



Assessment Team Monthly Update April 2026

Connect with the Assessment Team at monthly office hours, held the first Wednesday of each month at 12:00 PM. [[Register](#)]

To view and register for other Maine DOE professional learning sessions, please visit the [Maine Department of Education Event Calendar](#).

Technical Assistance

SAUs selected for Level Two (2) Technical Assistance were recently notified via email. Drop-in office hours have been added to the calendar on the following dates:

- [April 8, 2026, 12 noon – 1 pm](#)
- [April 28, 2026, 12 noon – 1 pm](#)
- [May 7, 2026, 2:30 pm – 3:30 pm](#)
- [May 19, 2026, 12 noon – 1 pm](#)

The MSAA and Maine Science (high school) windows are now open. This is a great early opportunity to complete required assessment observations. Additionally, a PDF version of the assessment observation is now located on the [assessment webpage](#). Please ensure all observations are submitted via Qualtrics by June 5, 2026, and don't hesitate to reach out should you have any questions or require support.

Maine Through Year Assessment

Maine DOE Assessment Coordinator: Krista Averill

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

Spring 2026 Administration: Important Dates

Date	Task
Prior to the local administration	Assessment Coordinators: If not already done, complete the annual Maine Through Year Assessment Coordinator training module. Use the auto-enrollment instructions to access the training module.
Prior to the local administration	Proctors: If not already viewed earlier this school year, watch the Maine Through Year Assessment Proctor Training Video and sign the MEA Security and Data Privacy Agreement (Appendix A of the Assessment Security Handbook).
March 30, 2026	Acacia management platform opened for pre-administration activities.

Date	Task
April 13 - May 29, 2026	Spring 2026 administration window
May 15, 2026	Last day to submit paper-based assessment form requests, including standard print, large print, and braille via the request form .
May 22, 2026 @ 4:00 PM	Last day to request an assessment reset .
May 28, 2026 @ 8:00 PM	Last daily change assessment roster file is generated based on student information in Synergy. Any student demographic updates made in Synergy after this date/time will not appear in Acacia.
May 29, 2026	Last day to roster students in MAP for the transfer of RIT scores from Acacia to MAP Growth reports
June 1-5, 2026	SAU data cleanup window: Checklist of Data Cleanup Tasks (The spring 2026 checklist will become available during the administration window.)
June 5, 2026	Last day to update student support & accommodations in Acacia and fix MAP Growth rostering errors
July 10-17, 2026	Reporting in Acacia will be unavailable starting at 2:00 PM ET on July 10 through July 17 at 3:00 PM ET as NWEA finishes data validation.
July 17, 2026 @ 3:00 PM	Student Score Data File and Individual Student Reports become available in Acacia.
July 31, 2026 @ 3:00 PM	Last day to run Operational Reports (other than the Student Score Data File) for the spring 2026 administration

Pre-Administration Activities and Resources

- District and School Assessment Coordinators: Review preparation checklists, participation requirements, and scheduling information.**

Manual: [Assessment Coordinator Guide](#)

- Ensure that staff have the appropriate user roles and permissions in MAP/Acacia.**

Note: All staff user roles are managed in the MAP platform.

Manual: [User & Student Management Guide](#)

- IF NOT ALREADY COMPLETED THIS SCHOOL YEAR, download the NWEA State Solutions Secure Browser onto student testing devices: <https://securebrowser.state.nwea.org/>**

4. OPTIONAL: Create Reporting and Online Testing groups in Acacia.

Students can participate in the assessment without the creation of Reporting and Online Testing groups. Reporting groups are necessary, however, for educators to be able to see students' scores in the Acacia platform.

Manual: [User & Student Management Guide](#)

5. Add student supports/accommodations in Acacia.

Manual: [Accessibility Guide](#)

Manual: [User & Student Management Guide](#)

6. Print test tickets in Acacia.

Manual: [Manage Online Testing Guide](#)

7. Proctors: IF NOT ALREADY COMPLETED THIS SCHOOL YEAR, watch the required proctor training video, required assessment security webisodes, and sign the MEA Security and Data Privacy Agreement.

