



Principal’s Instructions for the April–May 2024 MCAS/EPP Mathematics Test Administration

MCAS/EPP Testing Schedule and Administration Deadlines

	Event	Date
<i>Before Testing</i>	Download test materials from the Department’s Security Portal in the MCAS EPP DropBox	April 8–May 3
<i>Test Administration</i>	Mathematics MCAS/EPP test sessions¹	April 22–May 3
	Last day for make-up testing	May 3
<i>After Testing</i>	Download secure scoring information from the Department’s Security Portal in the MCAS EPP DropBox	May 6–17
	Score students’ answer sheets	May 6–17
	Deadline to destroy test booklets	May 17
	Securely transport materials to the superintendent’s office for storage	May 7–24

¹ The MCAS/EPP Mathematics test has two separate sessions. Individual test sessions are designed to be completed in 60 minutes.

Important Contact Information

MCAS/EPP Information

Office of Student Assessment Services

Web: www.doe.mass.edu/assessment/epp/default.html

Email: mcas@mass.gov

Telephone: 781-338-3625

Questions about accessing the MCAS EPP DropBox in the **Department’s Security Portal** should be directed to the district-level Directory Administrator. A listing of Directory Administrators is posted at www.doe.mass.edu/infoservices/data/diradmin/list.aspx.



This document was prepared by the
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Acting Commissioner

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I. MCAS/EPP Test Security Requirements

The Massachusetts Comprehensive Assessment System (MCAS)/Educational Proficiency Plan (EPP) Mathematics test is designed to elicit students' work in order to assess their comprehension of Mathematics. The purpose of the MCAS/EPP Test Security Requirements is to protect the validity of MCAS/EPP results.

Principals and school personnel authorized to have access to secure materials must follow the requirements listed below and may not participate in, direct, assist in, or encourage any testing irregularity or act of misconduct.

Principals are responsible for ensuring that all test administrators and school personnel authorized to have access to secure test materials comply with the requirements and instructions contained in this part and in Part I of the *Test Administrator's Manual: 2024 MCAS/EPP Mathematics Test (TAM)*.

Please note the following definitions for the purposes of this section and this document:

- **“Secure”** refers to a test question, student response, or test that has not been made available to the public by the Department. All test questions, student responses to those test questions, test booklets, and answer sheets are confidential and must be kept secure at all times. Principals must securely destroy all test booklets after testing is completed.
- **“Access”** refers to handling test materials, but does not include reviewing tests or individual questions, which is prohibited. Students may never transport secure test materials.
- **“Locked storage area”** refers to the central locked area that must be used to store all MCAS/EPP test materials **at all times** when materials are not in use. Principals must restrict access to the locked storage area to only those school personnel authorized by the principal to handle secure materials. For example, custodial or cleaning staff may not enter the locked area where the principal stores secure materials.

Each principal must complete the *Principal's Assurances Form* to certify that the school has followed proper MCAS/EPP test security requirements and test administration protocols.

A. Responsibilities of the Principal and Designee

- 1. Authorize specific personnel to serve as test administrators and designate other school personnel permitted to access secure test materials.**
 - Distribute copies of the MCAS/EPP TAM to all test administrators.
- 2. Develop local policies and procedures to ensure proper test security at all times.**
 - Ensure that MCAS/EPP test sessions are administered during the prescribed administration window.
 - Ensure that test administrators administer tests according to section C on the following pages.
- 3. Keep MCAS/EPP test materials in locked central storage when the MCAS/EPP test is not being administered.**

- Account for all secure test materials at the end of each test session and keep them in locked central storage when not in use.
- Restrict the locked storage area to a small number of school personnel who need access.

4. Monitor the chain of custody of test materials.

- Securely download, print, and photocopy materials according to guidance in this document.
- Account for materials and investigate any discrepancies in counts of materials as described in this document.
- Return certain materials to the superintendent according to the instructions and the deadlines in this document.

