

MAINE DEPARTMENT
OF EDUCATION (DOE)

Assessment Lunch & Learn Office Hours

March 12, 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



The Maine DOE Assessment Team

Jodi Bossio-Smith, Director of Assessment

Krista Averill, Assessment Coordinator

Daniella Crone, Office Specialist

Mechelle Ganglfinger, Assessment Coordinator

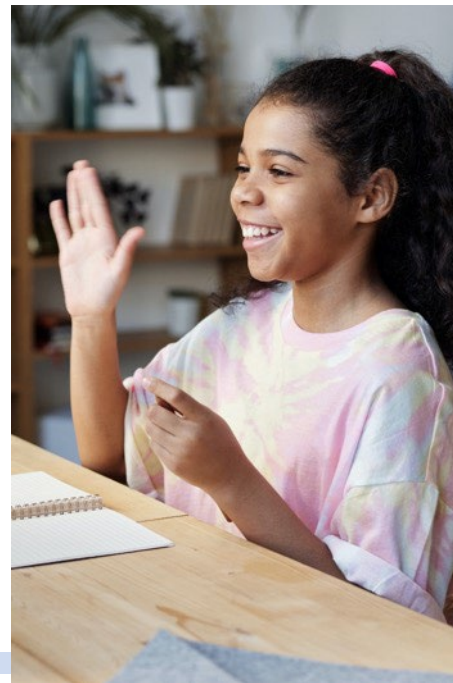
Leah Jarvis, Business Analyst

Dr. Regina Lewis, NAEP State Coordinator – *sends regrets*

Today's Agenda

- ☐ Reminder: Level 2 Technical Assistance
- ☐ Maine Through Year
- ☐ Maine Science
- ☐ ACCESS & Alternate ACCESS: Timeline and Next Steps
- ☐ MSAA
- ☐ Questions & Answers

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.

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

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

Required Spring Administration: Timeline

March 24: Acacia opens to SAUs for the spring administration

March 24 – May 16: [Paper-based form request](#) window

March 24 – June 6: Acacia – MAP Growth sync is on

April 14 – May 30: Administration window

May 23 @ 4:00 PM: Last day to [request an assessment reset](#)

June 2-6: [SAU Data Cleanup Window](#) – *Most data cleanup tasks can be completed throughout the testing window*

Anticipated July 7: Spring 2025 Student Score Data File CSV becomes available for each SAU

Anticipated July 14: Spring 2025 Individual Student Reports become available

July 31: Last day to run Operational Reports (except for the SSDF) for Spring 2025

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?
 - March 20, 3:00-4:30 PM
- Session 2: What are the main components of quality assessment practices?
 - April 3, 3:00-4:30 PM

Balanced Assessment Systems for Leaders*

- 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

- 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

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

(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 – If you have a case number (NWEA) or ticket number (MEDMS Support), please provide.

Maine Science Assessment

Spring Administration: Timeline (Part 1)

Task/Activity	Start	Finish
District Assessment Coordinator (DAC) ADAM accounts open.	2/5/25	9/5/25
DACs able to add supports/accommodations and create additional proctor groups for high school.	2/25/25	4/17/25
DACs communicate access information to their returning Technology Coordinators & School Assessment Coordinators (SACs).	2/25/25	5/22/25
Training modules available at the Maine Science Zendesk Support Page .	3/3/25	N/A*
Assessment Coordinator Manual, Proctor User Guide, Accessibility Guide posted at the Maine Science Zendesk Support Page .	3/3/25	N/A*
High School paper order window opens, standard and large print: Request for Paper-Based Assessment	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: Request for Paper-Based Assessment	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. (Instructions)	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. (Instructions)	5/12/25	5/23/25
Grades 5 & 8 paper materials return window.	5/13/25	5/30/25

ADAM for New District Assessment Coordinators (DACs)

- An updated DAC file was provided to the vendor earlier this academic year. **HOWEVER, there have been DAC changes since that file that may not be reflected in ADAM.**
- If you are the identified DAC for your SAU in NEO and did NOT receive an automated email from the ADAM platform, you were updated as the DAC after Maine DOE had sent the DAC file earlier this academic year.
- Two solution options:
 - Reach out to the Maine Science Support Desk by utilizing the Request Help button on the [Zendesk page](#).
 - Reach out to Krista.Averill@maine.gov to have your account created.

Request Help

Click here to open a request form for questions, suggestions and issues.

What are the 3 tasks that **MUST** be completed in the **ADAM** platform in order for students to assess?