[Maine Through Year Assessment Required Proctor Training Video](#)

Assessment Security Webisodes:

- [Assessment Security Overview Training Webisode](#)
- [Assessment Irregularities! What Now? Security Training Webisode](#)

MEA Security and Data Privacy Agreement (Appendix A of the [Assessment Security Handbook](#), available on the [Assessment Security webpage](#))

During the Administration

1. Proctors: Administer the assessment utilizing the Assessment Administration Guide, including reading all scripts.

Manual: [Assessment Administration Guide](#)

2. Assessment Coordinators: Monitor assessment completion via the Online Testing dashboard.

Manual: [Manage Online Testing Guide](#)

REMINDER: Maine Department of Education Text-to-Speech Policy

For the Maine Through Year and Maine Science Assessments, text-to-speech (TTS) is a designated support. All students with text-to-speech or read-aloud accommodations in an IEP, 504 plans, or ILAP **MUST** be assigned TTS for the online assessments.

For other students, **utilization of designated supports is determined on an individual basis by at least two education professionals familiar with the student's performance and supports must be consistent with the student's regular classroom instruction and assessment practices.**

TTS is an approved designated support for students who are offered the opportunity to access text-to-speech and/or read aloud **as part of their normal routine during classroom instruction and assessment.** Students should be able to navigate assessments independently with confidence, to the greatest degree possible. As a result, the Maine DOE has developed domain-specific word lists that schools can utilize to determine if TTS is an appropriate support for individual students. TTS should be assigned if a student struggles to **decode** two or more words from their grade-level list or any previous grade-level list. If TTS is determined to be an appropriate support, it must be enabled within the assessment platform.

Please note that this policy applies equally to general education students as to special education students who do not have a text-to-speech or read-aloud accommodation in their IEP. In other words, not having text-to-

speech or read-aloud as an IEP accommodation does not exclude a special education student from receiving the TTS support on the state assessment.

For the complete domain-specific word lists for each grade level and content area, please see the [Text-to-Speech Guidance for the Maine Through Year and Maine Science Assessments](#).

Note: Word lists are guidance tools and do not indicate which words will appear on specific assessments in spring 2026.

Who do I contact for Maine Through Year Assessment support?

NWEA Partner Support (855) 430-1777 techsupport@nwea.org	Maine DOE MEDMS Support Team (207) 624-6896 MEDMS.Support@maine.gov	Maine DOE Assessment Team (207) 215-6528 Krista.Averill@maine.gov
Provides support for: <ul style="list-style-type: none"> • 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 • Requesting changes to students' chosen names in the Acacia platform 	Provides support for: <ul style="list-style-type: none"> • Updating student enrollment information in Synergy • Updating staff information in NEO 	Provides support for: <ul style="list-style-type: none"> • Questions related to assessment content, accessibility, scoring, reporting, and policy • Any problems that NWEA Maine Partner Support or the MEDMS Support Team are not able to resolve – <u>if you have a case number (NWEA) or ticket number (MEDMS Support), please provide.</u>

Maine Science Assessment

Maine DOE Assessment Coordinator: Krista Averill

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

Spring 2026 Administration

April 1-17: 3rd Year of High School Administration Window

May 11-22: Grades 5 and 8 Administration Window

[ADAM \(adamexam.com\)](http://adamexam.com), the Assessment Delivery and Management platform, is open to District and School Coordinators. Student rosters for all grade levels are available in [ADAM](#). Test tickets become available after students are added to classes, or default proctor groups; please note that there is approximately a one-hour delay between the creation of classes and the availability of test tickets.

Spring 2026 score reports will become available in early fall 2026.

Pre-Administration Activities and Resources

1. **District and School Assessment Coordinators: Review preparation checklists, participation requirements, and scheduling information.**

Manual: [Assessment Coordinator Manual](#)

2. **Establish access to the [ADAM platform](#).**

a. District Assessment Coordinators already have accounts created in ADAM.

b. Accounts from last school year have been retained in ADAM, except for users with duplicate accounts or users at re-organized schools/School Administrative Units.

