

## 2016–2017 Statewide Testing Schedule and Administration Deadlines

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

		Date/Time
<b>November 2016 MCAS ELA and Mathematics Retests</b>		
<i>Before Testing</i>	Order test materials	September 6–16
	Receive test materials	October 26
	Complete Principal’s Certification of Proper Test Administration (PCPA; Materials Received section)	October 26–31, 12:00 p.m.
	Report packing discrepancies, if necessary	
	Order additional materials, if necessary	
<i>Test Administration</i> <sup>1</sup>	ELA Composition Sessions A and B	November 2
	ELA Reading Comprehension Sessions 1 and 2	November 3
	ELA Reading Comprehension Session 3	November 4
	Mathematics Session 1	November 9
	Mathematics Session 2	November 10
	Last date for make-up testing	November 15 <sup>2</sup>
<i>After Testing</i>	Complete PCPA	November 16, 3:00 p.m.
	Schedule UPS pickup	
	Deadline for UPS pickup	November 17
<b>2017 ACCESS for ELLs Test</b>		
<b>Grades K–12</b>		
<i>Before Testing</i>	Order test materials	October 24–November 10
	Receive test materials	January 3
	Report packing discrepancies, if necessary	January 3–February 1
	Order additional materials, if necessary	
<i>Test Administration</i> <sup>3</sup>	ACCESS for ELLs test sessions	January 5–February 8
<i>After Testing</i>	Schedule UPS pickup	February 9
	Deadline for UPS pickup	February 10
<b>February 2017 High School MCAS Biology Test</b>		
<i>Before Testing</i>	Complete the Student Registration/Personal Needs Profile (SR/PNP) process	December 5–16
	Receive test materials	January 30
	Complete PCPA (Materials Received section)	January 30–February 2, 12:00 p.m.
	Report packing discrepancies, if necessary	
	Order additional materials, if necessary	
<i>Test Administration</i> <sup>1</sup>	Biology Session 1	February 6
	Biology Session 2	February 7
	Last date for make-up testing	February 9 <sup>4</sup>
<i>After Testing</i>	Complete PCPA	February 10, 3:00 p.m.
	Schedule UPS pickup	
	Deadline for UPS pickup	February 13

<sup>1</sup> See page 5 for the amount of time that each session is designed to be completed within, as well as other information on testing time.

<sup>2</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 16.

<sup>3</sup> ACCESS for ELLs tests for **grades 1–12** will be administered online, with a paper alternative, for each of the following areas: Listening, Reading, Writing, and Speaking (the administration of the **kindergarten** test and the **Alternate ACCESS for ELLs** test will remain the same as in 2016).

The recommended times for each domain (session) across all grade levels is 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>4</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 February 10.

**2016–2017 Statewide Testing Schedule  
and Administration Deadlines *continued***

		<b>Date/Time</b>
<b>March 2017 MCAS ELA and Mathematics Retests</b>		
<i>Before Testing</i>	Complete the Student Registration/Personal Needs Profile (SR/PNP) process <sup>5</sup>	January 12–26
	Receive test materials	February 15
	Complete PCPA (Materials Received section) Report packing discrepancies, if necessary Order additional materials, if necessary	February 15–27, 12:00 p.m.
	ELA Composition Sessions A and B	March 1
<i>Test Administration</i> <sup>6</sup>	ELA Reading Comprehension Sessions 1 and 2	March 2
	ELA Reading Comprehension Session 3	March 3
	Mathematics Session 1	March 6
	Mathematics Session 2	March 7
	Last date for make-up testing	March 8 <sup>7</sup>
<i>After Testing</i>	Complete PCPA Schedule UPS pickup	March 9, 3:00 p.m.
	Deadline for UPS pickup	March 10
	<b>2017 MCAS Alternate Assessment (MCAS-Alt) Grades 3–12</b>	
<i>Before Conducting the MCAS-Alt</i>	Order MCAS-Alt materials	January 9–20
	Receive MCAS-Alt materials	Week of February 27
	Complete PCPA (Materials Received section) Report packing discrepancies, if necessary Order additional materials, if necessary	February 27–March 23, 12:00 p.m. <sup>8</sup>
	Complete PCPA Schedule UPS pickup	March 30, 3:00 p.m.
<i>After Conducting the MCAS-Alt</i>	Deadline for UPS pickup	March 31
	<b>March–April 2017 Grade 10 MCAS ELA Test</b>	
<i>Before Testing</i>	Complete the Student Registration/Personal Needs Profile (SR/PNP) process <sup>5</sup>	January 12–26
	Receive test materials	March 7
	Complete PCPA (Materials Received section) Report packing discrepancies, if necessary Order additional materials, if necessary	March 7–17, 12:00 p.m. (March 22–28: Order additional materials for the ELA Composition Make-Up)
	ELA Composition Sessions A and B	March 21
<i>Test Administration</i> <sup>6</sup>	ELA Composition Make-up Sessions A and B	March 30
	ELA Reading Comprehension Sessions 1 and 2	March 22
	ELA Reading Comprehension Session 3	March 23
	Last date for make-up testing	April 3 <sup>9</sup>
	<i>After Testing</i>	Complete PCPA Schedule UPS pickup
Deadline for UPS pickup		April 5 (March 29: Early/automatic pickup)

<sup>5</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>6</sup> See page 5 for the amount of time that each session is designed to be completed within, as well as other information on testing time.

