



Guide to Conducting a Practice Test through the MCAS Training Site

2025–2026 MCAS Test Administrations



This document was prepared by the
Massachusetts Department of Elementary and Secondary Education
Pedro Martinez, Commissioner

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Important Contact Information and Resources

Contact:	MCAS Service Center	
For questions on:	• general test administration support • MCAS Training Site and MCAS Student Kiosk such as ○ user accounts ○ technology support and readiness ○ student registration process and loading files ○ viewing student data ○ scheduling tests • locating resources • shipments of materials	
Hours:	7:00 a.m.–5:00 p.m., Monday–Friday	
Web:	mcas.onlinehelp.cognia.com	
Email:	mcas@cognia.org	
Telephone:	1-800-737-5103 TTY: 888-222-1671	
Contact:	DESE Office of Student Assessment Services	
For questions on:	• policy, such as assigning accessibility features and accommodations • student participation • testing irregularities, including test security incidents and technology failures • reactivating tests for CBT • student data and SIMS (View the note below regarding SIMS.) Questions regarding SIMS data should be directed to the district's SIMS contact (go to profiles.doe.mass.edu/search/search.aspx?leftNavID=11239, select SIMS Contact from the Function menu, and click Get Results).	
Hours:	8:00 a.m.–5:00 p.m., Monday–Friday during test administration windows	
	Between 7:00 a.m. and 8:00 a.m. during the test administration windows, MCAS Service Center representatives will receive calls to 781-338-3625, answer questions regarding logistics, and take messages for Department staff, which will be returned during our regular business hours.	
Web:	www.doe.mass.edu/mcas/admin.html	
Email:	mcas@mass.gov	
Telephone:	781-338-3625	

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I. Introduction

There are two components of the MCAS Training Site online testing system:

- **MCAS Training Site** (<https://mcas-training.cognia.org/>), used by school and district test coordinators, technology coordinators, and test administrators
- **MCAS Training Student Testing Interface** (<https://mcas-training.cognia.org/student>), used by students for testing.

This document is intended to provide instructions for navigating and utilizing the MCAS Training Site to conduct a practice test and review student practice test results.

A. Purpose and General Overview

Conducting a practice test through the MCAS Training Site is an opportunity for districts, schools, and students to prepare for MCAS computer-based testing (CBT) by simulating test day processes and procedures.

Conducting a practice test through the MCAS Training Site provides the school with a scheduled opportunity to practice administering a test in a low-stakes environment that can identify possible issues with communication and procedures. Unlike during an operational administration, this practice test will not use real student information, and students will log in via a browser URL instead of through the MCAS Student Kiosk, but many of the other steps for an operational administration will be followed.

Schools may choose to conduct a practice test through the training site during a school-wide practice test event or in individual classrooms.

The practice tests that are accessed through MCAS Training Site are the only practice tests from which test administrators can view student constructed responses and essays. View additional details in the [Changes to the MCAS Practice Tests for 2025–26](#) on the [MCAS Resource Center](#).

B. Scheduling the Practice Test

A practice test should take approximately 60 minutes to administer each test session. However, additional time is needed for the following set-up tasks prior to administration: training staff, creating student records, creating and assigning students to classes, and scheduling the classes for tests. The time involved will vary depending on the size of the school and the number of students testing at a given time.

The number of test sessions for each practice test is shown below:

Content Area/Grade	Number of test sessions per test
ELA Grades 3–8	1
ELA Grade 10	2
Grades 3–8 and 10 Math	2
Grades 5 and 8 STE	1
High School Science	2
Grade 8 Civics	2

Schools will need to:

- designate appropriate testing locations (view guidance in the Principal's Administration Manual).
- Train all staff involved on using the MCAS Training Site.
- Identify students who will participate in the practice test.
- Have students practice MCAS Student Kiosk navigation and tools by using the tutorial found at <https://mcas.onlinehelp.cognia.org/practice/>.

II. Roles and Responsibilities

The MCAS Training Site recognizes the same five user roles as the MCAS Portal:

1. District Test Coordinator (DTC)
2. School Test Coordinator (STC)
3. Test Administrator (TA)
4. Technology Coordinator (TC)
5. Reports Access Only (RAO)

Each role has a separate set of responsibilities which determine the user's level of access to the components available within the MCAS Training Site. The permissions are outlined in Part II of the Guide to the MCAS Portal: MCAS Portal User Management, located on the [MCAS Resource Center](#).

District and school test coordinators and technology coordinators can create additional accounts in the MCAS Training Site by following the same steps as outlined Part II of the Guide to the MCAS Portal: MCAS Portal User Management, located on the [MCAS Resource Center](#).

III. Using the MCAS Training Site

The MCAS Training Site is used to create student logins, create classes, schedule tests, monitor student progress, and view student reports.

Schools should create accounts for test administrators, as well as any other staff members, following the instructions in Part II of the Guide to the MCAS Portal: MCAS Portal User Management, available on the [MCAS Resource Center](#). The MCAS Service Center can provide support if there are questions about adding new users. Please note that schools will need to create user accounts **separately** for the MCAS Training Site and the MCAS Portal. Schools are encouraged to set up user accounts in the MCAS Portal first, and then use the same user IDs to create accounts in the MCAS Training Site.

Confirm that all staff participating in the practice test have a user account for the MCAS Training Site and have been assigned the appropriate roles. To find a user in the MCAS Training Site, select **Users** on the left-hand side of the top menu bar on the MCAS Training Site homepage to access **User Management**. User Management is where

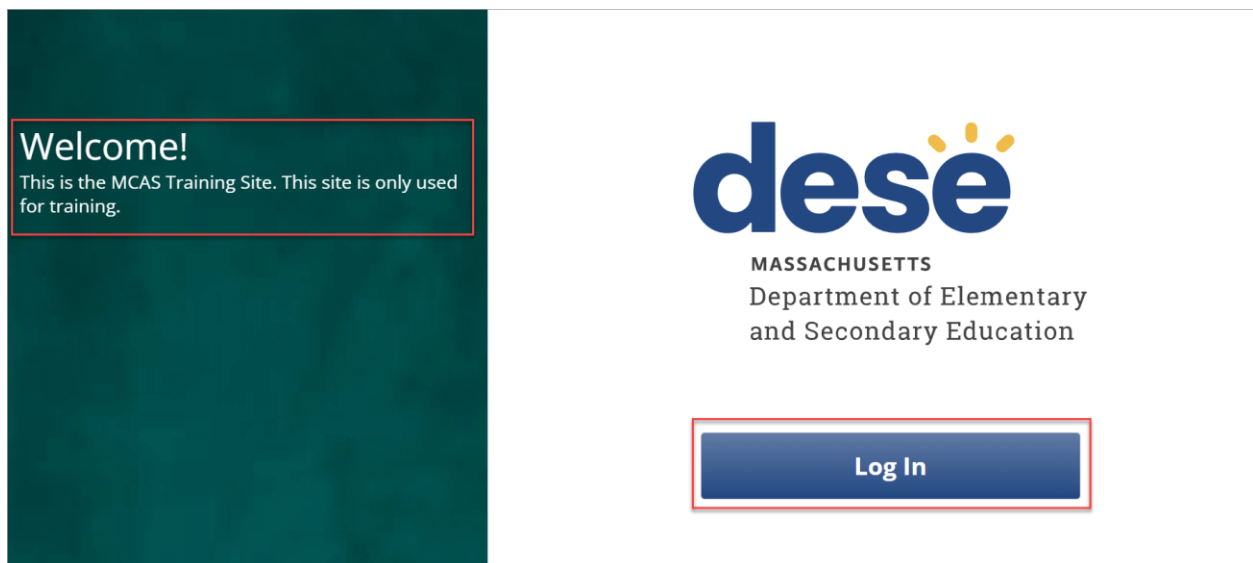
MCAS Training Site user accounts are created and edited. More information about user accounts and User Management can be found in Part II of the Guide to the MCAS Portal: MCAS Portal User Management.

Logging In

1. To access the MCAS Training Site, users will navigate to <https://mcas-training.cognia.org> (screenshot below). Select the **Log In** button and enter your username and password.

When logging in for the first time, use the username from the initial system email and the link in the email to set up your password (view the Guide to the MCAS Portal for additional information on logging in for the first time).

Note: The MCAS Training Site can be distinguished from the MCAS Portal by its green color and different text on the welcome screen, and by the MCAS Training Page text at the top left of each page.



2. Type in your username and password as indicated in the screenshot below and click the **Log In** button to enter the Training Site.

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Department of Elementary
and Secondary Education

MCAS Training Site

Username

Password [Forgot Password?](#)

Log In

To reset your password (if needed), select the **Forgot Password?** link and enter your username as indicated in the screenshot below. Select the **Submit** button. The system will send an email to the email address associated with the account providing instructions to reset your password.

dese MASSACHUSETTS
Department of Elementary
and Secondary Education

MCAS Training Site

Username

Submit

< Back to Login

Enter your username and we will send you instructions on how to create a new password.

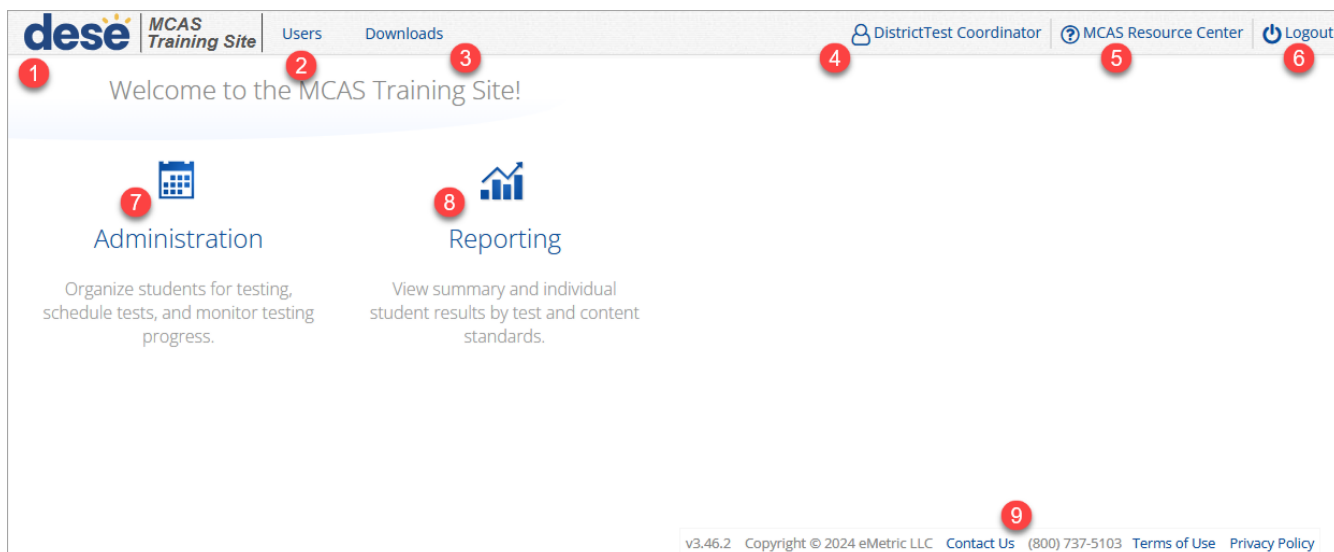
IV. Navigating the MCAS Training Site Homepage

In Table 1 below are descriptions of the features and sections that are available on the MCAS Training Site homepage. The numbered icons listed in Table 1 below are shown

in the screenshot that follows indicating the location of the feature or section on the MCAS Training Site homepage.

Table 1. MCAS Training Site Homepage

Icons	Description
1	Select the DESE logo in the top left corner of any page to return to the MCAS Training Site homepage.
2	Select Users at the left-hand side of the top menu bar on the MCAS Training Site homepage to access User Management. User Management is where MCAS Training Site user accounts are created and edited. More information about user accounts and User Management can be found in Part II of the Guide to the MCAS Portal: MCAS Portal User Management.
3	Select Downloads to view and download large exports of student test statuses, such as Export Test Status for All Tests.
4	Select your username in the top-right corner of the page to view your profile. This is where you can update your password. (“DistrictTest Coordinator” is the username in this example.)
5	Select the MCAS Resource Center link on the top right-hand side to access the MCAS Resource Center , which will open in a new tab in your web browser.
6	Select Logout at the top right-hand corner to log out of the Training Site. After selecting Logout , you will be prompted to then select the Logout button on the next page that appears.
7	Select Administration to access the Administration section to manage sample student data, assign sample students to classes, schedule tests, print student logins, and monitor practice test testing status.
8	Select Reporting to access the Reporting section. Reporting is where users will access the reports for the practice tests. Test coordinators and test administrators will be able to view student results and responses to the practice tests in the MCAS Training Site. Section XII of this guide describes the reports available.
9	Select Contact Us at the bottom of the MCAS Training Site homepage to open a blank email message addressed to the MCAS Service Center . The phone number next to Contact Us is for the MCAS Service Center.



V. Registering Students for the Practice Test

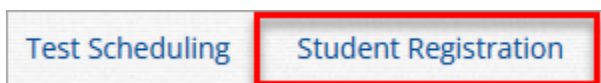
A. General Overview of Student Registration

DESE does not recommend using live student data in the MCAS Training Site.

Instead, DESE recommends using sample student data to avoid potential confusion of multiple versions of live data during operational testing. Schools are recommended to export their Student Registration file from the MCAS Portal and mask student information as described in step 1 in section B below.

Schools will complete student registration for practice tests on the Student Registration page of the MCAS Training Site. The Student Registration page in the MCAS Training Site uses the same features as the Student Registration page in the MCAS Portal.

