

# Maine DOE Assessment Team

## Monthly Update, January 2025

### Updated Resources for SY2024-2025

- **Monthly office hours with the Assessment Team**  
2<sup>nd</sup> Wednesday of every month, 12-1pm. Registration link here: [Office Hours](#)
- **Assessment technical assistance available to Maine SAUs/schools upon request**  
The request form is linked here: [SAU Request for Assessment Technical Assistance](#)
- **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](#)

### 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 Helpdesk is here to help: [medms.helpdesk@maine.gov](mailto:medms.helpdesk@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](mailto:Krista.Averill@maine.gov) or 207-215-6528.

### The Optional Winter Administration: Important Dates

**December 16:** Acacia platform opened for pre-administration activities, such as assigning supports and accommodations

**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

### Professional Learning Opportunities

#### NWEA Professional Learning Opportunities

Maine DOE and NWEA have developed several professional learning (PL) opportunities for the 2024-25 school year. Below are the remaining offerings for this school year. Visit the [NWEA PL registration website](#) for more information.

#### *Student-Centered Assessment Literacy\** ([Registration Link](#))

- Session 1: What is assessment literacy? What helps make assessment processes and practices matter to students?
  - January 16, 2025, 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, 2025, 3:00-4:30 PM

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

- 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* ([Registration Link](#))

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

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

- 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* ([Registration Link](#))

- March 24, 3:00-4:30 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](mailto:Krista.Averill@maine.gov) or 207-215-6528.

### Webinar Recording Available

The [Understanding the Maine Science Assessment and Utilizing Score Reports webinar recording](#) from November 4<sup>th</sup> is available.

### Practice Tests and Released Items

**Practice tests** are online sets of questions meant to familiarize students with the assessment platform, its tools, and the types of questions they may encounter when they take the Maine Science Assessment.

- [Practice Test and Tutorial Codes](#)
- Login at [adamexam.com/tester](http://adamexam.com/tester)

**Released items** are test questions that are no longer in use and have been made available to the public.

- The "For Student" copy resembles a test booklet.
- The "For Teachers" version contains the answer key, standards alignment, and rubrics for constructed response questions.

Released items are located on the [Maine Science Assessment webpage](#), under the *Content* drop-down menu.

## Looking Ahead to Spring 2025

Manuals, guides, and training modules for the spring 2025 administration are being posted at the [Maine Science Support page](#) as they become available.

### Administration Schedule:

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

### 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

## [Multi-State Alternate Assessment \(MSAA\) and MSAA Science](#)

Maine DOE Assessment Coordinator: **Mechelle Ganglfinger**

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

The MSAA (ELA & math) and MSAA Science are Maine's alternate assessments based on alternate academic achievement standards, designed for students with the most significant cognitive disabilities who have been found eligible by the IEP Team utilizing state guidance resources. To learn more about these assessments including eligibility and federal requirements, please visit the [Maine DOE 1% Resource Page](#).

### Important Dates:

**2/18/2025** - MSAA System goes live for Spring 2025. Maine DOE will create the SAU Test Coordinator (TC) accounts within the MSAA Platform. TCs can create Test Administrator (TA) accounts beginning 2/18/25. Information about creating TA accounts can be found in the Test Coordinator User Guide.

**2/18/2025** - All TCs and 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)

**3/10/2025 - 4/25/2025** - Administration window for the MSAA in ELA/Literacy, Math, and Science.

### Upcoming Professional Learning Opportunity

#### **MSAA Training for Alternate Assessment Test Coordinators (TCs) and Test Administrators (TAs)**

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 TCs](#)

## National Assessment of Educational Progress (NAEP)

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

[Contact Regina](#)

### **NAEP 2024 Reporting**

The NAEP 2024 results are scheduled to be released on January 29, 2025. The National Assessment Governing Board and the National Center for Education Statistics (NCES) will provide additional information as the date for the upcoming release approaches. As a reminder, school and student level performance data is not available for NAEP assessments.

If you have any questions about the NAEP 2024 administration or the upcoming release of the results, please contact Dr. Regina Lewis at [regina.lewis@maine.gov](mailto: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. Schools with Windows and/or Chrome based devices will administer the NAEP in a similar manner as other state 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:***

#### **Program for International Student Assessment (PISA) Fun Fact #1**

##### *PISA Sampling*

Since PISA is an international study, all participating countries must follow a rigorous process when selecting schools to assess. For the purpose of comparison, nationally representative samples are required. If one country uses a selection method that is different than another country, then the ability to compare results between countries is compromised.

