



## 2017–2018 Statewide Testing Schedule and Administration Deadlines

### MCAS Tests, Retests, Field Tests and Question Tryouts, MCAS Alternate Assessment, MCAS/EPP Mathematics Test, and ACCESS for ELLs

		Date/Time
<b>November 2017 MCAS ELA and Mathematics Retests</b>		
<i>Before Testing</i>	Complete the Student Registration/Personal Needs Profile (SR/PNP) process <sup>1</sup>	September 25–October 6
	Receive test materials	November 1
	Complete Principal’s Certification of Proper Test Administration (PCPA; Before Testing section)	November 1–6, 12:00 p.m.
	Report packing discrepancies, if necessary	
	Order additional materials, if necessary	
<i>Test Administration</i> <sup>2</sup>	ELA Composition Sessions A and B	November 8
	ELA Reading Comprehension Sessions 1 and 2	November 9
	ELA Reading Comprehension Session 3	November 14
	Mathematics Session 1	November 15
	Mathematics Session 2	November 16
	Last date for regular make-up testing	November 17 <sup>3</sup>
<i>After Testing</i>	Deadline for updating SR/PNP information, if necessary	November 20, 3:00 p.m.
	Deadline to complete the PCPA	
	Deadline to schedule UPS pickup	
	Deadline for UPS pickup	November 21
<b>2018 ACCESS for ELLS Test Grades K–12</b>		
<i>Before Testing</i>	Order test materials	October 23–November 9
	Receive test materials	January 2
	Report packing discrepancies, if necessary	January 2–31
	Order additional materials, if necessary	
<i>Test Administration</i> <sup>4</sup>	ACCESS for ELLs test sessions	January 4–February 7
<i>After Testing</i>	Deadline to schedule UPS pickup	February 8
	Deadline for UPS pickup	February 9
<b>February 2018 High School MCAS Biology Test</b>		
<i>Before Testing</i>	Complete the SR/PNP process <sup>1</sup>	December 4–15
	Receive test materials	January 29
	Complete PCPA (Before Testing section)	January 29–February 1, 12:00 p.m.
	Report packing discrepancies, if necessary	
	Order additional materials, if necessary	
<i>Test Administration</i> <sup>2</sup>	Biology Session 1	February 5
	Biology Session 2	February 6
	Last date for regular make-up testing	February 8 <sup>5</sup>
<i>After Testing</i>	Deadline for updating SR/PNP information, if necessary	February 9, 3:00 p.m.
	Deadline to complete the PCPA	
	Deadline to schedule UPS pickup	
	Deadline for UPS pickup	February 12

<sup>1</sup> Adult/external diploma programs, test sites, DYS/SEIS, and other high schools with a special situation should contact the MCAS Service Center at 800-737-5103 to place an order for a total number of materials instead of using the SR/PNP process.

<sup>2</sup> See page 7 for recommended testing times.

<sup>3</sup> Make-up testing for students with extraordinary circumstances (i.e., students not able to participate in regularly scheduled sessions or make-up sessions) may be completed November 20.

<sup>4</sup> ACCESS for ELLs tests for **grades 1–12** will be administered online, with a paper alternative. The **kindergarten** test and the **Alternate ACCESS for ELLs** test will remain paper-based, as in 2017. The recommended times for each domain (session) for all grade levels are as follows: 40 minutes for Listening, 45 minutes for Reading, 30 minutes for Speaking, 65 minutes for Writing. Students with disabilities may have an entire school day to complete one session (with the exception of the Speaking test, for which they may have up to twice the recommended time to complete).

<sup>5</sup> Make-up testing for students with extraordinary circumstances may be completed February 9.