B. Shared Responsibilities of Principals, Test Administrators, and Other School Personnel Authorized to Have Access to Secure Materials

1. Document the location of secure materials at all times.

- Track secure materials using the sample tracking form for Gr. 10 Math and High School Science – Spanish/English edition (available at www.doe.mass.edu/mcas/testadmin/forms) or a similar document.

2. Ensure the security of the testing location.

- Do not allow unauthorized persons to enter the testing room. This includes parents, researchers, reporters, students not scheduled to be testing at the time, and any school personnel (including teachers) not assigned to the room as test administrators.

3. Ensure the security of test questions, test booklets, and answer sheets.

- Do not leave test booklets unattended at any time unless they are locked in secure storage.
- Do not view, discuss, or otherwise reveal the contents of test booklets before, during, or after test administration.
- Do not remove test booklets from the school.
- Ensure that test booklets are securely destroyed after testing, as instructed in this document.
- Ensure that students are not provided access to secure test questions prior to testing.
- The principal should not score results for students who use cell phones or other electronic devices during a test session.

C. Responsibilities of Test Administrators

1. Receive training from the principal/designee in administering test sessions properly and securely.

- Review the TAM and all relevant test security requirements before administering test sessions.
- Attend the training session led by the principal/designee before test administration.
- Understand and follow the protocols related to administering tests to students with disabilities and English learner (EL) students.

2. Administer test sessions according to appropriate protocols.

- Administer test sessions during the prescribed testing window.
- Follow the directions and read the scripts in the TAM verbatim to students.
- Remove or cover any classroom displays that provide information related to the content being assessed or to test-taking strategies (see page 7).
- Provide students with all required test materials as listed in the TAM. Supplemental reference sheets are permitted for those students with accommodation A9 in their IEPs or 504 plans.
- Prevent the use of prohibited materials (see pages 6–8 for lists of required/permitted and prohibited materials).

3. Focus full attention on the testing environment at all times.

- Continually monitor the testing process by moving unobtrusively about the room. While monitoring the classroom, **a test administrator may view students' booklets for the sole purpose of confirming that students are working in the correct session.** A test administrator may not review answer sheets to confirm whether students have marked all their responses.
- Ensure that students are not left unsupervised during testing, including during breaks and transitions to test completion locations.
- Students must work only on the session being administered.

4. Ensure that students provide answers that are strictly their own and do not participate in any form of cheating.

- Ensure that students do not consult notes, textbooks, or other teaching materials; do not share test questions with other students; do not access electronic devices; and do not consult other students, school personnel, or anyone else during testing.

D. Testing Irregularities

Because the MCAS/EPP test is locally scored, it is the principal's responsibility to investigate testing irregularities. Principals may contact the Department's Student Assessment Services at 781-338-3625 for guidance on handling a situation.

Accordingly, principals have the authority to impose consequences for testing irregularities or misconduct, including the following:

- not scoring student results
- prohibiting school personnel from participating in a future MCAS/EPP test administration

II. Background on the EPP

The Board of Elementary and Secondary Education adopted the EPP requirement in October 2006 as a change to the CD high school graduation requirement, beginning with the class of 2010. The goal of the EPP requirement is to increase the likelihood that students who graduate from Massachusetts high schools have the knowledge and skills needed to succeed in college and the workforce.

See the Department's website at www.doe.mass.edu/mcas/graduation.html for additional guidance on graduation requirements.

III. Student Participation

The Mathematics MCAS/EPP test is an option for students to successfully complete the mathematics assessment portion of their EPPs. The other annual assessment options are described on the Department’s website at www.doe.mass.edu/assessment/epp/qa.html#assessment. The option selected should be suited to each individual student. The extent of coursework content knowledge a student has gained prior to the test and the amount of testing time required of the student and school staff should be considered when determining participation in April–May MCAS/EPP testing or another assessment.

An EPP is required for Massachusetts public high school students in the class of 2024 or 2025 who have not achieved an MCAS ELA score of 472 or higher, or an MCAS Mathematics score of 486 or higher.

