

MAINE DEPARTMENT
OF EDUCATION (DOE)

Assessment Lunch & Learn Office Hours

December 3, 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



Today's Agenda

- General Updates
- Maine Through Year Assessment
- Maine Science Assessment
- National Assessment of Educational Progress
- WIDA ACCESS, WIDA Alternate ACCESS & WIDA ACCESS for Kindergarten
- Multi-State Alternate Assessment
- Q & A

Meet the Maine DOE Assessment Team

Jodi Bossio-Smith, Director of Assessment

Krista Averill, Assessment Coordinator

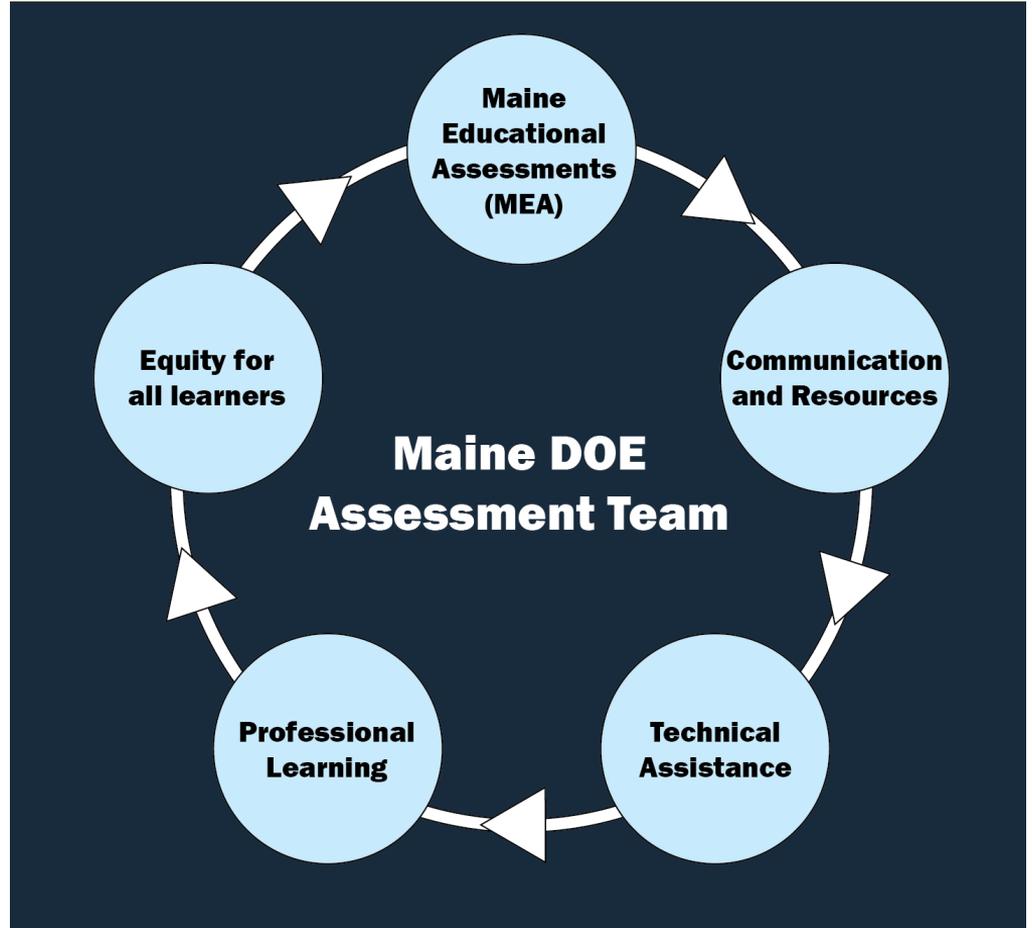
Mechelle Ganglfinger, Assessment Coordinator

Dr. Regina Lewis, NAEP State Coordinator

Daniella Crone, Office Specialist

Leah Jarvis, Business Analyst

The **Maine DOE Assessment Team** works to provide high quality technical assistance to Maine SAUs and schools around the Maine Education Assessments (MEA)