## 2017–2018 Statewide Testing Schedule and Administration Deadlines *continued*

		Date/Time
<b>March 2018 MCAS ELA and Mathematics Retests</b>		
<i>Before Testing</i>	Complete the SR/PNP process <sup>6</sup>	January 8–22
	Receive test materials	February 14
	Complete PCPA (Before Testing section)	February 14–26, 12:00 p.m.
	Report packing discrepancies, if necessary	
	Order additional materials, if necessary	
<i>Test Administration</i> <sup>7</sup>	ELA Composition Sessions A and B	February 28
	ELA Reading Comprehension Sessions 1 and 2	March 1
	ELA Reading Comprehension Session 3	March 2
	Mathematics Session 1	March 5
	Mathematics Session 2	March 6
	Last date for regular make-up testing	March 7 <sup>8</sup>
<i>After Testing</i>	Deadline for updating SR/PNP information, if necessary	March 8, 3:00 p.m.
	Deadline to complete the PCPA	
	Deadline to schedule UPS pickup	March 9
	Deadline for UPS pickup	
<b>2018 MCAS Alternate Assessment (MCAS-Alt) Grades 3–8 and high school</b>		
<i>Before Conducting the MCAS-Alt</i>	Order MCAS-Alt materials	January 8–19
	Receive MCAS-Alt materials	Week of February 26
	Complete PCPA (Before Testing section)	February 26–March 22, 12:00 p.m. <sup>9</sup>
	Report packing discrepancies, if necessary	
	Order additional materials, if necessary	
<i>After Conducting the MCAS-Alt</i>	Deadline to complete the PCPA	March 28, 3:00 p.m. <b>(updated)</b>
	Deadline to schedule UPS pickup	March 29 <b>(updated)</b>
	Deadline for UPS pickup	
<b>March–April 2018 Grade 10 MCAS ELA Test</b>		
<i>Before Testing</i>	Complete the SR/PNP process <sup>6</sup>	January 31–February 13
	Receive test materials	March 13
	Complete PCPA (Before Testing section)	March 13–23, 12:00 p.m. (March 27–April 3: Order additional materials for the ELA Composition Make-Up)
	Report packing discrepancies, if necessary	
	Order additional materials, if necessary	
<i>Test Administration</i> <sup>7</sup>	ELA Composition Sessions A and B	March 27
	ELA Composition Make-up Sessions A and B	April 5
	ELA Reading Comprehension Sessions 1 and 2	March 28
	ELA Reading Comprehension Session 3	March 29
	Last date for regular make-up testing	April 10 <sup>10</sup>
<i>After Testing</i>	Deadline for updating SR/PNP information, if necessary	April 11, 3:00 p.m.
	Deadline to complete the PCPA	
	Deadline to schedule UPS pickup	April 12 (April 3: Early/automatic pickup)
	Deadline for UPS pickup	

<sup>6</sup> Adult/external diploma programs, test sites, DYS/SEIS, and other high schools with a special situation should contact the MCAS Service Center at 800-737-5103 to place an order for a total number of materials instead of using the SR/PNP process.

<sup>7</sup> See page 7 for recommended testing times.

<sup>8</sup> Make-up testing for students with extraordinary circumstances (i.e., students not able to participate in regularly scheduled sessions or make-up sessions) may be completed March 8.

<sup>9</sup> Schools should complete these tasks as soon as materials are received, but have until March 22 to do so.

<sup>10</sup> Make-up testing for students with extraordinary circumstances may be completed April 11.

