

2019 eMPowerME Checklist

District Assessment Coordinator (DAC)

And/Or

Information Technology Coordinator (ITC)

- Ensure that all staff are aware of eMPowerME testing window 3/18/19 – 4/12/19
- Ensure that all staff are aware of student practice sample items and online tutorials both available at <https://maine.onlinehelp.measuredprogress.org/sample-items/>
- Read/review all guides available at <https://maine.onlinehelp.measuredprogress.org/guides/>
- Verify that the District Assessment Coordinator (DAC) has received a username and password for the MEA Portal by automated e-mail as outlined in [Portal User Guide](#).
- Reactivate or add users (ITCs, DUs, STCs, TAs)
- Familiarize ITCs, DUs, STCs, and TAs with their user roles, responsibilities, and permissions in the MEA Portal.
- DAC or ITC installs Kiosk on all devices, Windows, Mac and Linux software is available in the eMPowerME portal as outlined in the [Kiosk Installation Guide](#). For iPad and Chromebook Kiosks, search for **eMPowerMEA** in the Apple App Store or Chrome Web Store.
- DAC or ITC runs site readiness test on a sample of test devices representative of each device type configuration that will be used for testing at all locations and certifies site readiness in portal.
- Certify that all devices have the kiosk installed and are properly configured for student testing, and notify STCs – share Student Tutorial logins with TAs/Proctors (for more information, see the [MEA Portal User Guide](#) .
- Classes are pre-generated by grade and content area. DACs in conjunction with STCs should review rosters for accuracy. Schools should contact sending or receiving school to resolve

inconsistencies within Synergy. The DOE Data (MEDMS) Help Desk can facilitate unresolved discrepancies or last-minute enrollment changes at medms.helpdesk@maine.gov or **624-6896**.

Schedule a training meeting for all staff who will oversee (STCs), administer (TAs) and proctor the test to review essential information, including test security and ethics, and the testing schedule. Distribute and review procedures in *the School Test Coordinator Manual*, *Test Administration Manual*, and *MEA Kiosk User Guide*. Ensure that any absent staff are subsequently trained. Additional administration manuals are available electronically at <https://maine.onlinehelp.measuredprogress.org/> .

Ensure that all applicable staff have viewed the essential video clips, webinars and trainings: <https://maine.onlinehelp.measuredprogress.org/training/>

Ensure that all STCs, TAs and Proctors have signed applicable Test Security & Data Privacy Agreements

(https://www.maine.gov/doe/Testing_Accountability/MECAS/materials/empowerme)

- STC Test Security & Data Privacy Agreement
- TA/Proctor Test Security & Data Privacy Agreement

Maintain test security in all settings and locations.

Ensure that all staff are aware of process and procedures for reporting testing irregularities.

Review and follow Testing Irregularity Reporting Process available at

https://www.maine.gov/doe/Testing_Accountability/MECAS/materials/empowerme

Report any testing irregularities as needed MaineServiceCenter@measuredprogress.org 855-652-8929.

Ensure that STCs are monitoring their school's Test Completion Status' and scheduling any make-up sessions necessary prior to 4/12/19.

Ensure that any paper-pencil version testing materials have been returned.