

**Procedures Related to Student Information and
Guidance on Reporting
(Appendix D, excerpted from the Winter 2025 PAM)**

Appendix D



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Part I: The MCAS Portal

A Student Registration Initial Upload

Student Registration is used to register students for testing and provides information on selected accessibility features and accommodations that a student will use during testing. It determines the test form students will take for computer-based testing (e.g., human read-aloud) and provides the basis for the initial shipment of manuals and other paper-based materials to schools. See the *MCAS Student Registration Guide* posted at mcas.onlinehelp.cognia.org/portal.

B Student Registration Updates (Before, During, and After Test Administration)

The MCAS Portal should be updated as follows:

- **before or during test administration**, for the following situations:
 - > to add students not included in the Student Registration (e.g., students who recently transferred into the school)
 - > to unenroll students no longer enrolled
 - > to remove students from classes if the students are not going to participate in testing
 - > to edit accommodations (e.g., to assign a student a different form-based accommodation such as screen reader)
 - > to edit demographic information (e.g., last name spelled wrong)
- **after test administration**, for the following situations:
 - > to edit accommodations
 - > to edit demographic information (e.g., last name spelled wrong)

To update student data in the MCAS Portal, follow the steps below (recommended for a small number of updates) or export the Student Registration file, update the file, and then re-import it (recommended for larger updates). Any changes to student demographic information (name, date of birth, etc.) must also be made in SIMS. If the information is not updated in SIMS, then results will not be linked to the student.

1. Click **Administration**.
2. Click **Students**.
3. Locate the student whose data needs to be updated and click **Edit**.
4. Make the appropriate updates and click **Save**.
5. Any changes to student demographic information (name, date of birth, etc.) must also be made in SIMS. If the information is not updated in SIMS, then results will not be linked to the student.

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C Enrollment Transfer Requests

Schools will use the enrollment transfer feature in the MCAS Portal for students who transfer into or out of their school after the initial Student Registration. This feature allows a student’s MCAS Portal record, including all accommodation information, to transfer to the new school.

School test coordinators and district test coordinators have the permissions in the MCAS Portal to manage enrollment transfers. More information about enrollment transfer permissions can be found in the *MCAS Portal User Management Guide*, and step-by-step instructions for completing enrollment transfer requests can be found in the *Enrollment Transfer Guide*, both of which are available at mcas.onlinehelp.cognia.org/portal.

D Instructions for Updating Student Information for CBT

Situation	Instructions
A student was provided testing accommodations that were not initially included in the Student Registration file.	Update the student’s record in the MCAS Portal so it accurately reflects the accommodations that the student used (Administration>Students>Locate Student>Edit). 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.
A student refused accommodations during testing or did not use an accommodation.	Update the student’s record in the MCAS Portal so it accurately reflects the accommodations that the student used (Administration>Students>Locate Student>Edit). Screen reader and assistive technology cannot be updated in the MCAS Portal after the student has started a test. Changes to these accommodations will need to be reported to the Department.
A student was absent from all test sessions in the subject area test or refused testing.	If the student already started testing, add a not tested code to the student’s scheduled test. <ul style="list-style-type: none"> • Medical absence • Technical issue • Void (other) • Void (wrong accommodation) If the student did not begin testing, remove the student from any assigned classes).
A student was added to or removed from your school’s enrollment after the Student Registration was submitted.	For a student added to your enrollment who will be participating in testing, add the student to the MCAS Portal following instructions in section 2. For more information on enrollment transfer, please see the <i>Enrollment Transfer Guide</i> .
A student’s test needs to be marked “void” (i.e., it will not be scored and no student results will be reported).	Only students who started testing should be marked as Void (e.g., incorrect accommodations were given). <ul style="list-style-type: none"> • Go to Test Scheduling and then locate the test and class. • Click View Details/Student Logins and locate the student. • Add the “Void” Not Tested Code.

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Part II: Student Information Management System (SIMS)

A Data Elements Collected in SIMS

The Department uses data submitted by districts in SIMS as the source for student information when reporting results and for assessment and accountability purposes. **Therefore, it is critical that principals ensure the accuracy of student information provided in SIMS submissions.**

As required by the federal Elementary and Secondary Education Act (ESEA), student results are disaggregated for the following student groups:

- EL and formerly EL status
- low income
- students with disabilities
- race/ethnicity

As required by other federal and state requirements, results are also disaggregated for the following subgroups:

- “high needs” (an unduplicated count of students belonging to any of the following three subgroups: EL and formerly EL, students with disabilities, low income)
- Title I status
- ever EL (students who have ever been enrolled as an EL in Massachusetts)
- gender

B Uses of SIMS Data

The October SIMS submission is used to establish which students have been enrolled in the same school since October 1, 2024, for MCAS reporting purposes.

C Questions about SIMS Data

Questions about your SIMS data should be directed to the district’s SIMS contact, who is responsible for submitting the data to the Department. See page ii for instructions for finding your district’s contact.

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Part III: Student Participation and Reporting Guidance

The table below shows the ways that information about student participation will be used for MCAS reporting.

Student Group/Situation	How Information Is Used for <u>MCAS</u> Reporting
Students with Disabilities	The Department will report whether a student with a disability was tested with accommodations based on the information in the Student Registration file, with the exception of three paper-based accommodations: a student will be reported as having had the large-print, Braille, or typed-response accommodation if the accommodation is indicated in the Student Registration file or if the circle for the accommodation is filled in on the test & answer booklet back cover.
Students Who Transfer During the Test Administration	If a student transfers from one school to another between test sessions, and the results from the first and second test sessions can be linked, the student's results will be reported to the receiving district and school. If the student's first and second test sessions cannot be linked to provide complete results, each school and district will receive results for the session it administered.
Students Whose Tests Are Voided	No student results will be reported for voided tests, and students will be reported with a test status of NTO or NTA, depending on enrollment status in SIMS.