Reading/English Language Arts and Math Assessment Development Survey

It is the priority of the Maine Department of Education that state assessment programs continue to prioritize the **needs of Maine students and educators**

Maine DOE is seeking feedback from a **variety of educator voices statewide** via the [Maine's State Reading/ELA and Math Assessment Development survey](#)

State Reading/ELA and Math Assessment Development Survey

The survey:

- takes 15-20 minutes to complete
- includes short, embedded videos to help respondents understand the current requirements related to state academic assessments and accountability
- will close on December 19th, 2025, and will play a critical role in the development of the next general assessment Request For Proposals (RFP)

**Thank you in
for your
participation!**

2. Email Address: *

Enter your answer

3. Select your role(s). Select all that apply.

- Teacher
- Building Principal or Assistant Principal
- SAU or School Assessment Coordinator
- Curriculum Coordinator
- Director of Special Education
- School Counselor
- Superintendent or Assistant Superintendent
- Educational Technician

Assessment Team Technical Assistance Level 2

- 10 year randomly selected cohort
- Notifications sent to District Assessment Coordinators first two weeks of December 2025
- The steps include:
 - ✓ Viewing the training slides
 - ✓ Conducting local observations of MEA administration/s, utilizing the Observation Checklist Tool
 - ✓ Potential follow-up conversation with Maine DOE assessment team coordinator

Assessment Team Technical Assistance Level 2

- Provides the opportunity to collect data on the assessment experience of students, across geographic regions, grade levels, and subgroups
- Helps to identify opportunities for future professional learning around the MEA, offered by Maine DOE Assessment Team
- Supports in meeting federal requirements for the ongoing monitoring process of valid and reliable test administrations in our State

Maine Through Year Assessment

Fall Administration: Important Date

December 3: Fall 2025 Student Score Data File becomes available

Optional Winter Administration: Important Dates

December 15: Acacia opens for pre-administration activities

January 5 – February 13, 2026: Winter administration window

January 30: Last day to [request a paper-based test form](#) (*The request form is now closed and will re-open on December 15.*)

February 6 @ 4:00 PM: Last day to request an assessment reset (*The reset process flow will become available prior to January 5th.*)

February 23-27: SAU data cleanup

March 18: Last day to run Operational Reports for the winter administration (not including the Student Score Data File)

March 25: Winter 2026 Student Score Data File becomes available

Requesting Technical Assistance

Technical assistance is available for:

- building foundational understandings about the assessment structure
- interpreting scores
- accessing reports in Acacia and MAP Growth
- *beginning December 15*, pre-administration activities in Acacia

Request technical assistance by emailing 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

(207) 624-6896

MEDMS.Support@maine.gov

- Updating student enrollment information in Synergy
- Updating staff information in NEO

Maine DOE Assessment Team

(207) 215-6528

Krista.Averill@maine.gov

- 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

Mark Your Calendar!

Spring 2026 Administration Dates

- High School: April 1 – 17, 2026
- Grades 5 & 8: May 11 – 22, 2026

There will remain three sessions per grade level, each 50 minutes in length for high school and 60 minutes in length for grades 5 & 8.

Requesting Technical Assistance

Technical assistance is available for:

- building foundational understandings about the three-dimensional nature of the assessment
- interpreting scores
- accessing reports in the Kite Reporting Platform
- *beginning in March 2026*, pre-administration activities in ADAM

Request technical assistance by emailing Krista Averill at Krista.Averill@maine.gov.

Maine Science Assessment: *Whom do I contact?*

Kite Service Desk

Kite-support@ku.edu

(855) 277-9752

- Accessing reports from 2023-2025
- DACs creating user accounts for others within their SAU

Maine DOE Assessment Team

Krista.Averill@maine.gov

(207) 215-6528

- Questions related to assessment content, accessibility, scoring, and reporting
- Policy-related questions
- Help with the creation of DAC accounts in Kite

Manuals & Guides –

Maine Science Support Desk

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

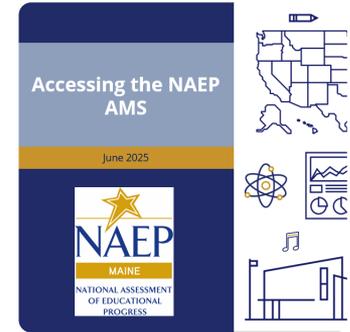
National and International Assessments

NAEP 2026 is NEXT MONTH!

