

MAINE DEPARTMENT  
OF EDUCATION (DOE)

---

# Assessment Lunch & Learn Office Hours

**January 8, 2025**

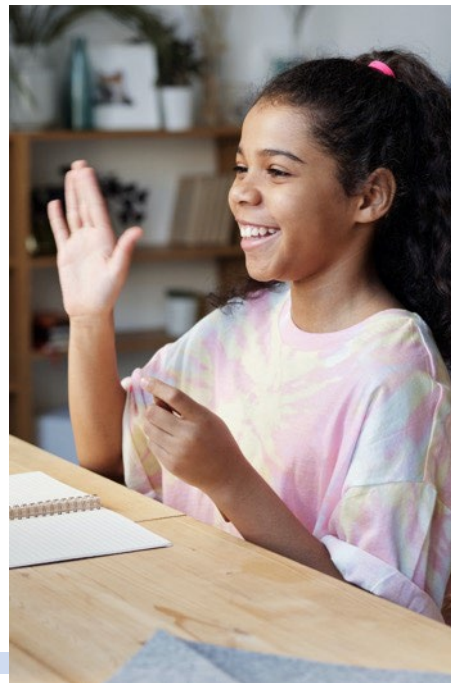
Please post questions you may have in the chat box – we will work to answer them during the session and add them to a Q&A document.

We will begin shortly.

**Presented by:** The Assessment Team



# 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.**

# 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

## Today's Agenda

- ☐ Maine Through Year
- ☐ Maine Science
- ☐ National and International Assessments
- ☐ ACCESS & Alternate ACCESS: Timeline and Next Steps
- ☐ MSAA
- ☐ Questions & Answers

# Technical Assistance

---

[SAU Request Form for Technical Assistance](#)

Available to all SAUs upon request

Targeted technical assistance continues to focus on participation across the MEA



# Technical Assistance – Overview & Update

- Currently we have Level 1 (voluntary) and Level 3 (identified) rolled out.
- **Introducing Level 2 -**
  - Assigned based on a 10-year, randomly selected cohort cycle
  - Assessment observations to be conducted by SAU and school personnel with support from members of the Assessment Team

*\*\* Observation of assessment administration is part of federal requirements under the Every Student Succeeds Act (2015). Evidence of observations must be provided during the Assessment Peer Review Process*

## Levels of Technical Assistance

- ❑ **Level 1** – voluntary participation
  - ❑ Collaborative feedback for Maine DOE as well as for SAU & Schools
  - ❑ When possible, A-Team member observes in person
- ❑ **Level 2** – randomly selected cohort cycle
- ❑ **Level 3** – identified due to concerns related to assessment security or participation

# Maine Through Year Assessment

# Optional Winter Administration: Timeline

**December 26 – February 28:** Acacia – MAP Growth sync is on

**January 6 – February 14:** Administration window

**January 31:** Last day to request a paper-based form. The student's IEP or 504 plan must specify that instruction and assessment are paper-based. Standard print and large print paper-based forms are requested via [this form](#). To request a braille form, please email [Krista.Averill@maine.gov](mailto:Krista.Averill@maine.gov).

**February 7 at 4:00 PM:** Last day to [request an assessment reset](#)

**February 13 at 8:00 PM:** Last daily change roster file is generated based on student information in Synergy. Any student demographic changes that are made in Synergy after this date/time will need to be submitted to [Krista.Averill@maine.gov](mailto:Krista.Averill@maine.gov) to be updated manually.

**February 24-28:** [SAU Data Cleanup](#) Window

**March 14:** Last day to run Operational Reports (except for the Student Score Data File) for the Winter 2025 admin

**March 24:** Winter 2025 Student Score Data File CSV becomes available for each SAU

# FAQ: Should I administer Maine Through Year or MAP Growth this winter?

Did your SAU independently purchase MAP Growth licenses for all students you are planning to assess, including students who participate in the Maine Through Year Assessment in the fall and spring?

