

MAINE DEPARTMENT
OF EDUCATION (DOE)

Assessment Lunch & Learn Office Hours

April 9, 2025

Please post questions you may have in the chat box – we will work to answer them during the session and add them to a Q&A document.

We will begin shortly.

Presented by: The Assessment Team



The Maine DOE Assessment Team

Jodi Bossio-Smith, Director of Assessment

Krista Averill, Assessment Coordinator

Daniella Crone, Office Specialist

Mechelle Ganglfinger, Assessment Coordinator

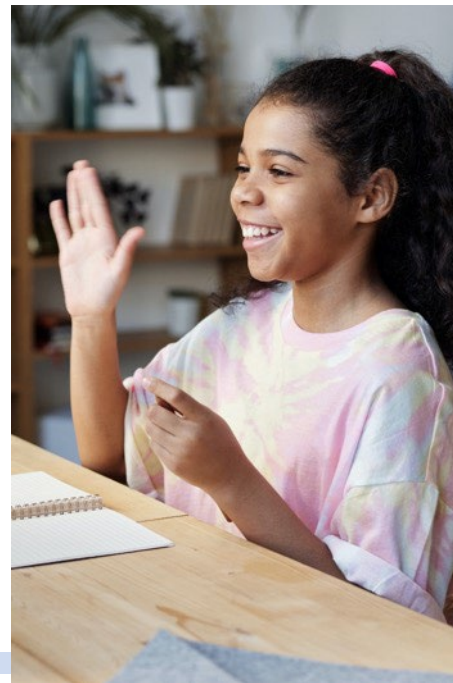
Leah Jarvis, Business Analyst

Dr. Regina Lewis, NAEP State Coordinator – *sends regrets*

Today's Agenda

- ☐ Reminder: Level 2 Technical Assistance
- ☐ Maine Through Year
- ☐ Maine Science
- ☐ ACCESS & Alternate ACCESS: Timeline and Next Steps
- ☐ MSAA
- ☐ Questions & Answers

Mission & Vision



To promote the best learning opportunities for all Maine students by providing information, guidance, and support to our schools, educators, and leaders and by providing adequate and equitable school funding and resources.

Maine Through Year Assessment

Required Spring Administration: Timeline

March 24: Acacia opened to SAUs for the spring administration

March 24 – May 16: [Paper-based form request](#) window (standard print, large print, and braille)

April 14 – May 30: Administration window

April 14 – June 6: Acacia – MAP Growth sync is on

May 23 @ 4:00 PM: Last day to [request an assessment reset](#)

June 2-6: [SAU Data Cleanup Window](#) – *Most data cleanup tasks can be completed throughout the testing window*

Anticipated July 7: Spring 2025 Student Score Data File CSV becomes available for each SAU

Anticipated July 14: Spring 2025 Individual Student Reports become available

July 31: Last day to run Operational Reports (except for the SSDF) for Spring 2025

What should I do *first* if there is a problem with a question?

Try having the student exit the State Solutions Secure Browser, and then have them log back in.

To report a problem question in the Maine Through Year Assessment, email the following information to NWEA Maine Partner Support at techsupport@nwea.org:

1. In the email Subject field, enter “Maine Through Year Problem Item”
2. In the body of the email, include the following information:
 - a. Student’s State ID number
 - b. Grade and subject
 - c. Session ID: Located on the student’s test ticket
 - d. Question Number: You can find this one the student’s screen.

Please note that taking pictures or capturing videos of assessment questions is **NOT** permitted under any circumstances.

