

Overview of MCAS Administration Tasks for Technology Coordinators

The Office of Student Assessment Services

October 7, 2025

Presenters

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Logistics for This Session

- Use the Q&A feature to ask a question.
 - We will answer some questions aloud at specified times during this training session, and we will email the Q&A afterwards.
 - Type your questions anytime, but we may not answer them in real time as some questions may be covered during the presentation.
 - Use the thumbs-up icon to “upvote” someone else’s question.
 - Email student-specific questions to mcas@mass.gov instead of asking here.
- This session is being recorded and will be available in about a week in the [MCAS Resource Center](#), along with the slides.
 - Slides were also emailed out beforehand, and are being posted in the chat.
- Closed captioning has been enabled for participants who need it.
- This session is being interpreted into ASL. Our interpreting team will be onscreen with the presenters.
- Please be advised that DESE does not authorize attendees to record or to use AI transcription tools during the meeting and DESE does not endorse any unauthorized transcripts created by third parties of its meetings.

Slides for This Session

- Slides were emailed to participants before this session from MCASEvents@cognia.org.
- Slides are now being posted in the chat.
 - If you cannot access the slides in the chat, ask in the Q&A.
- After the session, we will send the slides again to participants, and they will be posted in the MCAS Resource Center along with the recording.

Today's Agenda

1. Updates for 2025–26
2. Overview of MCAS Computer-Based Testing
3. Tasks to Complete in **Fall 2025**
4. Tasks to Complete **at least Two Months** before Testing
5. Tasks to Complete **at least Two Weeks** before Testing
6. Troubleshooting Technology Issues **during Testing**
7. Resources, Support, and Next Steps

Poll Question

What is your role? (Check all that apply)

- A. District test coordinator
- B. School test coordinator
- C. Principal
- D. Technology staff
- E. Other district staff
- F. Other school staff

Poll Question

How many years have you been involved in MCAS test administration?

- A. 0—This is my first year
- B. 1 year
- C. 2–3 years
- D. 4–5 years
- E. 6+ years

1. Updates for 2025–26

MCAS Policy Updates

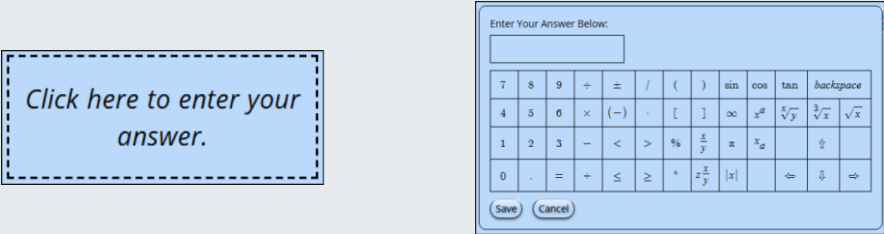
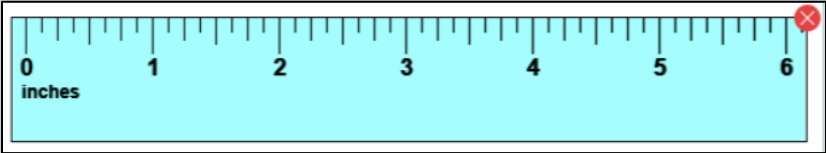
- Prescribed windows with recommended dates for high school tests
 - The November 2025 retests may be administered anytime during the window of November 5–18 for ELA and November 12–18 for Math. Recommended dates are:
 - November 5: ELA Session 1
 - November 6: ELA Session 2
 - November 12: Math Session 1
 - November 13: Math Session 2
- Updated Competency Determination (CD)
 - Students may not earn the CD through participation in the MCAS tests.
 - Please email questions about the CD to Competency.Determination@mass.gov.

Technology Updates

- eMetric now supports the versions of ChromeOS that are current as of July before each school year. These versions will be supported through the end of the school year in June.
 - Schools are not recommended to use beta versions of ChromeOS, as this may result in error.
- As part of Google's ongoing updates to ChromeOS, [support for legacy ChromeOS Apps, including the MCAS Chrome app, is being phased out.](#) **Starting in the 2025–26 school year, a new Progressive Web App (PWA) will be required for all online testing on ChromeOS devices.**
 - More information will be provided on slides 47–52.
- [Microsoft will end support for Windows 10 in October 2025.](#) Windows 10 will no longer be a supported operating system version for 2025–26.
 - Windows 11 is still supported for 2025–26.

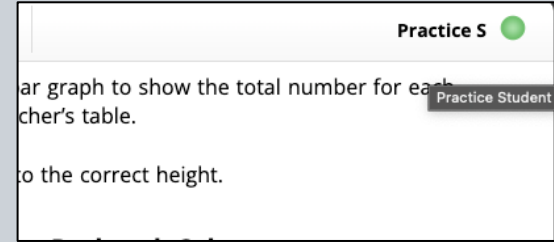
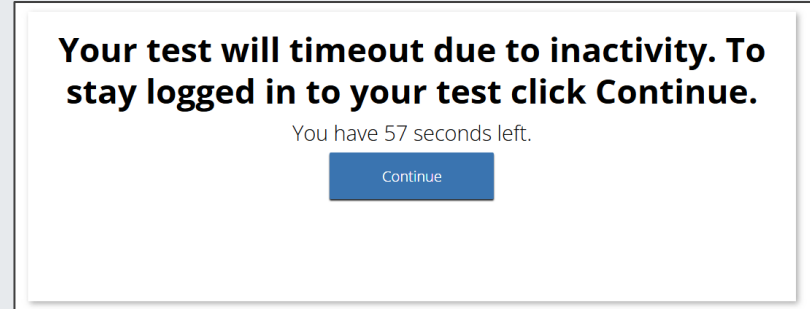
MCAS Student Kiosk Updates

- The following updates are now available in the MCAS Student Kiosk:

Update	Screenshot
The names of the color contrast options have been updated to be more descriptive.	
When a student has selected a color contrast option, the math response questions, equation editor, and reference sheets will be in the same selected color contrast.	
The rulers have been updated for better visibility and clarity. The color is now blue, the numbers have been enlarged, and the tick marks have been darkened.	

MCAS Student Kiosk Updates(cont'd)

- The following additional are now available in the MCAS Student Kiosk:

Update	Screenshot
The student's name will now appear in the top right corner of the item and directions pages within a test. Hovering over the student's first name and last initial will display the full name.	 A screenshot of a test interface. In the top right corner, the text 'Practice S' is visible next to a green circle. Below it, a tooltip displays the full name 'Practice Student'. The background shows a math problem involving a bar graph and a table.
Students will be given a warning before timing out of a test, which happens after 60 minutes of inactivity. A timeout popup will appear when there are 60 seconds before the student times out of their test due to inactivity. The warning timer will count down from 60 seconds. The student may click Continue to continue testing.	 A screenshot of a timeout warning popup. The text reads: 'Your test will timeout due to inactivity. To stay logged in to your test click Continue.' Below this, it says 'You have 57 seconds left.' and there is a blue 'Continue' button.
All three calculator brands, TI, Desmos, and eMetric calculators have been updated to the latest versions of the calculators, and they default to degrees, not radians.	N/A
Answer eliminator is no longer available.	N/A

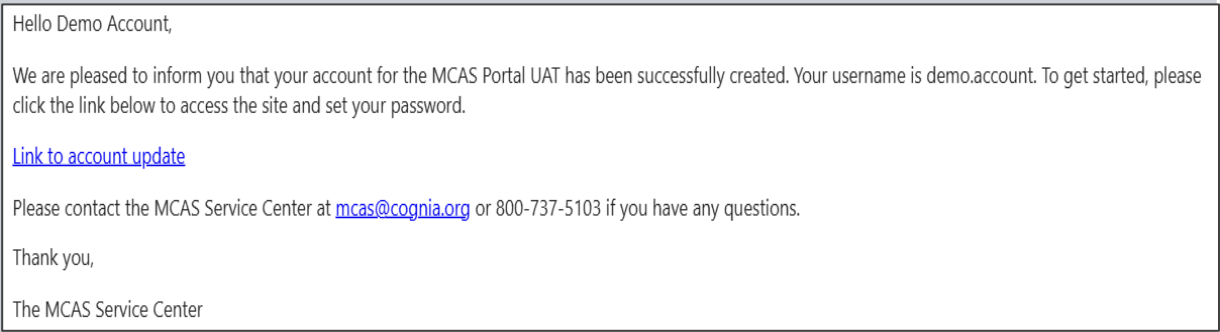
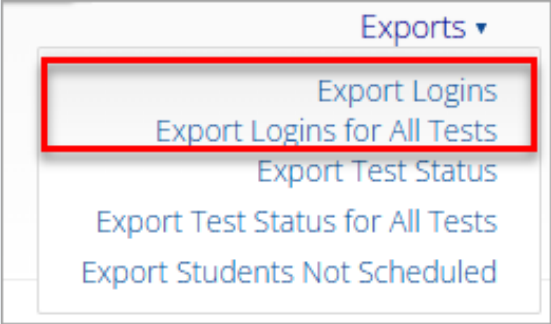
MCAS Student Kiosk Updates (cont'd)