- If no, then you would need to administer the Maine Through Year Assessment to any students you plan to assess in grades 3-8 or 2<sup>nd</sup> year of high school. MAP Growth is not included in the state assessment program.



# FAQ: Should I administer Maine Through Year or MAP Growth this winter?

Did your SAU independently purchase MAP Growth licenses for all students you are planning to assess, including students who participate in the Maine Through Year Assessment in the fall and spring?

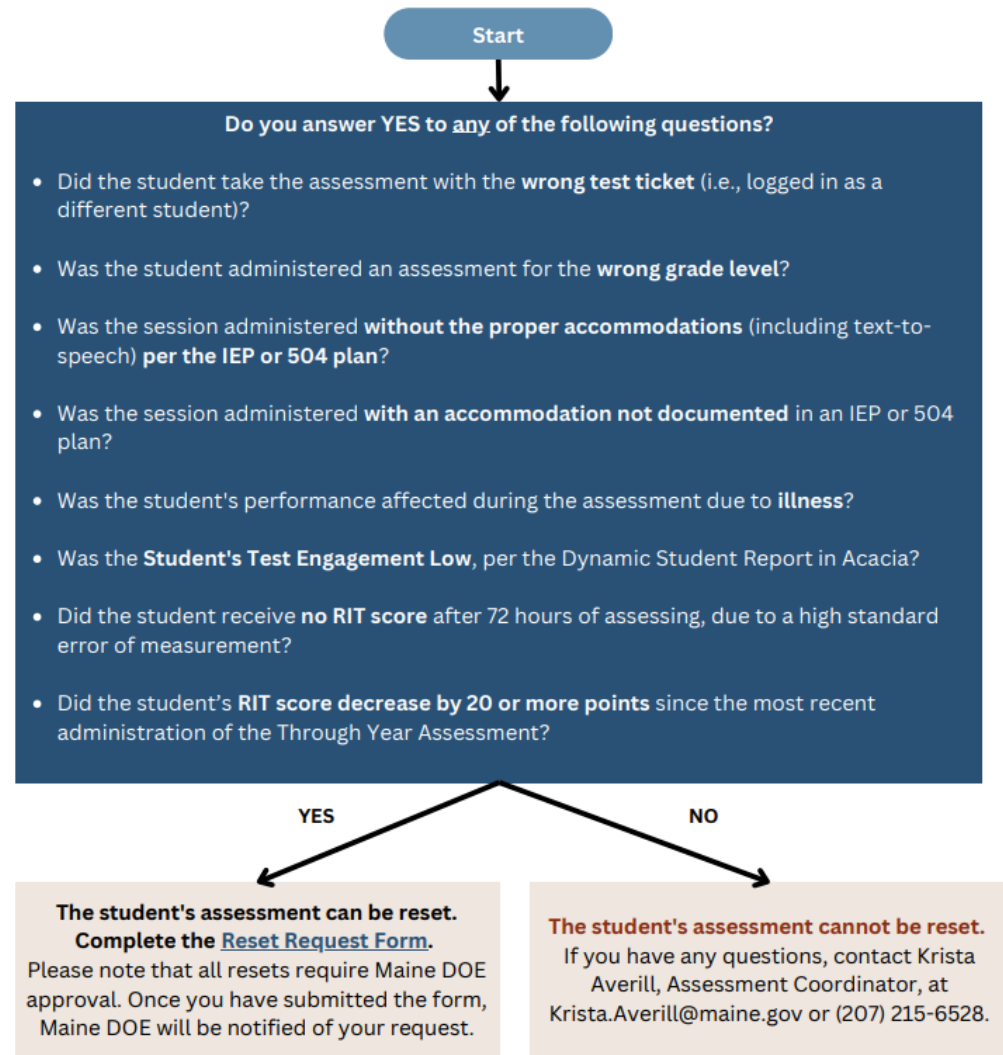
- If yes...
  - Do your students have fall RIT scores in the MAP Growth platform?
    - If no, because you did not initiate the transfer of RIT scores from Acacia to the MAP Growth platform in the fall and the students did not double-test, then students' assessments will start at a difficulty level aligned to their grade level rather than to their most recent performance.
    - If yes, then there is no substantial difference between administering MAP Growth vs. Through Year in the winter. The platform is different, but the questions are all MAP Growth questions.
  - If your answer to both of the previous questions was "yes,"
    - A benefit of administering MAP Growth instead of Through Year is avoiding any rostering errors that may occur and prevent the sync of Through Year RIT scores into MAP Growth reports.
    - A detriment of administering MAP Growth instead of Through Year is that the student's spring assessment will start at the difficulty level of their fall administration rather than their most recent winter administration.