For the United States (U.S.), the goal of the sampling process is to create a pool of 15-year-old students that nationally represents the U.S. as a whole. To accomplish this, both public and private schools in all regions of the U.S. must be sampled. In addition, our statisticians use existing enrollment data to ensure that selected schools have PISA eligible students (students born in 2009 and in grade 7 or higher). With these criteria in mind, we then randomly select around 300 schools from all over the country.

## ACCESS and Alternate ACCESS

Maine DOE Assessment Coordinator: **Mechelle Ganglfinger**

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

### 2024-2025 Kindergarten ACCESS Student Response Booklet Printing Issue

Thank you for your patience while DRC worked to reprint the K ACCESS Student Response Booklets.

Corrected Kindergarten ACCESS Student Response Booklets will be delivered beginning on **Monday, January 6, 2025**. When the materials are shipped, UPS will send recipients an email with tracking information. Please be sure staff members are available to receive and sign for the materials.

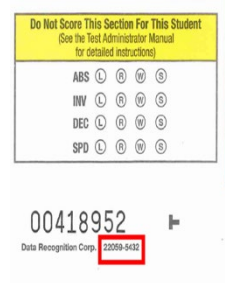
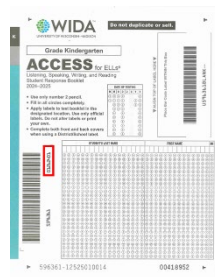
The boxes containing the corrected materials will have a florescent label that reads, “**Replacement Kindergarten ACCESS Student Response Booklets Enclosed**”.

Additional material order requests for Kindergarten ACCESS Student Response Booklets will no longer be on hold once corrected materials are received.

### 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”.



### Returning Misprinted Kindergarten Materials

Misprinted Student Response Booklets may be returned along with 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](#).

Please contact DRC Customer Service with any questions at [WIDA@DataRecognitionCorp.com](mailto:WIDA@DataRecognitionCorp.com) or call 1-855-787-9615 (TTY: 763-268-2889).

### ACCESS and Alternate ACCESS Test Window Opens January 6<sup>th</sup>

As a reminder, any needed additional materials must be ordered at the SAU level by the ACCESS Coordinator through the DRC Insight Secure Portal. DRC will reach out to Maine DOE prior to processing any orders of alternate or paper-based full forms. For detailed instructions on submitting an additional materials order, please see the WIDA Knowledge Article in AMS: **My Applications>DRC Customer Service>WIDA Knowledge**

**Articles>How do I order additional materials?** (Your WIDA AMS login information will be needed to access this article.

## FAQs

### How do I remove students from WIDA AMS who have moved out of the SAU?

There is a daily change file processed by Maine DOE that captures enrollment updates such as new/transfer students and enters them into the WIDA AMS platform. However, there is no functionality in WIDA AMS to delete a student who is no longer enrolled. SAUs do not need to take action in WIDA AMS if there is a multilingual learner who is no longer enrolled and will therefore not be participating in ACCESS. Those test sessions will remain in “**Not Started**” status and reports will not be generated for the student. The student/s will not be counted as non-participants for the former SAU, provided that the enrollment exit date in Synergy is prior to the ESEA Demographic date.

### How do I efficiently add student accommodations?

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.)

### Important ACCESS & Alternate ACCESS Dates

|                    |  |
|--------------------|--|
| 11/21/24 - 2/28/25 | WIDA AMS Test Setup Available for Registrations                      |
| 12/12/24 - 2/21/25 | Additional Test Material Ordering Window in WIDA AMS                 |
| 1/6/25 - 2/28/25   | Test Window  |
| 3/11/25            | Deadline for Shipping Completed Test Materials to DRC -Postmark date |
| 4/30/25            | ACCESS and Alternate ACCESS Reports and DAT Posted in WIDA AMS       |
| 5/16/25 - 5/19/25  | Printed Reports Received in Districts                                |
| 6/12/25            | Updated Access and Alternate ACCESS Data – Posted in WIDA AMS        |

### WIDA Upcoming Webinars - Login to Wida Secure Portal needed

- **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