 **2018–2019 Statewide Testing Schedule and Administration Deadlines** **MCAS Tests, Retests, and Field Tests, MCAS Alternate Assessment,
MCAS/EPP Mathematics Test, and ACCESS for ELLs**

|  | **Date/Time** |
| --- | --- |
| **November 2018 MCAS ELA and Mathematics Retests** Paper-based administration  |
| *Before Testing* | Complete the pre-administration Student Registration/Personal Needs Profile (SR/PNP) process[[1]](#footnote-1) | September 24–October 5 |
| Receive test materials | November 1 |
| Complete Principal’s Certification of Proper Test Administration (PCPA; Before Testing section) | November 1–6 |
| Report packing discrepancies, if necessary |
| Order additional materials, if necessary |
| *Test Administration* | ELA Composition Sessions A and B | November 8 |
| ELA Reading Comprehension Sessions 1 and 2 | November 9 |
| ELA Reading Comprehension Session 3 | November 13 |
| Mathematics Session 1  | November14 |
| Mathematics Session 2  | November 15 |
| Last date for regular make-up testing | November 16[[2]](#footnote-2) |
| *After Testing* | Deadline for updating SR/PNP information, if necessary | November 19, 3:00 p.m. |
| Deadline to complete the PCPA |
| Pre-scheduled UPS pickup/pickup deadline  | November 20, 5:00 p.m.[[3]](#footnote-3) |
| **2019 ACCESS for ELLS Test (Grades K–12)** |
| *Before Testing* | Order test materials | October 22–November 9 |
| Receive test materials | January 2 |
| Report packing discrepancies, if necessary | January 2–31 |
| Order additional materials, if necessary |
| *Test Administration[[4]](#footnote-4)* | ACCESS for ELLs test sessions | January 3–February 8 |
| *After Testing* | Deadline to schedule UPS pickup | February 7 |
| Deadline for UPS pickup | February 8 |
| **February 2019 High School MCAS Biology Test** Paper-based administration |
| *Before Testing* | Complete the pre-administration SR/PNP process1 | December 3–14 |
| Receive test materials | January 30 |
| Complete PCPA (Before Testing section) | January 30–February 4 |
| Report packing discrepancies, if necessary |
| Order additional materials, if necessary |
| *Test Administration* | Biology Session 1 | February 6 |
| Biology Session 2 | February 7 |
| Last date for regular make-up testing | February 112 |
| *After Testing* | Deadline for updating SR/PNP information, if necessary | February 12, 3:00 p.m. |
| Deadline to complete the PCPA |
| Pre-scheduled UPS pickup/pickup deadline  | February 13, 5:00 p.m.3 |