To access the Student Registration page, select **Student Registration** on the top menu bar of **Administration** homepage.



B. Preparing a Student Registration File

Schools will need to prepare a Student Registration file for the practice tests similar to how they prepare a file for the operational tests. Schools may request a sample file from DESE, which will mirror the information in Student Registration in the MCAS Portal, by emailing mcas@mass.gov. Schools using DESE's sample file can skip to step 2 below. Schools creating their own file should take the following steps:

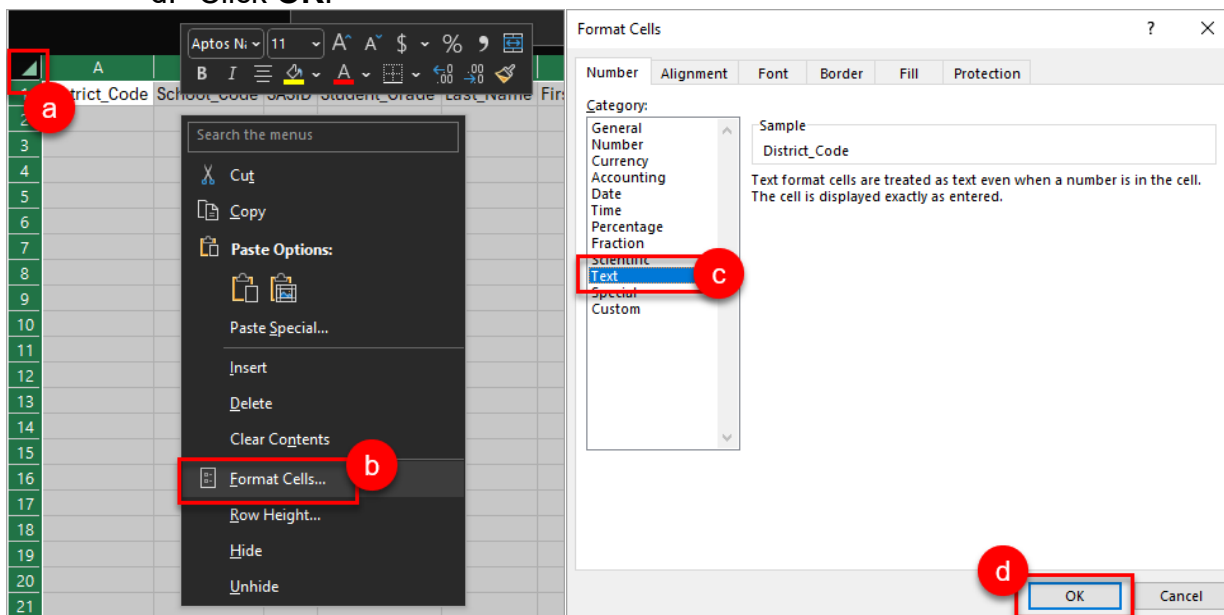
1. Schools are recommended to export their Student Registration file from the MCAS Portal and mask student information in one or more of the following ways before importing to the MCAS Training Site:
 - Use first initials instead of first names

- Use last initials instead of last names
- Use fake SASIDs

Schools may alternatively choose to use the blank Student Registration Template and populate sample students for the MCAS Training Site.

Note: If using Excel to create your file, convert all the cells in the file to text format to ensure leading zeros will not be dropped when populating the columns and rows.

- Highlight the whole sheet by clicking on the arrow in the upper left corner of the spreadsheet between the columns and rows.
- Right-click and select **Format Cells**.
- Select the **Text** option from the Category selector in the Format Cells popup window.
- Click **OK**.



2. Delete rows of students who will not participate in the practice test.

Note: In order to delete students from the file, you must right-click on the row to remove and select “delete.” **Do not use the delete key on your keyboard.**

3. Add rows for students who were not included in the file but will participate in the practice test.
4. Verify students’ selected accessibility features or accommodations in the designated columns. Refer to the field definitions in Part III of the Guide to the MCAS Portal: Student Registration, located on the [MCAS Resource Center](#), for expected values for each column.
5. **For the practice tests only, schools are recommended to fill in column K of the file during the initial file upload to assign class names and add students to those classes.** For operational testing, DESE recommends that schools assign students to classes approximately two weeks prior to testing.

Fill in column K (Class Name) of the file to create classes and add students to those classes. Classes are grade- and subject-specific for grades 3–8 tests. New for 2026, high school tests are subject-specific only.

DESE recommends that schools use a naming convention that will help test administrators quickly and easily find the test they are administering. It is suggested that class names include the test administrator name and testing location (e.g., SMITH 205).

Students with the following accommodations will need to be placed into separate classes:

- Human Read Aloud
- Human Signer
- Spanish/English

Note for Spanish/English: DESE recommends that students are tested in a separate location for operational testing, but this is at the principal's discretion. Students taking the Spanish/English edition need to be placed in a separate class in the MCAS Portal or MCAS Training Site.

It is recommended that class names for these accommodations include the test administrator name, testing location, and accommodation (e.g., HRA SMITH 208, SPANISH SMITH 215).

The class name entered in this column will be used to automatically create a class with the following naming format in the system:

Test Code-Content Area-Grade-Class Name-School Code

(e.g., MAT07-Math-07-SMITH 205-88881010)

Classes will not be created where Test_Format = P or Class_Name = blank

Schools may also choose to create classes manually in the Training Site or via the Class Upload file. View Part V of the [Guide to the MCAS Portal](#), available on the MCAS Resource Center, for additional information.

6. Once complete, ensure leading zeros remain in the file for columns where they may be required, such as district code (column A), school code (column B), student grade (column D), and date of birth (column I).
7. Save the file as a .CSV. The Student Registration file is now ready for upload into the MCAS Training Site.

Note for Apple users: Prior to saving, verify that the Date of Birth field (column I) is correctly formatted to show the 8-digit birth year, e.g., 01/01/2000.

C. Uploading a Student Registration file into the MCAS Training Site

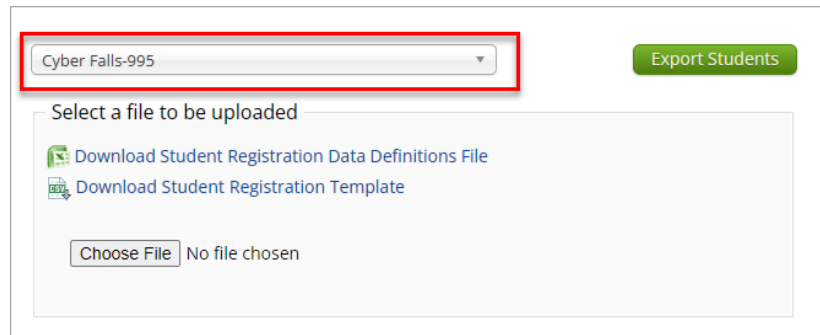
To upload a Student Registration file, follow the steps below:

1. Log in to the [MCAS Training Site](#) with your username and password.

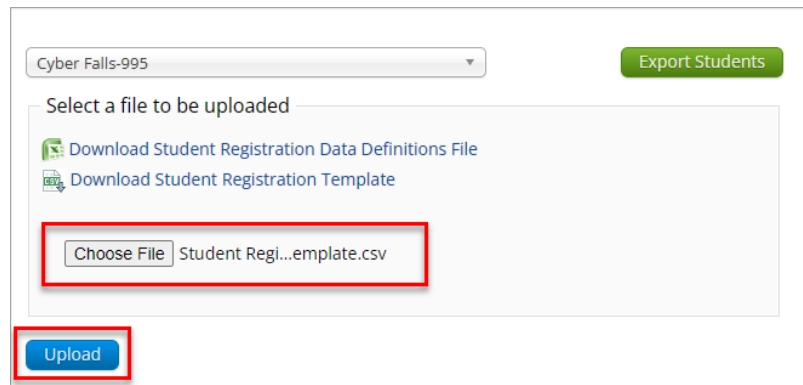
2. On the MCAS Training Site homepage, select **Administration**.
3. Select **Student Registration** from the top menu bar.



4. Select the **organization** from the organization drop-down. Student Registration files can be uploaded at the district level by a district test coordinator or district-level technology coordinator, or at the school level by a district test coordinator, school test coordinator, or technology coordinator.



5. Select **Choose File** and select the Student Registration file to upload.
Note: Remember that the file must be saved in .CSV format.
6. Select **Upload**.



7. The Student Registration file will go through an initial validation process upon upload. This validation process ensures that the file is in the correct format, verifies the headers in the file are correct, and that the file is not empty.
8. After the initial validation, the uploaded student registration file will be processed within a few minutes, and the Status column will display one of three potential statuses:
 - **Pending:** The file has been uploaded successfully and is processing. Processing can take up to ten minutes.
 - **Processed:** All records in the file have uploaded successfully. After the file passes initial validation and has been processed, the Student Registration table

will be updated to reflect the status of the **Processed** file, showing the number of uploaded student records.

- **Note:** If the file has been processed, schools will not be able to select “Processed” for a link to the file. Schools can export all uploaded student records by selecting the **Export Students** button on the Student Registration page.

9. Validation Error: At least one student record has a validation error, and the file needs to be updated and reimported. Select **Validation Error** to download an error file. The error file will list the column in the uploaded Student Registration file where the error occurred. Schools should refer to the [Student Registration Data Definitions file](#) or Part III of the [Guide to the MCAS Portal: Student Registration](#) for expected values for each column.

- **Error: Contact eMetric:** Contact the MCAS Service Center for support.

File Name 	File Size (Bytes) 	Upload Date 	Uploaded By 	Uploaded Records 	Records with Error 	Status
Student Registration Corrections.csv	2065	07/02/2024 10:41:51 AM	District TestCoordinator	2	0	Processed
MCAS Student Registration_CyberFalls.csv	7350	07/02/2024 8:40:57 AM	District TestCoordinator	33	2	Validation Error

D. Resolving Student Registration Validation Errors

When the Student Registration file contains records with validation errors, a Validation Error file is provided in the MCAS Training Site on the Student Registration page. The Validation Error file will only include records that have validation errors and were not imported into the MCAS Training Site. To view and correct validation errors, follow the instructions in the Resolving Student Registration Validation Errors section of Part III of the Guide to the MCAS Portal: Student Registration.

E. Updating Student Information

If needed, schools may use the Students page to manually add or edit student information, including accommodations. View the Updating Student Information after Upload section of [Part III of the Guide to the MCAS Portal: Student Registration](#) for additional information.

VI. Administering Accommodated Practice Tests

Adding Accessibility Features and Accommodations

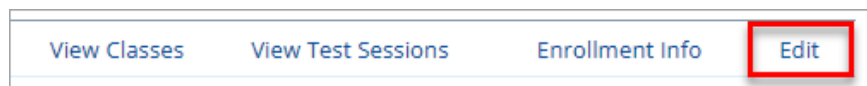
All accessibility features and accommodations are available for the practice tests administered through the MCAS Training Site. DESE strongly recommends administering accommodated practice tests for all accommodations that will be utilized by students during operational testing.

For more information about accessibility features and accommodations, refer to [Part III of the Guide to the MCAS Portal: Student Registration](#) and the [Accessibility and Accommodations Manual](#).

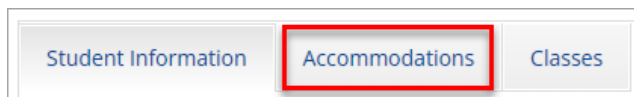
Accessibility features and accommodations should be added during the Student Registration file upload. Accessibility features and accommodations can also be manually added or edited on the Students page. **Accessibility features and accommodations must be assigned correctly before a test is scheduled.**

To manually add accessibility features or accommodations for a student, follow the steps below:

1. Log in to the [MCAS Training Site](#) with your username and password.
2. On the MCAS Training Site homepage, select **Administration**.
3. Select **Students** from the top menu bar.
4. Locate the student in the table by selecting the search icon (🔍) next to the column heading and type the desired search criteria and then select **Edit** in the row for the student.



5. The Student Information tab will be displayed. Select **Accommodations**.



6. From the **Accommodations for Test Code** drop-down menu, select the test code to add accommodations to.

A screenshot of the 'Accommodations' form. It has three tabs: 'Student Information', 'Accommodations', and 'Classes'. The 'Accommodations' tab is active. Under 'Information for Test Code:', there is a dropdown menu showing 'ELA05 (Spring Grade 05 ELA)' selected. Below this are several checkboxes: 'Medical Absence' (unchecked), 'EL First Year' (checked), 'Graphic Organizer/Reference Sheet (A9)' (unchecked), 'Text to Speech Special Access (SA1.1)' (checked), and 'Human Read Aloud Special Access (SA1.2)' (unchecked).

7. Check the box next to the accessibility feature or accommodation that the student will use.
8. Once accessibility features and accommodations have been added for all test codes, select **Save**.