Student Test Ticket

Student State ID :

Last Name :

First Name :

Middle Name :

Subject :

Test Grade :

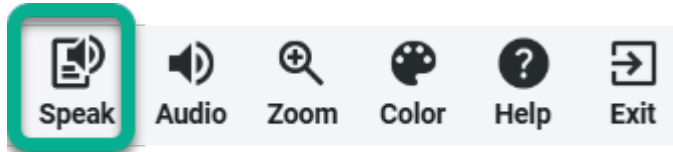
School :

Username :

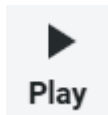
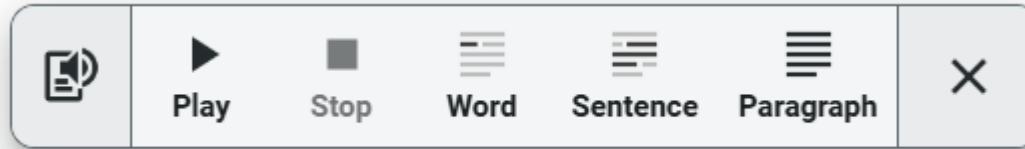
Password :

Session ID :

Navigating Text-to-Speech in the State Solutions Secure Browser



Speak opens the text-to-speech tool.
Audio allows the student to adjust the volume and speed.



Read aloud ALL text



Select a specific word, sentence, or paragraph to read aloud

Provide students with an opportunity to practice using the TTS tool: [Item Type Sampler](#).

Text-to-speech will NOT read the Reading Passages on the Reading assessment.

Grade 6

Remember to also consider the student’s ability to decode grades 3–5 words when determining whether TTS is an appropriate support.

Reading	Math
1. Analysis	1. Compose/composition
2. Evidence	2. Decompose/decomposition
3. Observation	3. Vertex/vertices
4. Quality	4. Prism
5. Contribute	5. Pyramid
6. Accurate/accurately	6. Parallelogram
7. Central	7. Exponent/exponential
8. Informative	8. Variable/variability
9. Technical	9. Coefficient
10. Resolution	10. Arithmetic
11. Narrator/narration	11. Equivalent/equivalence
12. Bias	12. Expression
13. Genre	13. Represent/representation
14. Anecdote	14. Inequality
15. Memoir	15. Statistics/statistical
16. Biography	16. Histogram
17. Figurative	17. Interquartile
18. Interpret/interpretation	18. Distribution
19. Personification	19. Percentage
20. Thesaurus	20. Quantity

Accessibility Spotlight: Text-to-Speech

All students with text-to-speech or read aloud as an accommodation in an IEP, 504 plan, or ILAP **MUST** be assigned TTS for the online assessment.

For all other students, utilization and implementation of designated supports is determined on an individual basis by a team of two education professionals with knowledge of the student’s performance, and supports must be consistent with the student’s normal routine during classroom instruction and assessment.

Students should be able to navigate the assessment independently with confidence, to the greatest degree possible. As a result, text-to-speech is an appropriate designated support if either of the following is true:

- 1. A student would struggle to decode two or more words from their grade-level list
- 2. A student would struggle to decode two or more words from any previous grade level’s list

Accommodations Anomalies:

Human Reader for Reading Passages

- **Human Reader *for Reading Passages*** is an accommodation only allowable for students in grades 6+ with a print disability.
 - [Print Disability “Human Reader for Reading Passages” Flow Chart](#)
 - [Print Disability "Human Reader for Reading Passages" Accommodation Checklist](#)
- If a student is utilizing a **Human Reader for Reading Passages**, they **MUST** also be using either **Text-to-Speech** (all computer-based assessments) or **Human Reader** (paper-based assessments) for the directions, questions, and answer choices.
- **Anomaly 1:** The student is assigned Human Reader for Reading Passages but not assigned Text-to-Speech or Human Reader.
- **Anomaly 2:** The student assigned Human Reader for Reading Passages is in grades 3-5.
- The presence of either of these anomalies without resolution prior to the close of the SAU Data Cleanup window (June 6) may result in an invalidation of student score results.