Students who earned a scaled score between 469 and 485 on the MCAS Mathematics test are eligible to participate in MCAS/EPP testing. Students who earn a scaled score below 469 must participate in MCAS retests until they reach 469 and are **not eligible** to participate in the MCAS/EPP test administration.

IV. April–May 2024 MCAS/EPP Test Administration Protocols

A. Coordinating Test Administration

The principal or designee must coordinate the school’s MCAS/EPP test administration. This coordination responsibility includes the following. Details about topics can be found in the MCAS/EPP TAM.

- understanding and enforcing all test security requirements and test administration protocols
- coordinating the school’s test administration schedule, including preparing the testing spaces, meeting with test administrators, and ensuring that test sessions are administered during the prescribed testing window
- ensuring that accommodations are properly administered
- completing and ensuring the accuracy of information provided on the Principal’s Assurances Form

B. Downloading, Printing, and Photocopying Secure Materials

MCAS/EPP test booklets are downloaded from the Department’s Security Portal according to the instructions that follow. It is the principal’s responsibility to ensure that all secure test booklets that were temporarily saved locally are deleted after printing.

The printing and photocopying of secure test booklets must be closely monitored.

After printing and photocopying, the Department strongly recommends that all secure test booklets, for each session, be labeled with the following information to assist with accounting for them.

- school name
- district name
- copy number x of y , where x = the photocopy number for the particular booklet and y = the total number of copies made

C. Scheduling Test Administration

Test sessions are designed to be completed within 60 minutes. However, all MCAS/EPP test administrations are untimed.

The Department recommends that principals schedule test sessions in the early part of the testing window to allow ample time for make-up sessions.

In addition, principals should be aware that state and federal laws require schools to make reasonable accommodations for the religious needs of students and employees in observance of holy days. For more information about legal holidays and religious observances, refer to the Department's website at www.doe.mass.edu/news/news.aspx?id=27281.

Refer to the spring MCAS *Principal's Administration Manual* (PAM) (www.doe.mass.edu/mcas/testadmin/manual/PAM.pdf) for guidance on scheduling test sessions, make-up testing, and test administration interruptions.

D. Authorizing School Personnel

1. Qualified Test Administrators

It is the responsibility of the principal to authorize individuals to serve as test administrators. Test administrators' responsibilities are stated in the TAM.

To the extent possible, test administrators should be licensed classroom teachers working in the school. When necessary, other education professionals, such as administrators employed by the school or district, may be authorized to serve as test administrators.

2. Other School Personnel

The principal may want to authorize other school personnel, such as a test coordinator, to assist with the distribution and return of secure test materials. Anyone authorized as having access to secure test materials must be employed by the school or district and fulfill the requirements in Part I.

3. Scorers

It is the responsibility of the principal to authorize impartial individuals to score students' answer sheets after testing. Scorers must also be employed by the school or district and fulfill the requirements in Part I.

E. Designating Appropriate Testing Spaces

It is the responsibility of the principal to designate testing spaces that are free from noise and distractions and are adequately lit, ventilated, and furnished so that students can work comfortably and without disruption. The Department recommends that large, open areas (e.g., cafeterias) not be used. Principals must ensure that each student assigned to the testing space will have an adequate workspace and be sufficiently separated from other students to support a secure testing environment.

Principals should also identify appropriate testing spaces for students using accessibility features or accommodations that require changes in the test setting, presentation, or mode of response that prevent these students from taking the test in a classroom with a large group.

Prior to testing, principals must verify that test administrators have covered or removed from the testing spaces all materials containing content in the subject area being tested, including any materials that might help students answer test questions. Examples include posters, maps, charts, graphic organizers, word lists, number lines, multiplication tables, definitions, writing formulas, and mathematical formulas/theorems.

F. Materials Required/Permitted During Testing

During testing, students are permitted to use only those resource materials and tools approved in this document.