Student Information Accommodations Classes

Information for Test Code: ELA05 (Spring Grade 05 ELA) ▼

- ☐ Medical Absence
- ☒ EL First Year
- ☐ Test Format Paper (A1, EL1)
- ☒ Enlarged Cursor/Mouse Pointer (UF4)
- ☐ Graphic Organizer/Reference Sheet (A9)
- ☒ Text to Speech Special Access (SA1.1)
- ☐ Human Read Aloud Special Access (SA1.2)
- ☐ Human Signer Special Access (SA2)
- ☐ Human Scribe Special Access (SA3.1)
- ☐ Speech to Text Special Access (SA3.2)
- ☐ Word Prediction Special Access (SA6)
- ☐ Spell Checker (SA5)
- ☐ Typed Responses (A12)
- ☐ Large-Print Test (A2)
- ☐ Braille (A3.2)
- ☐ Screen Reader (A3.1)
- ☐ Compatible Assistive Technology (A3.3)

Save Cancel

VII. Test Scheduling

A. Navigating the Test Scheduling Page

Students must be assigned to classes before tests can be scheduled (view section VI B, step 7). Test coordinators will need to schedule tests prior to administering the practice test. Scheduling a test assigns classes to tests, assigns the correct test form to students, creates the student logins, shows students' testing progress for the scheduled test, and provides the ability of adding test report codes. Schools do not need to add test report codes during the practice test but may choose to practice with this functionality prior to operational testing.

The Test Scheduling page, available to all user roles except Reports Access Only, manages classes that have been scheduled for computer-based tests. Select **Test Scheduling** on the Administration homepage top menu bar to access Test Scheduling.

Enrollment Transfer Classes Test Scheduling

In Table 2 below are descriptions of the features that are available on the Test Scheduling page. The numbered icons listed in Table 2 are shown in the screenshot that follows to indicate the location of the feature.

Table 2. Test Scheduling

Icons	Description
1	Filter the Scheduled Tests by selecting an option from one or more of the following drop-down lists: Organization, Program Name, Content Area, Test Name, and Testing Status (Not Started, In Progress, or Finished).
2	Select the green Schedule New Test button to schedule a new test.
3	Select Exports to Export Test Status or Export Students Not Scheduled for the selected test criteria, as well as Export Test Status and Student Logins for all tests. A PDF or .CSV file is downloaded to your computer.
4	Sort columns by clicking on a column heading. Select the search icon 🔍 next to the column heading and type the desired search criteria.
5	Select View Details/Student Logins to view the Scheduled Test Details page and print student logins.
6	Select Delete to delete a scheduled test. DTCs, STCs, and TCs can delete any test session that has not started. Once a student has logged in, the scheduled test cannot be deleted.

deSE MCAS Training Site

Home Site Readiness Students Enrollment Transfer Classes Test Scheduling Student Registration

Displaying scheduled tests for ELA_G3_Practice Test in Cyber Falls Sch3-003

1 Cyber Falls Sch3-003 (Cyber Falls) ELA
MCAS Training Grades 3-8 ELA_G3_Practice Test

2 Schedule New Test 3 Exports

Filter by testing status
All

4 School 🔍	Class 🔍	Testing Status 🔍	Created Date 🔍	Created By 🔍	5 View Details/Student Logins	6 Delete
Cyber Falls Sch3-003	Aarti Demo Class-(Grade -03)	In Progress	12/3/2024 9:16:36 AM	School TestCoordinator	View Details/Student Logins	Delete
Cyber Falls Sch3-003	Demo Teacher_Demo ELA Gr3-(Grade -03)	In Progress	12/3/2024 9:16:36 AM	School TestCoordinator	View Details/Student Logins	Delete

Showing 1 - 2 of 2

*Created date is in Eastern Standard Time.

B. Schedule a New Test

To schedule a test, follow the steps below:

1. Select the organization from the Organization drop-down menu.
2. Select the program from the Program drop-down menu (MCAS Training Grades 3-8 or MCAS Training High School).

3. Select the subject from the Subject drop-down menu.
4. Select a test from the Test drop-down menu.

Note: If the class is assigned to the Spanish/English edition of the test, be sure to select the Spanish/English edition in the drop-down menu.

5. Select the green **Schedule New Test** button.

Displaying scheduled tests for Grade 4 ELA Practice Test_Training Site in Cyber Valley Sch2-002

Cyber Valley Sch2-002 (Cyber Valley) ELA

MCAS Training Grades 3-8

Grade 4 ELA Practice Test_Training Site ☐ Show Expired Tests

Filter by testing status: All

Schedule New Test

Exports ▾

There are no tests scheduled that match the selected criteria.

The **Schedule Tests** page will display a list of classes available to schedule. Classes listed here are shown based on the content area and grade selected at the time the class was created.

Schedule Tests

1 form selected. Please select class(es) to proceed with scheduling.

Content Area: ELA Program: MCAS Training Grades ...

Test: Grade 4 ELA Practice Test_Training Site

Search for Classes: Cyber Valley Sch2-002 (Cyber Valley)

Classes: **Select All** **Unselect All**

ELA04-Martin 207-001002-(Grade -04)

ELA04-Davis 103-001002-(Grade -04)

Start Date: 08/28/2025 End Date: 01/10/2026 Time Zone: Eastern

Schedule **Cancel**

6. Select one or more classes to schedule or click **Select All** to schedule the test for all classes in the list. Multiple classes may be assigned to the same test.

7. Select **Schedule** when you are done in order to schedule the test. The start date and end date are not editable. Practice tests will be open and available to schedule throughout the year.

Schedule Tests

1 form selected for scheduling 1 class.

Content Area: ELA Program: MCAS Training Grades ...

Test: Grade 4 ELA Practice Test_Training Site

Search for Classes: Cyber Valley Sch2-002 (Cyber Valley)

Classes: Select All Unselect All

- ELA04-Martin 207-001002-(Grade -04)
- ELA04-Davis 103-001002-(Grade -04)

Start Date: 08/28/2025 End Date: 01/10/2026 Time Zone: Eastern

Schedule Cancel

C. View Scheduled Test Details

To view details for a scheduled test, follow the steps below:

1. On the Test Scheduling page, use the drop-down menus (Organization, Program, Subject, and Test Name) to filter for the scheduled test.
2. The scheduled classes for the selected test will be shown.
3. Locate the class in the scheduled tests table and select **View Details/Student Logins** to view the scheduled test details.

MCAS Training Site

[Home](#)
[Students](#)
[Enrollment Transfer](#)
[Classes](#)
[Test Scheduling](#)
[Student Registration](#)

[District Coordinator](#)
[MCAS Resource Center](#)
[Logout](#)

Displaying scheduled tests for Grade 4 ELA Practice Test_Training Site in Cyber Valley Sch2-002

Cyber Valley Sch2-002 (Cyber Valley)

ELA

MCAS Training Grades 3-8

Schedule New Test

Exports

Grade 4 ELA Practice Test_Training Site

☐ Show Expired Tests

Filter by testing status

All

School	Class	Testing Status	Created Date	Created By	
Cyber Valley Sch2-002	ELA04-Davis 103-001002-(Grade -04)	In Progress	8/28/2025 10:14:08 AM	District Coordinator	View Details/Student Logins Delete
Cyber Valley Sch2-002	ELA04-Martin 207-001002-(Grade -04)	In Progress	8/28/2025 10:14:08 AM	District Coordinator	View Details/Student Logins Delete

Showing 1 - 2 of 2

*Created date is in Eastern Standard Time.

The Scheduled Test Details page displays a roster of the students in the class, including the following information:

- Student's first and last name
- Student's username and password
- Test form assigned to the student
- Date and time when student test logins were generated
- Test report codes (explained in [Part VI](#) of this guide)
- Test status (Not Started, In Progress, or Finished)
- Date and time when the test was started and completed

Note: Access codes are only available for operational testing. Access codes are not available on the MCAS Training Site.

Note: The Test Status will be updated after a student has started or completed their test with a status of In Progress or Finished. The date and time when the test was started and completed will also be filled in accordingly. This page does not update in real time. The page will need to be refreshed for the most current information for each student.

Export Logins for Selected Students Add Report Code										
☐	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
☐	Student	Demo	9999910018	S99WBT9V	Grade 4 ELA Practice Test	08/28/2025 10:14:08 AM	+	Session 1 :Not Started		
☐	Student	Demo	9999910017	WXG5BNSF	Grade 4 ELA Practice Test	08/28/2025 10:14:08 AM	+	Session 1 :Not Started		
☐	Student	Demo	9999910016	4QD32NJA	Grade 4 ELA Practice Test	08/28/2025 10:14:08 AM	+	Session 1 :Not Started		
☐	Student	Demo	9999910015	D98GQM2N	Grade 4 ELA Practice Test	08/28/2025 10:14:08 AM	+	Session 1 :Not Started		
☐	Student	Demo	9999910014	H28VBBP6	Grade 4 ELA Practice Test	08/28/2025 10:14:08 AM	+	Session 1 :Not Started		
☐	Student	Demo	9999910013	KE7RFG7X	Grade 4 ELA Practice Test	08/28/2025 10:14:08 AM	+	Session 1 :Not Started		
☐	Student	Demo	9999910012	SNZ8NTJK	Grade 4 ELA Practice Test	08/28/2025 10:14:08 AM	+	Session 1 :Not Started		

Showing 1 - 7 of 7

- **New for 2025–26:** On the **Progress View** tab, the following information will be shown for each student:
 - Student’s first and last name
 - Form assigned to the student
 - Session Progress: A progress bar showing how many questions the student has answered and how many questions the student has not answered in a session
 - Number of Items Visited in a session
 - Last Viewed: The last question the student viewed in the session
 - Last Activity: A timestamp when the last response was received for the test session.
 - Time Spent on the test session
 - Status (Not Started, In Progress, or Finished): Test administrators should ensure all tested students are in Finished status at the end of each test session.

Note: Review the progress view and test status to ensure the session has been completed and the test is marked Finished.

Scheduling Details		Progress View							
Last Name	First Name	Form Name	Session	Session Progress	Number of Items Visited	Last Viewed	Last Activity	Time Spent	Status
Student	Demo	Grade 4 ELA Practice Test	Session 1	0 answered 19 not answered 0 items answered					Not Started
Student	Demo	Grade 4 ELA Practice Test	Session 1	0 answered 19 not answered 0 items answered					Not Started
Student	Demo	Grade 4 ELA Practice Test	Session 1	0 answered 19 not answered 0 items answered					Not Started
Student	Demo	Grade 4 ELA Practice Test	Session 1	0 answered 19 not answered 0 items answered					Not Started
Student	Demo	Grade 4 ELA Practice Test	Session 1	0 answered 19 not answered 0 items answered					Not Started
Student	Demo	Grade 4 ELA Practice Test	Session 1	0 answered 19 not answered 0 items answered					Not Started

VIII. Preparing for the Practice Test

A. Print Student Logins

Student logins include a username and password to log in to the practice tests and are generated for each student scheduled to a test. Student logins can be exported from the Scheduled Test Details page as a PDF or .CSV file for individual students or in bulk for a scheduled test.

Note: If students were added to the class after the test was scheduled, the **Add or Update Students** button will appear at the top of the Scheduled Test Details page. Select the **Add or Update Students** button to update the scheduled test with the new or updated students before exporting student logins.

Scheduled Test

[« Back](#) [Edit Scheduled Test](#)

District: Cyber City

School : Cyber City Sch 001

Administration: Massachusetts Admin

Content Area: Science

Class: Smith RM201 PHYFEB 001

Test Name: Feb 2025 Physics

Testing Window: 12/23/2024 to 01/17/2025

Test is in progress. It ends on **01/17/2025**. Students may log in and take the test using their username and password shown below.

Add or Update Students

Students have been added to the test or received updated forms or accommodations. You must click the "Add or Update Students" button to generate new logins for these students.

[Add or Update Students](#)

[Export Logins for Selected Students](#)

[Unlock](#)

To export student logins as a PDF, follow the steps below:

1. Locate the class in the scheduled tests table and select **View Details/Student Logins** to view the scheduled test details.

dese MCAS Training Site | Home | Students | Enrollment Transfer | Classes | Test Scheduling | Student Registration

District Coordinator | MCAS Resource Center | Logout

Displaying scheduled tests for Grade 4 ELA Practice Test_Training Site in Cyber Valley Sch2-002

Cyber Valley Sch2-002 (Cyber Valley) | ELA | MCAS Training Grades 3-8 | Schedule New Test | Exports ▾

Grade 4 ELA Practice Test_Training Site ☐ Show Expired Tests

Filter by testing status: All

School	Class	Testing Status	Created Date	Created By	
Cyber Valley Sch2-002	ELA04-Davis 103-001002-(Grade -04)	In Progress	8/28/2025 10:14:08 AM	District Coordinator	View Details/Student Logins Delete
Cyber Valley Sch2-002	ELA04-Martin 207-001002-(Grade -04)	In Progress	8/28/2025 10:14:08 AM	District Coordinator	View Details/Student Logins Delete

Showing 1 - 2 of 2

*Created date is in Eastern Standard Time.

2. Select the students whose login information will be printed. To select all the students scheduled, select the check box in the top-left corner of the header row. To select individual students, select the check box next to each student's name as shown in the screenshot below.

Export Logins for Selected Students (7) | Add Report Code (7)

☒	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
☒	Student	Demo	9999910018	S99WBT9V	Grade 4 ELA Practice Test	08/28/2025 10:14:08 AM	+	Session 1 :Not Started		
☒	Student	Demo	9999910017	WXG5BNSF	Grade 4 ELA Practice Test	08/28/2025 10:14:08 AM	+	Session 1 :Not Started		
☒	Student	Demo	9999910016	4QD32NJA	Grade 4 ELA Practice Test	08/28/2025 10:14:08 AM	+	Session 1 :Not Started		
☒	Student	Demo	9999910015	D98GQM2N	Grade 4 ELA Practice Test	08/28/2025 10:14:08 AM	+	Session 1 :Not Started		
☒	Student	Demo	9999910014	H28VBBP6	Grade 4 ELA Practice Test	08/28/2025 10:14:08 AM	+	Session 1 :Not Started		
☒	Student	Demo	9999910013	KE7RFG7X	Grade 4 ELA Practice Test	08/28/2025 10:14:08 AM	+	Session 1 :Not Started		
☒	Student	Demo	9999910012	SNZ8NTJK	Grade 4 ELA Practice Test	08/28/2025 10:14:08 AM	+	Session 1 :Not Started		

3. Select **Export Logins**. In this example, there are seven logins for the seven selected students from the screenshot above.