**2018–2019 Statewide Testing Schedule and Administration Deadlines *continued***

|  | **Date/Time** |
| --- | --- |
| **March 2019 MCAS ELA and Mathematics Retests** Paper-based administration |
| *Before Testing* | Complete the pre-administration SR/PNP process[[5]](#footnote-5) | January 7–18 |
| Receive test materials | February 25 |
| Complete PCPA (Before Testing section) | February 25–28 |
| Report packing discrepancies, if necessary |
| Order additional materials, if necessary |
| *Test Administration* | ELA Composition Sessions A and B | March 4 |
| ELA Reading Comprehension Sessions 1 and 2 | March 5 |
| ELA Reading Comprehension Session 3 | March 6 |
| Mathematics Session 1  | March 7 |
| Mathematics Session 2  | March 8 |
| Last date for regular make-up testing | March 11[[6]](#footnote-6) |
| *After Testing* | Deadline for updating SR/PNP information, if necessary | March 12, 3:00 p.m. |
| Deadline to complete the PCPA |
| Pre-scheduled UPS pickup/pickup deadline  | March 13, 5:00 p.m.[[7]](#footnote-7) |
| **Spring 2019 Grade 10 MCAS ELA Test**The grade 10 ELA test will be a next-generation, computer-based test, and schools are expected to administer it online. (Exceptions are made for students who require a PBT edition as an accommodation.) See the [test design](http://www.doe.mass.edu/mcas/tdd/testdesign/2019-g10-ela-nextgen.docx) for details, and note there will be two test sessions. |
| *Before Testing*  | Complete the pre-administration SR/PNP process5, [[8]](#footnote-8) | January 30–February 12 |
| Extended pre-administration SR/PNP window for CBT  | February 13–March 11 |
| Conduct an Infrastructure Trial and download ProctorCache software (strongly recommended) | Available beginning February 11Recommended completion date: March 11 |
| Receive test administration manuals and PBT materials for accommodations  | March 12 |
| Precache operational test content for spring 2019 testing  | March 12–25 |
| Order additional manuals and PBT materials for accommodations, if necessaryReport packing discrepancies for PBT shipments, if necessary | March 12–22 |
| *Test Administration*  | **Prescribed administration dates[[9]](#footnote-9)***Test the maximum number of students who can participate concurrently.* | ELA Session 1 | March 26 |
| ELA Session 2 | March 27 |
| **Administration dates if needed***Test remaining students who did not participate in the first set of dates due to technology/device limitations.* | ELA Session 1 | March 28 |
| ELA Session 2 | March 29 |
| Last date for regular make-up testing  | April 46 |
| *After Testing*  | Deadline for updating SR/PNP information, if necessary  | April 5, 3:00 p.m. |
| Deadline to complete the PCPA |
| Mark students’ tests complete, if necessary |
| For PBT accommodations: Pre-scheduled UPS pickup/pickup deadline  | April 8, 5:00 p.m.7 |

**2018–2019 Statewide Testing Schedule and Administration Deadlines *continued***

|  | **Date/Time** |
| --- | --- |
| **2019 MCAS Alternate Assessment (MCAS-Alt) (Grades 3–8 and high school)** |
| *Before Submission* | Order MCAS-Alt submission materials | January 7–18 |
| Receive submission materials (binders, etc.) | Week of February 18 |
| Complete PCPA (part 1) | March 4–22Schools should complete these tasks as soon as materials are received, but have until March 22 to do so. |
| Order additional materials, if necessary |
| *Submission* | Deadline to complete the PCPA | March 18–28, 3:00 p.m. |
| Deadline to schedule UPS pickup | March 28, 3:00 p.m. |
| Deadline for UPS pickup | March 29, 5:00 p.m. |
| **Spring 2019 MCAS Tests for Elementary and Middle Schools****Grades 3–8 ELA and Mathematics, and grades 5 and 8 Science and Technology/Engineering Tests** Schools are expected to administer all the grade 3–8 tests online. (Exceptions are made for students who require a PBT edition as an accommodation.)For more information about the tests, refer to the test designs for [ELA](http://www.doe.mass.edu/mcas/tdd/ela.html?section=testdesign), [Mathematics](http://www.doe.mass.edu/mcas/tdd/math.html?section=testdesign), and [STE](http://www.doe.mass.edu/mcas/tdd/sci.html?section=testdesign). Also, note that the prescribed administration sequence for the grades 3–8 tests is as follows: ELA followed by Mathematics, followed by STE (for grades 5 and 8). |
| *Before Testing*  | Complete the pre-administration SR/PNP process[[10]](#footnote-10) | January 28–February 8 |
| Extended SR/PNP window for CBT  | February 11–March 15 |
| Conduct an Infrastructure Trial and download ProctorCache software (strongly recommended) | February 11–March 15Available beginning February 11Recommended completion date: March 15 |
| Receive test administration manuals and PBT materials for accommodations  | March 18 |
| Precache operational test content for spring 2019 testing  | Operational test content will be available for precaching on or around March 18, but schools should not precache until two weeks prior to the start of their testing window. |
| Order additional manuals and PBT materials for accommodations, if necessaryReport packing discrepancies for PBT shipments, if necessary  | March 18–28[[11]](#footnote-11) |
| *Test Administration* | ELA test sessions  | April 1–May 3[[12]](#footnote-12)(Note: ELA testing ends earlier than Mathematics/STE.) |
| Mathematics test sessions | April 2–May 2412 |
| STE test sessions (grades 5 and 8) | April 3–May 2412 |
| *After Testing*  | Deadline for updating SR/PNP information, if necessary  | **ELA:** May 6, 3:00 p.m.**Math/STE:** May 28, 3:00 p.m. |
| Deadline to complete the PCPA |
| Mark students’ tests complete, if necessary |
| For PBT accommodations: Pre-scheduled UPS pickup/pickup deadline | **ELA:** May 7, 5:00 p.m.[[13]](#footnote-13)**Math/STE:** May 29, 5:00 p.m.13 |