1. Materials Required for Student Use

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

- locally developed answer sheets (Electronically scanned sheets are allowed.)
- #2 pencils
- scratch paper
 - Test administrators must supply at least one sheet of unused scratch paper (blank, lined, or graph) for each student for each test session.
 - Students may request more scratch paper if needed. Test administrators may provide up to three pages at one time. If students need additional pages, they will need to turn in used scratch paper. Students may view the pages they already turned in, upon request, as long as they only have three pages at one time.
 - Test administrators are responsible for collecting all used scratch paper to be securely destroyed (e.g., shredded) after test administration by the principal or designee.
 - Schools may reuse scratch paper if the paper is completely blank.
 - Scratch paper that has been written on during Session 1 of a test may not be used in Session 2; students will need new paper.
- calculators for Session 2 only (see below for more information)

Calculators for Session 2 Only

Each student must have sole access to at least a four-function calculator with a square-root key for Session 2.

- Students may use their own calculators.
- Schools must provide at least a four-function calculator with a square-root key for all students who do not have their own calculator.
- Graphing and scientific calculators are allowed but are not required.
- Test administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators. The memory should be cleared from any calculator with the ability to store information (other than basic numbers).

2. Materials Permitted for Student Use

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

- pens and highlighters
- printed copies of bilingual word-to-word dictionaries for students who are currently or were ever reported as ELs (See below for more information.)

Bilingual Dictionaries

Any EL student, as well as students who have ever been reported as ELs in the past, may use an authorized bilingual word-to-word dictionary and/or glossary during MCAS/EPP testing. Bilingual dictionary use for MCAS/EPP testing is limited to those that provide word-to-word translations. Dictionaries that include definitions, synonyms, antonyms, phrases, and other information are prohibited.

A list of authorized bilingual dictionaries and glossaries is available on the Department’s website at www.doe.mass.edu/mcas/accessibility. To discuss the approval of a word-to-word dictionary not included in the list, please call 781-338-3625.

G. Materials Prohibited During Testing

Prohibited materials include the list of materials that must be covered or removed from the testing space (see page 7) as well as those on the following lists. Materials listed in section 1 below are not permitted at any time during the session, and materials listed in section 2 may only be provided after students have turned in their test materials. None of the materials in section 1 or 2 are permitted while students have their test materials.

1. Materials Not Permitted at Any Time During the Session

- cell phones (The principal should not score results for students who use cell phones during testing.)
- other electronic devices
 - smartwatches
 - e-book readers or electronic dictionaries
 - music players for one student’s personal use or that of the whole class, earphones, ear buds, or headphones (other than noise blocking headphones; see DF7 on page 104 of the spring 2024 PAM)
 - any device capable of taking photographs
 - game consoles
 - electronic translators
 - calculators during Session 1
 - computers or electronic tablets
 - any device that provides access to the internet, such as certain calculators and fitness trackers
 - editing devices (e.g., spelling or grammar checkers)
- English-language dictionaries or thesauruses
- unauthorized reference sheets (e.g., formula sheets, conversion tables)
- accommodation materials unless specified by a student’s IEP or 504 plan (e.g., graphic organizers)

2. Materials that May Be Permitted Only after a Student Has Turned in Test Materials

Materials listed in this section **may be provided only after** students have turned in their test materials, at the principal's discretion.

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

H. Test Administrators' Training and Training for Other School Personnel

Test administrators and other personnel authorized to have access to secure materials must be trained before test administration in the testing procedures that will be followed at the school. Following is a list of essential topics that must be covered at these training sessions.

Test Security

- MCAS/EPP test security requirements, including your school's procedures for distribution and tracking of secure test materials before, during, between, and following test sessions
- the need to closely monitor students during testing to ensure that they are not using cell phones for any purpose, including text messaging, accessing the calculator function or internet, and photographing test questions
- supervising test sessions and breaks

Administration Schedule and Logistics

- the requirement that test administrators must read the scripts in the TAM verbatim to students
- assignment of a specific testing space and a specific group of students to each test administrator
- assigning/distributing booklets to students
- logistics for test completion sessions for students who require additional time to complete a test session
- instructions for dismissing students after they have completed each test session
- the requirement that students may not return to a test session once it has been completed

MCAS/EPP Test Materials and Approved Resource Materials

- information regarding the Mathematics Reference Sheets, which are contained in the test booklets
- the use of calculators for Session 2 only
- approval of printed copies of authorized bilingual word-to-word dictionaries that contain no handwriting for students who are currently or were ever reported as ELs

I. Students' Responsibilities during Testing and Meeting with Students

1. Students' Responsibilities during Testing

Students are expected to provide answers that are strictly their own and not participate in any form of cheating.