Export Logins for Selected Students (7) | Add Report Code (7)

4. A pop-up will be shown with the option to choose PDF or CSV. Select **PDF**.
5. Select the number of student logins to be printed per page (1, 8, or 27 logins per page), and then select **Export**.

Export Logins

Select a format of the export:

☒ PDF ☐ CSV

Select the number of logins to be printed:

8 logins per page ▼

Export Cancel

- The student logins are exported to a PDF file. The first page of the PDF file is a cover sheet for the test administrator, listing the students in the scheduled class along with their login information, and accommodations assigned. Test administrators should review this prior to testing to ensure students have the correct accommodations before students log in to the test.

Class Name: ELA04-Martin 207-001002-(Grade -04) Test Name: Grade 4 ELA Practice Test_Training Site Testing Window: 8/28/2025 to 1/10/2026				
Student Name	Date of Birth	Username	Password	Accommodations
Student, Demo	11/17/2014	9999910018	S99WBT9V	
Student, Demo	11/16/2014	9999910017	WXG5BNSF	ELA04- (Mouse Pointer)
Student, Demo	11/15/2014	9999910016	4QD32NJA	ELA04- (Mouse Pointer)
Student, Demo	11/14/2014	9999910015	D98GQM2N	
Student, Demo	11/13/2014	9999910014	H28VBBP6	
Student, Demo	11/12/2014	9999910013	KE7RFG7X	
Student, Demo	11/11/2014	9999910012	SNZ8NTJK	

Following the cover sheet will be the student logins. Each login displays the student's name, date of birth, test name, username, and password.

Student, Demo DOB:11/17/2014 Grade 4 ELA Practice Test Username: 9999910018 Password: S99WBT9V	Student, Demo DOB:11/16/2014 Grade 4 ELA Practice Test Username: 9999910017 Password: WXG5BNSF
Student, Demo DOB:11/15/2014 Grade 4 ELA Practice Test Username: 9999910016 Password: 4QD32NJA	Student, Demo DOB:11/14/2014 Grade 4 ELA Practice Test Username: 9999910015 Password: D98GQM2N

To export student logins as a .CSV, follow the steps below:

1. Select the students whose login information will be printed. To select all the students scheduled, select the check box in the top-left corner of the header row. To select individual students, select the check box next to each student's name.
2. Select **Export Logins**. A pop-up will appear with the option to choose PDF or CSV; select **CSV**.
3. Select **Export**.
4. A .CSV file listing the students in the scheduled class along with their login information and accommodations assigned will be downloaded. Test administrators should review this prior to testing to ensure students have the correct accommodations before students log in to the test.

	A	B	C	D	E	F	G	H
1	Listing Test Logins for ELA04-Martin 207-001002-(Grade -04)							
2	Last Name	First Name	Middle Initial	DOB	Username	Password	Test Name	Accommodations
3	Student	Demo		11/17/2014	9999910018	S99WBT9V	Grade 4 ELA Practice Test_Training Site	
4	Student	Demo		11/16/2014	9999910017	WXG5BNSF	Grade 4 ELA Practice Test_Training Site	ELA04-(Mouse Pointer)
5	Student	Demo		11/15/2014	9999910016	4QD32NJA	Grade 4 ELA Practice Test_Training Site	ELA04-(Mouse Pointer)
6	Student	Demo		11/14/2014	9999910015	D98GQM2N	Grade 4 ELA Practice Test_Training Site	
7	Student	Demo		11/13/2014	9999910014	H28VBBP6	Grade 4 ELA Practice Test_Training Site	
8	Student	Demo		11/12/2014	9999910013	KE7RF67X	Grade 4 ELA Practice Test_Training Site	
9	Student	Demo		11/11/2014	9999910012	SNZ8NTJK	Grade 4 ELA Practice Test_Training Site	
10								

To export student logins in bulk as a .PDF for a scheduled test, follow the steps below:

1. Select the program from the **Program** drop-down menu.
2. Select the subject from the **Subject** drop-down menu.
3. Select the test from the **Test** drop-down menu.
4. Then select **Exports** to expand the exports menu.

dese MCAS Training Site Home Students Enrollment Transfer Classes Test Scheduling Student Registration Demo DTC MCAS Resource Center Log Out

Displaying scheduled tests for 2026 Grade 8 ELA Practice Test Accommodations in Cyber City Sch DLV1

1 Cyber City Sch DLV1 (Cyber City) 2 ELA

3 MCAS Training Grades 3-8

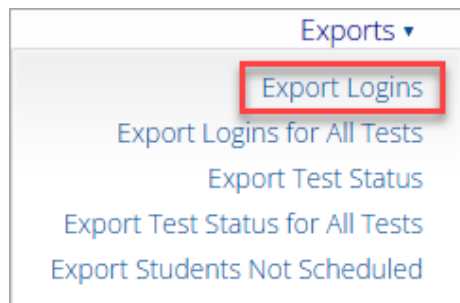
4 2026 Grade 8 ELA Practice Test Accommodations

Filter by testing status: All

Schedule New Test Exports

School	Class	Testing Status	Created Date	Created By	
Cyber City Sch DLV1	Reading-(Grade -08)	In Progress	1/15/2026 2:22:36 PM	Demo DTC	View Details/Student Logins Delete

5. Select Export Logins.



- A pop-up will be shown with the option of choosing PDF or CSV. Select **PDF**.
- Select the number of student logins to be printed per page (1, 8, or 27), and then click **Export**.

Export Logins X

Select a format of the export:

☒ PDF ☐ CSV

Select the number of logins to be printed:

8 logins per page

Export Cancel

- A pop-up message will appear to notify the user that the results are available in Downloads and will contain a clickable link to access Downloads.

A logins export was created with download ID 38963.
Results will be available in [Downloads](#).

- To download the login export, navigate to the **Downloads** section from the MCAS Portal homepage to access the file.

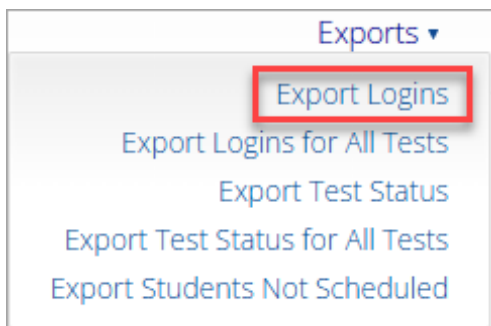
ID	Type	Date Created (CST)	Status	Actions
38963	Export Logins	1/22/2026 10:34:27 AM	Succeeded	Download Result Archive

To export student logins in bulk as a .CSV for a scheduled test, follow the steps below:

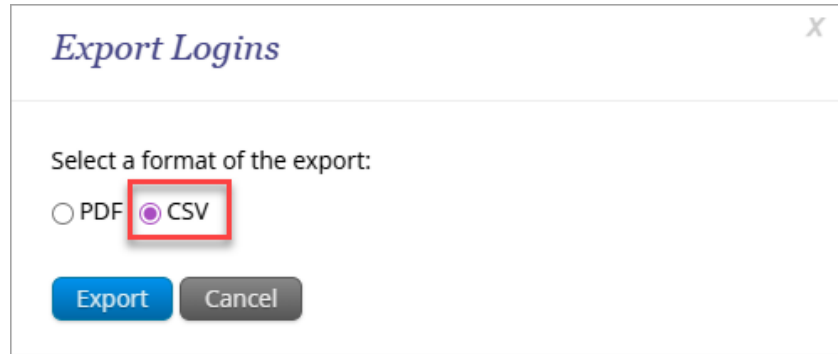
- Select the program from the **Program** drop-down menu.
- Select the subject from the **Subject** drop-down menu.
- Select the test from the **Test** drop-down menu.
- Then select **Exports** to expand the exports menu.

School	Class	Testing Status	Created Date	Created By	View Details/Student Logins	Delete
Cyber City Sch DLV1	Reading-(Grade -08)	In Progress	1/15/2026 2:22:36 PM	Demo DTC	View Details/Student Logins	Delete

- Select **Export Logins**.



- A pop-up will be shown with the option of choosing PDF or CSV. Select CSV, then click **Export**.



Export Logins

Select a format of the export:

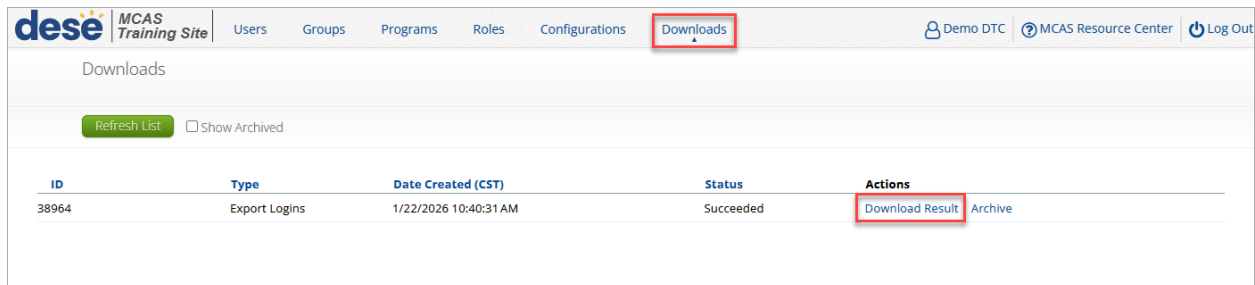
☐ PDF ☒ CSV

[Export](#) [Cancel](#)

7. A pop-up message will appear to notify the user that the results are available in Downloads and will contain a clickable link to access Downloads.

**A logins export was created with download ID 38964.
Results will be available in [Downloads](#).**

8. To download the login export, navigate to the **Downloads** section from the MCAS Portal homepage to access the file.



dese	MCAS Training Site	Users	Groups	Programs	Roles	Configurations	Downloads	Demo DTC	MCAS Resource Center	Log Out
Downloads										
Refresh List ☐ Show Archived										
ID	Type	Date Created (CST)	Status	Actions						
38964	Export Logins	1/22/2026 10:40:31 AM	Succeeded	Download Result	Archive					

B. Human Reader/Human Signer Sessions

Schools will need to create separate classes for each group of students receiving the human read-aloud or human signer accommodation (five students maximum per group). For computer-based testing, schools may choose to have test administrators read the test over the student's shoulder or create test administrator logins so that test administrators can log in to their own test on their own device in order to read aloud.

If using test administrator logins, test administrators will need their own computer to sign in to their own version of the test. (Students will sign in and record responses using their student logins.)

View the sample test administrator login below. For test administrator logins, the last name should be entered as TA LOGIN, the date of birth as 1/1/1900, and the SASID as the school code + 01, 02, 03, etc. Test coordinators should refer to the steps outlined in [Appendix F of the Accessibility and Accommodations Manual](#): Procedures for Creating Test Administrator Logins for Human Read-Aloud and Human Signer.

Ta Login, John
DOB: 1/1/1900
Biology Practice Test_Tra

Username: 7766555501
Password: jyqqt84e

IX. The Day of the Practice Test

Test coordinators should:

1. **Distribute student logins and test administrator logins if applicable:** Ensure that test administrators have the student logins for all students assigned to them, and test administrator logins for the Human Read-Aloud and Human Signer accommodations, if applicable. Make sure that you do not hand out test administrator logins to students.
2. Direct test administrators and students to their assigned testing locations.
3. **Conduct the test sessions:** Test administrators will have the students log in to the practice test through <https://mcas-training.cognia.org/student>. The following section contains steps for test administrator during the practice test.
4. **Oversee practice testing:** During each test session, principals or school test coordinators should monitor the administration to ensure that testing is being completed as expected.
5. **Complete testing:** Refer to page 1 for information on the number of test sessions students should complete for each subject.
6. **Debrief with the test administration team:** Test coordinators should collect feedback from test administrators, technology coordinators, and other staff, and reach out to DESE or to the MCAS Service Center with questions.

X. Steps for the Test Administrator to Administer the Practice Test

A. Materials needed for Practice Test

1. You will need the following materials available in your testing space prior to the practice test:
 - testing devices for students

- a computer to monitor testing sessions
 - **Note:** if using a test administrator login for the human read-aloud or human signer accommodation, test administrators will also need a device from which to log in to the MCAS Student Kiosk.
2. **Prior to the practice test, you will receive the following materials for students assigned to you by the principal or school test coordinator:**
 - student logins
 - test administrator logins for Human Reader or Human Signer accommodations, if applicable
 - scratch paper and pencils
 3. **Additional preparations for computer-based testing**
 - Ensure all devices to be used for testing are charged.
 - Make sure sufficient power cords and power strips are available.
 - Confirm that accessories, such as external keyboards for tablets and headphones for students using the text-to-speech edition, are available and in working order prior to testing.
 4. **Before Students Arrive**
 - You may choose to write the practice test URL on the board: <https://mcas-training.cognia.org/student>

B. Administer the Practice Test

Refer to pages 14 and 15 of the [Spring CBT Test Administrator's Manual](#) for information on which tools, including calculators, rulers, and reference sheets, students are allowed during each test session.

The following script is to assist test administrators with the administration of the practice test. Unlike the scripts in the Test Administrator's Manuals for use during testing, test administrators are not required to read this script verbatim.