Accommodations Anomaly:

Paper-Based Test Assigned in Acacia with No Approved Paper-Based Form Order

- Schools must complete the [Paper-Based Test Form Request](#) in order to receive a standard print or large print paper test booklet. New spring 2025 braille orders not yet approved by Krista Averill should also be submitted using this form.
- **Anomaly:** A paper-pencil, large print, or braille accommodation assigned in Acacia without an approved paper-based test form request.
 - The student's test ticket provides access to a fixed, non-adaptive test that matches the questions in the paper-based test booklet.
 - The student may accidentally skip a question, resulting in no RIT score.
- This anomaly does NOT result in the invalidation of student scores, but the school has the option to reassess the student. Reassessing is not required.

Memo from NWEA: Preliminary Score Results

- Preliminary student scores are available within 72 hours of a student submitting their test session.
- NWEA can provide these preliminary results so quickly because, like MAP Growth, the Maine Through Year Assessment is pre-equated.
- Student scores on the Maine Through Year Assessment are not considered finalized until after data validation has been completed and the Student Score Data File is available in the Acacia platform.
- The data file is expected to be available on July 7, 2025; this date could change if post-equating is required.
- NWEA is confident that adjustments made to item parameters in Spring 2024 will prevent the need for post-equating, yet there remains the possibility that adjustments may need to be made.

For more information, please [read the memo from NWEA](#). Please direct any questions you may have to Krista Averill at Krista.Averill@maine.gov.

Maine Through Year Assessment:

Whom do I contact?

NWEA Maine Partner Support

(855) 430-1777

techsupport@nwea.org

- Technical issues with the Acacia platform
- Technical issues with the State Solutions Secure Browser
- Technical issues with the MAP Growth platform, including rostering in MAP

Maine DOE MEDMS Support Team

MEDMS.Support@maine.gov

(207) 624-6896

- Help determining if a student is eligible for the Maine Through Year Assessment, based on information entered by the SAU into Synergy

Maine DOE Assessment Team

Krista.Averill@maine.gov

(207) 215-6528

- Questions related to assessment content, accessibility, scoring, and reporting
- Policy-related questions
- Any problems that NWEA Maine Partner Support or the MEDMS Support Team are not able to resolve – If you have a case number (NWEA) or ticket number (MEDMS Support), please provide.

Maine Science Assessment

Spring Administration: Timeline

Task/Activity	Start	Finish
High school administration window	4/2/25	4/17/25
High school - Submit special consideration requests in NEO. (Instructions)	4/2/25	4/17/25
High school paper materials return window.	4/3/25	4/24/25
Support call center open regular hours: 7:30am – 4:00pm EST. Toll Free Number: 855-544-0842	4/18/25	5/2/25
Approved grades 5 & 8 paper materials arrive at schools.	5/1/25	5/1/25
Support call center open extended hours: 6:30am – 6:00pm EST. Toll Free Number: 855-544-0842	5/5/25	5/23/25
Grades 5 & 8 administration window	5/12/25	5/23/25
Grades 5 & 8 - Submit special consideration requests in NEO. (Instructions)	5/12/25	5/23/25
Grades 5 & 8 paper materials return window.	5/13/25	5/30/25

What are the 3 tasks that **MUST** be completed in the **ADAM** platform in order for students to assess?

1. **Create classes (i.e., default proctor groups).**
 - *Recommended:* [Quick Class Upload](#)
 - If you already created classes, you can [Identify Unrostered Students](#) and [Update Class Enrollments](#) (e.g., add new students to a class).
 - *Note:* You must create a *unique* class code not being used by any other Maine school.
2. **Assign supports and accommodations to students, either [individually](#) or [in bulk](#).**
 - *Questions about appropriate supports and accommodations?* See the [Accessibility Guide](#).
3. **[Print test tickets](#).**

What do **proctors** need to do to prepare for the Maine Science Assessment?