1. Create classes (i.e., default proctor groups).

- *Recommended:* [Quick Class Upload](#)
- If you already created classes, you can [Identify Unrostered Students](#) and [Update Class Enrollments](#) (e.g., add new students to a class).

2. [Assign supports and accommodations to students.](#)

- *Questions about appropriate supports and accommodations?* See the [Accessibility Guide](#).

3. [Print test tickets.](#)

What do **proctors** need to do to prepare for the Maine Science Assessment?


Required for ALL Proctors

- [Watch Maine Educational Assessment Security Webisodes and sign the MEA Security & Data Privacy Agreement \(Appendix A of the MEA Security Handbook\)](#)
- Watch the [Proctor Training Video](#) (*updated link with improved audio; prior link is still accessible*)
- Read the applicable sections of the [Assessment Administration Manual](#) (e.g., proctors of online assessments do not need to read sections regarding paper-based tests)


Optional – Only for proctors accessing the Proctor Dashboard at adamexam.com


[Proctor User Guide](#)

Proctoring Module

 Kate Richard
6 days ago · Updated

[Download the Proctoring Module slide deck](#)



Watch on  YouTube

Accessibility Spotlight: High School Bilingual Glossary

On the [Maine Science Assessment webpage](#):

^ Accessibility

[2024-25 Accessibility Guide](#)

[Supplemental Guidance for Text-to-Speech](#)

[2024-25 Human Reader Protocol](#)

[Request Form for Paper-Based Assessments](#) (Standard & Large Print)

- Any braille needs should be communicated via email to Krista Averill, Assessment Coordinator, at Krista.Averill@maine.gov

Bilingual Word-to-Word Glossaries: A paper-based bilingual word-to-word glossary without definitions is an acceptable designated support for multilingual learners with an Individual Language Acquisition Plan (ILAP).

- Grades 5 & 8:** *If the student is already using a paper-based bilingual glossary in the classroom, that paper-based glossary can be utilized for the assessment.* If the student has been using an online bilingual glossary and needs a paper-based option, [NYU Steinhardt's Bilingual Glossaries](#) is a potential resource.
- High School:** *If the student is already using a paper-based bilingual glossary in the classroom, that paper-based glossary can be utilized for the assessment.* If the student has been using an online bilingual glossary and needs a paper-based option, please see below:
 - [Arabic](#)
 - [Chinese](#)
 - [French](#)
 - [Kinyarwanda](#)
 - [Lingala](#)
 - [Portuguese](#)
 - [Somali](#)
 - [Spanish](#)
 - [Vietnamese](#)

ENGLISH	ARABIC
A	
Abiotic	غير حيوي
Absorb	يمتص
Absorption	الامتصاص
Accelerate	يسّارع
Acceleration	التسارع
Accuracy	الدقة
Acid	حمض
Acidic	حمضي
Action	فعل
Activity	نشاط
Adaptation	التكيف
Adhesive	مادة لاصقة
Adult	بالغ
aerobic respiration	تنفس هوائي
Agar	أغار
Agile	رشيق
Agriculture	الزراعة
air pollution	تلوث الهواء
air resistance	مقاومة الهواء

Accessibility Spotlight: Text-to-Speech

Grade 5	Grade 8	High School
1. Evaporate/evaporation	1. Collision	1. Valence
2. Quantity	2. Gravitational	2. Sodium
3. Reflectivity/reflective	3. Attractive	3. Chloride
4. Conductivity/conductive	4. Interpret	4. Hydrogen
5. Electrical	5. Relationship	5. Equilibrium
6. Thermal	6. Amplitude	6. Macroscopic
7. Solubility/soluble	7. Absorb/absorption	7. Thermodynamics
8. Investigation	8. Digitized	8. Resonance
9. Gravity/gravitational	9. Analog	9. Specialization/specialized
10. Ecosystem	10. Cyclic	10. Homeostasis
11. Organism	11. Eclipse	11. Photosynthesis
12. Decomposer	12. Specialized	12. Amino
13. Geosphere	13. Reproduction	13. Aerobic/anaerobic
14. Biosphere	14. Diversity	14. Mitosis
15. Hydrosphere	15. Extinction	15. Meiosis
16. Atmosphere	16. Anatomy/ anatomical	16. Ancestry
17. Percentage	17. Evolution/ evolutionary	17. Heritable
18. Reservoir	18. Embryo/ embryological	18. Astronomical
19. Distribution	19. Genetic	19. Continental
20. Glacier	20. Inheritance	20. Oceanic


All students with text-to-speech or read aloud as an accommodation in an IEP, 504 plan, or ILAP **MUST** be assigned TTS for the online assessment.