1. Direct students to the following URL: <https://mcas-training.cognia.org/student>
2. Once all students are at the correct webpage, say to students:
"We will now begin a practice test that will help you understand how to answer questions on the MCAS test for _____" (say the name of the subject you are administering).

The practice test has the same kinds of questions as the actual test, but your answers to questions on this practice test do not count toward your MCAS score.

Additionally, today you will have the opportunity to practice using the online tools that you will have on the actual test."

3. Then say to students:

“I will now distribute scratch paper for you to use during the session. If at any point you need more, raise your hand and I will give you an additional sheet. You may have up to three pages of scratch paper at one time.”

4. Then say:
“I will now distribute the student logins. Do not sign in until I instruct you to do so.”
5. Distribute the student logins. If you are administering a test with a human reader or human signer, make sure you do not hand out test administrator logins.
6. Say to students:
“Now, on the computer, enter the username that is shown on the sheet I just gave you. Your username is a number that is 10 digits long.”

Assist any students who need help entering their usernames. Then say:

“Now, on the computer, enter the password that is shown on the sheet.”

Assist any students who need help entering their passwords. Then say:

“Now, click the button that says ‘Sign In.’”

Walk around the room and make sure that all students have successfully signed in. Assist any students who did not successfully sign in. You may retype usernames and passwords for students, if necessary. Either collect the student logins at this time, or at the end of the session.

7. Once students are properly signed in, say:
“Your computer screen should now be at the ‘Hello’ screen. Please keep your testing ticket with you and do not use it for scratch paper. I will need to collect it at the end of this test session.

Click the blue button on the screen that says ‘Session 1.’

8. Then say:
“If you are taking the test with certain accessibility features or accommodations, you will have an options screen that lists those features. Please click the ‘Continue’ button.”

Please raise your hand if you are not on the screen with Session 1 directions.”

9. Pause to confirm that students are on the correct screen. Then say to all students:
“You may read the directions and begin the practice test.”
10. At the end of the session, say to any students still working:
“This is the end of the time scheduled for this session. Navigate to the last question of the test and click the green Finish button. You should now be on the test review screen. This screen displays a list of the questions, and your answer status for each question. Click the ‘Turn In’ button to submit the test. You will be prompted one final time to confirm that you wish to turn in the test, click ‘Turn In’ and you will be shown your results.”

11. Collect scratch paper, pencils, and logins from students.

IX. Monitoring the Practice Test

A. How to Monitor Test Sessions and Session Statuses

To monitor test sessions and student session statuses, navigate to the **Scheduled Test Details** page by locating the scheduled class on the Test Scheduling page in the scheduled tests table and select **View Details/Student Logins** to view the scheduled test details. The Scheduled Test Details page will default to **Scheduling Details**, and the following information is shown for each student:

- Student's first and last name
- Student's username and password
- Test form assigned to the student
- Date and time when new student test logins were generated
- Test report codes
- Test status (Not Started, In Progress, or Finished)
- Date and time when the test was started and completed

The Test Status will update after a student has started or completed their test with a status of In Progress or Finished. The date and time when the test was started and completed will also be filled in accordingly.

Export Logins for Selected Students		Add Report Code									
☐	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed	
☐	Student	Demo	9999910018	S99WBT9V	Grade 4 ELA Practice Test	08/28/2025 10:14:08 AM	+	Session 1 :Not Started			
☐	Student	Demo	9999910017	WXG5BNSF	Grade 4 ELA Practice Test	08/28/2025 10:14:08 AM	+	Session 1 :Not Started			
☐	Student	Demo	9999910016	4QD32NJA	Grade 4 ELA Practice Test	08/28/2025 10:14:08 AM	+	Session 1 :Not Started			
☐	Student	Demo	9999910015	D98GQM2N	Grade 4 ELA Practice Test	08/28/2025 10:14:08 AM	+	Session 1 :Not Started			
☐	Student	Demo	9999910014	H28VBBP6	Grade 4 ELA Practice Test	08/28/2025 10:14:08 AM	+	Session 1 :Not Started			
☐	Student	Demo	9999910013	KE7RFG7X	Grade 4 ELA Practice Test	08/28/2025 10:14:08 AM	+	Session 1 :Not Started			
☐	Student	Demo	9999910012	SNZ8NTJK	Grade 4 ELA Practice Test	08/28/2025 10:14:08 AM	+	Session 1 :Not Started			

Note: This page does not update in real time. The page will need to be refreshed for the most current information for each student.

To monitor student test progress, select **Progress View**. The following information will be shown for each student:

- Student's first and last name

- Form assigned to the student
- Session Progress: A progress bar showing how many questions the student has answered and how many questions the student has not answered in a session
- Number of Items Visited in a session
- Last Viewed: The last question the student viewed in the session
- Last Activity: A timestamp when the last response was received for the test session
- Time Spent on the test session
- Status (Not Started, In Progress, or Finished)

Scheduling Details		Progress View								
Last Name	First Name	Form Name	Session	Session Progress	Number of Items Visited	Last Viewed	Last Activity	Time Spent	Status	
Student	Demo	Grade 4 ELA Practice Test	Session 1	0 answered 19 not answered 0 items answered						Not Started
Student	Demo	Grade 4 ELA Practice Test	Session 1	0 answered 19 not answered 0 items answered						Not Started
Student	Demo	Grade 4 ELA Practice Test	Session 1	0 answered 19 not answered 0 items answered						Not Started
Student	Demo	Grade 4 ELA Practice Test	Session 1	0 answered 19 not answered 0 items answered						Not Started
Student	Demo	Grade 4 ELA Practice Test	Session 1	0 answered 19 not answered 0 items answered						Not Started
Student	Demo	Grade 4 ELA Practice Test	Session 1	0 answered 19 not answered 0 items answered						Not Started

The students' progress for each session in the test will be displayed. A progress bar showing the number of questions a student has visited, the number of questions answered, and the number of questions not answered for each student will be shown. In the Last Viewed column, test administrators can view the last question the student viewed. The Last Activity Column displays the date and time when the last response was received for the test session. The Time Spent Column displays the amount of time the student spent in their test session. The Status column displays the students' test status as Not Started, In Progress, or Finished.

Note: This page refreshes every 60 seconds.

B. Reactivate Student Tests

If a student submits their test and it needs to be reopened, only an individual with the district test coordinator role can reactivate student tests; reactivation cannot be done at the school level. Schools should contact their district test coordinator for assistance, who can reactivate tests with the following steps.

District test coordinators can reactivate a student's test by clicking on the **Reactivate** link from the Scheduled Test Details page. A test can only be reactivated if the status is listed as **Finished**.

☐	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
☐	Demo	Frankin	6654212222	a757ffn6	ELA_G3_Form 1	01/07/2025 11:06:44 AM	+	Session 1: Finished (Reactivate) Session 2: Finished (Reactivate)	1/7/2025 12:53:22 PM 1/7/2025 12:54:06 PM	1/7/2025 12:54:00 PM 1/7/2025 12:54:18 PM

When a student's test is reactivated, their test status will display in the MCAS Training Site as **In Progress**, but their previously listed Date/Time Completed will remain the same until they have completed the test after it was reactivated.

C. Exports

Schools may find the following reports useful as they track the preparation and completion of the practice tests.

1. Export Test Status

Export Test Status is a feature that is available to district test coordinators and school test coordinators that provides a .CSV file listing every student and their completion status per test of the currently selected school and test. The report will only appear at the school level; if a district is selected on the Test Scheduling page, the report will not appear. Schools may want to use this report to view how many students are still in Not Started or In Progress status for a particular test.

To download a file with the test status of all students in the selected school, on the Test Scheduling page, select the organization, program, subject, and test name in the drop-down menus. Then, select **Exports** and then select **Export Test Status**.

The screenshot shows the MCAS Training Site interface. At the top, there's a navigation bar with links: Home, Students, Enrollment Transfer, Classes, Test Scheduling (active), and Student Registration. Below this, there's a header for "Cyber Valley Sch2-002 (Cyber Valley)" and "ELA". A dropdown menu for "MCAS Training Grades 3-8" is open, showing "Grade 4 ELA Practice Test_Training Site" selected. A checkbox for "Show Expired Tests" is present. A "Filter by testing status" dropdown is set to "All". A green "Schedule New Test" button is visible. On the right, an "Exports" dropdown menu is open, showing options: "Export Logins", "Export Logins for All Tests", "Export Test Status" (highlighted with a red box), "Export Test Status for All Tests", and "Export Students Not Scheduled". Below the filters, a table displays test results for two students: "Cyber Valley Sch2-002" and "ELA04-Davis 103-001002-(Grade -04)" and "Cyber Valley Sch2-002" and "ELA04-Martin 207-001002-(Grade -04)". Both are in "In Progress" status, created on "8/28/2025 10:14:08 AM" by "District Coordinator". Links for "View Details/Student Logins" and "Delete" are provided for each row. At the bottom, it says "Showing 1 - 2 of 2" and "*Created date is in Eastern Standard Time."

A .CSV file listing every student and their completion status per test of the currently selected school and test will be downloaded. To filter the results before exporting, set

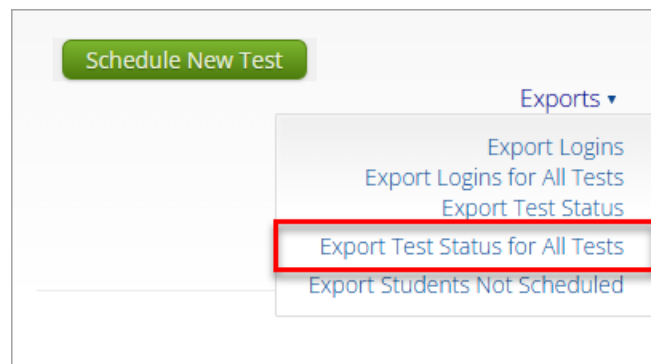
the **Filter by testing status** drop-down to the desired testing status and then select **Export Test Status**.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Last Name	First Name	SSID	Grade Level	Test Name	Class Name	School	Session Name	DateTimeStartedTestSession	DateTimeEndedTestSession	Test Report Code	StudentTestStatus	
2	Annieqaam	James	2222345685	05	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 1	1/14/2025 15:06	1/14/2025 15:11		Finished	
3	Annieqaam	James	2222345685	05	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 2				Not Started	
4	Buchannon	Artqa	2222345694	05	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 2				Not Started	
5	Buchannon	Artqa	2222345694	05	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 1	1/14/2025 15:05			In Progress	
6	Dennis	Hiediqa	2222345689	05	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 2				Not Started	
7	Dennis	Hiediqa	2222345689	05	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 1				Not Started	

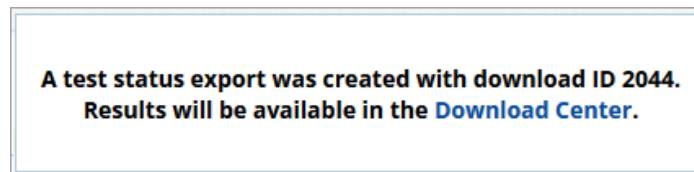
2. Export Test Status for All Tests

Export Test Status for All Tests is a feature available to district test coordinators and school test coordinators that provides a .CSV file listing every student and their completion status per session for all tests of the currently selected district/school, program, and content area. Schools and districts may want to use this report to view how many students are still in Not Started or In Progress status across the school or district.

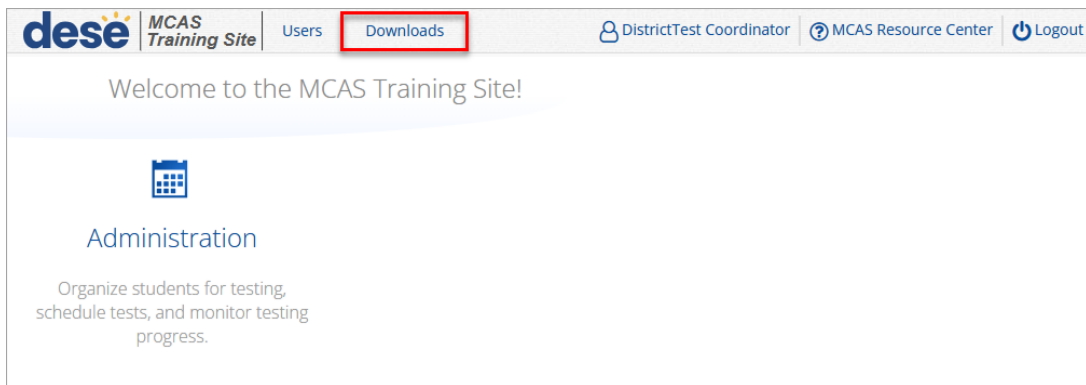
On the Test Scheduling page, use the drop-down menus (Organization, Program, and Subject) to filter for the scheduled tests. Select **Exports** then **Export Test Status for All Tests** to download a file with the test status of all students for all tests in the selected school or district.



A pop-up message will appear indicating the downloaded file will be available in the Downloads section of the MCAS Training Site.



Once the file has completed processing, the user will receive an email indicating that the file is available to download. Navigate to the **Downloads** section from the MCAS Training Site homepage to access the file.