Optional Training Module Video: [Setting Up Accounts in ADAM](#)

Resource Article: [Create, Edit, and Remove Other ADAM Users](#)

3. **Download the TestNav lockdown browser onto student testing devices. If applicable, remove the old ADAM lockdown browser.**

Optional Training Module Video: [TestNav Lockdown Browser](#)

Resource Article: [TestNav Lockdown Browser Installation](#)

4. **Create classes, or default proctor groups, in ADAM.**

Optional Training Module Video: [Rostering](#)

Resource Article: [Quick Class Upload](#) (Recommended Method)

Resource Article: [Update Class Enrollment](#) (Adding Individual Students)

5. **Add student supports/accommodations in ADAM.**

Optional Training Module Video: [Student Accessibility](#)

Guide: [Accessibility Guide](#)

Resource Article: [Update Individual Student Supports and Accommodations](#)

Resource Article: [Updating Multiple Student Supports/Accommodations at Once](#)

6. **Confirm admins and print test tickets in ADAM.**

Optional Training Module Video: [Preparing for the Administration](#)

Resource Article: [Print Student Assessment Cards \(Test Tickets\)](#)

7. **Proctors: Watch the required proctor training video.**

[Maine Science Assessment Required Proctor Training Video](#)

8. **Proctors: IF NOT ALREADY COMPLETED THIS SCHOOL YEAR, watch the required assessment security webisodes and sign the MEA Security and Data Privacy Agreement.**

Assessment Security Webisodes:

- [Assessment Security Overview Training Webisode](#)
- [Assessment Irregularities! What Now? Security Training Webisode](#)

MEA Security and Data Privacy Agreement (Appendix A of the [Assessment Security Handbook](#), available on the [Assessment Security webpage](#))

During the Administration

Reminder: Each of the three Maine Science Assessment sessions will **automatically be submitted at 11:59 PM** on the day the assessment starts and after that time the school may not re-open the session. Please develop

local administration schedules that provide adequate time for all students, including those requiring extended time, to complete each of the three sessions on the day it starts.

- 1. Proctors: Administer the assessment utilizing the Assessment Administration Manual, including reading all scripts.**

Manual: [Assessment Administration Manual](#)

- 2. Assessment Coordinators: Monitor assessment completion via the proctor dashboard.**

Manual: [Proctor User Guide](#)

Optional Training Module Video: [Proctoring](#)

Who do I contact for Maine Science Assessment support?

Kite Support Desk (855) 277-9752 Kite-support@ku.edu	Maine DOE Assessment Team (207) 215-6528 Krista.Averill@maine.gov	Maine Science Support (855) 544-0842 https://mescience.zendesk.com/hc/en-us
Provides support for: <ul style="list-style-type: none"> • Accessing student score reports • DACs creating user accounts for other staff within their SAU 	Provides support for: <ul style="list-style-type: none"> • Questions related to assessment content, accessibility, scoring, reporting, and policy • Creating user accounts for DACs in Kite 	Provides support for: <ul style="list-style-type: none"> • Technical issues with the TestNav secure browser • Technical issues with ADAM, the online assessment delivery and management platform • Assistance ordering accommodated, paper-based forms

Multi-State Alternate Assessment (MSAA) and MSAA Science

Maine DOE Assessment Coordinator: **Mechelle Ganglfinger**

Contact Mechelle at: Mechelle.Ganglfinger@maine.gov or (207) 242-4244

2025-26 MSAA Test Administration Important Dates

2/17/2026 – 4/24/2026	MSAA Platform open, TC and TA training modules available
3/9/2026 - 4/24/2026	MSAA Administration Window

As of April 1st, there are 13 school days remaining in the MSAA administration window for 2026.

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 is 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 2026 Test Administration Manual](#) - This manual outlines the process for administration of the MSAA and MSAA Science.

[2026 Test Coordinator User Guide](#) – This guide contains practical information and visual supports to help test administrators navigate the MSAA and MSAA System.

[2026 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.

Requesting Technical Assistance for the MSAA & MSAA Science

SAUs and schools are welcome to request technical assistance for Maine’s alternate assessments based on alternate academic achievement standards, the MSAA and MSAA Science, including but not limited to building foundational understandings about alternate academic achievement standards, interpreting scores, and accessing reports within the MSAA Platform. As the spring administration window approaches, available technical assistance will also include pre-administration activities within the MSAA platform for Test Coordinators and Test Administrators.

Although every effort is made to accommodate the date/time requested for technical assistance, Tuesday and Thursday afternoons and meeting times prior to 8:30 AM are unavailable due to recurring commitments with external partners. Generally, virtual sessions are easier to accommodate than in-person sessions due to travel time.

Please reach out to Mechelle Ganglfinger, Alternate and English Language Proficiency Assessments Coordinator, to request technical assistance: Mechelle.Ganglfinger@maine.gov.

Who do I contact for Multi-State Alternate Assessment support?

