, follow these steps.

- Make sure the "void test & answer booklet" circle is filled in on the outside back cover of each affected booklet, and that "VOID" is written in large letters across the front cover.
- If a student completed any work in a booklet that was later deemed void, the work must be transcribed verbatim (multiple-choice responses as well as constructed responses) into a replacement booklet so that the student receives credit.
- The process of transcribing a student's responses may occur any time during the testing window, but must be monitored and supervised by the principal, test coordinator, or another test administrator to ensure accuracy.
- Since there will be no Student ID Label to affix to the front cover of the replacement booklet, all the information on the front cover will need to be completed.

### 7. If your school administered tests to students using the following accommodations, verify that these responses have been transcribed completely and accurately into standard test & answer booklets.

- students taking the Braille edition (accommodation A3.2) who did not also use the typed response accommodation
- students taking the large-print edition (accommodation A2)
- students who recorded their answers on special paper (accommodation A11)

## Appendix B—Procedures for Paper-Based Testing

### 8. If your school administered tests to students using typed responses (accommodation A12), follow these steps.

- Verify that test administrators have returned the typed responses to you properly and that each response has the required header information shown on pages 99–102.  
A student’s response to any single question must be submitted using only one method (i.e., all written or all typed).
- Insert typed responses inside the front cover of students’ test & answer booklets (see pages 99–102).
- Once all typed responses are formatted properly and typed responses are prepared for return, instruct test administrators to delete students’ responses from the computers.

### C Tasks to Complete after Test Administration

1. Update student information after testing according to the instructions in Appendix D.
2. Ask your district SIMS contact to make any necessary updates to SIMS.

Let your SIMS contact know if any students were added to or removed from your school’s enrollment (you will need to provide them with students’ names and SASIDs), or whether any students had a new IEP or 504 plan developed (e.g., students with a recent injury to their writing hand). See Appendix D for more information on enrollment transfers.

## Part IV: Return Test Materials

To facilitate the return of materials and to assist principals, an automatic pickup has been prescheduled for all schools doing PBT. A UPS driver will automatically come to the school on the pickup deadline date for each administration.

### A Begin Packing Activities

1. Make sure that you have a used test & answer booklet assigned to every student who participated in the ELA and Mathematics retests, the Biology test, or the Introductory Physics test.
2. Verify that front covers of booklets contain correct student information, and complete confidential student information on back covers.

See [www.doe.mass.edu/mcas/testadmin/retest/forms](http://www.doe.mass.edu/mcas/testadmin/retest/forms) for sample covers.

Because the March retests and the February Science tests have separate test & answer booklets for Session 1 and Session 2, schools should apply labels to both booklets and fill out the inside and outside back covers of both booklets. Booklets without labels also need to have the front cover fully filled out.

If a student transfers out of the school after Session 1 and before Session 2 of a test, fill in the circle on the back cover of the Session 1 booklet to indicate the change of enrollment status. (If the Session 2 booklet has been assigned, follow the instructions on page 76 to mark the booklets as void. If it was not yet assigned, follow the instructions on pages 77–78 for returning unused test materials.)

# Appendix B—Procedures for Paper-Based Testing

- Verify that SASIDs and dates of birth have been entered correctly on booklets for all students who do not have Student ID Labels.
- Complete confidential student information on the inside and outside back covers of booklets, following instructions in the table below.

Situation	Instructions
<b>A student was provided accommodations not initially listed in the Student Registration.</b>	Update the MCAS Portal so it accurately reflects the accommodations that the student used ( <b>Administration&gt;Students</b> , locate the student, then click <b>Edit</b> ).  In addition, if a student used Braille, Large Print, or Typed Responses, fill in the corresponding circle next to the accommodation on the inside back cover of the booklet.  Because a student’s IEP or 504 status is reported in SIMS, remember to report students with disabilities to your district SIMS contact, including students for whom a 504 plan was developed because of a temporary disability such as a broken arm.
<b>A student refused accommodations during testing or did not use an accommodation.</b>	Update the MCAS Portal so it accurately reflects the accommodations that the student used (Go to <b>Administration&gt;Students</b> , locate the student, then click <b>Edit</b> ).
<b>A student was absent from all test sessions in the subject area test or refused testing.</b>	Do not assign a booklet to a student who did not participate in testing (if one is already assigned, follow the instructions in the “void” section below).
<b>A student was added to or removed from your school’s enrollment after the Student Registration was submitted.</b>	If the student did not test at all: Do not assign a booklet to a student (if one is already assigned, follow the instructions in the “void” section below).  If the student participated in one or more test sessions: Fill in one of the circles in the “Change of Enrollment Status” section on the outside back cover of the booklet.  For a student added to your enrollment, add the student to the MCAS Portal following instructions in the <i>MCAS Student Registration Guide</i> .
<b>A student’s test needs to be marked “void” (i.e., it will not be scored and no student results will be reported).</b>	Fill in the void circle on the outside back cover of the booklet. Write “VOID” across the front of the booklet. Place the booklet in the Void Envelope in the return shipment.