# Missing Students from Acacia

- Daily change roster files are generated at 8:00 PM each weekday evening.
  - *Note: Changes made in Synergy after 8:00 PM on Friday will be included in the daily change file generated at 8:00 PM on Monday.*
- Those files are then loaded the next weekday (excluding state holidays) by 9:00 AM.
  - *Note: Changes made in Synergy after 8:00 PM on Friday will be loaded in Acacia on Tuesday morning.*
- If you are not seeing students in Acacia by 9:00 AM the weekday after you entered them in Synergy and you need to assess those students that day or the following day, please reach out to Krista Averill at [Krista.Averill@maine.gov](mailto:Krista.Averill@maine.gov) with the student's SSID.
  - *Rostering error emails are organized by conversations in Krista's inbox and answered in the order they are received (oldest to newest). New responses to an email thread moves the email conversation, including the initial email, down the list.*

# Assessment Resets

Please see the [Reset Process Flow](#) for a list of criteria for an assessment reset, as well as a link to the reset request form.



# Register for Remaining 2024-25 NWEA PL Offerings

## Student-Centered Assessment Literacy\*

- Session 1: What is assessment literacy? What helps make assessment practices and processes matter to students?
  - January 16, 3:00-4:30 PM
- Session 2: Which structures and strategies support a culture of learning? How do you use classroom assessment tools to build assessment literacy?
  - January 30, 3:00-4:30 PM

*\*Participants may attend either session or both sessions. Attendance at session 1 is not necessary for attendance at session 2.*

# Register for Remaining 2024-25 NWEA PL Offerings

## Applying Classroom Assessment Standards\*

- Session 1: What existing frameworks can guide teachers' classroom assessment practices and inform decisions?
  - January 14, 3:00-4:30 PM
  - March 20, 3:00-4:30 PM
- Session 2: What are the main components of quality assessment practices?
  - February 10, 3:00-4:30 PM
  - April 3, 3:00-4:30 PM

## Using Achievement Level Descriptors to Ensure Classroom Rigor

- February 27, 3:00-4:30 PM

*\*Participants may attend either session or both sessions. Attendance at session 1 is not necessary for attendance at session 2.*

# Register for Remaining 2024-25 NWEA PL Offerings

## Balanced Assessment Systems for Leaders\*

- Session 1: What are the main definitions and attributes of an effective, balanced assessment system?
  - March 5, 11:30 AM -12:30 PM
  - March 11, 3:30-4:30 PM
- Session 2: What are best practices for comprehensive assessment planning and improving student outcomes?
  - March 25, 3:30-4:30 PM
  - April 2, 11:30 AM – 12:30 PM

## Triangulating Data for Instructional Insights

- March 24, 3:00-4:30 PM

*\*Participants may attend either session or both sessions. Attendance at session 1 is not necessary for attendance at session 2.*

# Maine Through Year Assessment:

## *Whom do I contact?*

### NWEA Maine Partner Support

(855) 430-1777

[techsupport@nwea.org](mailto:techsupport@nwea.org)

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

### Maine DOE MEDMS Support Team

[MEDMS.Support@maine.gov](mailto: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](mailto: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 – For NWEA Partner Support, if you have a case number, please provide.