Required for ALL Proctors

- [Watch Maine Educational Assessment Security Webisodes and sign the MEA Security & Data Privacy Agreement \(Appendix A of the MEA Security Handbook\)](#)
- Watch the [Proctor Training Video](#) (*updated link with improved audio; prior link is still accessible*)
- Read the applicable sections of the [Assessment Administration Manual](#) (e.g., proctors of online assessments do not need to read sections regarding paper-based tests)


Optional – Only for proctors accessing the Proctor Dashboard at adamexam.com


[Proctor User Guide](#)

Proctoring Module

 Kate Richard
6 days ago · Updated

[Download the Proctoring Module slide deck](#)



Watch on  YouTube

When should I reset students?

- The student has exited the lockdown browser.
- The student's session has timed out due to inactivity.
- The session is breached.
- The session appears as "In Progress" in the proctor dashboard but the student is not logged in.
- The Test Status is "Needs Attention".




Started Time	Test Progress	Test Status	Section Progress	TTS	Item Progress	Test Duration	Accommodation	Code	Actions
Not Started		NOT STARTED	None		None				<div>Actions<ul style="list-style-type: none"> Pause Session Reset Session Submit Session</div>
Apr 7th, 8:45:22 am		SUBMITTED	1 of 1		100% Answered				
Apr 7th, 8:40:43		IN PROGRESS	1 of 1		12 of 20				

Navigating Text-to-Speech in the ADAM Lockdown Browser

Provide students with an opportunity to practice using the TTS tool:
[Practice Tests.](#)



Note: The text-to-speech tool in ADAM will read alt text for images and other graphics, such as charts and diagrams.

The student may skip the reading of alt text by using the  icon to select anywhere in the text to start reading aloud.

Students can adjust the speed under Settings .

Accessibility Spotlight: Text-to-Speech

Grade 5	Grade 8	High School
1. Evaporate/evaporation	1. Collision	1. Valence
2. Quantity	2. Gravitational	2. Sodium
3. Reflectivity/reflective	3. Attractive	3. Chloride
4. Conductivity/conductive	4. Interpret	4. Hydrogen
5. Electrical	5. Relationship	5. Equilibrium
6. Thermal	6. Amplitude	6. Macroscopic
7. Solubility/soluble	7. Absorb/absorption	7. Thermodynamics
8. Investigation	8. Digitized	8. Resonance
9. Gravity/gravitational	9. Analog	9. Specialization/specialized
10. Ecosystem	10. Cyclic	10. Homeostasis
11. Organism	11. Eclipse	11. Photosynthesis
12. Decomposer	12. Specialized	12. Amino
13. Geosphere	13. Reproduction	13. Aerobic/anaerobic
14. Biosphere	14. Diversity	14. Mitosis
15. Hydrosphere	15. Extinction	15. Meiosis
16. Atmosphere	16. Anatomy/ anatomical	16. Ancestry
17. Percentage	17. Evolution/ evolutionary	17. Heritable
18. Reservoir	18. Embryo/ embryological	18. Astronomical
19. Distribution	19. Genetic	19. Continental
20. Glacier	20. Inheritance	20. Oceanic

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Virtual Panelist Opportunities for Maine Science Educators: **Grade 5 Rangefinding**

Purpose: Finalize the scoring rubrics and identify exemplar samples of student responses for constructed-response questions on the Maine Science Assessment

Date/Time: Thursday, July 10, 9:00 a.m. - 4:00 p.m. ET

Stipend: \$150

If you are interested in this Maine Science Assessment opportunity, please [COMPLETE THIS FORM](#) by May 16.

Post-Administration Questionnaires

Educator and administrator questionnaires provide valuable information about local science education practices. Please complete the following questionnaires before May 30.