**3. If booklets have already been assigned to the following students, follow the instructions above to mark the booklets as void.**

- students who were absent or refused testing
- students who transferred into or out of your school during the test administration and who did not participate in that booklet’s session(s)
- students in a DYS facility or placements conducting an extended evaluation who were removed from your school’s enrollment and did not participate in any test sessions in the booklet

## Appendix B—Procedures for Paper-Based Testing

### 4. Account for all secure materials being returned using the Materials Summary, and organize the booklets.

Remember that all booklets, including Braille and large-print editions, are secure materials and must be returned. Investigate any discrepancies in the amount of materials received and the amount of materials being returned, using the Materials Summary form and internal tracking forms.

Record on the Materials Summary the quantities of booklets being returned according to the “After Testing” instructions on the form.

As you count, arrange the booklets so that the student name grids on the front covers are facing up (the booklets do not need to be alphabetized). Ensure that used booklets are free of extra materials such as rubber bands, paper clips, binder clips, staples, tape, and extraneous paper.

Retain the Materials Summary form for school files (see section D on page 79).

### 5. Complete the PCPA by the deadline listed at pages iv–v.

Go online to [www.mcasservicecenter.com](http://www.mcasservicecenter.com), select **MCAS** from the menu, and then select **Principal’s Certification** from the list of options. Follow the on-screen instructions to submit the form.

Type in your name exactly as it appears in the Department’s School/District Profiles ([profiles.doe.mass.edu](http://profiles.doe.mass.edu)); the MCAS Service Center will follow up with schools when the name does not match. The principal (**not** a designee) must complete a PCPA form; however, if you are an interim principal or a co-principal, type “interim” or “co-principal” after your name in the signature box.

Print the confirmation and save it for your school files.

### 6. Place special materials in the Special Handling and Void envelopes, as described below.

- Prior to placing the booklets in the envelopes, mark the counts of the materials down for your school files.
- Place the materials listed below in the Special Handling Envelope.
  - › used and *unused* large-print test & answer booklets, folded in half, with corresponding transcribed standard test & answer booklets
  - › used and *unused* large-print answer booklets and large-print test booklets, folded in half, with corresponding transcribed standard answer booklets (for the Spanish/English editions of Mathematics, Biology, and Introductory Physics)
  - › standard test & answer booklets (or answer booklets) containing typed responses
- Place void test & answer booklets (or answer booklets) in the Void Envelope.
  - › Void booklets will not be scored.

### 7. Place all other used and unused booklets (with the exception of Braille) in the Return Envelope marked with the corresponding subject.

- Used and unused booklets are shipped together in the Return Envelope.
- Prior to placing the booklets in the Return Envelopes, mark the counts of the materials down for your school files.
- High schools will have separate Return Envelopes for each subject: ELA, Mathematics, Biology, and Introductory Physics.

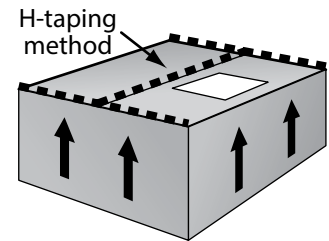
# Appendix B—Procedures for Paper-Based Testing

## B Pack the Test Materials

1. Make sure that the envelopes being used (i.e., Void, Special Handling, and Return) are sealed.
2. Pack the envelopes and all remaining test materials in your original shipping cartons in the order shown below.

Packing Order and Checklist	
Top of carton	
<input type="checkbox"/>	Return Envelope(s)
<input type="checkbox"/>	Special Handling Envelope(s)
<input type="checkbox"/>	Void Envelope(s)
<input type="checkbox"/>	Unused UPS labels (Note: Save a label for each carton of materials you are returning.)
<input type="checkbox"/>	Unused Return, Special Handling, and Void Envelopes
<input type="checkbox"/>	Unused Student ID Labels
<input type="checkbox"/>	Accommodation materials (e.g., templates, checklists, individualized reference sheets, typed response drafts)
<input type="checkbox"/>	Used and unused <b>Braille</b> booklets and Braille Administrator's Copies
Bottom of carton	

3. Fill any empty spaces at the tops of the cartons with crumpled paper to keep items from shifting during shipping. Do not use plastic peanuts or shredded paper.
4. Before sealing your cartons, verify that all materials have been packed in them.
5. Use heavy-duty packing tape to seal carton seams using the H-taping method (see diagram).
6. Affix an RS label to the top of each carton.