- The following additional updates are expected to be implemented prior to the November 2025 retests:

Update	Screenshot								
“Session Access Code”, the code that test administrators write on the board and that students type into the Kiosk to begin their test, will be renamed “Access Code.”	Access Code: Submit Cancel								
	Access Codes <table><tr><th>Sequence</th><th>Name</th><th>Access Code</th></tr><tr><td>1</td><td>Session 1</td><td>4441308331</td></tr><tr><td>2</td><td>Session 2</td><td>7114768266</td></tr></table>	Sequence	Name	Access Code	1	Session 1	4441308331	2	Session 2
Sequence	Name	Access Code							
1	Session 1	4441308331							
2	Session 2	7114768266							

MCAS Portal Updates

- The following updates are expected to be implemented prior to the November retests:

Update	Screenshot
New users will only receive one email that provides them with their username and a link to set their password, instead of two separate emails.	 A screenshot of an email notification. The text reads: "Hello Demo Account, We are pleased to inform you that your account for the MCAS Portal UAT has been successfully created. Your username is demo.account. To get started, please click the link below to access the site and set your password. Link to account update Please contact the MCAS Service Center at mcas@cognia.org or 800-737-5103 if you have any questions. Thank you, The MCAS Service Center".
Users will be able to export student logins from the MCAS Portal for a single class/test, export all student logins for the selected test/school, or export all student logins for all tests within the selected content area and school.	 A screenshot of the MCAS Portal interface showing the "Exports" dropdown menu. The menu is open, displaying several options: "Export Logins", "Export Logins for All Tests", "Export Test Status", "Export Test Status for All Tests", and "Export Students Not Scheduled". The "Export Logins" and "Export Logins for All Tests" options are highlighted with a red rectangular box.

MCAS Portal Updates (cont'd)

- The following update is available in the MCAS Portal:

Update

Test session progress metrics will be displayed for each student’s test sessions on the View Details/Student Logins screen.

Screenshot

Scheduled Test

« Back

Edit Scheduled Test

District:

Cyber Valley

School :

Cyber Valley Sch10

Administration:

Massachusetts Admin

Content Area:

ELA

Class:

Demo ELA-(Grade -03)

Test Name:

UAT Demo Form

Testing Window:

09/10/2025 to 12/31/2025

Test is in progress. It ends on 12/31/2025. Students may log in and take the test using their username and password shown below.

Access Codes

Session Sequence	Session Name	Access Code
1	Session 1	8758670344

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	UAT Demo Form	Session 1	3 answered0 not answered 3/3 items answered100%	3	Item 3	09/10/2025 1:54:12 PM	2 min	Finished
Student	Demo	UAT Demo Form	Session 1	1 answered2 not answered 1/3 items answered33%	3	Item 2	09/10/2025 1:50:56 PM	5 min	In Progress
Student	Demo	UAT Demo Form	Session 1	0 answered3 not answered 0 items answered					Not Started

Demonstration

- Session progress metrics

2. Overview of MCAS Computer-Based Testing

MCAS Tests in 2025–26 School Year

Fall/Winter High School Tests

- November
 - ELA and Mathematics retests for students attempting to qualify for the [Adams Scholarship](#), the [Koplik Certificate of Mastery Award](#), and/or the [Seal of Biliteracy](#).
 - Students may not earn the [Competency Determination](#) through MCAS participation.
- February
 - Biology and Introductory Physics

Note: March retests are being discontinued.

Spring 2026 Tests

- Grades 3–8
 - ELA – all grades
 - Mathematics – all grades
 - STE – grades 5 and 8
 - Civics – grade 8
- High School
 - ELA – grade 10
 - Mathematics – grade 10
 - Biology and Introductory Physics

Commonly Used Acronyms

- **CBT:** Computer-based testing
- **PBT:** Paper-based testing
- **EL:** English learner
- **ELA:** English Language Arts
- **STE:** Science and Technology/Engineering
- **SIMS:** Student Information Management System
- **TA:** Test administrator

Timeline for Technology Tasks in the MCAS Portal

Fall 2025

- Become familiar with CBT components.
- Review MCAS Student Kiosk Technology Guidelines.
- Prepare the school's technology.
- Review cybersecurity guidance and establish a cybersecurity plan for your school.
- Determine whether your school will participate in "Bring Your Own Device" (BYOD) for MCAS Testing.

At least two months before testing

- Verify access to the MCAS Portal and MCAS Training Site.
- Update MCAS Student Kiosk to most recent version (released September 15, 2025).

After updating the MCAS Student Kiosk

- Conduct Site Readiness and complete Site Certification.

Timeline for Technology Tasks in the MCAS Portal

At least two weeks before testing

- If any technology changes have been made since completing Site Readiness, run it again.
- Prepare devices and materials.

One week before testing

- Familiarize yourself with common issues that may arise during testing and how to troubleshoot.

During testing

- Be available to troubleshoot technology situations as they arise.

3. Tasks to Complete in Fall 2025

Timeline for Technology Tasks in the MCAS Portal

Fall 2025

At least two
months prior to
testing

After updating the
MCAS Student Kiosk

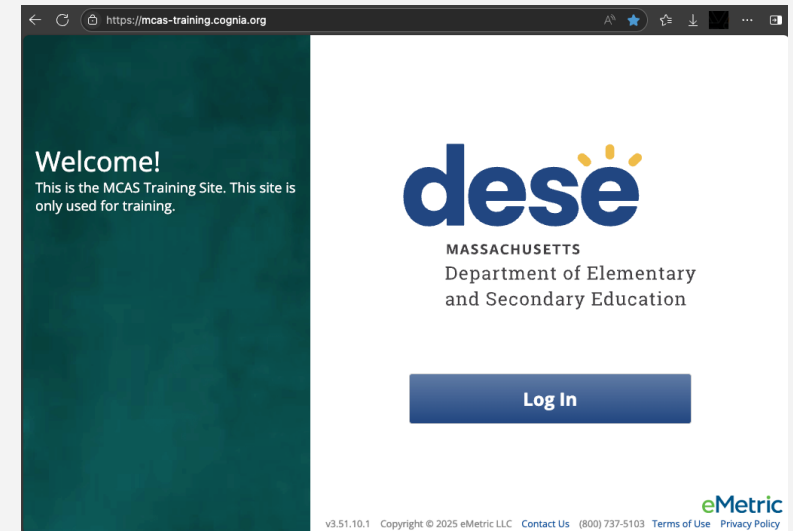
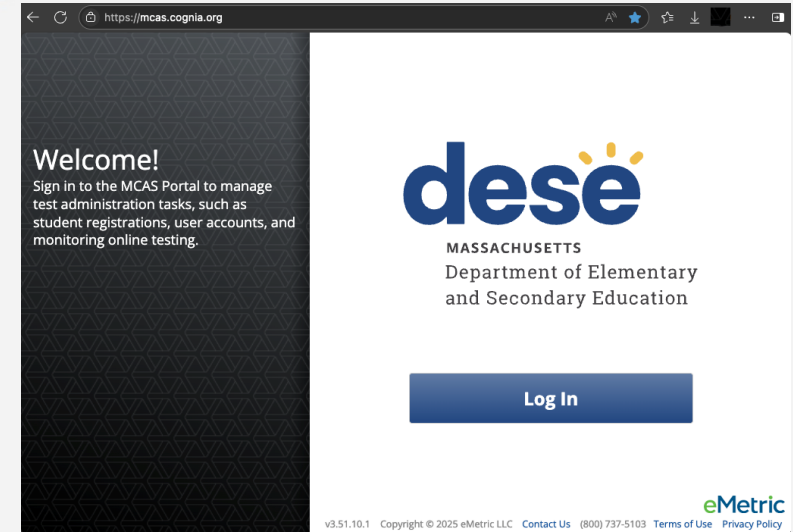
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- Review MCAS Student Kiosk Technology Guidelines.
- Prepare the school's technology.
- Review cybersecurity guidance and establish a cybersecurity plan for your school.
- Determine whether your school will participate in "Bring Your Own Device" (BYOD) for MCAS Testing.