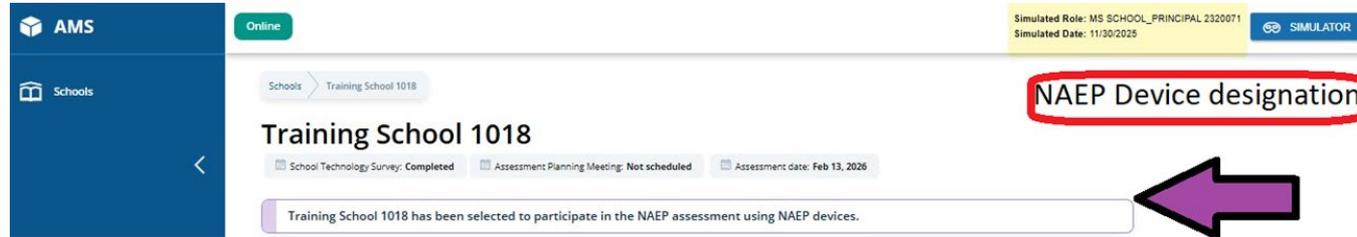
- Assessment administration – *January 26, 2026 – March 20, 2026*
- *Please reach out with questions. Technical assistance is available.*

NAEP 2026 December Priorities

- *Assessment dates are now available in the NAEP AMS*
- Admin model designation is also available now in the AMS – School Device or NAEP Device
- ***In the NAEP AMS (Prior to January)***
 - ***School Device Schools only - Identify a NAEP App Installer***
 - ***Identify a School Coordinator***
 - ***Schedule Assessment Planning Meeting***
 - ***Answer these 2 questions on the Grade Information tile***
 - ***When does winter break begin in December? (Dec. 1)***
 - ***When does winter break end in January? (Dec. 1)***

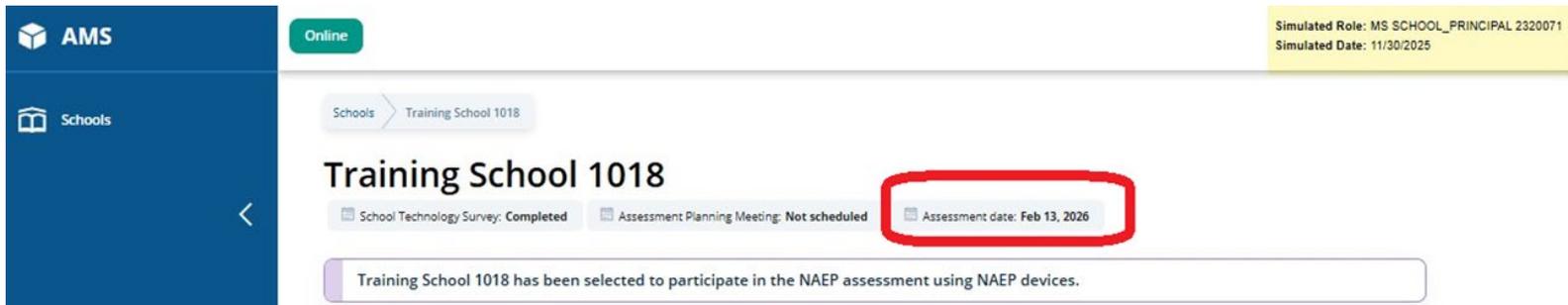


Where will I find... the model designation?