- [Principal/Assessment Coordinator Questionnaire](#)
- [Science Department Chair Questionnaire \(High School\)](#)
- [Teacher \(Grades 5 & 8\) Questionnaire](#)

Maine Science Assessment: *Whom do I contact?*

Kite Service Desk

Kite-support@ku.edu

(855) 277-9752

- Accessing reports from Spring 2023 and Spring 2024
- DACs creating user accounts

Maine DOE Assessment Team

Krista.Averill@maine.gov

(207) 215-6528

- Questions related to assessment content, accessibility, scoring, and reporting
- Policy-related questions
- Any problems that Kite Service Desk or Maine Science Support Desk is not able to resolve

Maine Science Support Desk

<https://mescience.zendesk.com/hc/en-us>

Request Help

Click here to open a request form for questions, suggestions and issues.

Call Center: (855) 544-0842

- Technical issues with the ADAM platform
- Creating classes and assigning supports/accommodations in ADAM

ACCESS and Alternate ACCESS

Maine's general and alternate assessments of English language proficiency

Coordinator: Mechelle Ganglfinger

ACCESS Timeline

Reports become available in WIDA AMS on April 30, 2025.

Printed reports available in SAUs between May 16 and May 19, 2025.

For additional information on ACCESS and Alternate ACCESS reports please see the Wida AMS Knowledge Article:

[What are the different types of ACCESS and WIDA Alternate ACCESS Reports?](#)

English Language Proficiency Data Interpretation & Integration Professional Learning Webinar

Date & Time: May 19, 2025 from 3:15 p.m. – 4:30 p.m.

[Registration Link](#)

This virtual professional learning opportunity is intended to provide participants with an overview of the interpretation and integration of ELP reports including:

- *State and local accountability measures for required progress monitoring of English language proficiency: ESSA & Lau Plans
- *WIDA ACCESS for ELLs and Alternate ACCESS Score Reports and Interpretive Guides
- *WIDA family engagement resources & purpose
- *Maine Department of Education English Language Proficiency Reports
- *Next steps for data evaluation and prioritization to ensure adequate ELP growth and development for all multilingual learners

WIDA ACCESS & Alternate ACCESS

Whom do I contact?

WIDA Client Services Center

1-866-276-7735

Help@WIDA.us

- WIDA Secure Portal account creation
- Assessment training modules
- Self-paced e-learning resources

Data Recognition Corporation (DRC)

1-855-787-9615

WIDA@datarecognitioncorp.com

- WIDA AMS account creation
- Technical issues with the WIDA AMS platform, including finding students, assigning accommodations, and creating test sessions
- Technical issues with the installation of the DRC lockdown browser

Maine DOE Assessment Team

(207) 242-4244

mechelle.ganglfinger@maine.gov

- Questions related to assessment coordination, administration, and accessibility
- Policy-related questions
- Fixing a student who appears on your assessment roster in NEO but does not appear in WIDA AMS
 - *Please wait at least 36 hours after making the update in Synergy.*
- Any problems that WIDA and DRC Customer Services are unable to answer

MSAA

Maine's alternate assessments based on alternate academic achievement standards in reading, math and science (AA-AAAS)

Coordinator: Mechelle Ganglfinger

2024-2025 Important Dates

2/18/25: MSAA System went live for Spring 2025.

2/18/25 - 4/25/25: Training Modules for TCs and TAs available in the MSAA System.

3/10/25 & 3/11/25: SAUs/Regional Programs/SPPSs without Test Coordinators who have eligible students – email send to Special Education Directors

3/10/25 – 4/25/25: Administration window for the Multi-State Alternate Assessment in ELA/Literacy, Math, and Science.

7/14/25 - 9/5/25: Online reporting window for 2025 MSAA and MSAA Science.

Locked Tests

A student's online MSAA session can become locked for a few different reasons. The most common reasons are:

- The Test Administrator (TA) has another open test with another student
- The TA did not pause or properly exit the session before closing
- The student's test is already in progress with another TA

Each of the above reasons are avoidable! However, in the event a student test does become locked, the TA must reach out to the MSAA Service Center to have the test unlocked.