A table will appear with the files available to download. Select **Download Result** to download the **Export Test Status for All Tests** file.

dese	MCAS Training Site	Users	Downloads	DistrictTest Coordinator	MCAS Resource Center	Logout
Downloads						
Refresh List ☐ Show Archived						
ID	Type	Date Created (CST)	Status	Actions		
2044	Export Test Status for All Tests	12/3/2024 9:40:02 AM	Succeeded	Download Result	Archive	

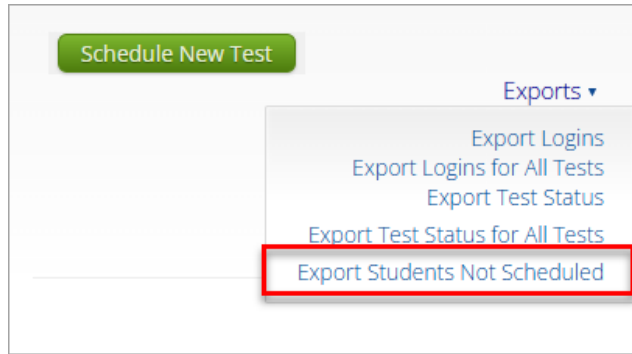
A .CSV file listing every student and their completion status per session of the currently selected district/school, program, and content area will be downloaded.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Last Name	First Name	SSID	Grade Level	Test Name	Class Name	Program Name	District Name	School	District Code	School Code	Session Name	DateTimeStartedTestSession
2	ELAmathSci	Five	8888808005	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	0088I888	I888-001	Session 1	1/14/2025 15:06
3	ELAmathSci	Five	8888837055	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	0088I888	I888-001	Session 1	1/14/2025 15:06
4	ELAmathSci	Five	8888837005	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	0088I888	I888-001	Session 1	1/14/2025 15:06
5	ELAmathSci	Five	8888877055	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	0088I888	I888-001	Session 1	
6	ELAmathSci	Five	8888877005	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	0088I888	I888-001	Session 1	
7	ELAmathSci	Five	8888801055	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	0088I888	I888-001	Session 1	1/14/2025 15:05
8	ELAmathSci	Five	8888801005	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	0088I888	I888-001	Session 1	1/14/2025 15:05
9	ELAmathSci	Five	8888808055	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	0088I888	I888-001	Session 1	1/14/2025 15:05

3. Export Students Not Scheduled

Export Students Not Scheduled is a feature that is available to district and school test coordinators. The report will only appear at the school level; if a district is selected on the Test Scheduling page, the report will not appear. Schools may want to use this report to determine whether they have any students who have been registered but not scheduled for a test.

To download a file with a listing of students not scheduled for the selected school or test, select **Exports** then **Export Students Not Scheduled**.



A .CSV file listing every student not scheduled for the selected school and test will be downloaded.

	A	B	C	D	E	F	G	H
1	Last Name	First Name	Middle Initial	State Student ID	Student Grade	Class Name	Test Name	
2	Demo	Student		1234567293	3	Demo G3 Class-(Grade -03)	ELA_G3_Practice Test	
3	Doe	John	C	3636363636	3	MADI_G3_Class_Grade_Level-(Grade -03)	ELA_G3_Practice Test	
4	Demo	M		1000002125	3		ELA_G3_Practice Test	
5	Demo	Nik		6546365460	3	ELAClass85-(Grade -03)	ELA_G3_Practice Test	
6	Demo	Brand		5645646264	3		ELA_G3_Practice Test	

XI. Follow-Up

Once the practice test is complete, staff who participated in it should review their notes. Follow-up steps include the following:

- Share any notes on situations requiring test coordinator or technology coordinator support, and review decisions made to determine if any adjustments are needed for operational testing.
- Report any issues that were needed to be resolved with assistance from the MCAS Service Center to the principal or test coordinator.
- Schools are not required to utilize the Not Tested Codes for the practice tests, but they may need to do this for operational tests. Schools may choose to practice with this functionality on the Training Site. Instructions are provided below.
- Test administrators and test coordinators may review student responses in the Reporting component of the MCAS Training Site. View the instructions in [Part XII](#).

Optional for the Practice Test: Add Test Report Codes

Test coordinators can add test report codes to a test session for a student to indicate a reason the student did not attempt or complete a test. **Schools do not need to apply test codes for practice tests**, but they may choose to practice with this functionality.

Test report codes can be added in bulk for multiple students at once, or individually for a single student.

To add bulk test report codes, select the students in the student table of the Scheduled Test Details page, and select the **Add Report Code** button at the top of the table.

Filter by Session

Choose a Session

Export Logins for Selected Students (4)

Add Report Code (4)

☒	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
☒	Demo	Torrey	7082917002	5eqzqj36	ELA_G3_Form 1	12/03/2024 9:16:37 AM	+	Session 1:Not Started		
								Session 2:Not Started		
☒	DemoStudent	Jennifer	8852362215	64A83296	ELA_G3_Form 1	12/03/2024 9:32:15 AM	+	Session 1:Not Started		
								Session 2:Not Started		
☒	Student	One	1097291038	esnsf4tp	ELA_G3_Form 1	12/03/2024 9:16:37 AM	+	Session 1:Not Started		
								Session 2:Not Started		
☒	Student	One N	1097291048	3qvs25sc	ELA_G3_Form 1	12/03/2024 9:16:37 AM	+	Session 1:Not Started		
								Session 2:Not Started		

To add a test report code for an individual student, locate the student in the list and select the **+** under the Test Report Code header.

☐	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
☐	Demo	Torrey	7082917002	5eqzqj36	ELA_G3_Form 1	12/03/2024 9:16:37 AM	+	Session 1:Not Started		
								Session 2:Not Started		
☐	DemoStudent	Jennifer	8852362215	64A83296	ELA_G3_Form 1	12/03/2024 9:32:15 AM	+	Session 1:Not Started		
								Session 2:Not Started		
☐	Student	One	1097291038	esnsf4tp	ELA_G3_Form 1	12/03/2024 9:16:37 AM	+	Session 1:Not Started		
								Session 2:Not Started		
☐	Student	One N	1097291048	3qvs25sc	ELA_G3_Form 1	12/03/2024 9:16:37 AM	+	Session 1:Not Started		
								Session 2:Not Started		

Select a test report code from the list and then select **Save**.

- **Note:** During operational testing, schools should contact DESE before adding the Void Other or Technical issue test report codes.

Displaying codes for Torrey Demo in ELA_G3_Practice Test

Test Report Codes (Clear)

☐ Medical absence
☐ Technical issue
☒ Void (wrong accommodation)
☐ Void (other)

You will receive a message that your changes were saved. Select **Close** and you will view an abbreviation for the code reflected in the test.

The abbreviations are as follows:

- Medical absence = MED
- Technical = TEC
- Void Wrong Accommodation = VWA
- Void Other = VO

☐	Last Name 🔍	First Name 🔍	Username 🔍	Password	Form Name 🔍	Date/Time Created	Test Report Code
☐	Demo	Torrey	7082917002	5eqz36	ELA_G3_Form 1	12/03/2024 9:16:37 AM	VWA

XII. Reporting

In the MCAS Training Site, district test coordinators, school test coordinators, and test administrators have access to the Reporting component to view reports for their students' practice tests that were completed through the MCAS Training Site. Test coordinators and test administrators can view roster reports and individual reports for their students. These reports will include the points that the students earned and their responses to multiple-choice and constructed-response questions.

To access the Reporting section in the MCAS Training Site, select the **Reporting** icon from the homepage.


MCAS Training Site
Users
Downloads
District TestCoordinator
MCAS Resource Center
Logout

Welcome to the MCAS Training Site!



Administration

Organize students for testing, schedule tests, and monitor testing progress.



Reporting

View summary and individual student results by test and content standards.

A. Students Included in Reports

- Test administrators and school test coordinators can view data for all students in their school who have completed practice tests through the MCAS Training Site.
- District test coordinators can view data for all students in their district who have completed practice tests through the MCAS Training Site.

B. Generating a Report

In Table 1 below are descriptions of the features and sections that are available on the Reporting homepage. The Reporting homepage allows users to select practice test results by various parameters.

Table 1. Reporting Homepage

Icons	Description
1	Select MCAS Training from the Program drop-down list.
2	Select one of the following from the Report drop-down list: • Roster View: provides dynamic access to practice test results for students within your organization. Interactive data analysis features allow users to further explore the data. Note: From the Roster View, users can also access Individual Student Reports for each student in the group. • Data Tools: provides the ability to create summary statistics and frequency distributions. Note: Data tools can also be accessed from the Roster View by selecting specific column headers.
3	Select the year.
4	Select a subject area.
5	Use the Organization menu to select a district or school(s) to which you have access.
6	Select the practice test from the Tests drop-down.
7	When you have finished specifying the parameters, select Get Report to generate your report.

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Shared Reports Download Center Help Recent Saved Reports Demo DTC

Back to MCAS Training Portal

1 Program: MCAS Training

2 Report: Roster View

3 Admin: 2024-2025

4 Subject: Mathematics Science ELA Civics

5 Organization: Cyber City

6 Tests: Biology Practice Test_Training Site (01/14/2025 - 01/10/2026)

7 Get Report

To customize the report, view section F: Customization Options below.

C. Navigating a Report

1. Upon generating a report, the selected parameters appear at the top of the page and the content of the report is displayed below (1).

</

2. To rearrange the report, sort columns by selecting a column header and selecting **Sort**. The data can be sorted into ascending or descending order, numerically or alphabetically (2).

← Back to MCAS Training Portal

Roster View: MCAS Training, Cyber City, 2024-2025, Science, Biology Practice Test_Training Site (01/14/2025 - 01/10/2026)

Last Name	First Name	SASID	Total Score			Item							
			Score	Max	%	1	2	3	4	5	6	7	8
Demo		9993362511	0	42	0		0		0		0		
Fortythree		4444444443	3	42	7	B	1	D	0		0		
StudentEight	DemoEight	1111111118	7	42	17	B	0	D	1	C	0	C	C

3. To change the number of records shown on each page of the report, select the **Options** icon in the upper right above the report, and then select a number from the menu next to **Groups Per Page** and select **Update** (3).

Note: Groups Per Page indicates how many student records will appear per page.

← Back to MCAS Training Portal

Roster View: MCAS Training, Cyber City, 2024-2025, Science, Biology Practice Test_Training Site (01/14/2025 - 01/10/2026)

Options Save Download Roster Student

Last Name	First Name	SASID	Score	Max	%	Item 1	Item 2
Demo	Student	9993362511	0	42	0		
Fortythree	Test	4444444443	3	42	7	B	1
StudentEight	DemoEight	1111111118	7	42	17	B	0

Fields Scores Search Filter

General Information Select All / Reset

District Name District Number School Name School Number Class Name

Form Name

Student Information Select All / Reset

Middle Initial SASID Date of Birth Student Grade

Demographics Select All / Reset

Gender First-year EL

Groups Per Page 20 Cancel Update

Page 1 of 1
Displaying 1-3 of 3

Jump to: 1 Go

4. Use the navigation buttons at the bottom of the report to navigate back and forth through the report pages or type a page number in the **Jump to** field, and then select **Go** (4).

← Back to MCAS Training Portal

Roster View: MCAS Training, Cyber City, 2024-2025, Science, Biology Practice Test_Training Site (01/14/2025 - 01/10/2026)

Options Save Download Roster Student

Last Name	First Name	SASID	Total Score			Items													
			Score	Max	%	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14
Demo	Student	9993362511	0	42	0		0		0		0		0		0	0	0	0	0
Fortythree	Test	4444444443	3	42	7	B	1	D	0		0		0	D	0	0	0	0	0
StudentEight	DemoEight	1111111118	7	42	17	B	0	D	1	C	0	C	C	1	B/D	0	0	0	D

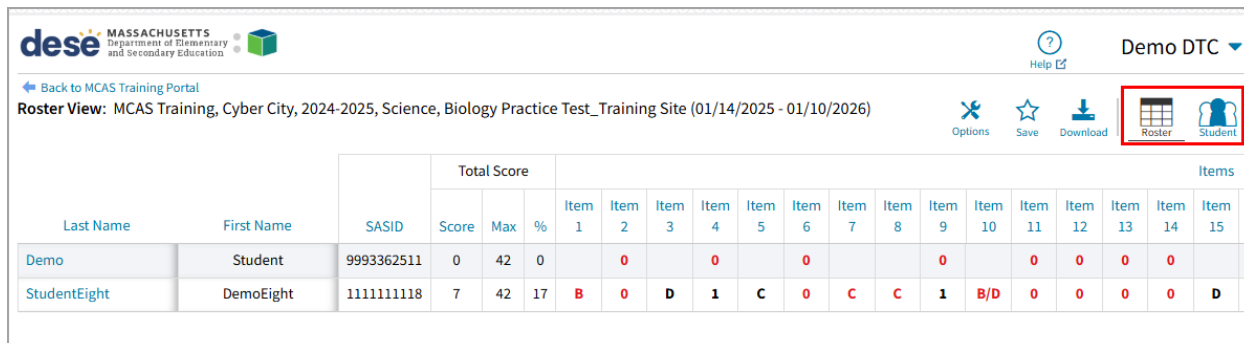
Page 1 of 1
Displaying 1-3 of 3

Jump to: 1 Go

D. Using Roster View and Student View

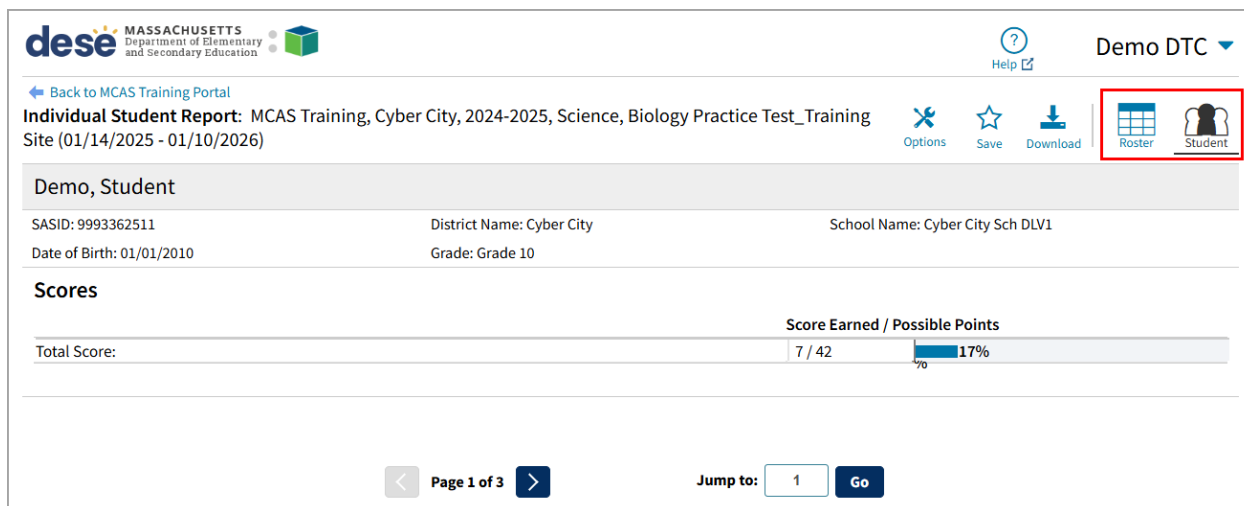
If you selected the **Roster View** report, you can select the **Roster** or **Student** icons above the report to change the view.