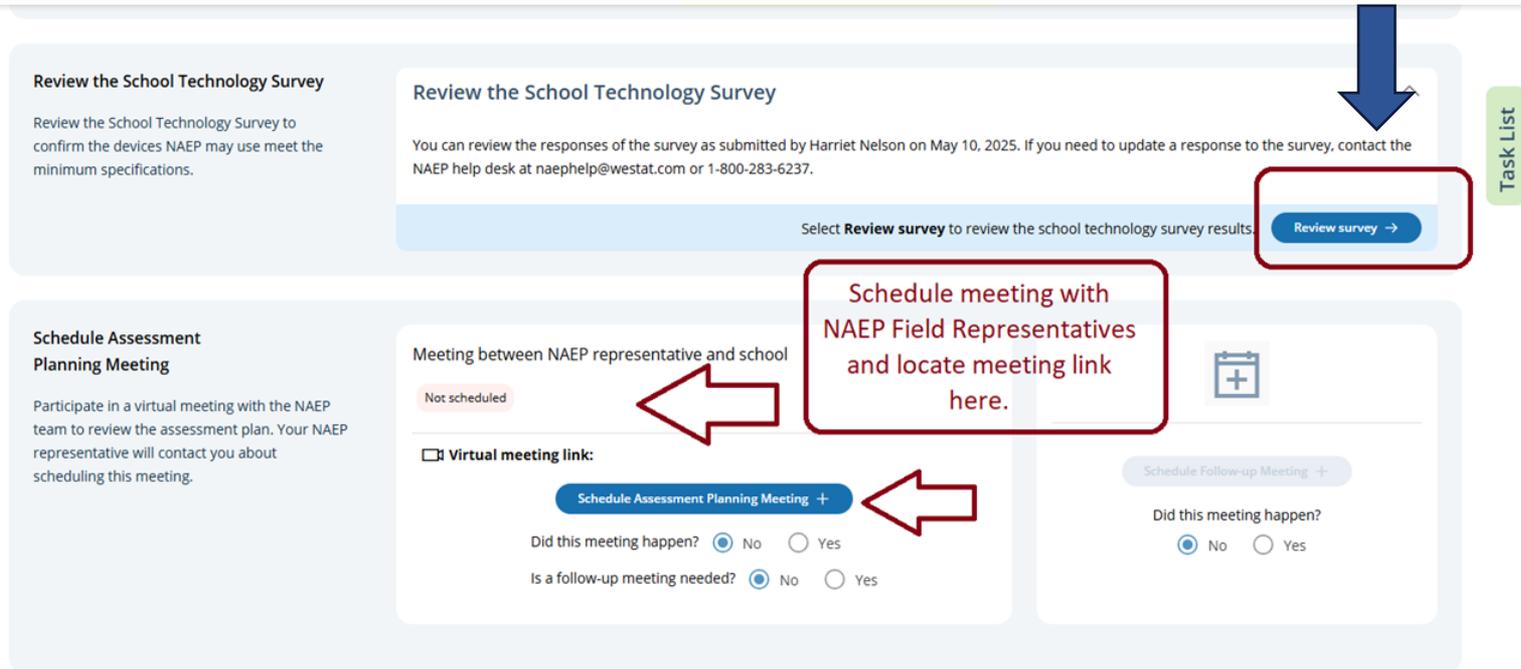
The screenshot shows the AMS interface for Training School 1018. The left sidebar contains 'AMS' and 'Schools'. The main content area shows 'Training School 1018' with a status bar containing 'School Technology Survey: Completed', 'Assessment Planning Meeting: Not scheduled', and 'Assessment date: Feb 13, 2026'. A yellow box at the top right indicates 'Simulated Role: MS SCHOOL_PRINCIPAL 2320071' and 'Simulated Date: 11/30/2025'. A blue 'SIMULATOR' button is also present. A red box highlights the text 'NAEP Device designation' in the top right area. A purple arrow points to a message box at the bottom that reads 'Training School 1018 has been selected to participate in the NAEP assessment using NAEP devices.'

the scheduled assessment date?



The screenshot shows the AMS interface for Training School 1018. The left sidebar contains 'AMS' and 'Schools'. The main content area shows 'Training School 1018' with a status bar containing 'School Technology Survey: Completed', 'Assessment Planning Meeting: Not scheduled', and 'Assessment date: Feb 13, 2026'. A yellow box at the top right indicates 'Simulated Role: MS SCHOOL_PRINCIPAL 2320071' and 'Simulated Date: 11/30/2025'. A red box highlights the 'Assessment date: Feb 13, 2026' text in the status bar. A message box at the bottom reads 'Training School 1018 has been selected to participate in the NAEP assessment using NAEP devices.'

