



Assessment Administration Coordination Checklist

Under the federal Elementary and Secondary Education Act (ESEA), and MRS Title 20-A, Chapter 222, the Maine Department of Education (Maine DOE) is required to annually assess public school students in grades 3-8 and at one point in high school, in mathematics and English language arts (ELA)/literacy. States are also required to assess public school students in science once within each grade span. In Maine, students are assessed in science in grade 5, grade 8, and 3rd year high school. Additionally, multilingual learners (MLs) in grades K-12 must participate in an annual assessment of their English language proficiency. These requirements apply to all students whose education is paid through Maine’s public-school funds, including students who are attending a private school.

The purpose of this checklist is to streamline the processes and communication between the Responsible SAU and a student’s Attending Program, including but not limited to regional programs, private schools, and special purpose private schools both in and out of the state, to ensure smooth assessment administration.

Responsible SAU	Attending Program
<u>Pre-Administration</u>	
<input type="checkbox"/> As the first step in planning for assessment, the responsible SAU must ensure that student enrollment records are up to date, including but not limited to: <ul style="list-style-type: none"> • Accurate student demographic information, including grade level • Attending school/program • ML Start Date • Alternate assessment flag checked 	
<input type="checkbox"/> Connect with Attending Program regarding student assessment eligibility based on grade level and IEP, if applicable.	<input type="checkbox"/> Confirm with the Responsible SAU student assessment eligibility based on grade level and IEP, if applicable.
<input type="checkbox"/> Confirm with the Attending Program that the Assessment Coordinator and Proctor(s) have been identified for all required assessments.	<input type="checkbox"/> Identify the personnel who will serve as the Assessment Coordinator and Proctor(s) . Share information and contact with both Responsible SAU and State Assessment Coordinator.
<u>Responsible SAU will ensure that:</u>	<u>Attending Program will ensure that:</u>

<input type="checkbox"/> All Maine DOE/State Assessment Coordinator communications are shared with the Attending Program in a timely fashion <input type="checkbox"/> The Attending Program has all information/resources including but not limited to: <ul style="list-style-type: none"> • <i>Required assessment training</i> • <i>Assessment security</i> • <i>Available accommodations as appropriate per the student's IEP or 504 plan, if applicable</i> • <i>Contact information for the State Assessment Coordinator</i> • <i>Contact information for the assessment Help Desk</i> 	<input type="checkbox"/> Assessment Coordinator will review and share as needed all communications from Maine DOE/State Assessment Coordinator <input type="checkbox"/> Assessment Coordinator participates in all required trainings for assessment coordinators <input type="checkbox"/> Proctors participate in all required trainings for assessment administration <input type="checkbox"/> Assessment Security Agreements are signed and maintained on file at the Attending Program <input type="checkbox"/> Proctors can access and navigate the assessment platform <input type="checkbox"/> Students have multiple opportunities to engage with practice items to increase familiarity within the assessment platform, or in a paper-based format if participating in the paper-based assessment per the IEP, and incorporating accessibility features/accommodations as applicable <input type="checkbox"/> A schedule for assessment has been created and shared with proctors. Assessments should begin as soon as possible within the assessment window <input type="checkbox"/> Proctors are aware of any assessment accommodations which will need to be implemented as identified on the student's IEP or 504 plan, if applicable. Proctors have all necessary materials and resources to administer the assessment
<u>During Assessment Administration Window</u>	
<input type="checkbox"/> Check in with the Attending Program point of contact at the beginning, middle and end of the assessment window to confirm student status and participation	<input type="checkbox"/> Maintain communication and provide regular status updates to the responsible SAU. <input type="checkbox"/> Monitor the administration of the assessment. <input type="checkbox"/> Maintain assessment security

	<input type="checkbox"/> Report any assessment irregularities to both the Responsible SAU and the State Assessment Coordinator immediately <input type="checkbox"/> Ensure all assessments have been submitted/closed by the end of the assessment window
Post-Administration	
<input type="checkbox"/> Conduct a post assessment check in with Attending Program staff to review assessment administration.	<input type="checkbox"/> Provide final status report to the responsible SAU <input type="checkbox"/> Ensure processes are in place to share student assessment data reports. <input type="checkbox"/> Destroy any secure assessment materials which are no longer needed

Maine Educational Assessments				
Content Area	Assessment Name	Grade Levels	Dates	State Assessment Coordinator
Reading & Mathematics	Maine Through-Year Assessment	3-8 & 2 nd year HS	Fall: 9/15-10/24/25 Spring: 4/13-5/29/26 (required) Winter: 1/5-2/13/26 (optional)	Krista Averill Krista.averill@maine.gov
Alternate ELA/Literacy & Mathematics	MSAA	3-8 & 3 rd year HS <i>Students w/ the most significant cognitive disabilities</i>	3/9-4/24/26	Mechelle Ganglfinger Mechelle.ganglfinger@maine.gov
Science	Maine Science	5, 8 & 3 rd year HS	Grades 5 & 8 5/11-5/22/26 HS 4/1-4/17/26	Krista Averill Krista.averill@maine.gov
Alternate Science	MSAA Science	5, 8 & 3 rd year HS <i>Students w/ the most</i>	3/9-4/24/26	Mechelle Ganglfinger Mechelle.ganglfinger@maine.gov

		<i>significant cognitive disabilities</i>		
English Language Proficiency	ACCESS for ELLs	K-12 <i>Multilingual learners</i>	1/5-2/27/26	Mechelle Ganglfinger Mechelle.ganglfinger@maine.gov
<u>Alternate</u> English Language Proficiency	Alternate ACCESS for ELLs	1-12 <i>Multilingual learners w/ the most significant cognitive disabilities</i>	1/5-2/27/26	Jodi Bossio-Smith Jodi.bossio-smith@maine.gov