# Maine Science Assessment



# Maine Science Assessment

## *Looking Ahead to Spring 2025:*

*Manuals and guides are posted when finalized - Available Now:*

- [Key Dates](#)
- [Score Interpretation Guide](#)
- [Kite Reporting Platform Guide](#)
- [Assessment Administration Manual](#)
- [Practice Tests and Tutorials](#)

## **Changes to the Administration**

- ALL Grade Levels: Removal of Session 4 (Student Questionnaire)
- High School ONLY: Sessions 1, 2, and 3 reduced from 60 minutes each to 50 minutes each

## **Administration Schedule**

- High School: April 2-17, 2025
- Grades 5 and 8: May 12-23, 2025

# Spring Administration: Timeline (Part 1)

Task/Activity	Start	Finish
District Assessment Coordinator (DAC) ADAM accounts open.	2/25/25	9/5/25
DACs communicate access information to their returning Technology Coordinators & School Assessment Coordinators (SACs).	2/25/25	5/22/25
Training modules available at the <a href="#">Maine Science Zendesk Support Page</a> .	3/3/25	N/A*
Assessment Coordinator Manual, Proctor User Guide, Accessibility Guide posted at the <a href="#">Maine Science Zendesk Support Page</a> .	3/3/25	N/A*
High School paper order window opens, standard and large print: <a href="#">Request for Paper-Based Assessment</a>	2/21/25	3/12/25
Support call center open regular hours: 7:30am – 4:00pm EST. Toll Free Number: 855-544-0842	3/10/25	3/21/25
Grades 5 & 8 paper order window opens, standard and large print: <a href="#">Request for Paper-Based Assessment</a>	3/18/25	4/4/25
Approved high school paper materials arrive at schools.	3/21/25	3/21/25
Support call center open extended hours: 6:30am – 6:00pm EST. Toll Free Number: 855-544-0842	3/24/25	4/17/25

\*Modules, manuals, and guides will be available until updated for the next school year.

# Spring Administration: Timeline (Part 2)

Task/Activity	Start	Finish
High school administration window	4/2/25	4/17/25
High school - Submit special consideration requests in NEO. ( <a href="#">Instructions</a> )	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. ( <a href="#">Instructions</a> )	5/12/25	5/23/25
Grades 5 & 8 paper materials return window.	5/13/25	5/30/25

# Maine Science Assessment: *Whom do I contact?*

## Kite Service Desk

[Kite-support@ku.edu](mailto: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](mailto: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 is not able to resolve, including creating District User accounts

Please note that the ADAM platform is **closed** to Maine SAUs/schools **until February 25.**

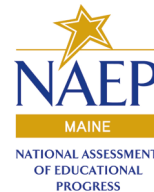
# National and International Assessments

Wrapping up 2024 and moving forward

# National and International Assessments – NAEP 2025

	Long-Term Trend 			Field Test 				
Sample Level	National			National			Puerto Rico	
Grade or Age	Age 13	Age 9	Age 17	4	8	12	4	8
Subject (s)	<div><div><div><div>+</div><div>−</div></div><div><div>÷</div><div>×</div></div></div><div></div></div> Math and Reading			<div><div><div><div>+</div><div>−</div></div><div><div>÷</div><div>×</div></div></div><div></div></div> Math and Reading			<div><div><div><div>+</div><div>−</div></div><div><div>÷</div><div>×</div></div></div> Math</div>	
Devices	Paper-based Assessment			School and NAEP devices				
Number of Sessions	1 or 2			2 (1-2 if school devices)				
Students per Session	25 or 50			25 (25-50 if school devices)				
Session Duration	90 minutes			120 minutes				
Questionnaires	School			Student, Teacher, and School				
Assessment Window	Oct 7 – Dec 13, 2024	Jan 6 – Mar 14, 2025	Mar 17 – May 23, 2025	Jan 27 – Mar 7, 2025				

# National and International Assessments - NAEP



*Preparations for Main/State NAEP 2026 are underway expect changes related to use of student devices!*