- Verify access to the MCAS Portal and MCAS Training Site.
- Update MCAS Student Kiosk to most recent version (released September 15, 2025).

- Conduct Site Readiness and complete Site Certification.

1. Become familiar with CBT components.

- **MCAS Portal**
 - Online test management system for principals, test coordinators, technology coordinators, and test administrators
 - <https://mcas.cognia.org/>
- **MCAS Training Site**
 - Site where test coordinators, principals, technology coordinators, and test administrators can practice the tasks required in the MCAS Portal
 - <https://mcas-training.cognia.org>



1. Become familiar with CBT components. (cont'd)

- **MCAS Student Kiosk**
 - Online testing platform used by students to take the computer-based MCAS assessments
 - mcas.onlinehelp.cognia.org/technology-setup
- **Site Readiness**
 - Task completed by technology coordinators to verify that student devices are ready for testing.



MASSACHUSETTS
Department of Elementary
and Secondary Education

STUDENT SIGN IN

Username

Password

Sign In

2. Review MCAS Student Kiosk Technology Guidelines.

- Part II of the MCAS Student Kiosk Technology Guide, available on the [MCAS Resource Center](#) on the Technology Setup page
- Outlines the operating systems (OS) versions supported for testing, student kiosk device specifications, and MCAS Portal browser specifications
- OS support
 - As new OS versions and subversions are released throughout the school year, eMetric conducts testing to confirm that they will be supported for testing.
 - **Schools should not update device OS versions during testing windows.**

Student Device Specifications

System Requirements – All Hardware

Connectivity	Student devices must be able to connect to the internet via wired or wireless networks.
Screen Size	9.7” screen size or larger/“10-inch class” tablets or larger ”11-inch class” tablets or larger are highly recommended
Screen Resolution	1024 x 768 or larger

Browser Requirements

Browsers <i>(used for practice tests only)</i>	Chrome 138 or newer Firefox 140 or newer Microsoft Edge 138 or newer Safari 18.5 or newer
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Desktop and Laptop Specific Requirements

CPU	1.3 GHz
Memory	2 GB (4GB is strongly recommended for best performance)

ChromeOS Support Plan

New for 2025–26: eMetric supports the versions of ChromeOS that are current as of July of each school year. These versions will be supported through the end of the school year (June). Schools are not recommended to use beta versions of ChromeOS, as this may result in errors.

Version	Version Release Date
138+	July 2025
132+ LTS	April 2025

Refer to page 7 of the [MCAS Student Kiosk Technology Guide](#).

iPadOS Support Plan

eMetric supports the latest three major versions that are supported by Apple.

Version	Version Release Date	End of Support Date
17.7+	May 2024	End of 2025–26 school year
18.5+	September 2024	End of 2026–27 school year
26	Expected fall 2025	End of 2027–28 school year

Refer to page 7 of the [MCAS Student Kiosk Technology Guide](#).

Support for macOS (64-bit only)

- eMetric supports the latest three major versions that are supported by Apple.

Version	Version Release Date	End of Support Date
14.7+	September 2023	End of 2025–26 school year
15.5+	September 2024	End of 2026–27 school year
26	Expected fall 2025	End of 2027–28 school year

Refer to page 7 of the [MCAS Student Kiosk Technology Guide](#).

Support for Linux and Windows

Operating System	Version	Version Release Date	End of Support Date	eMetric Support Policy
Linux, Fedora (64-bit only)	42	April 2025	End of 2025–26 school year	eMetric supports the latest version of Fedora
Windows	11 (22H2, 23H2, 24H2)	October 2021	October 2031	eMetric supports major versions of Windows that are supported by Microsoft. The latest supported minor versions of Windows are supported.

3. Prepare the school's technology.

- Identify any gaps in technology capacity (e.g., test-taking devices that do not meet technology specifications) and address those gaps.
- Plan to have enough devices for test administrators and students, including back-up devices that can be used if needed.
- Update firewalls, proxy and content filter servers, and sandboxing applications.
- Turn off operating system auto-updates during live administrations.

Network Requirements and Guidelines

Firewalls

- Allow traffic through ports 80 and 443.

Proxy and Content Filter Servers

- List of URLs to allow on ports 80 and 443 available on page 5 of the [MCAS Student Kiosk Technology Guide](#)

Sandboxing Applications

- Choose network folder or local folder that is not touched by the sandboxing applications
- Applicable for both stored response and kiosk installation folders
- See page 5 of the [MCAS Student Kiosk Technology Guide](#)

Turn off operating system auto-updates during live test administrations.

OneDrive

- OneDrive notifications may interfere with the kiosk and student test-taking experience. If OneDrive attempts to steal the screen's focus during testing, the kiosk will display a white screen.
- The student will need to click anywhere on the screen to regain focus in the kiosk, and then they will be able to resume testing where they left off.
- To prevent these interruptions, schools should use one of the following approaches:
 - If OneDrive is not needed or used on student devices, schools are recommended to disable OneDrive during student testing.**OR**
 - If OneDrive cannot be disabled, the technology coordinator should take the necessary steps to prevent any actions, including file sharing or synchronization and administration updates to OneDrive settings, that would trigger a OneDrive notification during student testing.

Accommodations with Supported OS

- Certain accommodations in the MCAS Student Kiosk are only supported on specific operating systems as described in the table below.

Accommodation	Supported Operating System
Compatible Assistive Technology	Windows
Mouse Pointer	Windows, macOS, ChromeOS, iPadOS*
Screen Reader	Windows (NVDA, Jaws)
Speech-to-Text Standard Speech-to-Text Special Access	Windows, macOS, ChromeOS, iPadOS
Word Prediction Standard Word Prediction Special Access	Windows, macOS, ChromeOS, iPadOS

*iPadOS: It is highly recommended to use an external mouse.

Monitor Settings for Screen Zoom

- Ensure that all monitors used for testing are set to the default color settings. If a student will use the screen zoom tool, review the recommended screen resolutions below.

Required Zoom Level for Student	Recommended Screen Resolution
100% (no zoom)	1024 x 768 (or higher)
150%	1920 x 1080 (or higher)
200%	1920 x 1080 (or higher)
300%	1920 x 1080 (or higher)

Note: These are only recommended screen resolutions. Use the screen resolution the student is most comfortable with. The student or test administrator may set the zoom level within the MCAS Student Kiosk when the student logs in at the time of testing.

4. Review cybersecurity guidance and establish a cybersecurity plan for your school.

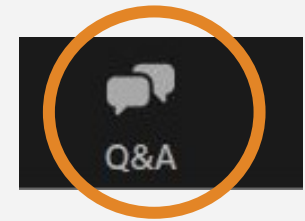
- Review resources for cybersecurity planning to avoid issues that could arise during MCAS testing.
 - [Massachusetts Municipal Cybersecurity Roadmap](#)
 - [Cybersecurity Best Practices](#)
 - [Protecting Our Future: Partnering to Safeguard K–12 Organizations from Cybersecurity Threats](#)
 - [National Institute of Standards and Technology \(NIST\) Cybersecurity Framework](#)
 - [K12 SIX Essentials Series](#)
 - [CISA Cyber Essentials Starter Kit](#)
- Email DESE's Office of Educational Technology at k12edtech@mass.gov with questions.

5. Determine whether your school will participate in “Bring Your Own Device” (BYOD) for MCAS Testing.

- A BYOD policy allows students to use their own devices for instruction.
- If your school uses a BYOD policy and would like to use these devices for MCAS testing, email mcas@mass.gov for additional instructions.

Questions & Answers

Use the “Q&A” feature
to ask questions.



Question and Answer

Welcome
Feel free to ask the host and panelists questions

Type your question here...

4. Tasks to Complete at least Two Months Prior to Testing

Timeline for Technology Tasks in the MCAS Portal

Fall 2025

- Become familiar with CBT components.
- Review MCAS Student Kiosk Technology Guidelines.
- Prepare the school's technology.
- Review cybersecurity guidance and establish a cybersecurity plan for your school.
- Determine whether your school will participate in "Bring Your Own Device" (BYOD) for MCAS Testing.

At least two months prior to testing

- Verify access to the MCAS Portal and MCAS Training Site.
- Update MCAS Student Kiosk to most recent version (released September 15, 2025).

After updating the MCAS Student Kiosk

- Conduct Site Readiness and complete Site Certification.

