



Maine DOE Assessment Team

Monthly Update, April 2025

Important Resources

- **Monthly office hours with the Assessment Team**
2nd Wednesday of every month, 12-1pm. Registration link here: [Office Hours](#)
- **Updated assessment guidance documents**
 1. Maine Comprehensive Assessment System Guidelines 2024-2025 linked here: [MECAS Guidelines](#)
 2. Assessment Technical Assistance Plan 2024 -2025 linked here: [Technical Assistance](#)
 3. Assessment Security Handbook 2024-2025 and resources linked here: [Assessment Security](#)
 4. SY2024-2025 Assessment Calendar can be found below and is also linked here: [Maine Assessment Calendar | Department of Education](#)

Changes in Bulk Email Communications

The MEA and Alternate Assessment email listservs are being discontinued by ME OIT, and the Assessment Team will be transitioning to bulk emails managed through Outlook.

All individuals currently signed up for the listserv email communications will be transferred to the bulk email list; no action is needed on your part.

If you would like to be added to or removed from a bulk email list, please reach out to the appropriate Assessment Coordinator:

- MEA (Maine Through Year and Maine Science): Krista.Averill@maine.gov
- Alternate Assessments: Mechelle.Ganglfinger@maine.gov

Important General Reminders

- ✓ **Keep student enrollment data up to date!** Enrollment data in Synergy is utilized to populate the NEO, assessment reports, add students to the assessment platforms, etc.
- ✓ **Keep staff data up to date in NEO** – Teams and offices across the Maine DOE utilize the SAU contact information in NEO when sending out targeted information about upcoming events and trainings.
- ✓ **Do you have challenges with Synergy, NEO, or just have a data-related question? The MEDMS Support Team is here to help: medms.support@maine.gov or (207) 624-6896**
Hours:
Mon - Wed: 8am - 4pm
Thursday: 8am - Noon
Friday: 8am - 4pm

NWEA Maine Through Year Assessment

Maine DOE Assessment Coordinator: **Krista Averill**
Contact Krista at Krista.Averill@maine.gov or 207-215-6528.

Spring Administration: Important Dates

Now: Acacia is open to SAUs for pre-administration activities

For more information on managing staff and student users, including updating student supports/accommodations as well as creating Reporting and Online Testing groups, please see the [User and Student Management Guide](#).

Now – June 6: Acacia – MAP Growth sync is on

April 14 – May 30: Administration window (closed April 21-25 for spring break)

For information on accessing test tickets, see the [Manage Online Testing Guide](#).

Administration scripts for proctors are contained within the [Assessment Administration Guide](#).

May 16: Last day to [request a paper-based form](#) for the spring administration

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

June 2-6: [SAU Data Cleanup Window](#) – Most data cleanup tasks can be started now.

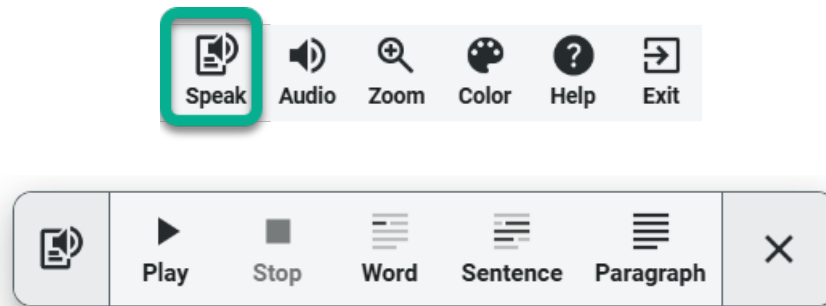
Anticipated July 7: Spring 2025 Student Score Data File CSV becomes available for each SAU

Anticipated July 14: Spring 2025 Individual Student Reports become available


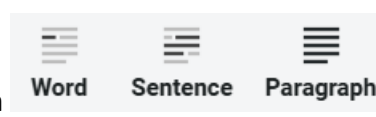
Navigating Text-to-Speech in the State Solutions Secure Browser

Different assessment secure browsers have different text-to-speech tools. Please provide all students utilizing text-to-speech an opportunity to practice using the tool via the Item Type Sampler, available [online](#) and within the State Solutions Secure Browser.