**2018–2019 Statewide Testing Schedule and Administration Deadlines *continued***

|  | **Date/Time** |
| --- | --- |
| **2019 MCAS/EPP Mathematics Test**The MCAS/EPP Mathematics test is [an option](http://www.doe.mass.edu/news/news.aspx?id=6674) for students to successfully complete the mathematics assessment portion of their [Education Proficiency Plan (EPP)](http://www.doe.mass.edu/ccr/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. |
| *Before Testing* | Download test materials from the Department’s Security Portal | April 8–May 3 |
| *Test Administration* | MCAS/EPP Mathematics test sessions | April 22–May 3 |
| Last day for make-up testing | May 3 |
| *After Testing* | Score students’ answer sheets  | May 6–15 |
| Deadline to destroy test booklets | May 15 |
| Securely transport materials to the superintendent’s office for storage | May 7–24 |
| **Spring 2019 Grade 10 MCAS Mathematics Test**The grade 10 Mathematics test will be a next-generation, computer-based test, and schools are expected to administer it online. (Exceptions are made for students who require a PBT edition as an accommodation.) See the [test design](http://www.doe.mass.edu/mcas/tdd/math.html?section=testdesign) for details. |
| *Before Testing*  | Complete the pre-administration SR/PNP process[[14]](#footnote-14), [[15]](#footnote-15) | January 30–February 12 |
| Extended pre-administration SR/PNP window for CBT | February 13–May 3 |
| Receive test administration manuals and PBT materials for accommodations  | May 7 |
| Precache operational test content for spring 2019 testing  | May 7–20 |
| Order additional manuals and PBT materials for accommodations, if necessaryReport packing discrepancies for PBT shipments, if necessary  | May 7–17 |
| *Test Administration* | **Prescribed administration dates[[16]](#footnote-16)***Test the maximum number of students who can participate concurrently.* | Mathematics Sess. 1 | May 21 |
| Mathematics Sess. 2 | May 22 |
| **Administration dates if needed***Test remaining students who did not participate in the first set of dates due to technology/device limitations.* | Mathematics Sess. 1 | May 23 |
| Mathematics Sess. 2 | May 24 |
| Last date for regular make-up testing  | May 30[[17]](#footnote-17) |
| *After Testing*  | Deadline for updating SR/PNP information, if necessary  | May 31, 3:00 p.m. |
| Deadline to complete the PCPA |
| Mark students’ tests complete, if necessary |
| For PBT accommodations: Pre-scheduled UPS pickup/pickup deadline  | June 3, 5:00 p.m.[[18]](#footnote-18) |