NAEP 2026 – Schedule Assessment Planning Meeting



The screenshot shows a web interface for scheduling a meeting. It is divided into two main sections: 'Review the School Technology Survey' and 'Schedule Assessment Planning Meeting'. The 'Review' section has a 'Review survey' button highlighted with a red box and a blue arrow pointing to it. The 'Schedule' section has a 'Schedule Assessment Planning Meeting' button highlighted with a red box and a red arrow pointing to it. A red box with text 'Schedule meeting with NAEP Field Representatives and locate meeting link here.' is positioned above the 'Schedule' button, with a red arrow pointing to the 'Schedule Assessment Planning Meeting' button. Another red box with text 'Schedule meeting with NAEP Field Representatives and locate meeting link here.' is positioned above the 'Schedule Assessment Planning Meeting' button, with a red arrow pointing to the 'Schedule Assessment Planning Meeting' button. A 'Task List' sidebar is visible on the right.

Review the School Technology Survey

Review the School Technology Survey to confirm the devices NAEP may use meet the minimum specifications.

Review the School Technology Survey

You can review the responses of the survey as submitted by Harriet Nelson on May 10, 2025. If you need to update a response to the survey, contact the NAEP help desk at naephelp@westat.com or 1-800-283-6237.

Select **Review survey** to review the school technology survey results.

Review survey →

Schedule Assessment Planning Meeting

Participate in a virtual meeting with the NAEP team to review the assessment plan. Your NAEP representative will contact you about scheduling this meeting.

Meeting between NAEP representative and school

Not scheduled

Virtual meeting link:

Schedule Assessment Planning Meeting +

Did this meeting happen? No Yes

Is a follow-up meeting needed? No Yes

Schedule Follow-up Meeting +

Did this meeting happen? No Yes

Task List

School Device Application Installer

Purpose: deploys the NAEP Assessment application to school devices

- Safelisting URLs
- Identifying devices to be used for the assessment
- Install and verify the NAEP Assessment application

Can be identified now

- Required for all schools assigned to the school devices model (M/R)
- Receives an [automatic email](#) with instructions upon identification in AMS
 - ***Email can be added and/or resent on the School Team tile or on the SAU page by deleting and re-adding the contact information***
- Application Installer does not have AMS access

School Technology Survey Manager

Survey Selection

The School Technology Survey (STS) closed on 9/19/2025.

Select the school(s) for which you wish to view survey responses, then click **Open Selected Surveys**.

You may select schools individually or by using the provided table filters.

Note:

- The Survey status column reflects the status as of the close of the STS window.
- The Assigned model column reflects the **current** assigned model.
- Schools assigned School Devices must designate an application installer below or from the Manage Teams tab on the School Summary page.
 - App installer may be designated for a single school using the Assign Installer button in the school listing.
 - App installer may be designated for multiple schools by selecting the schools and using the Assign Installer button above the schools table.

Quick Select Clear Selections Assign Installer Resend Notification Export

<input type="checkbox"/>	School	Charter	Grade	Survey status	Last updated by	Assigned Model	Application Installer	Device validations
<input checked="" type="checkbox"/>	Review School 9597	--	4	Not Started - Closed		School Devices	Dvorak, Becky <input checked="" type="checkbox"/>	0 validated, 0 passed
<input type="checkbox"/>	Review School 9599	--	4	Completed - Closed	Administrator	NAEP Devices	Not applicable	Not applicable

School Team

Name	Position	Contact Info	Invite/Edit
Johnson, John	School Principal	@ JohnJohnson@email.com	
Matthews, Matt	School Coordinator	@ MM@email.com	
--	Technology Coordinator	@	
Couey, Jess	Application Installer	@ jessicacouey@westat.com	
--	Student Information Specialist	@	

NAEP 2026 – How do I add an App installer? (school team tile)

School Team

Name	Position	Contact Info	Invite/Edit
--	School Principal	☎ @	+
Yang, Anetra	School Coordinator	☎ 800-283-6237 @ anetra.yang+2310051@ams.com	⌵
--	Technology Coordinator	☎ @	+
Jones, Mickey	District Assessment Coordinator	☎ 800-283-6237 @ mickey.jones+230001@ams.com	
Wells, Lucy	District Technology Director	☎ 800-283-6237 @ lucy.wells+230001@ams.com	
--	Application Installer	☎ @	+
--	School SD/EL Specialist	☎ @	+
--	Student Information Specialist	☎ @	+



NAEP 2026 – App installer?