6. Verify access to the MCAS Portal and MCAS Training Site.

- **MCAS Portal**: the test administration and management website for district test coordinators, technology coordinators, principals/school test coordinators, test administrators, and other staff as needed
- **MCAS Training Site**: where test coordinators, principals, technology coordinators, and test administrators can practice the tasks required in the MCAS Portal
- Accounts for each site are created separately.
- Passwords for each site are ***set separately***, but DESE recommends using the ***same password*** for both the MCAS Portal and the MCAS Training Site.

6. Verify access to the MCAS Portal and MCAS Training Site. (cont'd)

- If you cannot access your MCAS Portal or MCAS Training Site account, are not able to access your school or district, or are new and need an account, users may request support as follows:

Role	Who to contact for support
Test administrators and school-level technology coordinators	Their principal or school test coordinator
Principals, school test coordinators, and district-level technology coordinators	Their district test coordinator
District test coordinators	MCAS Service Center

Getting Started: Logging In

- Browser specifications for the MCAS Portal*:

- **Chrome™** 138 or newer
- **Firefox®** 140 or newer
- **Microsoft Edge** 138 or newer
- **Safari®** 18.5 or newer

*Refer to the [MCAS Student Kiosk Technology Guide](#) posted on the MCAS Resource Center for latest updates.

- Passwords are valid for 365 days.

7. Download and install the updated MCAS Student Kiosks.

- Released September 15, 2025
- Detailed instructions for setting up the 2025–26 MCAS web app for ChromeOS and extension are provided in the [MCAS Student Kiosk Technology Guide](#).
- Available for download from the [MCAS Portal](#) for iPad, Linux, Mac, and Windows
 - Use the direct links to access the apps on the Apple App Store.
 - Be sure to download the correct MCAS Student Kiosk for each device type.
- Scripted installations and other methods of installation are provided in the [MCAS Student Kiosk Technology Guide](#).

Uninstalling 2024–25 Kiosks

- If your student testing devices have the MCAS Student Kiosk installed from the 2024–25 school year, please see the table below.

Kiosk Installed in 2024–25	Action Required for MCAS Testing in 2025–26
ChromeOS	Uninstall the old MCAS kiosk app from the ChromeOS management console. Add the new MCAS web app and extension.
iPad	Manually update the kiosk if automatic updates are not enabled.
Linux	Uninstall the old kiosk and then download and install the new kiosk.
MacOS	Schools are not required to uninstall the old kiosk. They will need to download and install the new one.
Windows	Schools are not required to uninstall the old kiosk. They will need to download and install the new one.

See the [MCAS Student Kiosk Technology Guide](#) for step-by-step instructions.

ChromeOS Application Installation

- What You Need to Know
 - New App Required: The new PWA must be installed on all ChromeOS devices used for testing.
 - Setup: Step-by-step instructions for setup and configuration are included in the [MCAS Student Kiosk Technology Guide](#) on pages 11–22. Every step must be followed.
 - Extension Pairing: The PWA will work alongside a Chrome extension to support secure kiosk testing.
 - **Test the new app before administration starts: We strongly recommend schools and districts coordinate with their technology coordinators to install and test the new PWA by completing Site Readiness on devices as soon as it is installed.**

ChromeOS Application Installation

- Overview of Steps in ChromeOS management console
 - In **Devices > Chrome > Apps and Extensions > Kiosks** select **Add by URL** and enter <https://mcas.cognia.org/student> and select **Save**.
 - Select the **iTester 3 MCAS App** and scroll down to **Additional URL origins** for this kiosk app and enter <https://mcas-practicetest.cognia.org>

App	Installation policy
<i>Auto-launch app</i>	None Locally applied ▼
 iTester 3 https://mcas.cognia.org/student	Installed

Additional URL origins for this kiosk app

If this app uses more than one URL origin, enter the additional origins. All specified origins will get permissions automatically granted. Permissions will be rejected for any other origins not included in this list. [Learn more](#)

Additional URL origins

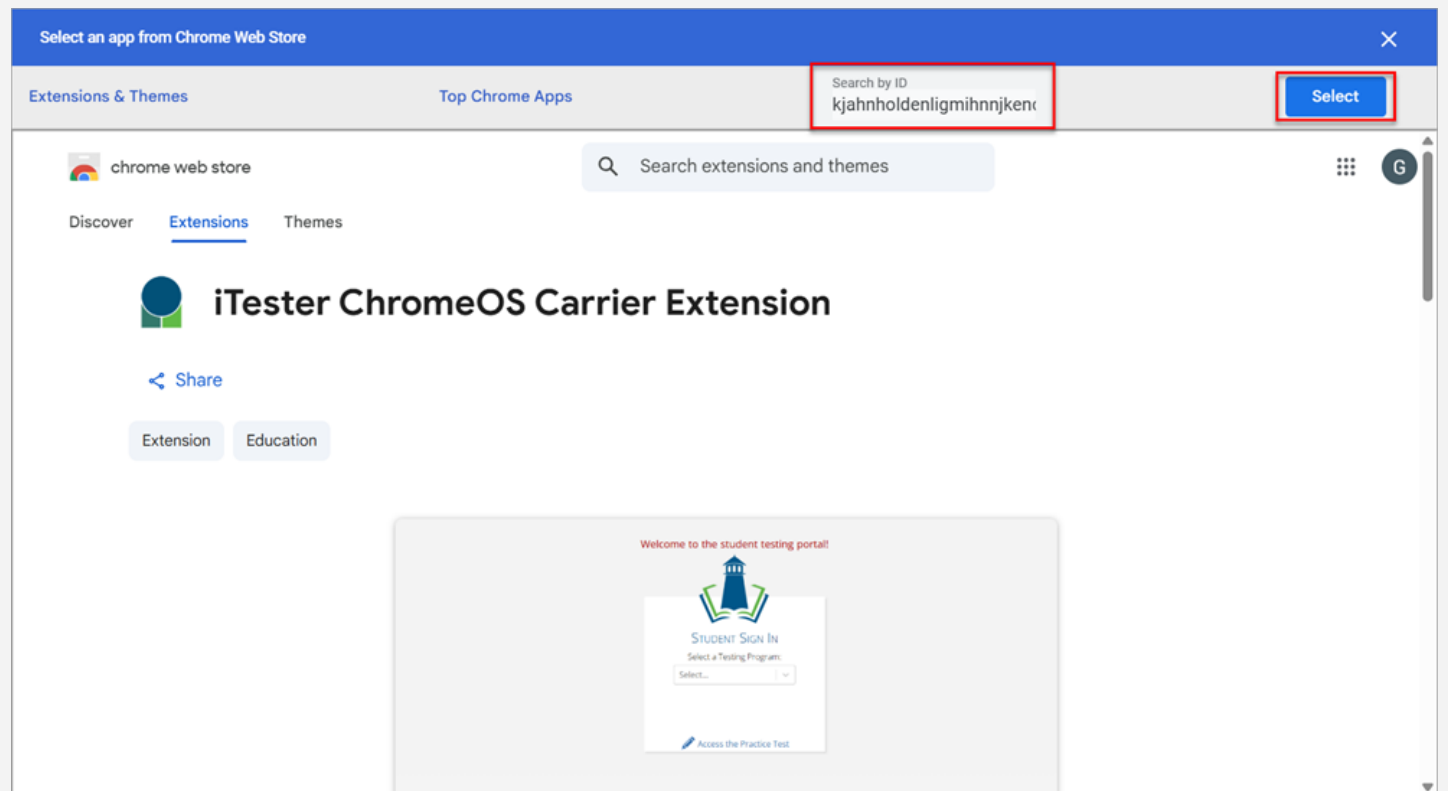
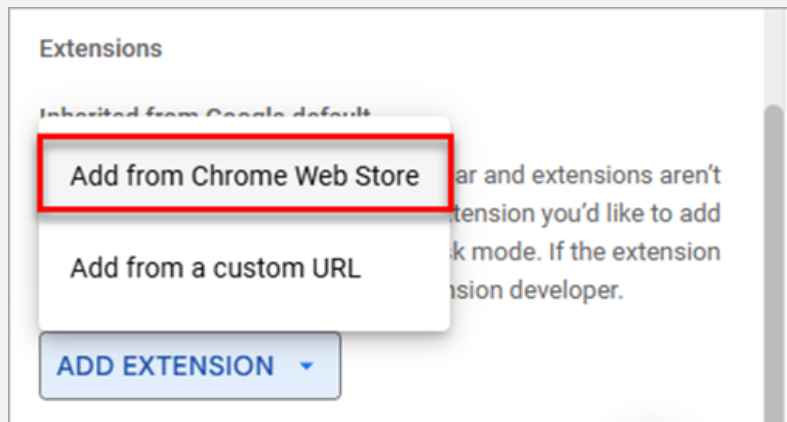
<https://mcas-practicetest.cognia.org>

One origin per line. Maximum characters allowed: 10000.