**2018–2019 Statewide Testing Schedule and Administration Deadlines *continued***

|  | **Date/Time** |
| --- | --- |
| **June 2019 High School MCAS STE Tests (Biology, Chemistry, Introductory Physics, Technology/Engineering)**(Operational administration) Paper-based administrationSee the [test design](http://www.doe.mass.edu/mcas/tdd/sci.html?section=testdesign) for details about the legacy, operational high school STE tests. |
| *Before Testing* | Complete the pre-administration SR/PNP process | April 1–12 |
| Receive test materials | May 21 |
| Report packing discrepancies, if necessary | May 21–31 |
| Order additional materials, if necessary |
| *Test Administration* | STE Session 1  | June 4[[19]](#footnote-19) |
| STE Session 2 | June 5 |
| Last date for regular make-up testing | June 11[[20]](#footnote-20) |
| *After Testing* | Deadline for updating SR/PNP information, if necessary | June 12, 3:00 p.m. |
| Deadline to complete the PCPA |
| Deadline to schedule UPS pickup |
| Pre-scheduled UPS pickup/pickup deadline  | June 13, 5:00 p.m.[[21]](#footnote-21) |
| **May–June 2019 High School MCAS Biology and Introductory Physics Field Tests**See the [test design](http://www.doe.mass.edu/mcas/tdd/sci.html?section=testdesign) for details about the next-generation, computer-based Biology and Introductory Physics field tests.Schools are expected to administer the field tests to all grade 9 students taking the operational high school Biology and Introductory Physics tests, with the exception of students who require certain accommodations. The participation of students in grade 10 is optional/at principals’ discretion.  |
| *Before Testing*  | Complete the pre-administration SR/PNP process | April 22–May 3 |
| Extended pre-administration SR/PNP window  | May 6–10 |
| Receive test administration manuals  | May 21 |
| Precache field test content  | May 10–24 |
| Order additional manuals | May 21–31 |
| *Test Administration* | Biology field test | May 28–June 14Recommended date: June 6Schools may not administer the field tests on June 3, 4, and 5 (i.e., the day prior to the operational high school STE test dates and the operational test dates). |
| Introductory Physics field test  |
| *After Testing*  | Deadline for updating SR/PNP information, if necessary  | June 17, 3:00 p.m. |
| Deadline to complete the PCPA |
| Mark students’ tests complete, if necessary |

1. 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. [↑](#footnote-ref-1)
2. Make-up testing for students with extraordinary circumstances (i.e., students not able to participate in regularly scheduled or make-up sessions) may be completed on the day following the last day for regular make-up testing: on November 19 for the November retests, and on February 12 for the February Biology test. [↑](#footnote-ref-2)
3. New for 2018–2019, UPS pickups are prescheduled; a UPS driver will automatically come to each school to pick up materials on the date listed in the calendar. However, schools are encouraged to return materials once testing has been completed in the school. [↑](#footnote-ref-3)
4. ACCESS for ELLs tests for **grades 1–12** will be administered online, with a paper alternative available for students with disabilities and newcomers. The **kindergarten** test and the **Alternate ACCESS for ELLs** test will remain paper-based. The recommended times for each domain (session) for all grade levels are as follows: 40 minutes for Listening, 50 minutes for Reading, 30 minutes for Speaking, 65 minutes for Writing. [↑](#footnote-ref-4)
5. 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. [↑](#footnote-ref-5)
6. Make-up testing for students with extraordinary circumstances (i.e., students not able to participate in regularly scheduled or make-up sessions) may be completed on the day following the last day for regular make-up testing: on March 12 for the March retests, and on April 5 for the grade 10 ELA test. [↑](#footnote-ref-6)
7. New for 2018–2019, UPS pickups are prescheduled; a UPS driver will automatically come to each school to pick up materials on the date listed in the calendar. However, schools are encouraged to return materials once testing has been completed in the school. [↑](#footnote-ref-7)
8. Schools must complete the SR/PNP by February 12 in order to receive an initial shipment of manuals as well as PBT materials for students who require them. For students doing PBT, Student ID Labels cannot be generated for any students not registered in PAN by the initial SR/PNP deadlines. Any updates to the SR/PNP for PBT materials after the initial SR/PNP deadline will need to be made in PAN, and PBT materials must be ordered during the additional materials window online at [www.mcasservicecenter.com](http://www.mcasservicecenter.com). [↑](#footnote-ref-8)
9. Schools are expected to administer the MCAS grade 10 ELA test to the maximum number of students who can be tested concurrently on March 26 and 27. Schools with technology constraints may use March 28 and 29 to test the remainder of their students. Schools with special circumstances must email DESE to discuss options.