Training District 2

District information

19
Selected Schools

District Name
Training District 2
District LEA ID
230002
Phone
402-849-2238
Website
www.training.org

School Technology Survey Manager

Survey Selection

Please select the school(s) for which you wish to complete or update a survey response, then click **Open Selected Surveys** below.

You may select schools individually or by using the provided table filters.

Note: Model eligibility (School or NAEP devices) will be determined and displayed for each school upon survey submission. Schools eligible to use school devices must designate an application installer below or from the Manage Teams tab on the School Summary page.

- App installer may be designated for a single school using the Assign Installer button in the school listing.
- App installer may be designated for multiple schools by selecting the schools and using the Assign Installer button above the schools table.

Quick Select Clear Selections Assign Installer Resend Notifi

<input type="checkbox"/>	School	Charter	Grade	Survey status	Last updated by	Model eligibility	Application Installer	Device validations
<input type="checkbox"/>	Training School 1007	No	4	Completed	Jennifer Hernandez 05/10/2025	School Devices	Assign Installer	
<input type="checkbox"/>	Training School 1014	No	8	Not Started				
<input type="checkbox"/>	Training School 1021	No	4	Not Started				

Assign a NAEP Application Installer

Please identify the individual who will be responsible for deploying the NAEP Application on school devices.

First Name Last Name Prefix

Phone Number Extension

Email

Close Save

Provide contact information and save

NAEP 2026 – How do I assign... a School Coordinator?

School Team

Name	Position	Contact Info	Invite/Edit
--	School Principal	☎ @	+
--	School Coordinator	☎ @	+
--	Technology Coordinator	☎ @	+

Provide contact information and save



Edit Team Member

First Name Last Name Prefix

Phone Number Extension

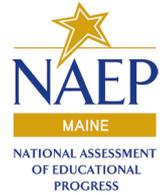
Email

Role



Send the invitation to the School Coordinator.

NAEP 2026 – Provide school and grade information



School Information

School name: Training School 1012

District: Training District 1

Website: Not answered

Phone: (559) 495-5650 Assessment date: February 9, 2026 Grade: 8 Subjects: Civics, Math, Reading & U.S. History

Physical address: 2801 W. Adams Ave. Fresno, ME 80504

[Show on Google Maps](#) [65°F Show local weather forecast](#) [Show local time](#)

Select **Edit** to update the information. [Edit](#)

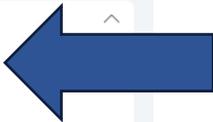
Grade 8 Information

How many students are enrolled in grade 8? Not answered

When does winter break begin in December? Not answered

When does winter break end in January? Not answered

Select **Edit** to update the information. [Edit](#)



Verify the school information

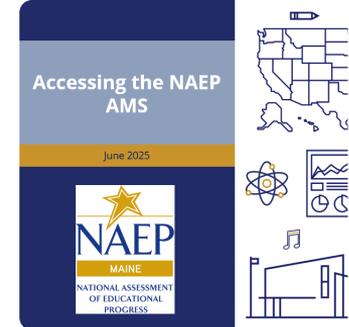
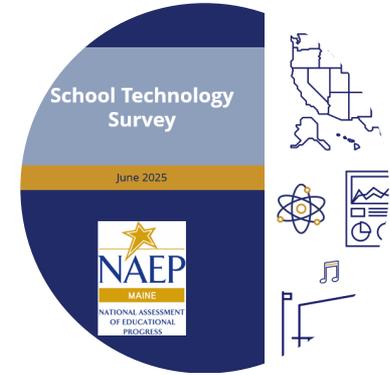