Locally applied ▼

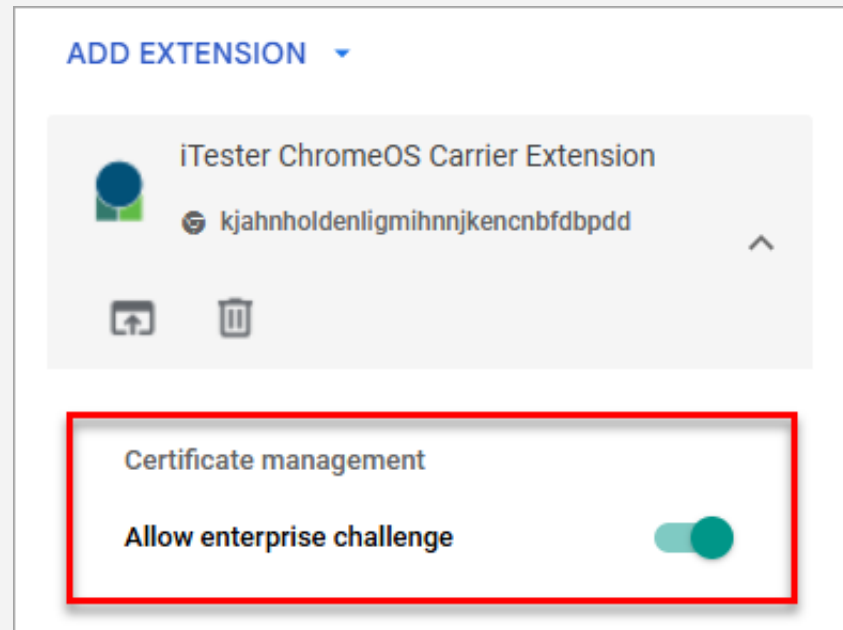
ChromeOS Application Installation

- Scroll to the Extension section and select **Add from Chrome Web Store** and then enter **iTester ChromeOS Carrier extension ID** in the **Search by ID** text box and click **Select**.



ChromeOS Application Installation

- After the iTester ChromeOS Carrier Extension has been added, enable **Allow enterprise challenge**.



ChromeOS Application Installation

- Set up Verified Mode **Devices > Chrome > Settings > Organizational Unit**
- In **Device Settings** under **Enrollment and access**, select **Verified Mode** and set the configuration to **Require verified mode boot for verified access**.

Verified mode

About this setting

Specifies whether verified boot mode is required for enrolled devices.

Choose from:

- **Require verified mode boot for verified access**—Devices must be running in verified boot mode for device verification to succeed. Devices in Dev mode will always fail the verified access check.
- Skip boot mode check for verified access—Allows devices in Dev mode to pass the verified access check. [Show more](#)

Related settings

[Verified Mode](#) [\[icon\]](#)
By default, Skip boot mode check for Verified Access is selected,...

[Verified access](#) [\[icon\]](#)
Controls whether web services can verify that a device is running...

Inheritance Locally applied ▼

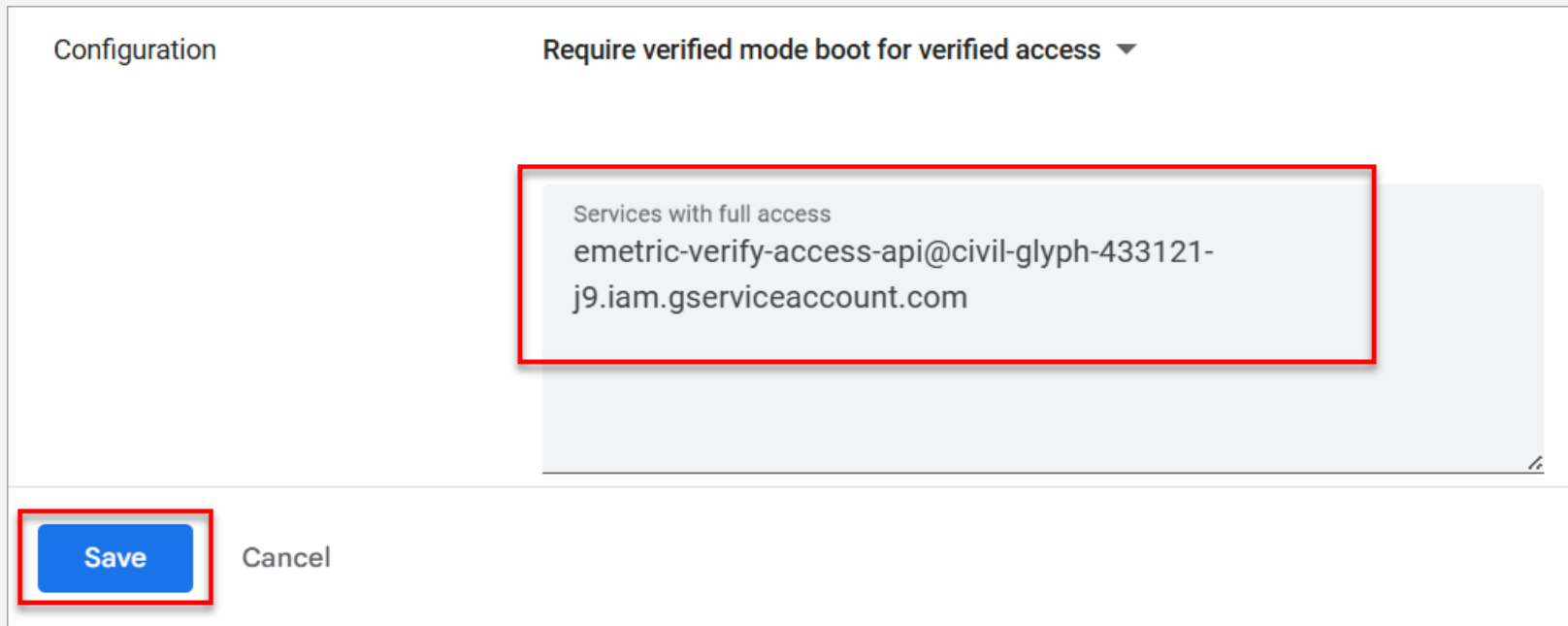
Configuration

Skip boot mode check for verified access

Require verified mode boot for verified access

ChromeOS Application Installation

- Under **Services** with full access, add the verified access service account and select **Save**.
 - **emetric-verify-access-api@civil-glyph-433121-j9.iam.gserviceaccount.com**



The screenshot shows a configuration window titled "Configuration" with a dropdown menu set to "Require verified mode boot for verified access". A red box highlights a list of "Services with full access" containing the email address "emetric-verify-access-api@civil-glyph-433121-j9.iam.gserviceaccount.com". Another red box highlights the "Save" button at the bottom left of the window, next to a "Cancel" button.

Configuration

Require verified mode boot for verified access ▼

Services with full access

emetric-verify-access-api@civil-glyph-433121-j9.iam.gserviceaccount.com

Save Cancel

8. After updating the MCAS Student Kiosk, conduct Site Readiness and Site Certification.

What are the purposes of conducting Site Readiness and Site Certification?

- For technology coordinators to:
 - Confirm that installation and updating of the MCAS Student Kiosk was done correctly on student devices
 - Confirm that testing devices meet the minimum requirements and have been properly configured
 - Confirm that test content reaches student devices without issue
 - Identify any potential technology-related issues before testing begins
- For communication of these steps to district and school test coordinators that testing devices are ready

When is Site Readiness conducted?

- Recommended to complete directly after installing the updated MCAS Student Kiosk
- If any changes to technology take place, recommended to complete again prior to testing

8. Conduct Site Readiness and Site Certification.

What are the general steps involved?

1. Technology coordinators will sign in to the MCAS Portal to retrieve their Site Readiness credentials (i.e., username and password).
 - Credentials are school-specific. District technology coordinators will need to select the school from their drop-down to see a location's credentials.
2. Technology coordinators launch the MCAS Student Kiosk on each student testing device configuration (i.e., each device type and operating system).
 - Use the Site Readiness credentials to run the test.
 - **Note:** Site Readiness tests must be conducted using the **secure** MCAS Student Kiosk.
 - Site Readiness will not be conducted on browser-based practice tests in the MCAS Resource Center and the MCAS Training Site.
3. Technology coordinators complete the two-part test on each device type:
 - System Set-Up Test
 - Student Interface Test

8. Conduct Site Readiness and Site Certification. (cont'd)

What are the general steps involved (continued)?