## 2017–2018 Statewide Testing Schedule and Administration Deadlines *continued*

		Date/Time
<b>Spring 2018 MCAS Tests for Elementary and Middle Schools</b>		
<b>Grades 3–8 ELA and Mathematics, and grades 5 and 8 Science and Technology/Engineering Tests</b>		
<b>computer-based tests (CBT) and paper-based tests (PBT)<sup>11</sup></b>		
<i>Before Testing for CBT</i>	Complete the SR/PNP process	January 22–February 2
	Receive test administration manuals	March 19
	Conduct Infrastructure Trials on the PearsonAccess Next training site, including downloading ProctorCache software (strongly recommended)	Available beginning February 12; schools are recommended to complete their Infrastructure Trials by March 2.
	Precache operational test content for spring 2018 testing	Operational test content will be available for precaching on or around March 20, but schools should not precache until two weeks prior to the start of their testing window.
<i>Before Testing for PBT</i>	Complete PCPA (Before Testing section) Order additional manuals, if necessary	March 19–29, 12:00 p.m.
	Complete the SR/PNP process	January 22–February 2
<i>Before Testing for PBT</i>	Receive test materials	March 19
	Complete PCPA (Before Testing section)	
	Report packing discrepancies, if necessary	March 19–29, 12:00 p.m. <sup>12</sup>
	Order additional materials, if necessary	
<i>Test Administration<sup>13</sup> (CBT and PBT)</i>	ELA test sessions	April 2–May 4 <sup>14</sup>
	Mathematics test sessions	April 3–May 25 <sup>15</sup>
	STE test sessions (grades 5 and 8)	April 4–May 25 <sup>15</sup>
<i>After Testing for CBT</i>	Deadline for updating SR/PNP information, if necessary	<b>ELA:</b> May 7, 3:00 p.m.
	Deadline to complete the PCPA	<b>Math/STE:</b> May 29, 3:00 p.m.
	Mark students' tests complete, if necessary	
<i>After Testing for PBT</i>	Deadline for updating SR/PNP information, if necessary	<b>ELA:</b> May 7, 3:00 p.m.
	Deadline to complete the PCPA	April 30, 3:00 p.m.: Scheduling early pickup
	Deadline to schedule UPS pickup	<b>Math/STE:</b> May 29, 3:00 p.m.
		May 22, 3:00 p.m.: Scheduling early pickup
	Deadline for UPS pickup	<b>ELA:</b> May 8: Pickup deadline May 1: Early pickup <b>Math/STE:</b> May 30: Pickup deadline May 23: Early pickup

<sup>11</sup> Note that grades 4, 5, 7, and 8 tests in ELA and Mathematics, and grades 5 and 8 tests in STE are expected to be administered online. Schools may choose to administer either computer-based tests or paper-based tests for grades 3 and 6. (Exceptions to the CBT expectation are made for students who require a paper-and-pencil version.)

<sup>12</sup> Schools with a special situation after this deadline should call the MCAS Service Center at 800-737-5103 to order additional materials.

<sup>13</sup> See page 6 for recommended testing times. Also, note that the sequence for administering the spring 2017 MCAS tests must be as follows: ELA followed by Mathematics, followed by STE (for grades 5 and 8).

<sup>14</sup> Make-up testing for students with extraordinary circumstances (i.e., students not able to participate in regularly scheduled sessions or make-up sessions) may be completed May 7.

<sup>15</sup> Make-up testing for students with extraordinary circumstances may be completed May 29.

## 2017–2018 Statewide Testing Schedule and Administration Deadlines *continued*

		Date/Time
<b>2018 MCAS/EPP Mathematics Test</b>		
<i>Before Testing</i>	Download test materials from MassEdu Gateway (formerly the Department’s Security Portal)	April 9–May 4
	MCAS/EPP Mathematics test sessions	April 23–May 4
<i>Test Administration</i> <sup>16</sup>	Last day for make-up testing	May 4
	Score students’ answer sheets	May 7–16
<i>After Testing</i>	Deadline to destroy test booklets	May 16
	Securely transport materials to the superintendent’s office for storage	May 7–25
<b>May 2018 Grade 10 MCAS Mathematics Test</b>		
<i>Before Testing</i>	Complete the SR/PNP process <sup>17</sup>	January 31–February 13: initial upload March 12–23: updates if necessary
	Receive test materials	May 9
	Complete PCPA (Before Testing section)	
	Report packing discrepancies, if necessary	May 9–21, 12:00 p.m.
	Order additional materials, if necessary	
<i>Test Administration</i> <sup>18</sup>	Mathematics Session 1	May 23
	Mathematics Session 2	May 24
	Last date for regular make-up testing	May 30 <sup>19</sup>
<i>After Testing</i>	Deadline for updating SR/PNP information, if necessary	
	Deadline to complete the PCPA	May 31, 3:00 p.m.
	Deadline to schedule UPS pickup	
	Deadline for UPS pickup	June 1 (May 29: Early/automatic pickup)
<b>June 2018 High School MCAS STE Tests (Biology, Chemistry, Introductory Physics, Technology/Engineering)</b>		
<i>Before Testing</i>	Complete the SR/PNP process <sup>17</sup>	April 2–13
	Receive test materials	May 22
	Complete PCPA (Before Testing section)	
	Report packing discrepancies, if necessary	May 22–June 4, 12:00 p.m.
	Order additional materials, if necessary	
<i>Test Administration</i> <sup>18</sup>	STE Session 1	June 6
	STE Session 2	June 7
	Last date for regular make-up testing	June 12 <sup>20</sup>
<i>After Testing</i>	Deadline for updating SR/PNP information, if necessary	
	Deadline to complete the PCPA	June 13, 3:00 p.m.
	Deadline to schedule UPS pickup	
	Deadline for UPS pickup	June 14