Provide responses to the questions

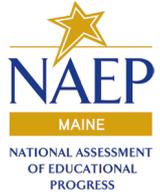


NAEP 2026 Next Steps

- **Identify School Coordinators**
- Have principals (and school coordinators) confirm access and start new tasks in the NAEP AMS)
- **Provide dates of Winter break**
- **Identify an Application Installer** (if not already identified in the AMS).
- **Add the scheduled NAEP Assessment Date** to the School Calendar
 - **Requests for assessment date changes should be sent to Regina Lewis**
- Field representatives will begin outreach to schools in December
 - If no school coordinator is designated primary contact will be the principal
- Review list of students selected for NAEP
 - Assign accommodations when appropriate
 - Will be updated in early January
- Assessment administration – *January 26, 2026 – March 20, 2026*



National and International Assessments - NAEP



Whom do I contact?

NAEP Field Representative

Contact using information provided in NAEP AMS and via Email

- School Delay or closing
- Need to reschedule
- Change in Assessment Logistics

Maine DOE NAEP Coordinator

(207) 530-1355

Regina.Lewis@maine.gov

- AMS account creation
- **Assessment date change requests**
- Acquiring AMS access for additional staff
- Questions related to assessment accessibility, exclusion, and refusals
- Policy related questions
- Any problems that NAEP Field Representative and NAEP Helpdesk are unable to answer

NAEP AMS and eNAEP Helpdesk

(800) 283-6237

naephelp@westat.com

- Technical issues with AMS
- Password recovery not working
- Unable to select or manage tiles
- Student name changes
- eNAEP Download Center

ACCESS and Alternate ACCESS

Maine's general and alternate assessments of English language proficiency
Coordinator: Mechelle Ganglfinger

January 5 – February 27, 2026

ACCESS Timeline

11/20/25 - 2/27/26: WIDA AMS test setup available for registrations

11/20/2025 - 2/20/2026: Window to submit a Less Than Four Domains Request by the SAU

12/11/25 - 12/12/25: SAUs receive materials boxes

12/11/25: Additional materials ordering open to SAUs through February 20th 2026

- **Assessment Window: January 5th – February 27th 2026**

3/10/26: SAU deadline for return of secure and test materials to DRC.

4/29/26: Reports available in WIDA AMS

5/15/26 - 5/18/26: Printed reports available in SAUs

Receiving & Ordering Materials

Please check to ensure all materials received match the packing lists included in your boxes. Remember all materials are secure and will need to be returned in the yellow boxes in which they were received.

If additional materials are needed including paper version of the assessment orders can be placed through the WIDA AMS secure portal.

Welcome! What would you like to do today?

 Add/Edit Users	 Import Management	 Manage Students
 Manage Registrations	 Download Student and Status Reports	 Score WIDA Screener Responses
 Order and Manage ACCESS Materials	 Knowledge Articles	 Install and Configure Testing Software
 Documents		

Receiving & Ordering Materials

Materials | Accountability Form | Additional Materials | Material Ordering

Materials Ordering

Materials Ordering allows the user to enter quantities of materials needed for paper tests.

* Indicates required fields

Administration: ME ACCESS for ELLs - 2024-202* | District: (All) | School: (All)

Show Materials

- To place a new order, select an administration, district, and the school from the drop-down menus, and click Show Materials
- In the Additional Materials Entry grid, enter quantities for the additional materials the district requires. After all quantities are entered, click the **Complete** button.

You may click on the instructions tab to see a detailed list of directions to complete your order

WIDA and DRC Helpful Resources

Online Help: Provides step-by-step instructions to help complete tasks in Import Management, Student Management and Test Management. Find Online Help by **selecting the question mark icon** in the upper right corner of the applications or [find all the topics in one place](#).

Knowledge Articles: Select the Knowledge Articles button from the WIDA AMS landing page to browse or search for your desired topic.

WIDA Assessment Webinars: WIDA and DRC offer webinars on a variety of topics, from managing students and registrations to technology troubleshooting. View the full list of upcoming and recorded webinars on the [Webinars](#) page in the WIDA Secure Portal.

Upcoming WIDA Assessment Webinars

Managing WIDA ACCESS Test Materials in WIDA AMS December 4, 2-3 p.m.

ACCESS Test Security and Test Monitoring December 9, 2-3 p.m.