- The **Roster** view is configured as the default. It is a list of all students in the selected group.



Last Name	First Name	SASID	Total Score			Items														
			Score	Max	%	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15
Demo	Student	9993362511	0	42	0		0		0		0			0		0	0	0	0	
StudentEight	DemoEight	1111111118	7	42	17	B	0	D	1	C	0	C	C	1	B/D	0	0	0	0	D

- The **Student** view is a set of detailed individual student reports for each student in the selected group.



Demo, Student

SASID: 9993362511 District Name: Cyber City School Name: Cyber City Sch DLV1
Date of Birth: 01/01/2010 Grade: Grade 10

Scores

Score Earned / Possible Points

Total Score: 7 / 42 17%

Page 1 of 3 Jump to: 1 Go

Roster View

In the Roster View, users can view test questions, student responses, an analysis of student responses, and Individual Student Reports. The sections below describe how to use these features.

Item Preview

To preview a test question from the Roster View:

1. Select the item number, and then select **Item Preview**.

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Help Demo DTC

Back to MCAS Training Portal

Roster View: MCAS Training, Cyber City, 2024-2025, Science, Biology Practice Test_Training Site (01/14/2025 - 01/10/2026)

Options Save Download Roster Student

Last Name	First Name	SASID	Total Score		Items														
			Score	Max	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15
Demo	Student	9993362511	0	42	0						0			0		0	0	0	0
StudentEight	DemoEight	1111111118	7	42	17	B				C	0	C	C	1	B/D	0	0	0	D

Sort Item Preview Response Analysis

2. A preview of the test question will open in a new tab in your browser.

Item Preview Distractor Rationales

Images of the embryo and adult stages of three different organisms are shown.

Organism	Embryo	Adult
Grasshopper		
Spider		
Centipede		

Which of the following is the best conclusion that can be drawn from this evidence?

(A) Having similar embryos indicates that these organisms eat the same types of food.

(B) Having similar embryos indicates that these organisms live in a similar environment.

(C) Having similar embryos indicates that these organisms share a recent common ancestor.

(D) Having similar embryos indicates that a certain protein controls how many legs the adult organisms will have.

Response Preview

From the Roster View, you can preview how a student responded to questions in the practice test and view their constructed responses. For non-constructed response questions, the answer choice the student selected will show under the item number. For constructed-response questions, the column will have a score of NS (not scored). To preview a student's response (for both question types), follow the steps below:

1. Select the student's response for the item number, and then select **Response Preview**. In the screenshot below, the response "B" is selected for Item 1.

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Demo DTC

[Back to MCAS Training Portal](#)

Roster View: MCAS Training, Cyber City, 2024-2025, Science, Biology Practice Test_Training Site (01/14/2025 - 01/10/2026)

Options

Save

Download

Roster

Student

Last Name	First Name	SASID	Total Score			Items														
			Score	Max	%	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15
Demo	Student	9993362511	0	42	0		0		0		0			0		0	0	0	0	
StudentEight	DemoEight	1111111118	7	42	17	B	0	D	1	C	0	C	C	1	B/D	0	0	0	0	D

Response Preview

2. A preview of the question will open in a new tab in your browser showing the response that the student selected. The first example below shows a non-constructed response, the second shows a constructed response.

Student's Response

Distractor Rationales

Images of the embryo and adult stages of three different organisms are shown.

Organism	Embryo	Adult
Grasshopper		
Spider		
Centipede		

Which of the following is the best conclusion that can be drawn from this evidence?

(A) Having similar embryos indicates that these organisms eat the same types of food.

(B) Having similar embryos indicates that these organisms live in a similar environment.

(C) Having similar embryos indicates that these organisms share a recent common ancestor.

(D) Having similar embryos indicates that a certain protein controls how many legs the adult organisms will have.

Student's Response

Distractor Rationales

Male Polynesian field crickets typically “sing” to attract females by rubbing their wings together. When male field crickets sing, they not only attract female Polynesian field crickets, but they also attract female *Ormia* flies. When a female *Ormia* fly finds a male field cricket, she deposits larvae on the field cricket. The larvae burrow into and feed on the field cricket's body, eventually causing the cricket to die. Field crickets are the main food source of *Ormia* fly larvae.

Scientists studied Polynesian field crickets and *Ormia* flies on the Hawaiian island of Kauai over several years. They collected data on the number of male Polynesian field crickets found in an area on Kauai. They also determined whether the field crickets had the ability to sing. The data the scientists collected are shown in the table.

Year	Number of Males Found	Ability of Crickets to Sing
1993	72	Most had the ability to sing.
1995	52	Most had the ability to sing.
1999	5	Some had the ability to sing.
2004	133	Few had the ability to sing.
2005	145	Very few had the ability to sing.

When the number of male field crickets began to increase, the scientists found that most male field crickets were not able to sing; instead, they were silent. The scientists called

This question has two parts.

The *Ormia* fly was introduced by humans to the Hawaiian Islands and is considered an invasive species.

Part A

Describe **two** characteristics of an organism, such as the *Ormia* fly, that would allow it to become an invasive species.

This is only a test.

Part B

Explain why people are concerned about invasive species being introduced into an ecosystem.

Response Analysis

The Response Analysis View displays a summary of how students performed on an individual question.

To view an item's response analysis:

Select the item number (Item 1, Item 2, etc.), and then select **Response Analysis**. In the screenshot below, Item 3 has been selected.

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Back to MCAS Training Portal

Roster View: MCAS Training, Cyber City, 2024-2025, Science, Biology Practice Test_Training Site (01/14/2025 - 01/10/2026)

Help

Demo DTC

Options

Save

Download

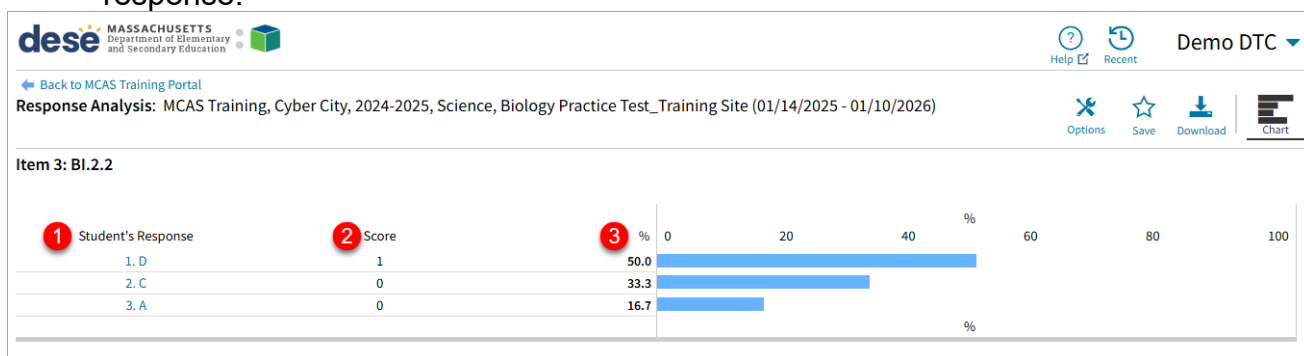
Roster

Student

Last Name	First Name	SASID	Total Score			Items															
			Score	Max	%	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15	Item 16
Demo	Student	9993362511	8	42	19	B	0	1	0	0	0	A	C	0	B/D	1	0	0	0	B	1
Fortythree	Test	4444444443	3	42	7	B	1	0	0	0	0			0	D	0	0	0	0		0
StudentEight	DemoEight	1111111118	7	42	17	B	0	0	0	0	0	C	C	1	B/D	0	0	0	0	D	0
StudentFour	DemoFour	1111111114	3	42	7	B	0	A	0	C	0	C	B	0	B/D	0	0	0	1	C	0
StudentNine	DemoNine	1111111119	8	42	19	A	0	D	0	C	0	A	D	0	A/E	1	1	0	0	C	0
StudentSeven	DemoSeven	1111111117	7	42	17	C	0	C	0	B	1	D	A	1	A/B	0	0	0	0	C	0

A report on the selected question will open, displaying the following information.

- The first column of the response analysis displays every response type that was selected across all students for this item. **(1)**.
- The second column indicates the score earned for that response, indicating which response was correct **(2)**.
- The third column displays the percentage of students who selected each available response for the selected item **(3)**.
- You can hover over each bar to view the number of students who selected that response.



Student (Individual Student Report)

From the **Roster View**, users can select the **Student** icon to access **Individual Student Reports** that provide results for each student. Use the arrows at the bottom of the page to view each Individual Student Report within the selected group.

Demo, Student

SASID: 9993362511 District Name: Cyber City School Name: Cyber City Sch DLV1
 Date of Birth: 01/01/2010 Grade: Grade 10

Scores

Total Score: 7 / 42 17%

Page 1 of 3 Jump to: 1 Go

You can also select a student name in the roster view to access an Individual Student Report for a particular student. In the screenshot below, the red arrow shows that Student Demo is selected.

Back to MCAS Training Portal

Roster View: MCAS Training, Cyber City, 2024-2025, Science, Biology Practice Test_Training Site (01/14/2025 - 01/10/2026)

Options Save Download Roster Student

Last Name	First Name	SASID	Total Score			Items														
			Score	Max	%	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15
Demo	Student	9993362511	0	42	0		0		0		0			0		0	0	0	0	
StudentEight	DemoEight	1111111118	7	42	17	B	0	D	1	C	0	C	C	1	B/D	0	0	0	0	D

After selecting a student's name in the roster view, the Individual Student Report for that student will display, as shown in the screenshot below:

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Back to MCAS Training Portal

Individual Student Report: MCAS Training, Cyber City, 2024-2025, Science, Biology Practice Test_Training Site (01/14/2025 - 01/10/2026)

Drill To Selection: Students whose Last Name is Demo, First Name is Student

Options Save Download Roster Student

Demo DTC

Demo, Student

SASID: 9993362511 District Name: Cyber City School Name: Cyber City Sch DLV1

Date of Birth: 01/01/2010 Grade: Grade 10

Scores

Score Earned / Possible Points

Total Score: 8 / 42 19%

E. Viewing Data Tools

Use the **Data Tools** report available from the Reporting homepage to view summary statistics and frequency distributions for the overall score. Disaggregating and filtering by students can be applied to review statistics for student subgroups.

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Shared Reports Download Center Help Saved Reports Demo DTC

Back to MCAS Training Portal

Program: MCAS Training

Report: Data Tools

Admin: 2024-2025

Subject: Mathematics Science ELA Civics

Organization: Cyber City

Search within Massachusetts

Massachusetts

Cyber City

Tests: Biology Practice Test_Training Site (01/14/2025 - 01/10/2026)

Get Report

The **Data Tools** features can also be accessed while in the Roster View report by clicking the **Score** column and choosing Summarize, Summarize By, Distribute, or Distribute By.

Back to MCAS Training Portal

Roster View: MCAS Training, Cyber City, 2024-2025, Science, Biology Practice Test_Training Site (01/14/2025 - 01/10/2026)

Last Name	First Name	Score	Max	%	Items																	
					Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15			
Demo	Student	9993362511	0	Sort	0		0		0		0		0		0		0		0		0	
StudentEight	DemoEight	1111111118	7	Hide Percentage	0	D	1	C	0	C	C	1	B/D	0	0	0	0	0	0	D		

Summarize
Summarize By >
Distribute
Distribute By >

From the **Data Tools view**, select from two analysis options indicated by the icons at the top right of the report: Summarize and Distribute. Summary Statistics (Summarize) is the default view.

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Summary Statistics: MCAS Training, Cyber City, 2024-2025, Science, Biology Practice Test_Training Site (01/14/2025 - 01/10/2026)

Total Score

Population	Valid N	Mean	S.D.	Minimum	Maximum
3	3	3.3	3.5	0	7

Summarize Distribute

The Summarize and Distribute functions can be useful for test administrators to review the total raw score for a group of students. These reports show how students performed on the practice test questions.

Summarize

1. Click on the **Summarize** icon for a summary report displaying the mean, standard deviation, and minimum and maximum scores **(1)**.