Schools that are able to test all their students on the initial prescribed administration dates that do not need to use the additional dates may begin make-up testing on the listed additional dates (beginning on March 28). [↑](#footnote-ref-9)
10. Schools must complete the SR/PNP by February 8 in order to receive an initial shipment of manuals as well as PBT materials for students who require them. For students doing PBT, Student ID Labels cannot be generated for any students not registered in PAN by the initial SR/PNP deadlines. Any updates to the SR/PNP for PBT materials after the initial SR/PNP deadline will need to be made in PAN, and PBT materials must be ordered during the additional materials window online at [www.mcasservicecenter.com](http://www.mcasservicecenter.com). [↑](#footnote-ref-10)
11. Schools with a special situation after this deadline should call the MCAS Service Center at 800-737-5103 to order additional materials. [↑](#footnote-ref-11)
12. Make-up testing for students with extraordinary circumstances (i.e., students not able to participate in regularly scheduled or make-up sessions) may be completed on the day following the last day for regular make-up testing: on May 6 for ELA, and on May 28 for Mathematics and STE. [↑](#footnote-ref-12)
13. New for 2018–2019, UPS pickups are prescheduled; a UPS driver will automatically come to each school to pick up materials on the date listed in the calendar. However, schools are encouraged to return materials once testing has been completed in the school. [↑](#footnote-ref-13)
14. 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. [↑](#footnote-ref-14)
15. Schools must complete the SR/PNP by February 12 in order to receive an initial shipment of manuals as well as PBT materials for students who require them. For students doing PBT, Student ID Labels cannot be generated for any students not registered in PAN by the initial SR/PNP deadlines. Any updates to the SR/PNP for PBT materials after the initial SR/PNP deadline will need to be made in PAN, and PBT materials must be ordered during the additional materials window online at [www.mcasservicecenter.com](http://www.mcasservicecenter.com). [↑](#footnote-ref-15)
16. Schools are expected to administer the MCAS grade 10 Mathematics test to the maximum number of students who can be tested concurrently on May 21 and 22. Schools with technology constraints may use May 23 and 24 to test the remainder of their students. Schools with special circumstances must email DESE to discuss options.

Schools that are able to test all their students on the initial prescribed administration dates that do not need to use the additional dates may begin make-up testing on the listed additional dates (beginning on May 23). [↑](#footnote-ref-16)
17. Make-up testing for students with extraordinary circumstances (i.e., students not able to participate in regularly scheduled or make-up sessions) may be completed on May 31. [↑](#footnote-ref-17)
18. New for 2018–2019, UPS pickups are prescheduled; a UPS driver will automatically come to each school to pick up materials on the date listed in the calendar. However, schools are encouraged to return materials once testing has been completed in the school. [↑](#footnote-ref-18)
19. Note that the Islamic holiday Eid al-Fitr may be celebrated on June 4 (exact dates may vary). Principals should be aware that [state and federal laws](http://www.doe.mass.edu/news/news.aspx?id=24709) require schools to make reasonable accommodations for the religious needs of students and employees in observance of holy days. Students who are absent from school may participate in a make-up session as soon after the regularly administered session as possible. [↑](#footnote-ref-19)
20. Make-up testing for students with extraordinary circumstances (i.e., students not able to participate in regularly scheduled or make-up sessions) may be completed on June 12. [↑](#footnote-ref-20)
21. New for 2018–2019, UPS pickups are prescheduled; a UPS driver will automatically come to each school to pick up materials on the date listed in the calendar. However, schools are encouraged to return materials once testing has been completed in the school. [↑](#footnote-ref-21)