ACCESS Technology Troubleshooting December 11, 2-3:00 p.m.

You can learn more and add these upcoming webinars to your calendar on the [Webinars](#) page (login required).

Recordings for Assessment Webinars are posted to the WIDA Secure Portal on the Webinars page within a week of the presentation. Technology-related webinar links can also be found in [WIDA AMS](#). On the landing page, select My Applications > General Information > Documents and filter the Document Type by Memos/Documents.

PL for 25/26 School Year

WIDA ACCESS Grade 4 Writing Response Booklet

Wednesday, December 3, 2025 3:15-4:15 p.m.

*This training is mandatory for SAUs that are electing to utilize grade 4 writing response booklets as a designated support for selected students participating in the WIDA Online ACCESS

Accessibility Features and Accommodations on the ACCESS Assessment

Monday, December 15, 2025, 3:15-4:15 p.m.

English Language Proficiency Data Interpretation & Integration

Monday, May 11, 2026, 3:15-4:30 p.m.

To see a full description and to register for these webinars please see the
[Event Calendar | Department of Education](#)

WIDA ACCESS & Alternate ACCESS

Whom do I contact?

WIDA Client Services Center

(866) 276-7735

help@wida.wisc.edu

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

Data Recognition Corporation (DRC)

(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 Department of Education 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

Multi-State Alternate Assessment - MSAA

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

Coordinator: Mechelle Ganglfinger

March 9 – April 24, 2026

2025-2026 Important Dates - MSAA

1/5/26 - 1/30/26 – SAUs complete Test Coordinator Survey to identify who will be serving as the MSAA TC

2/17/26 – MSAA System goes live for Spring 2026

2/17/26 – MSAA Training Modules available

3/9/26 – 4/24/2026 – Administration Window

Daily Office Hours will be held from 1-2pm throughout the assessment window.

To set up an office hours appointment, please reach out to [Mechelle Ganglfinger](#).

7/13/26 - 9/18/26 – Online reporting window for 2026 MSAA and MSAA Science

1% Action Plans

All Maine SAUs required to complete 1% action plans have received their plans. Action Plans are to be completed and returned to DOE no later than December 19, 2025.

Action Plans include the following components:

- Current percentage of alternate assessment students, and historical participation data
- Justification of overage including participation of eligible students
- Action Plan –
 - outline of proposed strategies
 - goals
 - student demographic information
 - parental engagement
- Requested MDOE support



Upcoming Training Opportunities

MSAA Training for Alternate Assessment Test Coordinators (TCs)

Wednesday, January 21, 2026, 3:15-4:15 p.m.

MSAA Training for Alternate Assessment Test Administrators (TAs)

Wednesday, February 4, 2026, 3:15-4:15 p.m.

MSAA Early Stopping Rule

Wednesday, February 25, 2026, 3:15-4:00 p.m.

Tuesday, March 3, 2026, 10:00-10:45 a.m.

February 17, 2026 – MSAA System goes live for 2026 Spring Administration

TC and TA training modules available on the platform – Username and login required

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
- Fixing a student who appears on your assessment roster in NEO but does not appear in the MSAA Platform
 - *Please wait at least 36 hours after making the update in Synergy.*
- Any problems that MSAA Service Desk is unable to answer

Assessment & English Language Proficiency Data Dashboards

- Now live in QuickSight
- District level users can run assessment data reports – years, subgroups, and more
- ELP assessment and annual target growth data reports

Reminder – Data Dashboards

Two important links:

Superintendents can request access for DACs using this link:

[Data Systems ACCESS - Quicksight](#)

Questions about navigating the dashboards and running reports? Data Warehouse Coordinator Brett Molin holds drop-in office hours every Wednesdays @ 12 p.m. ET. Join the conversation here: [QuickSight Office Hours](#)

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

Q&A



Stay Connected!

Find Us Online!



www.maine.gov/doe



[@MaineDOEComm](https://www.youtube.com/@MaineDOEComm)



[@mainedepted](https://www.instagram.com/mainedepted)



[@mdoenews](https://twitter.com/mdoenews)



[@MaineDepartmentofEducation1](https://www.facebook.com/MaineDepartmentofEducation1)