**NAEP 2025:** Long Term Trend Age 13 administration window is open

**NAEP 2024:** Date of results released to be announced SOON

## **\*\*Reminder: NAEP Updates**

- School Device Field Study 2025
- Operational for devices meeting NAEP Technical Requirements 2026
- New Mathematics and Reading Frameworks 2026
- New Science Framework 2028

# **ACCESS and Alternate ACCESS**

Maine's general and alternate assessments of English language proficiency

Coordinator: Mechelle Ganglfinger



# ACCESS Timeline

- **Assessment Window: January 6<sup>th</sup> – February 28<sup>th</sup> 2025**

Additional materials ordering is open to SAUs through February 21<sup>st</sup>, 2025

3/11/25: SAU deadline for return of secure and test materials to DRC.

4/30/25: Reports available in WIDA AMS

5/16/25 - 5/19/25: 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.



# Receiving & Ordering Materials

The screenshot shows a web application interface for 'Materials Ordering'. At the top, there is a navigation bar with five tabs: 'Materials', 'Accountability Form', 'Additional Materials', 'Material Ordering' (which is highlighted), and 'Return Materials Receipt Report'. Below the navigation bar, the page title 'Materials Ordering' is displayed. A light blue banner contains a speech bubble icon and the text: 'Materials Ordering allows the user to enter quantities of materials needed for paper tests.' Below this, a red asterisk followed by the text '\* Indicates required fields' is shown. The form contains three dropdown menus: 'Administration' with the selected value 'ME ACCESS for ELLs - 2024-202' and a red asterisk, 'District' with the selected value '(All)', and 'School' with the selected value '(All)'. At the bottom of the form is a blue button labeled '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*

# Kindergarten ACCESS Student Response Booklets

The Maine Department of Education received an important message from WIDA AMS in December regarding the Kindergarten ACCESS Student Response Booklet.

Due to a printing error, the page numbers began with “5”, instead of the intended “1”.

The materials received thin December included the Kindergarten ACCESS Student Response Booklets with the incorrect page numbers.

**These booklets were not to be distributed**

# Kindergarten ACCESS Student Response Booklets Cont.

The corrected Kindergarten ACCESS Student Response Booklets should have been delivered beginning on **Monday, January 6, 2025**. When the materials were shipped, UPS was to send recipients an email with tracking information.

The boxes containing the corrected materials were marked with a florescent label that reads, **“Replacement Kindergarten ACCESS Student Response Booklets Enclosed”**.

Additional material order requests for Kindergarten ACCESS Student Response Booklets is no longer on hold.

# Identifying Corrected Booklets

There are two indicators to help easily identify the corrected booklets from the misprinted booklets.

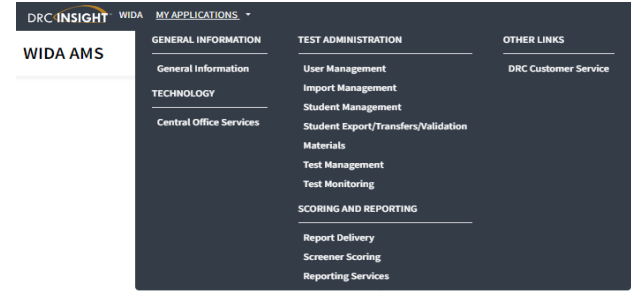
1. On the front cover of the corrected booklets, the security number will now begin with “01”.
2. On the back cover of the corrected booklets, the document ID will now end with “5432”.

The left image shows the front cover of a WIDA ACCESS (or ELLs) Listening, Speaking, Writing, and Reading Student Response Booklet for Grade Kindergarten, 2024-2025. A red box highlights the security number '01' on the left side. The right image shows the back cover of a corrected booklet. A yellow banner at the top reads 'Do Not Score This Section For This Student (See the Test Administrator Manual for detailed instructions)'. Below this are four rows of bubbles for 'ABS', 'INV', 'DEC', and 'SPD', each with bubbles for 'L', 'R', 'W', and 'S'. At the bottom, the document ID '00418952' is displayed, and a red box highlights the number '22059-5432' next to it.