2. Student Meeting

The principal and/or test administrators should meet with students before test administration to give them information about testing procedures at the school. It is very important for students to be informed about materials that are not allowed during testing (see pages 7–8).

During the meeting, provide students with the following information:

- They should read questions carefully and try their best to answer all the questions on the test.
- Any form of cheating is strictly forbidden. In addition to any local penalties imposed, student results may not be scored, or another consequence may be imposed.
- **Cell phones are strictly prohibited.**
- They must answer questions only in the session being administered. They will be allowed additional time to finish their work beyond the end of the regularly scheduled session if they are working productively.
- They will need at least a four-function calculator with a square-root key for Session 2. Such a calculator will be provided to any student who does not have one.

J. Accounting for Secure Materials

It is the responsibility of the principal to account for secure test materials by restricting access to MCAS/EPP materials posted to the Department’s Security Portal; securely downloading, printing, and photocopying booklets; tracking the location of materials throughout test administration; and after testing, ensuring that certain materials are transported securely to the superintendent and that other materials are securely destroyed.

The forms listed below should be used to maintain the security of test materials.

1. Internal Tracking Forms

Principals must establish and follow document tracking procedures so that they can determine at all times the location of materials not in secure storage. Document tracking procedures must also make it possible for principals to trace the movement of materials from the time they were removed from secure storage until they are returned to secure storage.

The Department recommends that principals use the sample PBT tracking form Gr. 10 and High School Science – Spanish/English edition, which is available at www.doe.mass.edu/mcas/testadmin/forms.

Immediately investigate any irregularity in the use of tracking documents or in the information recorded on them, as these may indicate a situation that could compromise test security.

2. Principal’s Assurances Form

The Principal’s Assurances Form is used to provide assurances to the superintendent that proper test administration procedures described in this document and in the MCAS/EPP TAM are followed, including procedures to maintain the security of test materials.

V. Tasks to Complete for the MCAS/EPP Test Administration

A. Prepare for Test Administration

1. Develop answer sheets.

A separate answer sheet is required for each session. Answer sheets may be plain paper or sheets that can be scanned and scored locally.

The following information must be provided on each answer sheet. This information may be printed on each student's answer sheet prior to MCAS/EPP testing (or printed on a label), or students may complete this information during each test session:

- school name
- district name
- student's name
- student's State-Assigned Student Identifier (SASID)
- student's date of birth
- session number

The number of test questions in each session may be printed on each student's answer sheet prior to MCAS/EPP testing as follows:

- Mathematics Session 1: questions 1–30
- Mathematics Session 2: questions 31–60

All questions are multiple-choice and contain four answer choices (A, B, C, D).

2. Develop a plan for maintaining test security at your school.

- Review Test Security Requirements (Part I).
- Establish a document tracking system (see www.doe.mass.edu/mcas/testadmin/forms for a sample internal tracking form).
- Designate a locked area for secure storage of test materials.
- Before the training session, distribute a TAM to test administrators and Part I of this document to all school personnel who have access to secure test materials.

3. Plan logistics for test administration at your school.

- Identify all students who will be participating in the MCAS/EPP test. See Part II for information about student participation.
- Authorize individuals to serve as test administrators and other school personnel to have access to secure materials. Designate appropriate testing spaces.
- Assign students and testing locations to test administrators.
- Schedule test administration sessions and locations.
- Train test administrators (see list of topics on pages 8–9) and train all school personnel authorized to have access to secure test materials in test security requirements.
- Train test administrators who provide test accommodations to students with disabilities and EL students in the implementation of accommodations in accordance with Appendix C of the spring PAM.
- Meet with students (see list of topics on page 9).