<sup>16</sup> The MCAS/EPP Mathematics test is [an option](#) for students to successfully complete the mathematics assessment portion of their [Education Proficiency Plan \(EPP\)](#) in order to meet their Competency Determination graduation requirement. The MCAS/EPP Mathematics test has two separate sessions. Individual test sessions are designed to be completed in 60 minutes.

<sup>17</sup> Adult/external diploma programs, test sites, DYS/SEIS, and other high schools with a special situation should contact the MCAS Service Center at 800-737-5103 to place an order for a total number of materials instead of using the SR/PNP process.

<sup>18</sup> See page 7 for recommended testing times.

<sup>19</sup> Make-up testing for students with extraordinary circumstances (i.e., students not able to participate in regularly scheduled sessions or make-up sessions) may be completed May 31.

<sup>20</sup> Make-up testing for students with extraordinary circumstances may be completed June 13.

## 2017–2018 Statewide Testing Schedule and Administration Deadlines *continued*

		Date/Time
<b>April–May 2018 Grade 10 MCAS ELA and Mathematics Field Tests</b>		
<b>computer-based administration</b>		
Each high school will administer a field test in ELA or Mathematics to a minimum of 25 percent of its grade 10 students.		
<i>Before Testing</i>	Complete the SR/PNP process <sup>21</sup>	March 12–23
	Download test administration manuals from <a href="#">ESE website</a>	March 26 or earlier
	Conduct Infrastructure Trials on the PearsonAccess Next training site, including downloading ProctorCache software (strongly recommended)	Available beginning March 26; schools are recommended to complete their Infrastructure Trials in mid-April.
	Precache field test content	Field test content will be available for precaching on or around April 9, but schools should not precache until two weeks prior to the start of their administration window.
<i>Test Administration</i> <sup>22</sup>	ELA field test Mathematics field test	April 23–May 11
<i>After Testing</i>	Deadline for updating SR/PNP information, if necessary	May 14
	Deadline to complete the PCPA	
	Mark students' tests complete, if necessary	
<b>May–June 2018 High School MCAS Biology and Introductory Physics Question Tryouts</b>		
<b>computer-based administration</b>		
Participation is voluntary.		
<i>Before Testing</i>	Complete the SR/PNP process <sup>21</sup>	April 23–May 4
	Download test administration manuals from <a href="#">ESE website</a>	March 26 or earlier
	Conduct Infrastructure Trials on the PearsonAccess Next training site, including downloading ProctorCache software (strongly recommended)	Available beginning March 26; schools are recommended to complete their Infrastructure Trials in mid-May. Schools should conduct an Infrastructure Trial for the question tryouts if there are different student devices being used or different teams of staff involved from the grade 10 ELA and Mathematics field tests.
	Precache question tryout content	Question tryout content will be available for precaching on or around May 22, but schools should not precache until two weeks prior to the start of their administration window.
<i>Test Administration</i> <sup>22</sup>	Biology question tryout Introductory Physics question tryout	May 29–June 15 <sup>23</sup>
<i>After Testing</i>	Deadline for updating SR/PNP information, if necessary	June 18
	Deadline to complete the PCPA	
	Mark students' tests complete, if necessary	

<sup>21</sup> Adult/external diploma programs, test sites, DYS/SEIS, and other high schools with a special situation should contact the MCAS Service Center at 800-737-5103 to place an order for a total number of materials instead of using the SR/PNP process.