The standard deviation indicates how scores are spread-out around the mean. Smaller standard deviations indicate that individuals scored similarly, and the mean is a strong indicator of group performance. Larger standard deviations indicate that individuals scored less similarly and that individual scores are further from the mean; the mean is less indicative of group performance.

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Summary Statistics: MCAS Training, Cyber City, 2024-2025, Science, Biology Practice Test_Training Site (01/14/2025 - 01/10/2026)

Options Save Download Summarize Distribute

1

Total Score

Population	Valid N	Mean	S.D.	Minimum	Maximum
2	2	3.5	4.9	0	7

2. You can also view summary statistics by demographic subgroups by selecting the **Options** icon, selecting the **Disaggregate** tab, and then clicking on a demographic group and choosing **Update** (2). See [Section F](#) for additional customization options information.

Back to MCAS Training Portal

Summary Statistics: MCAS Training, Cyber City, 2024-2025, Science, Biology Practice Test_Training Site (01/14/2025 - 01/10/2026)

Options Save Download Summarize Distribute

2

Total Score

Population	Valid N	Mean
2	2	3.5

Stats Disaggregate Search Filter

Subgroups

Gender First-year EL

Cancel Update

3. The report will update with your selected parameters (3). In the screenshot below, the updated report shows the students grouped as First-year EL or Not First-year EL with the valid N for each showing the number of students who fall under that category. Since there are no First-year EL students in this test, only the Not First-Year EL group appears as No.

Back to MCAS Training Portal

Summary Statistics: MCAS Training, Cyber City, 2024-2025, Science, Biology Practice Test_Training Site (01/14/2025 - 01/10/2026)

Options Save Download Summarize Distribute

3

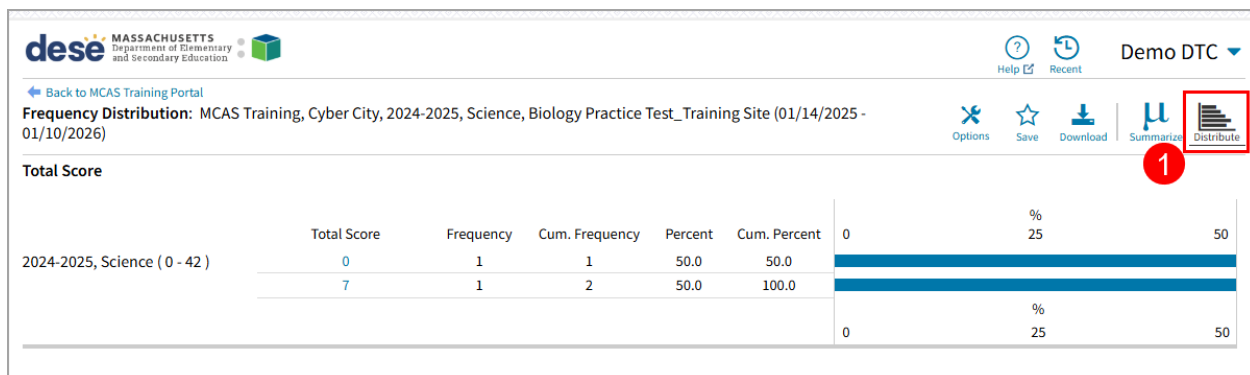
First-year EL

Total Score

	Population	Valid N	Mean	S.D.	Minimum	Maximum
No	2	2	3.5	4.9	0	7

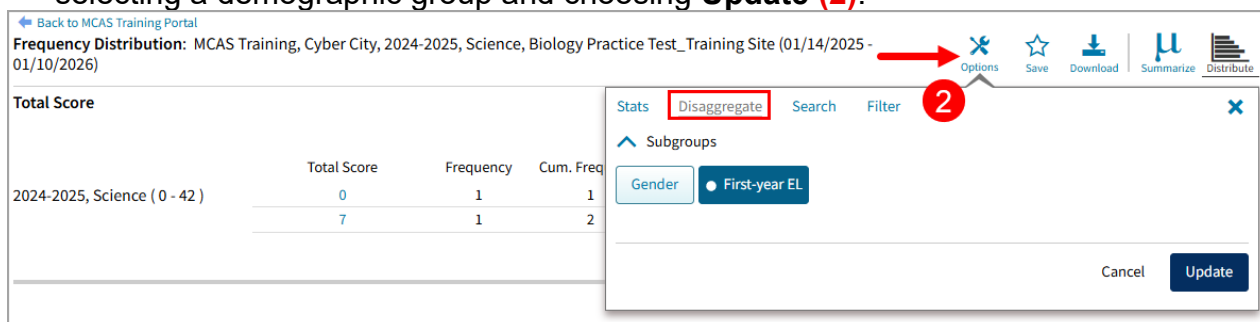
Distribute

1. Generate a frequency distribution for a score by selecting the **Distribute** icon on the Data Tools report (1).

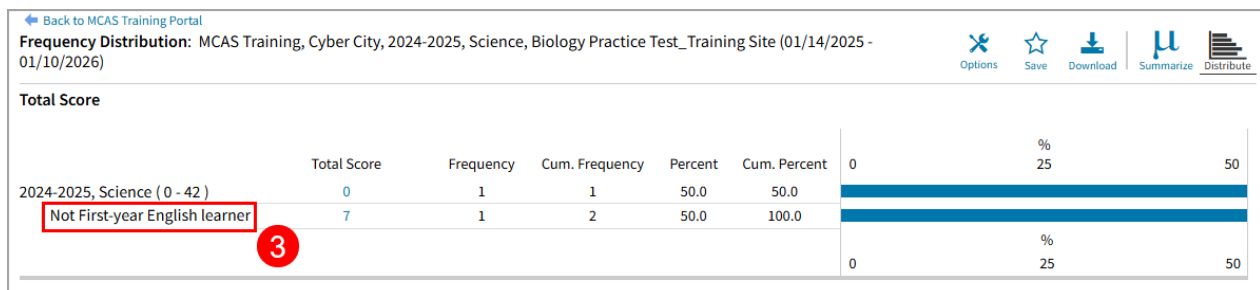


Note that the heading underneath “Total Score” indicates the year of the test, subject, and range of possible scores. In the example above, this is a 2024–25 Science test with a score range of 0–42.

- You can also view frequency distributions by demographic subgroups, such as gender, by selecting the **Options** icon, selecting the **Disaggregate** tab, and then selecting a demographic group and choosing **Update** (2).



- The report will update with your selected parameters (3). In the screenshot below, the updated report shows the students grouped as First-year EL or Not First-year EL with each total score listed. For example, for the two Not First-year English learner students who received scores on this test, one student received a total score of 0 and the other received a total score of 7.



F. Customization Options

Reports can be customized by changing the options of the report. Changes may be made to multiple tabs at once before updating.

1. For a report, selecting the **Options** icon above the top right of the report will open a pop-up displaying a menu of variables that can be changed. Each category of report has its own tab (i.e., Fields, Scores, Search, Filter). These categories are described below **(1)**.
2. Selecting **Update** will apply the customizations **(2)**.
3. Selecting **Cancel** will keep the report with existing options **(3)**.
4. Selecting the **X** will close the window **(4)**.

The screenshot shows the 'Options' pop-up window. At the top, there is a toolbar with icons for 'Options' (1), 'Save', 'Download', 'Roster', and 'Student'. Below the toolbar are tabs for 'Fields', 'Scores', 'Search', and 'Filter'. The 'Fields' tab is selected. The main area is divided into three sections: 'General Information' (with buttons for District Name, District Number, School Name, School Number, Class Name, and Form Name), 'Student Information' (with buttons for Middle Initial, SASID (checked), Date of Birth, and Student Grade), and 'Demographics' (with buttons for Gender and First-year EL). Each section has a 'Select All / Reset' link. At the bottom, there is a 'Groups Per Page' dropdown set to 20, and two buttons: 'Cancel' (3) and 'Update' (2). A red 'X' button (4) is in the top right corner of the pop-up.

Groups per Page

On a report, specify the number of students to be shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing **Groups Per Page** on any tab of the **Options** menu.

Options Save Download Roster Student

Fields Scores Search Filter

General Information Select All / Reset

District Name District Number School Name School Number Class Name

Form Name

Student Information Select All / Reset

Middle Initial ☒ SASID Date of Birth Student Grade

Demographics Select All / Reset

Gender First-year EL

Groups Per Page 20 Cancel Update

Fields (Roster View Only)

Use the **Fields** tab (available in Roster View only) to select which student identification information, test information, and demographics to view on the report. After making selections, click **Update** to add these fields as columns to the report.

Options Save Download Roster Student

Fields Scores Search Filter

General Information Select All / Reset

District Name District Number School Name School Number Class Name

Form Name

Student Information Select All / Reset

Middle Initial ☒ SASID Date of Birth Student Grade

Demographics Select All / Reset

Gender First-year EL

Groups Per Page 20 Cancel Update

Scores (Roster View Only)

By default, the Total Score and all items appear on the report for each student. Use the **Scores** tab (available in Roster View only), by selecting or deselecting options under the Overall Scores and/or Items to further customize the scores listed. To view all, select the **Select All** link within each section. Select **Update** to view the selections in the report.

The screenshot displays the 'Scores' configuration window. At the top, there are icons for Options, Save, Download, Roster, and Student. Below these are tabs for Fields, Scores, Search, and Filter. The 'Scores' tab is selected and highlighted with a red box. Under the 'Overall Scores' section, there is a 'Total Score' button with a checkmark. Under the 'Items' section, there are 'Item 1' and 'Item 2' buttons, both with checkmarks. To the right of these sections are links for 'Select All / Reset'. At the bottom, there is a 'Groups Per Page' dropdown set to 20, a 'Cancel' button, and an 'Update' button which is highlighted with a red box.

Search (Roster View Only)

Use the **Search** feature (available in the Roster View only) to search for students by name, SASID, Class Name, and Total Score.

For example, to find students in the **Roster View** report with a total score of at least 2 on a particular practice test:

1. Select the subject area option from the drop-down menu to display a particular score **(1)**.
2. Select **At Least**, **At Most**, or **Equal to** **(2)**.
3. Enter the score in the text box **(3)**. (In this example, the total score in this search is 2.)
4. Select **Add** **(4)**.
5. Choose the **Relationship** **(5)**.
 - **And** will show only students who meet all the search criteria listed.
 - **Or** will show students who meet at least one of the search criteria listed.
6. Select **Update** **(6)**.

The screenshot shows a search filter interface with the following components:

- 1**: A dropdown menu for selecting the field to search (currently set to "Total Score").
- 2**: A dropdown menu for selecting the comparison operator (currently set to "at least").
- 3**: A text input field for the search value (currently set to "2").
- 4**: An "Add" button to add the search criteria.
- 5**: A "Relationship" section with "And" and "Or" buttons.
- 6**: A "Cancel" button and an "Update" button.

Below the search criteria, there is a "Groups Per Page" dropdown set to "20".

The report will refresh, showing only the students matching the search criteria.

Back to MCAS Training Portal

Roster View: MCAS Training, Cyber City, 2024-2025, Science, Biology Practice Test_Training Site (01/14/2025 - 01/10/2026)

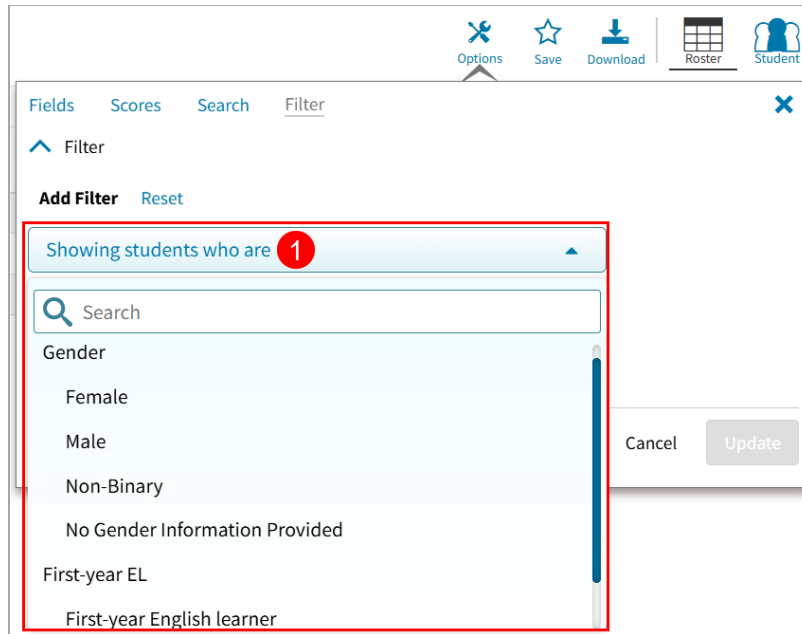
Search: Total Score at least 2

Last Name	First Name	SASID	Total Score			Items														
			Score	Max	%	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15
StudentEight	DemoEight	1111111118	7	42	17	B	0	D	1	C	0	C	C	1	B/D	0	0	0	0	D

Filter (Available for All Reports)

Use the **Filter** feature (available in all reports) to include or exclude students in the report based on selected demographic variables.

1. Select between Gender and First-Year EL from the drop-down list to select a subgroup. Select another demographic variable to select more than one subgroup **(1)**.



2. Choose the **Relationship** by selecting **And** or **Or** to specify the relationship between the subgroups selected:

- **And** will show only students who are included in all the selected subgroup(s).
- **Or** will show students who are included in only some of the selected subgroups.

For example, you could filter for students who are Female and are First-year English learners.

3. Selections display as boxes under **Relationship**. Select the trash can icon displayed to remove the selection

4. Select **Update**.