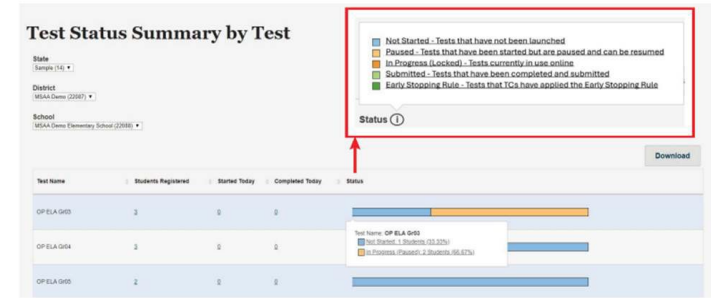
The TA must provide the student's state ID number and the reason the test became locked.

MSAA Service Center:

Phone: 866-834-8879

Email: MSAAServiceCenter@cognia.org

Test Administrators: Test Status Summary



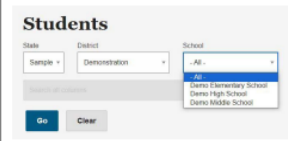
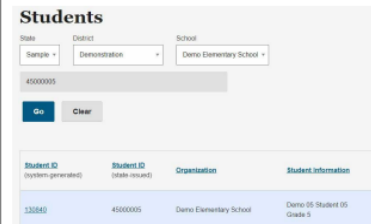
The Test Status Summary screen provides a summary of student tests, allowing TAs to track and monitor testing progress during administration.

TAs may only access tests that are assigned to students who pertain to their role's permissions.

For additional information see pages 6 & 7 of the
[MSAA Online Assessment System User Guide for Test Administrators](#)

Test Coordinators: Monitoring Test Status

The Test Status Summary provides a snapshot of test completion in your organization by showing the total number of tests of each status for each grade in all content areas. The Students tab can provide more detailed information and can be filtered.

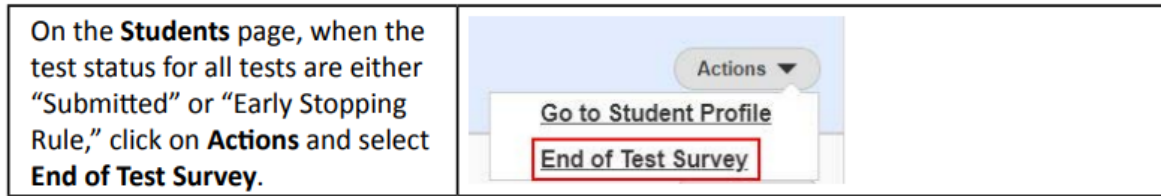
1	On the Students page, use the organization filter drop-downs to view a specific organization's roster.	
2	Use the search box to search by particular criteria. For example, find a specific student by entering their Student ID or name in the search box. Enter your search criteria, then click Go to filter students.	

For additional information see pages 37 of the
[MSAA Online Assessment System User Guide for Test Coordinators](#)

After Testing Responsibilities

Complete the Accommodations After Test Tab: Once you have administered and submitted or closed the student's test, return to the student profile to record the accommodations that the student used during the test.

End-of-Test Survey: After test administration is complete for all students, complete one End-of-Test Survey.



Disposing of Secure Test Materials: All printed or shipped secure materials (including test booklets) must be securely shredded on site in all states. Likewise, all secure electronic materials must be permanently deleted.

Multi-State Alternate Assessment

Whom do I contact?

MSAA Service Desk

866-834-8879

MSAAServiceCenter@cognia.org

[Live Chat available](#)

- Issues with the platform
- Questions around account permissions/creation
- Mandatory training modules and quiz
- Help logging in

Maine DOE Assessment Team

(207) 242-4244

mechelle.ganglfinger@maine.gov

- Questions related to assessment coordination, administration, and accessibility
- Policy-related questions
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 - *Please wait at least 36 hours after making the update in Synergy.*
- Any problems that MSAA Service Desk is unable to answer

**Assessment Team
Lunch 'n' Learn Office Hours**

Q&A



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