<sup>7</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 9.

<sup>8</sup> Schools should complete these tasks as soon as materials are received, but have until March 23 to do so.

<sup>9</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 April 4.

**2016–2017 Statewide Testing Schedule  
and Administration Deadlines *continued***

		Date/Time
<b>Spring 2017 MCAS Tests for Elementary and Middle Schools</b>		
Grades 3–8 ELA and Mathematics computer-based tests (CBT) and paper-based tests (PBT)		
Grades 5 and 8 STE tests		
<i>Before Testing for CBT</i>	Complete the Student Registration/Personal Needs Profile (SR/PNP) process	January 23–February 10
	Receive test administration manuals	March 20
	Conduct Infrastructure Trials on the PearsonAccess Next training site, including downloading ProctorCache software (strongly recommended, particularly for schools that did not do PARCC CBT in spring 2016)	Early February
	Precache operational test content for spring 2017 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.
	Complete PCPA (Before Testing section) Order additional manuals, if necessary	March 20–30, 12:00 p.m.
<i>Before Testing for PBT</i>	Complete the Student Registration/Personal Needs Profile (SR/PNP) process	January 23–February 10
	Receive test materials	March 20
	Complete PCPA (Before Testing section) Report packing discrepancies, if necessary Order additional materials, if necessary	March 20–30, 12:00 p.m.
	ELA test sessions	April 3–May 3 <sup>11</sup>
<i>Test Administration</i> <sup>10</sup>	Mathematics test sessions	April 4–May 26 <sup>12</sup>
	STE test sessions (grades 5 and 8)	April 5–May 26 <sup>12</sup>
	<i>After Testing for CBT</i>	Update students' accommodations, if necessary
Complete PCPA		May 30, 3:00 p.m. for Math and STE
Mark students' tests complete, if necessary		
<i>After Testing for PBT</i>	Update students' accommodations, if necessary	May 4, 3:00 p.m. for ELA
	Complete PCPA	May 30, 3:00 p.m. for Math and STE
	Schedule UPS pickup	May 5 for ELA (April 28: Early pickup for ELA) May 31 for Math and STE (May 24: Early pickup for Math and STE)
	Deadline for UPS pickup	

<sup>10</sup> See page 6 for the amount of time that each session is designed to be completed within, as well as other information on testing time.

<sup>11</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 4.

<sup>12</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 30.

**2016–2017 Statewide Testing Schedule  
and Administration Deadlines *continued***

		Date/Time
<b>2017 MCAS/EPP Mathematics Test</b>		
<i>Before Testing</i>	Download test materials from MassEdu Gateway (formerly known as the Department’s Security Portal)	April 10–May 5
	<i>Test Administration</i> <sup>13</sup>	MCAS/EPP Mathematics test sessions Last day for make-up testing
<i>After Testing</i>	Score students’ answer sheets	May 8–17
	Deadline to destroy test booklets	May 17
	Securely transport materials to the superintendent’s office for storage	May 8–26
<b>May 2017 Grade 10 MCAS Mathematics Test</b>		
<i>Before Testing</i>	Complete the Student Registration/Personal Needs Profile (SR/PNP) process <sup>14</sup>	January 12–26: initial upload March 8–21: updates if necessary
	Receive test materials	May 2
	Complete PCPA (Materials Received section) Report packing discrepancies, if necessary Order additional materials, if necessary	May 2–12, 12:00 p.m.
	<i>Test Administration</i> <sup>15</sup>	Mathematics Session 1 Mathematics Session 2 Last date for make-up testing
<i>After Testing</i>	Complete PCPA Schedule UPS pickup	May 24, 3:00 p.m.
	Deadline for UPS pickup	May 25 (May 19: Early/automatic pickup)
<b>June 2017 High School MCAS STE Tests (Biology, Chemistry, Introductory Physics, Technology/Engineering)</b>		
<i>Before Testing</i>	Complete the Student Registration/Personal Needs Profile (SR/PNP) process <sup>14</sup>	March 13–24
	Receive test materials	May 22
	Complete PCPA (Materials Received section) Report packing discrepancies, if necessary Order additional materials, if necessary	May 22–June 1, 12:00 p.m.
	<i>Test Administration</i> <sup>15</sup>	STE Session 1 STE Session 2 Last date for make-up testing
<i>After Testing</i>	Complete PCPA Schedule UPS pickup	June 9, 3:00 p.m.
	Deadline for UPS pickup	June 12

<sup>13</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>14</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>15</sup> See page 5 for the amount of time that each session is designed to be completed within, as well as other information on testing time.

