Maine Science Assessment:

Process for Unsubmitting an Assessment Session

Unsubmitting an assessment session will provide a student access to the same session that they had previously started.

START

Same-Day Unsubmission
Is it before 1:00 PM EST?

NO
You will need to request an unsubmission for a later date.

Unsubmission at a Later Date
Is it at least three days before the end of the administration window? (April 14 for high school and May 20 for grades 5 & 8)

YES

Do you answer YES to either of the following questions?

- Was the session accidentally submitted?
- Was the session administered without the proper designated supports or accommodations? Some examples include text-to-speech, small group setting, and extended time.

NO

YES

The assessment session can be unsubmitted by calling Maine Science Support at 855-544-0842.

NO

Do you answer YES to any of the following questions?

- Did the student take the assessment with the wrong test ticket (i.e., logged in as a different student)?
- Was the session administered without the proper accommodations, per the student's IEP, 504 Plan, or Individual Language Acquisition Plan (ILAP)? This includes text-to-speech (TTS) for students who have TTS or read aloud as an accommodation in their IEP, 504 Plan, or ILAP.
- Was the student's performance impacted by illness AND has the student viewed fewer than 30% of the questions?

NO

YES

The student's assessment session cannot be unsubmitted.
If you have any questions, contact Krista Averill, Assessment Coordinator, at Krista.Averill@maine.gov or 207-215-6528.

YES

The assessment session can be unsubmitted. The District Assessment Coordinator must complete the request form in ADAM.
Maine Science Support will contact the Maine DOE Assessment Coordinator to attain approval before unsubmitting the session.

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