To access the text-to-speech tool, students select the “Speak” icon:



The text-to-speech tool in the State Solutions Secure Browser allows the student to select between

- reading aloud all text on the screen  , or
- selecting a specific word, sentence, or paragraph .

Note: Text-to-speech will not read aloud the reading passages on the Reading assessment.

For more information on designated supports and accommodations for the Maine Through Year Assessment, please refer to the [Accessibility Guide](#).

NWEA Professional Learning Opportunities

Below are the remaining NWEA professional learning offerings for this school year. Visit the [NWEA PL registration website](#) for more information.

*Applying Classroom Assessment Standards** ([Registration Link](#))

- Session 2: What are the main components of quality assessment practices?
 - April 3, 3:00-4:30 PM

*Balanced Assessment Systems for Leaders** ([Registration Link](#))

- Session 2: What are best practices for comprehensive assessment planning and improving student outcomes?
 - April 2, 11:30 AM – 12:30 PM

*Attendance at session 1 is not necessary for attendance at session 2.

Maine Science Assessment

Maine DOE Assessment Coordinator: **Krista Averill**

Contact Krista at Krista.Averill@maine.gov or 207-215-6528.

Access to ADAM

If you are a new District Assessment Coordinator this school year and need access to ADAM, please verify that your contact information appears in the [NEO Contact Search](#) and then email Krista Averill at Krista.Averill@maine.gov.

Important Dates

Now: Assessment Coordinators can assign supports/accommodations and access test tickets for high school students

All students must be assigned to a class (i.e., proctor group) in ADAM. Here are directions for the [Quick Class Upload](#). As enrollments change, you can identify [Unrostered Students](#) in order to add them to classes.

You can also [Update Student Supports and Accommodations](#) as well as [Create Additional Proctor Groups](#), if needed.

Lastly, [Print Student Assessment Cards \(Test Tickets\)](#).

Now – May 23: Support call center open (M-F) - Toll Free Number: 855-544-0842

Now – April 4: The standard and large print [paper-based test order form](#) is open for the grades 5 & 8 assessments.

April 2: Assessment Coordinators can begin assigning supports/accommodations and access test tickets for students in grades 5 & 8

Note: It is recommended to wait to [Print Student Assessment Cards \(Test Tickets\)](#) until closer to the administration window as enrollments may change and tickets are considered secure assessment materials.

April 2-17: High school administration window

Administration scripts for proctors are contained within the [Assessment Administration Manual](#).

May 12-23: Grades 5 & 8 administration window

Anticipated end of August 2025: Individual student and aggregated (school and SAU) score reports become available in the Kite Reporting Platform

Navigating Text-to-Speech in the ADAM Lockdown Browser

Different assessment lockdown browsers have different text-to-speech tools. Please provide all students utilizing text-to-speech an opportunity to practice using the tool via a [practice test](#).



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.

For more information on designated supports and accommodations for the Maine Science Assessment, please refer to the [Accessibility Guide](#).

Virtual Panelist Opportunities for Maine Science Educators

Maine DOE is currently recruiting grade 5 and high school science educators to participate in rangefinding. Please share the following information with educators in your SAU:

Rangefinding (High School): Thursday, May 29, 2025

- Time: 9:00 a.m. - 2:00 p.m. ET
- Purpose: Finalize the scoring rubrics and identify exemplar samples of student responses for high school constructed-response questions on the Maine Science Assessment.
- Stipend: \$150

Rangefinding (Grade 5): Thursday, July 10, 2025

- Time: 9:00 a.m. - 4:00 p.m. ET
- Purpose: Finalize the scoring rubrics and identify exemplar samples of student responses for grade 5 constructed-response questions on the Maine Science Assessment.
- Stipend: \$150

If you are interested in either of these Maine Science Assessment opportunities, please [COMPLETE THIS FORM](#) by April 11.

Multi-State Alternate Assessment (MSAA) and MSAA Science

Maine DOE Assessment Coordinator: **Mechelle Ganglfinger**

[Contact Mechelle](#) or 207-242-4244

As of April 1st, there are 14 school days remaining in the MSAA administration window for 2025. Please reach out to Mechelle Ganglfinger as soon as possible if:

- A student is missing from the MSAA Platform
- A student should not be present in the MSAA Platform due to eligibility for Maine Through Year

❖ Locked Tests – Why and What to Do

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

❖ **Where can I find the updated Test Administration Manual (TAM) and User Guides for this year?**

These resources can be found on the Maine DOE MSAA webpage under “Assessment Training” : [MSAA | Department of Education \(maine.gov\)](#)

[Spring 2025 Test Administration Manual](#) - This manual outlines the process for administration of the MSAA and MSAA Science.

