



Spring 2023 Maine Science Assessment Key Dates

Owner	Complete	Task	Start	Finish
SACs		Online tutorial and practice test available	10/4/22	5/26/23
DOE	X	Provide braille counts	1/10/23	1/10/23
DACs / SACs	X	Tech guides posted in ME Science Zendesk (Lockdown Browser, Platform, Proctor, Accessibility)	1/31/23	1/31/23
DACs / SACs	X	Principal and Assessment Coordinator Manual posted in ME Science Zendesk	2/7/23	2/7/23
DACs / SACs	X	Assessment Administrator Manuals posted in ME Science Zendesk	2/28/23	2/28/23
DACs		Training: Lockdown Browser Installation 3:00 – 4:30 p.m. (registration link) POSTPONED DUE TO WINTER WEATHER	3/14/23 3/23/23	3/14/23 3/23/23
DACs		DAC ADAM accounts open	3/17/23	3/17/23
DACs		DACs communicate access information to their returning Tech Coordinators & SACs	3/20/23	5/6/23
DACs/ SACs		Initial orders window for paper materials, standard and large print: All orders go through approval process with Maine DOE	3/27/23	4/14/23
DACs		Training: Rostering and Accessibility 3:00 – 4:30 p.m. (registration link)	3/30/23	3/30/23
DACs/ SACs		Training: Proctoring and Accessibility 3:00 – 4:30 p.m. (registration link)	4/13/23	4/13/23
DACs/ SACs		Support call center open	4/17/23	6/2/23
DACs/ SACs		Additional orders window for paper materials, standard and large print: All orders go through approval process with Maine DOE	4/24/23	5/9/23
SACs		Braille materials arrive in district	5/1/23	5/5/23
SACs		Initial order paper materials arrive in district if DOE-approved	5/1/23	5/5/23
SACs		Additional order paper materials arrive in district if DOE-approved	5/4/23	5/19/23
DACs/ SACs		Administration Window	5/15/23	5/26/23
DACs/ SACs		Submit any special considerations requests in Neo (instructions)	5/15/23	5/26/23
SACs		Paper materials return window	5/16/23	6/2/23