You may either remove the existing label from the carton or place the new label over it. UPS RS labels were included in your shipment of test materials (see [www.doe.mass.edu/mcas/testadmin/retest/forms](http://www.doe.mass.edu/mcas/testadmin/retest/forms) for a sample label).

If you need more labels, call the MCAS Service Center. UPS RS labels may not be photocopied.

**New**

**Note: New for 2025**, the shipping address for returning materials has changed. It is important that schools **do not** reuse old shipping labels.

7. Record the UPS tracking numbers from the labels on the cartons you are returning, and retain the list in your school files. In case of any questions later, it is important that schools retain the tracking numbers used.

## Appendix B—Procedures for Paper-Based Testing

### **C Schedule and Confirm UPS Pickup of All Test Materials**

1. **(Optional/encouraged) If your school will be returning material before the shipping deadline/automatic pickup, schedule your school’s UPS pickup appointment.**
  - Do not take test materials to UPS yourself or otherwise remove materials from your school.
  - Do not schedule a separate pickup for each carton.
  - Schedule your pickup appointment online at [www.mcasservicecenter.com](http://www.mcasservicecenter.com) or by using the Materials Management screen of the MCAS Portal. To request a pickup, locate a UPS tracking number on one of the RS labels you are using, and have that number available when you go online. Select **MCAS** from the menu, and then select **UPS Pickup Request** from the list of options. Follow the on-screen instructions to complete your request.
  - Requests for pickup on the following business day must be placed by 3:00 p.m. Requests for same-day pickup cannot be fulfilled. Requests made two or more days in advance also cannot be fulfilled.
  - If you have regularly scheduled UPS service, you may give your cartons to the UPS driver during normal pickup. If you do so, call the MCAS Service Center at 800-737-5103 or email [mcas@cognia.org](mailto:mcas@cognia.org) to report that the pickup has been made.
2. **Maintain MCAS test materials in the locked storage area until they are given directly to the UPS driver.**
3. **Confirm that all test materials are picked up by UPS.**  
 Call the MCAS Service Center immediately at 800-737-5103 if your cartons are not picked up as scheduled. It is also recommended that you use your UPS tracking numbers to confirm delivery of all the cartons for your return shipment to Cognia by calling the MCAS Service Center.

### **D Next Steps**

1. **RETAIN the following materials in your school files for three years:**

<b>Materials related to the return shipment</b>	<ul style="list-style-type: none"> <li>• packing slips from your school’s shipment</li> <li>• Materials Summary forms</li> <li>• printout of PCPA confirmation(s)</li> <li>• Test Materials Internal Tracking forms</li> <li>• UPS tracking numbers used</li> <li>• printout of UPS pickup request, if applicable</li> <li>• counts of booklets returned in the Return Envelopes</li> <li>• counts of booklets returned in the Special Handling Envelopes and Void Envelopes, if applicable</li> </ul>
<b>Materials related to accommodations</b>	<ul style="list-style-type: none"> <li>• written approval to use a unique accommodation, if applicable</li> <li>• completed MCAS Nondisclosure Acknowledgments from test administrators for students using certain accommodations</li> <li>• completed Student Accommodation Refusal forms (optional)</li> <li>• accommodations lists/spreadsheets, if applicable</li> </ul>



# Appendix B—Procedures for Paper-Based Testing

<b>Other local records</b>	<ul style="list-style-type: none"> <li>• agendas, sign-in sheets, and any other relevant documentation from the Test Administrators’ Training and the training session for other authorized school staff members to demonstrate that they have been trained and received TAMs and test security requirements</li> <li>• records of test administrators and their students for each session, including make-up and test completion sessions</li> <li>• completed Student Responsibilities during MCAS Testing forms (optional)</li> <li>• seating charts (optional)</li> <li>• Superintendent’s Assurance of Proper Test Administration forms, if used</li> <li>• documentation for students who were removed from or added to the school’s enrollment during the test administration</li> <li>• approval for a Request for Permission to Test a Student in an Alternate Setting, if applicable</li> </ul>
----------------------------	---

**2. RECYCLE OR DISCARD the following materials:**

<b>Recycle or discard</b>	<ul style="list-style-type: none"> <li>• Test Administrator’s Manuals</li> <li>• this manual, after the completion of testing</li> <li>• Mathematics and Introductory Physics reference sheets</li> <li>• blank cards or cutouts used by students who had UF6</li> <li>• blank place markers used by students who had UF8</li> <li>• signs (e.g., Do Not Disturb sign, Prohibited Materials During MCAS Testing sign)</li> </ul>
---------------------------	--

**3. SECURELY DESTROY (e.g., by shredding) scratch paper used by students, and indicate on the internal tracking form that this has been done.**