[2025 Test Coordinator User Guide](#) – This guide contains practical information and visual supports to help test administrators navigate the MSAA and MSAA System.

[2025 Test Administrator User Guide](#) – This guide contains practical information and visual supports to help test coordinators navigate the MSAA and MSAA System.

❖ **Early Stopping Rule (ESR)**

Reminders for Applying the ESR

- The lack of an observable response mode is the only reason the ESR can be applied.
- The ESR cannot be applied based on a student’s behavior, stamina, knowledge of the content, frustration level, or refusal to participate in the test.
- The ESR cannot be applied if the student responds to one of the first four items, if any other items are administered, or if the student provides a response in another content area.
- The ESR cannot be applied if the test status for all content areas is “Not Started.”

** If a student has paper accommodation for the test, the first four questions of math or ELA must be still launched by the TA. If this step is not followed an Early Stopping Rule Misadministration will occur.

** Students without a communication response on the Student Response Check will be marked as “other” on the student response check and the TA will be asked to specify “no response was given” and provide a brief summary of the SRC attempts.

❖ **To check test status summary for your organization:**

- Log in to the MSAA Platform: www.msaaassessment.org
- Select Test Status Summary from the top blue tool bar
- Use the key provided to determine which tests are not started, paused, and completed. Ensure there is a schedule and plan in place to complete all test sessions as soon as possible.

National Assessment of Educational Progress (NAEP)

Maine DOE Assessment Coordinator: Dr. Regina Lewis

[Contact Regina](#)

NAEP 2024 Reporting

The NAEP 2024 Mathematics and Reading results were released as the [Nation’s Report Card](#) on January 29, 2025.

NAEP 2026

Preparation for NAEP 2026 is under way. The exact dates for the 2026 assessment window as well as additional information about the administration and notification of SAU and school selection will be provided in future issues of the Assessment Team Monthly Update.

If you have any questions about the NAEP resources, release of the results, or would like to receive technical assistance related to either, please contact Dr. Regina Lewis at regina.lewis@maine.gov or 207-530-1355.

Notable changes for future NAEP administrations:

- NAEP will begin the transition to a multi-stage adaptive assessment. Additional information is forthcoming.
- The transition to school devices will begin with the 2026 administration of the NAEP assessments.
- The NAEP 2026 Mathematics and Reading assessments have updated frameworks and new items.
- The NAEP 2028 Science assessment will be based on the updated NAEP 2028 Science Framework.

International Assessments

Maine DOE Assessment Coordinator: **Dr. Regina Lewis**

[Contact Regina](#)

What's up and coming with the International Assessments:

There are no updates regarding the International Assessments at this time.

ACCESS and Alternate ACCESS

Maine DOE Assessment Coordinator: **Mechelle Ganglfinger**

[Contact Mechelle](#) or 207-242-4244

Important ACCESS & Alternate ACCESS Dates

4/30/25	ACCESS and Alternate ACCESS Reports - Posted in WIDA AMS
5/16/25 - 5/19/25	Printed Reports Received in Districts

Any questions or technical assistance needs? Please reach out to [Mechelle Ganglfinger](#), Maine DOE ELP Assessment Coordinator.

Mark your calendar: April WIDA Assessment Webinars

Register now to join WIDA on **Tuesday, April 1 from 12:00 p.m. - 1:15 p.m.** for [Strategies for supporting multilingual newcomers](#). During this webinar, you will be introduced to the latest trends relating to our nation's multilingual newcomers, engage in research-backed approaches centering their learning, and participate in goal setting for future programming with multilingual newcomers and their families in mind.

Mark your calendar for a Maine DOE Professional Learning Opportunity

Monday, May 19 from 3:30p p.m. - 4:30 p.m.

This webinar will provide information related to English Language Proficiency Data Interpretation with a focus on ACCESS and Alt ACCESS Interpretive Guides for Score reports. More information to follow.