

MCAS Test Administration Quick Reference Guide

Log in to your Pearson Access Next Account.
<https://mcas.pearsonaccessnext.com/>
Your username is your email address.
If you forgot your password, please contact
the Test Coordinator or Technology
Coordinator.

The screenshot shows two sections of a web interface. The top section is titled "Sign In" and contains a green "Sign In" button, a "Forgot Username" link, and a "Forgot Password" link. The bottom section is titled "Contact Us" and contains contact information for the MCAS Test Administration Information and Online Services MCAS Service Center, including hours, telephone, email, and fax numbers. It also includes MCAS Policy Information for the Massachusetts Department of Elementary and Secondary Education Student Assessment Services Unit, with web, email, and telephone contact details.

Once logged in, go under testing>sessions.
Find or search for your session and click the
check box to the left of your session name.
Click Go to Students in Session.

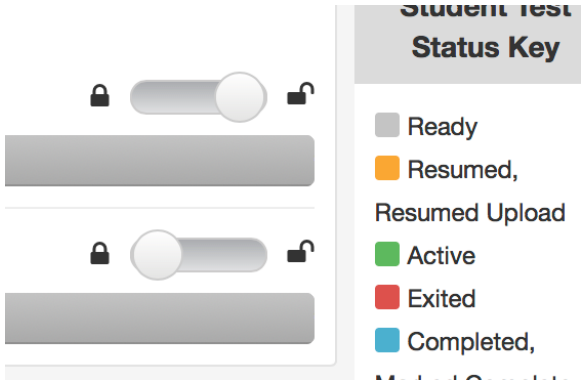
The screenshot shows a blue header with a white "TESTING" label. Below it is a dropdown menu with the text "Select an action" and a downward arrow. The dropdown menu is open, showing three options: "Student Tests", "Sessions", and "Students in Session" with a "Manage Sessions" link next to it.

The screenshot shows a brown header with the text "Sessions" in white, followed by a link "Go to Students in Sessions »" in white.

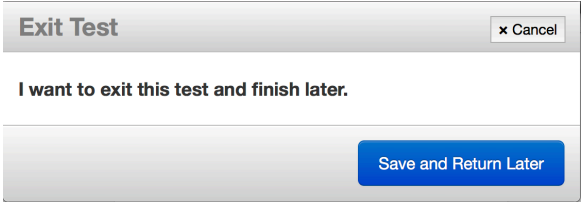
Please read through the materials and
procedures given to you by the test
coordinators. Make sure to pass out test
tickets with student log in information.
When ready, click the green start session
button.

The screenshot shows a session details page for "8 TAHAN ELA". It includes a "Resources" dropdown, "Details" and "Edit" links, and a "Ready" status indicator. A green "Start Session" button is visible on the right side.

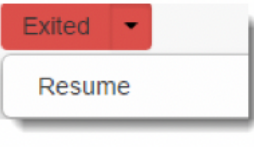
Next, toggle the lock to unlock the session. Once the test has been unlocked, students will be able to log into the test.



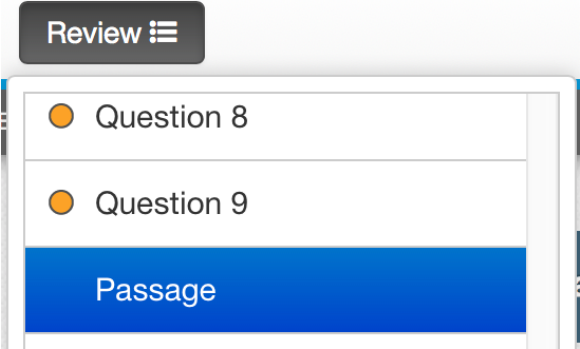
If students need to take a break or if there is an interruption where the student needs to leave the class, their individual test should be locked. The student can also log out and click "Save and Return for Later."



The student can only be resumed by the test administrator.



After the students end each session, they'll have a chance to review their questions prior to submitting final answers. Once the final answers have been submitted, their status on the PAN site will turn to blue and the session will be officially completed.



Sessions can only be stopped when all students have successfully submitted their test.