# Returning Misprinted Booklets

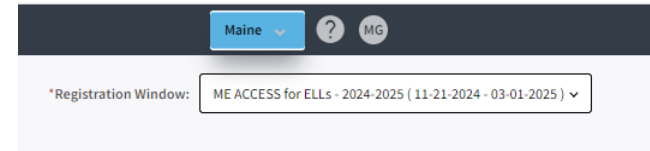
SAUs can return unused, misprinted Student Response Booklets when returning all other secure materials. All booklets used during test administration can be returned following the standard return materials process. For information on returning materials to DRC, please review [Returning ACCESS Materials to DRC.](#)

# Adding Accommodations in WIDA AMS



To add accommodations through Test Management, you must have “Registration-Add/Edit,” “Registration-Search/View,” “Registration-Edit Accommodations” and “Test Setup-Primary Window” permissions in WIDA AMS. These permissions are included in the District and School default permission sets.

- To view or edit a student’s accommodations, complete the following steps:
- Click **Test Management** from the WIDA AMS My Applications menu bar.
- Confirm or enter your site criteria in the upper right corner. **Click Save.**
- Confirm or enter your Registration Window.
- Select the **Registered Students** tab and search for the student by name or state student ID. Any student with related search criteria will automatically filter on the screen with his or her current registrations.
- Click the vertical ellipsis icon under the ACTION column for the student and the domain to be edited.
- Select **Manage Accommodations** from the options provided.
- In the Accommodations window select the checkboxes for the applicable accommodations pertaining to that domain.
- Click **Save** to save your changes (or click **Cancel** to cancel them.)





# Upcoming WIDA Assessment Webinars

## **RETURNING ACCESS Test MATERIALS**

Tuesday, January 21 at 2:00pm-3:00pm

## **MONITORING ACCESS COMPLETION FOR TEST COORDINATORS**

Thursday, January 23 at 2:00pm-3:00pm

*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.

# WIDA ACCESS & Alternate ACCESS

## *Whom do I contact?*

### WIDA Client Services Center

1-866-276-7735

[Help@WIDA.us](mailto: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](mailto: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](mailto: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 goes live for Spring 2025. Maine DOE will create the SAU TC accounts within the MSAA Platform. Training Modules for TCs and TAs available in the MSAA System.

3/1/25

Final check by MSAA TC to communicate with local data manager, administrative assistant or appropriate colleague to confirm that all students who are eligible for alternate assessment participation via the IEP have been accurately flagged in Synergy State Edition.

3/10/25 – 4/25/25

Administration window for the Multi-State Alternate Assessment [MSAA] in ELA/Literacy, Math, and Science.

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

# Required Training Modules

All Test Coordinators (TCs) and Test Administrators (TAs) must complete the required training modules, including the end of series quiz with a qualifying score of 80% or higher.

TCs who are also serving as TAs do not need to complete both the TA and TC training module series.

These TCs should complete the following:

- All six TC training modules
- TA training module #5, “Accessibility and Accommodations”
- TA quiz with a qualifying score
- MSAA Science module (if administering science)

# Upcoming Professional Learning Opportunity

## MSAA Training for Alternate Assessment Test Coordinators and Test Administrators

Monday, February 24, 2025, 3:15pm-4:15pm

**Presentation Description:** TCs and TAs will develop understanding of the various components of the MSAA and MSAA Science. Participants will learn responsibilities before, during and after assessment. Participants' questions related to administrative tasks and platform features will be addressed.

[Registration Link: MSAA Training for Alternate Assessment](#)

# Multi-State Alternate Assessment

## *Whom do I contact?*

### MSAA Service Desk

866-834-8879

[MSAAServiceCenter@cognia.org](mailto: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](mailto: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 Team  
Lunch 'n' Learn Office Hours**

---

**Q&A**





Stay Connected!

---

## Find Us Online!



[www.maine.gov/doe](http://www.maine.gov/doe)



@MaineDOEComm



@mainedepted



@mdoenews



@MaineDepartmentofEducation1