**MEA Mathematics & ELA/Literacy - eMPowerME**

**2019-2020 Calendar of Events**

**(Events and details are subject to change)**

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| DATE | EVENT | WHERE/HOW |
| Posted | eMPowerME Sample Item (pdf’s) | [eMPowerME Sample Items](https://maine.onlinehelp.cognia.org/sample-items/) |
| Posted | eMPowerME Released Items (pdf’s) | [eMPowerME Released Items](https://maine.onlinehelp.cognia.org/released-items/) (from 2018) |
| Posted | Administering Sample Items (paper-pencil) | [Administering Sample Items](https://maine.onlinehelp.cognia.org/sample-items/) |
| TBD | First upload of student enrollment data | By DOE to Cognia/eMetric via Synergy/NEO – **daily school/district enrollment updates are recommended** |
| Late Jan. – Early Feb. | 2020 Test Coordinator Manual | To be posted when finalized |
| Late Jan. – Early Feb. | 2020 Test Administrator Manual | To be posted when finalized |
| TBD | 2020 Accessibility Guide | <https://maine.onlinehelp.cognia.org/> |
| TBD | 2020 Kiosk Installation Guide | <https://maine.onlinehelp.cognia.org/> |
| TBD | 2020 Kiosk User Guide | <https://maine.onlinehelp.cognia.org/> |
| TBD | 2020 Portal User Guide | <https://maine.onlinehelp.cognia.org/> |
| TBD | 2020 Technology Guidelines |  |
| Late Jan. – Early Feb. | 2020 Test Administrator Technology Guide | To be posted when finalized |
| TBD | Additional Materials and Quick Guides | [DOE Assessment Test Administration Materials](https://www.maine.gov/doe/Testing_Accountability/MECAS/materials/empowerme) |
| TBD | District Assessment Coordinator (DAC) login credentials emailed | eMetric/iTester emailing to DACs & begin to enter other roles (ITCs, STCs, TAs) |
| TBD | Daily enrollment change files begin | DOE to Measured Progress to eMetric eMPowerME kiosk/portal |
| TBD | Kiosk/Portal Opens  Student Data Available  Enter accommodations in system  Enter classes/rosters in system  Download secure Kiosk  Workstation readiness  Mobile App (eMPowerMEA) | New Link TBD |
| TBD | eMPowerME Online Platform Student Tutorial Opens - Demo for students showing online tools, supports, and a variety of test items | New Link TBD |
| TBD | Accommodations Bulk Upload | Accommodations can be entered into the portal manually or in bulk/upload 24/7 |
| TBD | Accommodations Bulk Upload Time Restrictions | Accommodations in bulk/upload only from 6:00 p.m. to 6:30 a.m.  From 6:30 a.m. to 6:00 p.m. enter accommodations manually ONLY. |
| 2/12/20 | eMPowerME & SAT Workshop Training – Orono | Registration Link |
| 2/13/20 | eMPowerME & SAT Workshop Training – Portland | Registration Link |
| TBD | eMPowerME paper-based tests shipped (for those approved by DOE) | From Cognia UPS |
| TBD | Schedule Test Sessions | New Link TBD |
| 3/16/20 | Grade 3-8 Math/ELA eMPower Test Opens | New Link TBD |
| 4/10/20 | Grade 3-8 Math/ELA eMPower Test Closes | New Link TBD |