<sup>22</sup> See page 7 for recommended testing times.

<sup>23</sup> Schools may not administer the question tryouts on the prescribed test dates for operational high school STE testing of June 6 and 7.

## Recommended Session Lengths for the 2017–2018 MCAS Elementary and Middle School Tests

For **CBT**, test sessions must be administered as close together as possible to all students taking that test in the same school, with exceptions that will be described in the [Principal’s Administration Manual](#) (PAM). For **PBT**, each test session must be administered simultaneously to all students taking that test in the same school (also with certain exceptions). The PAM will provide additional details on scheduling test sessions.

While MCAS test sessions will remain untimed in spring 2018, the Department suggests that schools schedule the following amounts of time for MCAS testing:

MCAS Subject Area Test	Number of Sessions	Recommended Testing Time for Spring 2018
ELA	2 sessions <i>(updated for 2018)</i>	2 hours per session
Mathematics	2 sessions	1 ½ hours per session
STE	2 sessions	1 hour per session

The recommended testing times above are based on an analysis of student testing time from the first year of MCAS next-generation computer-based testing in 2017 (and are slightly longer than recommendations from the previous year). The Department will continue to review testing time used by students during computer-based testing in order to make any additional adjustments in the future.

Since next-generation MCAS test sessions are longer than those from the legacy MCAS tests, schools may plan for one short, supervised break per session (3–5 minutes) to be given at each test administrator’s discretion for all subject area tests for grades 3–8. Schools may also consider providing designated accessibility features (DFs), which are available to all students, such as DF3 (“Frequent brief supervised breaks”), particularly for younger students.

## Recommended Session Lengths for the 2017–2018 MCAS High School Tests

### 1. Operational High School Tests

Note that test sessions for high school students will remain untimed for 2017–2018. Any changes to this policy for testing time for high school tests will be considered when next-generation high school tests are developed.

The high school [Principal’s Administration Manuals](#) will contain additional information and protocols, but to assist schools when establishing schedules, the following information will be relevant.

The high school tests have prescribed test administration dates in order to maintain the security of these tests. Schools are expected to adhere to these dates. Principals should [email the Department](#) if there are extraordinary circumstances.

The June high school STE sessions must be administered on the dates specified below, but it is not necessary to schedule concurrent sessions for the different subject areas (e.g., the Biology test and the Chemistry test may begin at different times).

The tables below show recommended testing times, in minutes, for the 2017–2018 high school MCAS tests and retests.

<b>November 2017 MCAS ELA Retest, March 2018 MCAS ELA Retest, and Spring 2018 MCAS Grade 10 ELA Test</b>				
<b>ELA Composition Sessions A and B recommended testing time</b>	<b>Session 1 recommended testing time</b>	<b>Session 2 recommended testing time</b>	<b>Session 3 recommended testing time</b>	<b>Total recommended testing time</b>
Session A: 45 Session B: 45	45	45	45	<b>225</b>

<b>November 2017 MCAS Mathematics Retest, March 2018 MCAS Mathematics Retest, and Spring 2018 MCAS Grade 10 Mathematics Test</b>		
<b>Session 1 recommended testing time</b>	<b>Session 2 recommended testing time</b>	<b>Total recommended testing time</b>
60	60	<b>120</b>

<b>February 2018 MCAS Biology Test and June 2018 High School MCAS STE Tests (Biology, Chemistry, Introductory Physics, Technology/Engineering)</b>		
<b>Session 1 recommended testing time</b>	<b>Session 2 recommended testing time</b>	<b>Total recommended testing time</b>
60	60	<b>120</b>

### 2. High School Field Tests and Question Tryouts

Below are recommended testing times for the high school MCAS field tests and question tryouts.

- **Grade 10 MCAS ELA field test:** 1 session – 120–150 minutes
- **Grade 10 MCAS Mathematics field test:** 1 session – 90–120 minutes
- **High School MCAS Biology question tryout:** 1 session – 45 minutes
- **High School MCAS Introductory Physics question tryout:** 1 session – 45 minutes