4. Download test materials from the Department’s Security Portal between April 8 and May 3, 2024, according to the following instructions:

- Go online to the Security Portal: <https://gateway.edu.state.ma.us>.
- Enter your **username** and **password**, and click **Log In**.
- Select **DropBox Central** under **DropBox** from the list of options, and then on the next page, select **MCAS EPP** and **NEXT**.

The following test materials will be available in this drop box:

- Mathematics Session 1 test booklet, which includes the Mathematics Reference Sheet
- Mathematics Session 2 test booklet, which includes the Mathematics Reference Sheet
- Principal’s Assurances Form

5. Using your school’s document tracking system, print and organize test materials for distribution. Then delete all secure booklets from computers.

Access to documents printed from the Security Portal must be restricted. See Part I for details.

6. Store materials in a secure, locked storage space.

7. Identify and prepare for students with disabilities and ELs who require accessibility features or accommodations for testing (the accommodations must be listed in IEPs or 504 plans for students with disabilities, or a locally developed form for ELs).

See Appendix C of the spring PAM for a list of accommodations that can be used on the MCAS/EPP test. Please note that CBT accommodations are not available for the MCAS/EPP test. Additionally, the following accommodations are not available for the MCAS/EPP test:

- Large print (accommodation A2)
- Braille (accommodation A3.2)
- Special access accommodations SA1.1, SA1.2, SA2, SA3.1, SA3.2, SA5, and SA6

8. Gather school-supplied testing materials.

- Collect writing instruments to provide to any student who does not bring one.
- Collect blank scratch paper.
- Collect calculators to provide to students for Session 2.
- Approve bilingual word-to-word dictionaries for students who are currently or were ever reported as ELs.

9. Verify that unapproved materials have been covered or removed from each testing space.

10. Using your school’s document tracking system, organize test materials for distribution.

B. Coordinate Test Administration

1. Using your document tracking system, distribute test materials.

Immediately before test administration, distribute the necessary test materials for that day to each test administrator. See the TAM for the specific list of test materials necessary for each test session.

2. Distribute lists of SASIDs to test administrators if they will be entering SASIDs on answer sheets.

3. Monitor your school’s test administration.

- Enforce test security requirements.
- Ensure that your school’s document tracking system is used each time test materials are moved.
- Collect lists of students who were not tested and schedule them for make-up testing.

4. Securely store test materials between sessions and after each day of testing.

Use your document tracking system to verify that **all** test materials are secure between sessions and are returned to you after each day of testing.

5. After testing is completed, verify that ALL test materials have been returned to you.

- Use your document tracking system to verify that test administrators have returned all test materials to you. You must be able to account for **all** secure materials that were downloaded and printed.
- If necessary, investigate any discrepancies in the number of materials that were distributed to test administrators and the number returned to you.

C. Next Steps

1. Verify that you have a used answer sheet and test booklet for every student participating in the MCAS/EPP test administration.

2. Count the number of used answer sheets separately for Session 1 and Session 2.

Record these totals on the MCAS/EPP Principal’s Assurances Form.

3. Securely destroy all test booklets and used scratch paper after test administration, no later than May 17.

The Department suggests that test booklets be shredded after testing whenever possible.

4. Download secure scoring information from the Department’s Security Portal in the MCAS EPP DropBox.

5. Authorize specific individuals in your school to serve as impartial scorers and to score students’ answer sheets between May 6 and 17.

Answer keys and raw-to-scaled-score conversion tables will be posted in the MCAS EPP DropBox in the Security Portal beginning on May 6.

6. Securely transport the materials listed below to the superintendent’s office for secure storage, no later than May 24.

- Principal’s Assurances Form: April–May 2024 MCAS/EPP Test Administration
- Test Materials Internal Tracking Forms
- MCAS/EPP answer sheets

Retain materials at the superintendent’s office for three years.

7. Recycle or discard students’ used reference sheets and copies of the *Test Administrator’s Manual*.