<sup>16</sup> Grade 10 students taking Advanced Placement (AP) exams scheduled for the same dates as MCAS tests may either participate in the scheduled MCAS test session when finished with the AP exam, or participate in a make-up session as soon after the regularly administered session as possible. Principals of schools who need a different solution may [email the Department](#) to request an alternative testing schedule.

<sup>17</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 24.

<sup>18</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 June 9.

## Recommended Session Lengths for the 2016–2017 MCAS High School Tests

Note that test sessions for high school students will remain untimed in spring 2017. Changes to testing time for high school tests will be considered when next-generation high school tests are developed.

The two MCAS *Principal's Administration Manuals* for the fall/winter tests (November retests, February Biology, and March retests) and for the spring administrations (grade 10 ELA and Mathematics and high school STE) 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 2016–2017 high school MCAS tests and retests.

<b>November 2016 MCAS ELA Retest, March 2017 MCAS ELA Retest, and 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 2016 MCAS Mathematics Retest, March 2017 MCAS Mathematics Retest, and 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 2017 Biology Test and June 2017 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>



## Recommended Session Lengths for the Spring 2017 MCAS Grades 3–8 Tests

The spring 2017 MCAS *Principal’s Administration Manual* (PAM) for grades 3–8 will contain additional information and protocols, but to assist schools when establishing schedules, the following information will be relevant.

The testing window is longer than in previous years to allow flexibility in the first year of computer-based testing (grades 3–8 ELA and Mathematics), although schools should plan to complete testing as early in the window as possible so they can return to regular instruction.

The sequence for administration in 2017 is the same as in the past: ELA, then Mathematics, and then STE (for grades 5 and 8), and the order for test sessions must be sequential (e.g., Session 1, then Session 2). Schools should note, however, the earlier test completion deadline for ELA.

Grades 3–8 test sessions will remain untimed in 2017, but note that the recommended testing times for ELA and Mathematics are changing. Schools that administered PARCC in 2016 will note that the 2017 MCAS recommended testing times are shorter than the 2016 PARCC testing times. However, the 2017 MCAS recommended testing times are longer than the 2016 MCAS testing times for these grades and subjects. Longer recommended testing times are needed to assess the standards in more depth. The next-generation tests will include more diverse question types for Mathematics as well as questions worth more points. For ELA, writing in response to text will be assessed at all grades (for grades 3–8) instead of having a separate composition at grades 4 and 7.

Since ELA and Mathematics test sessions will be longer than prior years’, schools may plan for one short, supervised break per session (3–5 minutes) to be given at each test administrator’s discretion. Test security must be maintained during the breaks (further guidance will be given in the PAM).

For **CBT**, test sessions must be administered as close together as possible to all students taking that test in the same school (with the exception of make-up sessions). Schools are expected to schedule most students for the first administration of a session; if space or device constraints require additional sessions, they should be scheduled as close together as possible in order to maintain the security of the tests.

For **PBT**, there is no change to the policy on concurrent testing. Each test session must be administered simultaneously to all students taking that test in the same school (with exceptions for the administration of make-up sessions and the administration of tests to students with disabilities who receive the accommodation of testing at a different time of day or taking frequent breaks).

The tables below show recommended testing times, in minutes, for the 2017 grades 3–8 MCAS tests.

<b>Spring 2017 Grades 3–8 MCAS ELA Tests</b>				
Gr.	Session 1 recommended testing time	Session 2 recommended testing time	Session 3 recommended testing time	Total recommended testing time
3	60	60	45	165
4	60	60	45	165
5	60	75	45	180
6	110	100	NA	210
7	110	100	NA	210
8	110	100	NA	210

<b>Spring 2017 Grades 3–8 MCAS Mathematics Tests</b>			
Gr.	Session 1 recommended testing time	Session 2 recommended testing time	Total recommended testing time
3	65	65	130
4	70	70	140
5	70	70	140
6	70	70	140
7	70	70	140
8	70	70	140

<b>Spring 2017 Grades 5 and 8 MCAS STE Tests</b>			
Gr.	Session 1 recommended testing time	Session 2 recommended testing time	Total recommended testing time
5	45	45	90
8	45	45	90