4. Technology coordinators go back to the MCAS Portal to complete the Site Certification step.
 5. Technology coordinators communicate with their principal/school test coordinator to let them know Site Readiness has been completed and certified.
 6. School and district coordinators confirm that their technology coordinators have completed the Site Certification for their schools by recommended timeline.
- The Site Readiness procedures take approximately 5–10 minutes per device.
 - iPadOS information does not populate in the Site Readiness tab in the MCAS Portal.
 - It is recommended to conduct Site Readiness again prior to testing if your school experiences any changes to technology.
 - Step-by-step instructions available in Part V of the [MCAS Student Kiosk Technology Guide](#).

Site Readiness Tests

- Site Readiness is a two-part test that allows technology coordinators to ensure the MCAS Student Kiosk has been properly installed.

Site Readiness Tests	Purpose of Test
System Set-Up Test	Verifies and confirms the following: • network connectivity • screen resolution • text-to-speech • how many students may begin testing at the same time
Student Interface Test	Provides sample test questions to determine whether the device is capable of correctly displaying and navigating test content in the MCAS Student Kiosk. • The Student Interface Test also allows technology coordinators to test the student tools, including the Line Reader, Text Highlighter, and Notepad, to ensure those are functioning properly.

Certifying Site Readiness

- After all device configurations for your school have successfully completed Site Readiness, certify the site for testing.
- Site Certification is done in the MCAS Portal.
 - Technology coordinators certify Site Readiness to signal to school and district test coordinators that the school technology has been confirmed as ready for testing.
 - See Part V of the [MCAS Student Kiosk Technology Guide](#).
- DESE will follow up with schools that do not complete Site Readiness.
- Demonstration available in the [Certifying Site Readiness module](#).

Site Readiness in Cyber City Sch DLV1				
Cyber City Sch DLV1 (Cyber City)				
School	Number of Devices Tested	Date and Time	Certified By	
Cyber City Sch DLV1	3	10/22/2024 12:31:16 PM	acurrier-adm	View Details

Demonstration

- Retrieving Site Readiness credentials
- Conducting the Site Readiness test
- Certifying Site Readiness

Retrieving Site Readiness Credentials

1. Log in to the [MCAS Portal](#) with your username and password.
2. On the Portal home page, click **Administration**. The Site Readiness account information appears at the bottom of the Administration home page.
3. Make a note of the username and password for the school, which you will use to log in to the MCAS Student Kiosk.

Site Readiness login for

Cyber City Sch DLV1 (Cyber City) ▼

Username: WSR-00-88I888-012

Password: 00-88I888-012

Conduct Site Readiness: System Set-Up Test

1. Launch the MCAS Student Kiosk on the device.
2. Log in to the MCAS Student Kiosk with the Site Readiness username and password provided for the school.
3. Verify your school's name underneath the username. Under **System Set-Up Test**, click **Check System Set-Up** to begin the test.

Not SiteReadiness User? [Exit](#)

Hello, SiteReadiness User

3774-42190 State Student ID	3/2/1998 Date of Birth	Gender
Cyber Valley Sch1-001 School Name	Teacher	1 Grade

The following tests have been scheduled for you:

System Set-Up Test

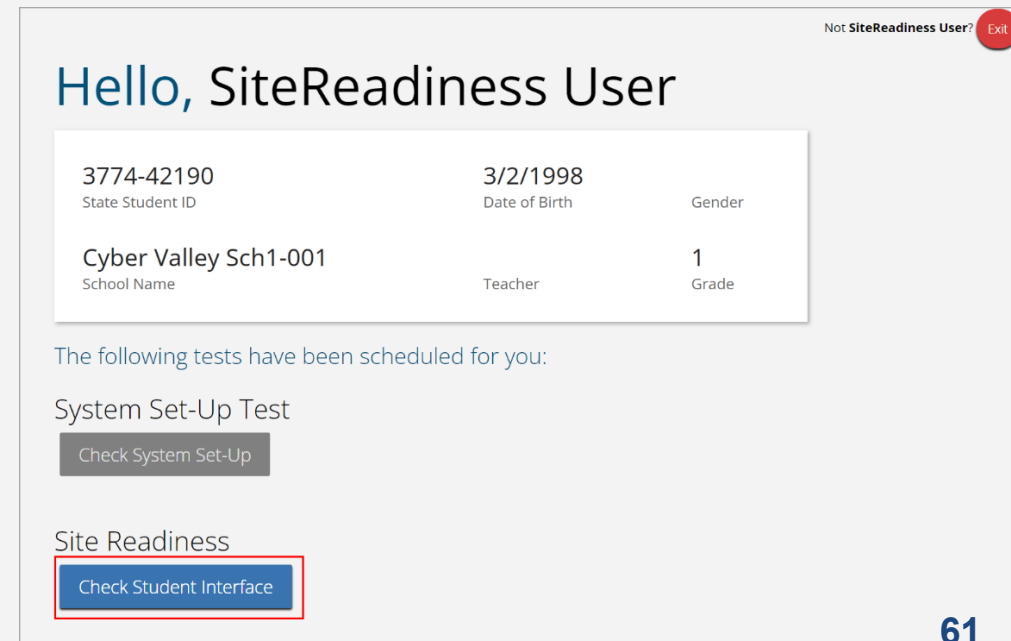
[Check System Set-Up](#)

Site Readiness

[Check Student Interface](#)

Conduct Site Readiness: Student Interface Test

1. If all the system checks succeed, you are ready to begin the next Site Readiness test.
If one or more system checks fail, adjust your configuration as needed and re-run the System Set-Up test.
2. When the System Set-Up test is completed, click the blue **Check Student Interface** button.
3. Read the instructions on the page and then click **Continue**.
4. Confirm that you can respond to a few questions, and try a few student tools.
5. On the last test question page, click **Finish**.
6. On the Test Review page, click **Turn In** to submit your test.



Not SiteReadiness User? [Exit](#)

Hello, SiteReadiness User

3774-42190 State Student ID	3/2/1998 Date of Birth	Gender
Cyber Valley Sch1-001 School Name	Teacher	1 Grade

The following tests have been scheduled for you:

System Set-Up Test

[Check System Set-Up](#)

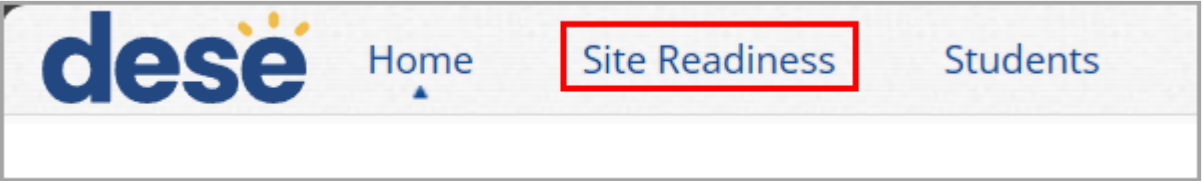
Site Readiness

[Check Student Interface](#)

Certify Site Readiness

After all devices or device configurations for your school have successfully completed Site Readiness, the technology coordinator will certify the site for testing.

1. Log in to the MCAS Portal with your username and password.
 - **Note:** Use your own username and password, not the Site Readiness credentials.
2. Click **Administration**.
3. Click **Site Readiness** at the top of the page.
4. On the Site Readiness page, locate the school to be certified, and then click **View Details**.



Site Readiness in Cyber Valley Sch1-001			
Cyber Valley Sch1-001 (Cyber Valley)			
School	Number of Devices Tested	Date and Time	Certified By
Cyber Valley Sch1-001	1		View Details

Certify Site Readiness (cont'd)

5. On the Site Readiness Details page, verify that all the devices or device configurations for the school have successfully run the Site Readiness tool and meet the technology requirements.
6. Click **Certify Site Readiness** and click **Yes** in the pop-up message to confirm.

Site Readiness Details

Cyber Valley Sch1-001 (Cyber Valley)

Device Name	OS	Screen Size	Date and Time
eMetric-307	window 15.0.0	1280x730	9/25/2024 3:53:41 PM

Showing 1 - 1 of 1

Site Certification

I certify that Site Readiness tests have been performed on the above machines and any noted issues have been resolved.