MSAA Service Desk (866) 834 8879 MSAAServiceCenter@cognia.org	Maine DOE Assessment Team (207) 242-4244 Mechelle.Ganglfinger@maine.gov
Provides support for: <ul style="list-style-type: none">• Account access• Accessing district, school, classroom, and student reports	Provides support for: <ul style="list-style-type: none">• MSAA professional learning• Questions related to assessment content, accessibility, scoring, reporting, and policy

National Assessment of Educational Progress (NAEP)

Maine DOE Assessment Coordinator: **Dr. Regina Lewis**
Contact Regina at: Regina.Lewis@maine.gov or (207) 530-1355

NAEP 2026

Thank you to all selected schools and SAUs for participating in NAEP 2026. The administration window closed March 20, 2026. Thank you for the positive experiences, and gracious hospitality. Approximately 46% of students participated on school managed Chromebooks. NAEP plans to include MacOS and iOS devices for the administration of NAEP 2028.

NAEP Resources:

As a reminder NAEP provides [NAEP Assessment Tutorials](#), released cognitive items as a part of the [Take NAEP Now Quiz](#), and the publicly available optional [NAEP Survey Questionnaires](#) to assist with the communication and understanding of the NAEP experience.

For more detailed information, contextual information collected from the NAEP Questionnaires, or a peek at student performance by assessment subscales, please visit the [NAEP Data Explorer](#). To view items from student assessments or the [NAEP Questionnaires](#) please visit the [NAEP Questions Tool](#), [NAEP Item Maps](#), or the [NAEP Survey Questionnaire webpage](#).

For questions or information about NAEP, please contact:

Dr. Regina Lewis, Maine DOE NAEP Coordinator

(207) 530-1355 regina.lewis@maine.gov

[WIDA ACCESS, WIDA Alternate ACCESS & WIDA ACCESS for Kindergarten](#)

Maine DOE Assessment Coordinator: **Mechelle Ganglfinger**

Contact Mechelle at: Mechelle.ganglfinger@maine.gov or (207) 242-4244

2025-2026 WIDA ACCESS, WIDA Alternate ACCESS, & WIDA ACCESS for Kindergarten Important Dates

4/29/2026	Districts Receive ACCESS and Alternate ACCESS Reports and Data - Posted in WIDA AMS
5/15/26 - 5/18/26	Districts Receive Printed ACCESS and Alternate ACCESS Reports

For additional information pertaining to Maine specific WIDA information please visit: [WIDA Maine State Page](#)

Mark your calendar for a Maine DOE Professional Learning Opportunity

Monday, May 11 from 3:15p 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.

To register for this or other Maine DOE professional learning opportunities visit the [Event Calendar | Department of Education](#) webpage.

We invite you and your colleagues to join us for an in-person WIDA facilitated workshop, *Engaging Secondary Newcomers in Content Area Literacy*, held on Friday, May 8, 2026, in Augusta.

This session is designed for **secondary multidisciplinary teams**, including but not limited to ESOL, SPED, content teachers, school counselors, and building/district leadership, to build rigorous, supportive environments for adolescent newcomers through an integrated approach.

*For this workshop, secondary newcomers include those students who are identified MLs, grades 6-12, who are new to US schools, and have been here for less than 3 years.

Space is limited to 35 participants, and priority will be given to those attending as a team.

Each person needs to apply.

- To register use this link: [registration link 5-8-26](#)

Please share with your colleagues and reach out if you have any questions.

Jane.Armstrong@maine.gov

We will confirm your team’s attendance by Tuesday, April 28th.

Who do I contact for support related to the WIDA ACCESS and WIDA Alternate ACCESS?

<p>Maine DOE Assessment Team (207) 242-4244 Mechelle.Ganglfinger@maine.gov</p>	<p>Data Recognition Corps (855) 787-9615 WIDA@datarecognitioncorp.com</p>	<p>WIDA Client Services Center (866) 276-7735 help@wida.wisc.edu</p>
<p>Provides support for:</p> <ul style="list-style-type: none"> • Maine English language proficiency assessment professional learning • Questions related to assessment content, accessibility, scoring, reporting, and policy 	<p>Provides support for:</p> <ul style="list-style-type: none"> • WIDA AMS accounts • Additional test materials • Student transfer requests • Test tickets and tiers • Accessing reports 	<p>Provides support for:</p> <ul style="list-style-type: none"> • WIDA Secure Portal accounts • WIDA Screener and WIDA ACCESS • Training and certification • Content of score reports • Standards and Can-Do Descriptors