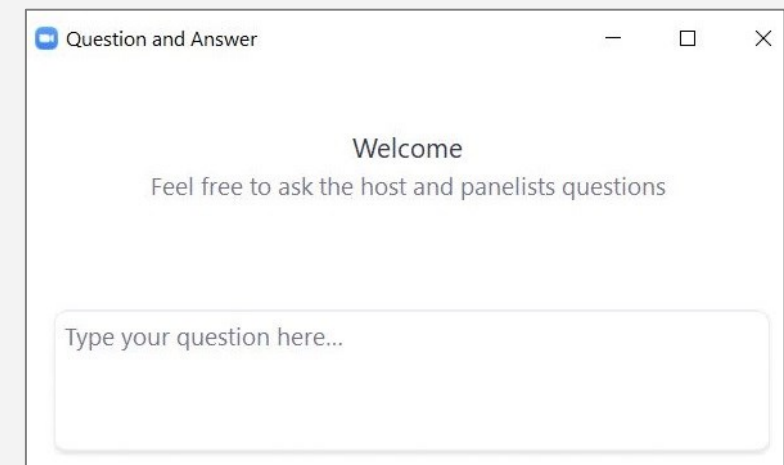
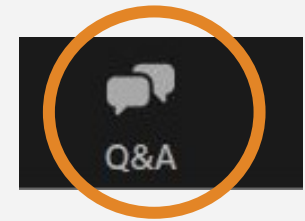
Certify Site Readiness

*Date and time is in Eastern Standard Time.

« Back

Questions & Answers

Use the “Q&A” feature
to ask questions.



5. Tasks to Complete at least Two Weeks before Testing

Timeline for Technology Tasks in the MCAS Portal

At least two weeks
before testing

- If any technology changes have been made since completing Site Readiness, run it again.
- Prepare devices and materials.

One week before
testing

- Familiarize yourself with common issues that may arise during testing and how to troubleshoot.

During testing

- Be available to troubleshoot technology situations as they arise.

9. If any technology changes have been made since completing Site Readiness, complete it again.

- We understand that technology setups at schools and districts may change over the course of the school year. If there are any changes such as those listed below, it is highly recommended to rerun site readiness testing.
 - Operating system versions change
 - New student testing devices are purchased
 - New proxy, firewall, or other network setup changes have been made that could impact student testing
 - New Wi-Fi or other internet setup changes have been made that could impact student testing

10. Prepare devices and materials.

- Ensure all devices will be charged prior to each test session.
- Have the following materials available, and confirm they are in working order:
 - Power cords, power strips, extra batteries, extra computers
 - If using tablets: external keyboards
 - If students are using Text-to-Speech or screen reader: headphones (Students do not need headphones otherwise.)

6. Troubleshooting Technology Issues during Testing

Timeline for Technology Tasks in the MCAS Portal

At least two weeks before testing

- If any technology changes have been made since completing Site Readiness, run it again.
- Prepare devices and materials.

One week before testing

- Familiarize yourself with common issues that may arise during testing and how to troubleshoot.

During testing

- Be available to troubleshoot technology situations as they arise.

Troubleshooting Technology Issues during Testing

- Technology coordinators are encouraged to familiarize themselves with common issues that may arise during testing and how to troubleshoot by reviewing Appendix A of the Principal's Administration Manual (PAM) and Appendix B of the [MCAS Student Kiosk Technology Guide](#).
- Technology coordinators should plan to be available during testing to assist with technology issues if they arise.
- For all technology issues, it is good practice to record the exact device the student is testing on.

Clearing the Application Cache

- In some situations, technology coordinators may clear the MCAS Student Kiosk application cache as a first step towards resolving technology issues, including the following situations:
 - If an image is not rendering correctly
 - If a drag-and-drop item is not operating correctly
- In these cases, technology coordinators can:
 - 1) Instruct the student to log out of the test.
 - 2) Select the **Clear Cache** link for Windows, macOS, Linux, and ChromeOS. For iPadOS close the iTester app completely on the iPad to clear the cache.
 - 3) Instruct the student to log back in to the test.

The screenshot shows the deSe Student Sign In interface. At the top is the deSe logo and the text "MASSACHUSETTS Department of Elementary and Secondary Education". Below this is the "STUDENT SIGN IN" section with fields for "Username" and "Password", and a blue "Sign In" button. At the bottom of the sign-in box is a link "Access the Practice Test" with a pencil icon. To the right of the sign-in box are two panels. The top panel contains copyright information, version details, and a language dropdown set to "English", with a "Clear Cache" button highlighted by a red box. The bottom panel contains similar copyright information, version details, and a language dropdown set to "English", with a confirmation dialog "Are you sure? Yes" highlighted by a red box. At the bottom of the entire screen is a footer with copyright information, version details, a language dropdown set to "English", and a red "Exit" button. A large red arrow points from the bottom center towards the "Clear Cache" link in the footer.

Steps to Resolve Error Messages

- If possible, do not power the device off until the student has exited the MCAS Student Kiosk.
- Record the exact device the student is testing on.
- Troubleshoot the error according to the instructions in Appendix A of the [PAM](#).
 - If your school is experiencing a high volume of error messages, contact the MCAS Service Center.
- When resuming a test after an error has exited the student from the kiosk, the original testing device should be used first.
 - This is so that any unsent responses on the original device can be sent to eMetric.
- If the original testing device cannot be used or if the original error is still occurring, contact the MCAS Service Center for support.

Common MCAS Student Kiosk Error Messages

Error Message	Resolution
Invalid username/password	• The student is using the incorrect password or username when trying to log in to the MCAS Student Kiosk. • Verify the correct username and password in the MCAS Portal and have the student try again.
We could not establish a connection to our server, please check your internet connection.	• Internet connectivity was lost after the student entered their username and password. • The MCAS Student Kiosk detected the loss of internet connectivity and will not allow the student to log in until internet connectivity is reestablished. • Contact your technology coordinator.
Incorrect access code. Please try again.	• The student is using the incorrect access code for the session selected or typing in the access code incorrectly. • Verify the correct access code in the MCAS Portal and have the student try again.

Common MCAS Student Kiosk Error Messages (cont'd)

Error Message	Resolution
We were unable to get your Test Session. Please check your internet connection and try again.	• Internet connectivity was lost after the student logged in. • The MCAS Student Kiosk will not load the test sessions until a connection to the internet is reestablished. Click Retry. • If internet connectivity is established, then the student will be directed to the test session. • If an internet connection is not detected, contact your technology coordinator.
We could not establish a connection to our server, please check your internet connection.	• The eMetric servers cannot reach the stored response folder location due to a network connectivity failure. • Contact your technology coordinator.

Common MCAS Student Kiosk Error Messages (cont'd)

Error Message	Resolution
Please raise your hand; your test session has timed out.	• The student has timed out of their test session, meaning they have been inactive in the test for 60 minutes or more. • Click Exit to go back to the sign-in page. • When the student is ready to continue testing, they will log back into the student testing interface and select the session, enter the access code, and the test administrator will enter the proctor password. • The student will resume testing where they left off.
A connection to the network could not be established. Your test has been saved offline.	• Internet connectivity was lost after the student began testing and was not restored by the time the student completed the test. • The student's responses are saved to the local folder configured when installing the MCAS Student Kiosk. • Enter the proctor password to acknowledge the message. • Note the student's device ID. • Contact your technology coordinator to establish internet connection. • Relaunch the MCAS Student Kiosk on the student's device.

MCAS Student Kiosk: Moving Devices

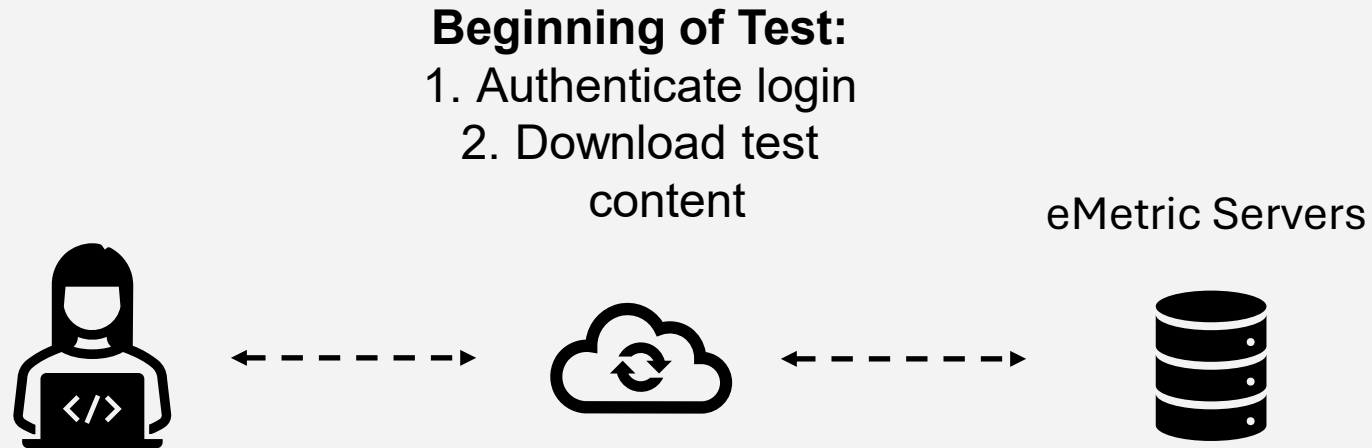
- If a student's device becomes unusable during a test while they are connected to the internet, follow these steps when moving them to a new device.
 - 1) If possible, verify that the number of responses showing as answered on the student's device match the number answered on the Progress View tab on the View Details/Student logins page for the test.
 - If not possible, or if the number of responses do not match, contact the MCAS Service Center.
 - 2) Have the student Pause and Exit the test.
 - 3) Move the student to a new device.
 - 4) Have the student log in with their username, password, and access code.
 - 5) Student should be able to continue where they left off.

MCAS Student Kiosk: Internet Connectivity

- Internet connectivity is required during testing only as follows:
 - At the **beginning** of the test to authenticate student login and download the test content
 - At the **end** of the test to submit responses for scoring
- Once a student has finished reading the test session directions and the content has downloaded onto the local device, the student may continue testing regardless of internet connectivity.
- Note: For grades 5 and 8 STE, internet connectivity is required for the entirety of the test.
- If a student's device loses internet connectivity:
 - The student should keep testing on that device.
 - Do not move a student to a new device when experiencing technical issues if the student has already begun testing.
 - Student responses will be saved to the save response location indicated during MCAS Student Kiosk installation.
 - Once internet connectivity resumes, the saved responses will automatically be synced to eMetric servers.
 - If the student turns in the test offline, the student will receive a message to notify the test administrator.

MCAS Student Kiosk: Internet Connectivity

When is internet connectivity required?



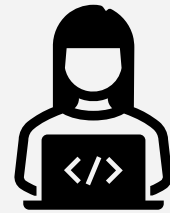
End of Test:

1. Submit responses for scoring

Note: Students with an ASL video accommodation (grade 10 Math, June Science) will need internet connectivity during the test. Content with video (grades 5 and 8 STE) will need to have internet connection to play the video.

MCAS Student Kiosk: Loss of Internet Connectivity During Testing

Student with Internet Connectivity



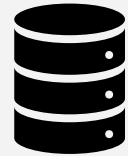
Internet connectivity indicator



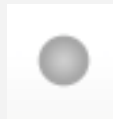
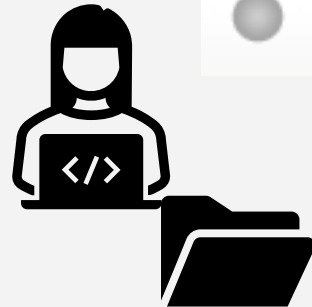
Responses Sync every 45–90 seconds



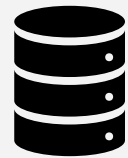
eMetric Servers



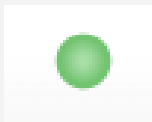
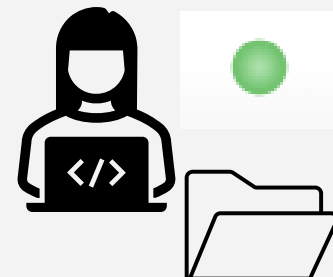
Student with no Internet Connectivity



eMetric Servers



Student with restored Internet Connectivity

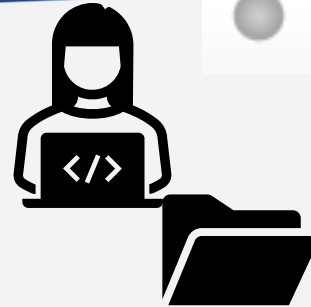


eMetric Servers



MCAS Student Kiosk: Finish the Test with No Connectivity

Student finishes test with no Internet Connectivity



Student turns in test and receives prompt to notify test administrator



Test Administrator on Student Device with Internet Connectivity



eMetric Servers

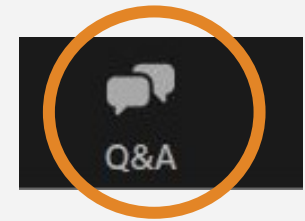


Test administrator uses student testing device and relaunched the MCAS Student Kiosk

Loss of Network Connectivity Procedure Summary

- If a student finishes and is ready to turn in the test while offline (prior to the network being restored):
 - Allow student to turn in test.
 - The student will receive a message to notify the test administrator.
 - Record the exact device the student is testing on.
 - Ensure no network management tools or system maintenance will alter that device's files or configuration.
 - When network connectivity is restored, the test administrator will need to resume internet connectivity and relaunch the MCAS Student Kiosk on the original testing device. (If you can see the student login page, the saved responses have synced.)
- Verify the student now shows as Finished on the Test Scheduling page in the MCAS Portal for this test. The Progress View tab will also show all responses as answered.

Questions & Answers



Use the “Q&A” feature
to ask questions.

A screenshot of a web application window titled 'Question and Answer'. The window has a white background and a thin gray border. At the top, there is a header bar with the title 'Question and Answer' and standard window controls (minimize, maximize, close). Below the header, the text 'Welcome' is centered, followed by the instruction 'Feel free to ask the host and panelists questions'. At the bottom, there is a large, rounded rectangular text input field with the placeholder text 'Type your question here...'.

Question and Answer

Welcome

Feel free to ask the host and panelists questions

Type your question here...

7. Resources, Support, and Next Steps

Additional Resources

Resource	Location
MCAS Resource Center	mcas.onlinehelp.cognia.org
MCAS Portal user guides	https://mcas.onlinehelp.cognia.org/portal/
Technology Information • MCAS Student Kiosk Technology Guide <i>(includes Technology Guidelines, instructions for downloading and installing updated kiosks, instructions for Site Readiness and Site Certification, and troubleshooting information)</i>	https://mcas.onlinehelp.cognia.org/technology-setup/
Student Assessment Updates (Biweekly email with important updates about the MCAS program)	www.doe.mass.edu/mcas/updates.html If you do not already receive this email, subscribe using this link: http://eepurl.com/ghSOhH
Cybersecurity Resources	https://www.doe.mass.edu/mcas/testadmin/

Upcoming Training – Fall 2025

Training	Date
Office Hours for February Science Student Registration	Thursday, November 20 at 9:30–10:30 a.m.

Upcoming Trainings – January 2026

Training	Date
Overview of Student Registration	Thursday, January 15
Accessibility and Accommodations	Wednesday, January 21
Office Hours – Accessibility and Accommodations	Thursday, January 22
MCAS Test Administration and Security Protocols for Returning Staff	Tuesday, January 27
Office Hours – Student Registration	Wednesday, January 28
MCAS Test Administration and Security Protocols for New Staff	Thursday, January 29

Upcoming Trainings – February and March 2026

Training	Date
Technology Coordinator Training	Monday, February 2
Tasks in the MCAS Portal Before Testing	Wednesday, March 4
Tasks in the MCAS Portal During and After Testing	Thursday, March 12
Office Hours – MCAS Portal Tasks	Thursday, March 19

Next Steps

- **Today:** Complete the evaluation form.
 - Responses are associated with the name and email address used to log in.
 - Email your input to mcas@mass.gov if you have problems accessing or completing the form.
- **Within one week:**
 - Receive an email with the Q&A from this session
 - Recording will be available

Email and Phone Support

MCAS Service Center

- Questions on logistics and technology
 - **Web:**
<https://mcas.onlinehelp.cognia.org/>
 - **Email:** mcas@cognia.org
 - **Phone:** 800-737-5103
 - **TTY:** 888-222-1671
 - Live chat is available at the link on the bottom of the page at the [MCAS Resource Center](#)

DESE Student Assessment Services

- Policy questions (e.g., student participation, accommodations)
 - **Web:**
www.doe.mass.edu/mcas
 - **Email:** mcas@mass.gov
 - **Phone:** 781-338-3625
 - **TTY:** 800-439-2370

THANK YOU

The Office of Student Assessment Services



781-338-3625



mcas@mass.gov



www.doe.mass.edu/mcas



135 Santilli Highway, Everett, MA 02149