For all other students, utilization and implementation of designated supports is determined on an individual basis by a team of two education professionals with knowledge of the student's performance, and supports must be consistent with the student's normal routine during classroom instruction and assessment.


Students should be able to navigate the assessment independently with confidence, to the greatest degree possible. As a result, text-to-speech is an appropriate designated support if either of the following is true:

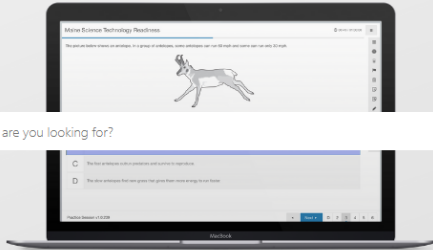
1. A student would struggle to decode two or more words from their grade-level list
2. A student would struggle to decode two or more words from any previous grade level's list


Maine Science Support Page Updates

 Maine Science Support

[Request Help](#) [Admin Sign In](#)

 **Maine**
Department of
Education





[Getting Started in ADAM](#)

[Pre-Administration Tasks](#)

[During the Administration](#)

[Scoring and Reporting](#)

[Training Modules](#)

[Request Help](#)
Click here to open a request form for questions, suggestions and issues.

Promoted articles

[Assessment Coordinator Manual \(ACM\)](#)


[Key Dates](#)

[Accessibility Guide](#)

[Rostering](#)

[Quick Class Upload](#)

[Update Class Enrollment](#)

 **Help**

Maine Science Support Request Help Admin Sign In

Maine Department of Education

What are you looking for?

AD
Assessment Delivery

Getting Started in ADAM

Pre-Administration Tasks

During the Administration

Scoring and Reporting

Training Modules

Request Help
Click here to open a request form for questions, suggestions and issues.

Articles in this section

Lockdown Browser Module

Proctoring Module

Preparing for Administration Module

Rostering Module

Setting Up Accounts in ADAM Module

Accessibility Module

Note: Lockdown Browser Module is designed to be only slides without audio.

Preparing for Administration Module



Kate Richard

6 days ago · Updated

Download the Preparing for Administration Module slide deck

Maine Science Assessment Training Preparing fo...

**OFFICE OF FEDERAL PROGRAMS
ASSESSMENT
OFFICE HOURS**

**MAINE SCIENCE ASSESSMENT
TRAINING PREPARING FOR THE
ADMINISTRATION**

Watch on YouTube

Virtual Panelist Opportunities for Maine Science Educators: Rangefinding

Purpose: Finalize the scoring rubrics and identify exemplar samples of student responses for constructed-response questions on the Maine Science Assessment

Dates/Times:

- High School Rangefinding: Thursday, May 29, 9:00 a.m. - 2:00 p.m. ET
- Grade 5 Rangefinding: Thursday, July 10, 9:00 a.m. - 4:00 p.m. ET

Stipend: \$150

If you are interested in either of these Maine Science Assessment opportunities, please [COMPLETE THIS FORM](#) by April 11.

Maine Science Assessment: *Whom do I contact?*

Kite Service Desk

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

(207) 215-6528

- Questions related to assessment content, accessibility, scoring, and reporting
- Policy-related questions
- Any problems that Kite Service Desk or Maine Science Support Desk is not able to resolve

Maine Science Support Desk

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

Request Help

Click here to open a request form for questions, suggestions and issues.

Call Center: (855) 544-0842

- Technical issues with the ADAM platform
- Creating classes and assigning supports/accommodations in ADAM

ACCESS and Alternate ACCESS

Maine's general and alternate assessments of English language proficiency

Coordinator: Mechelle Ganglfinger

ACCESS Timeline

- **Assessment Window closed on February 28th 2025**

March 11, 2025 was the SAU deadline for return of secure and test materials to DRC.

Reports become available in WIDA AMS on April 30, 2025.

Printed reports available in SAUs between May 16 and May 19, 2025.

For additional information on ACCESS and Alternate ACCESS reports please see the Wida AMS Knowledge Article:

[What are the different types of ACCESS and WIDA Alternate ACCESS Reports?](#)

WIDA ACCESS & Alternate ACCESS

Whom do I contact?

WIDA Client Services Center

1-866-276-7735

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

- 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

- 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 went live for Spring 2025.

2/18/25 - 4/25/25: Training Modules for TCs and TAs available in the MSAA System.

3/10/25 & 3/11/25: SAUs/Regional Programs/SPPSs without Test Coordinators who have eligible students – email send to Special Education Directors

3/10/25 – 4/25/25: Administration window for the Multi-State Alternate Assessment 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)

Important Documents Continued



Multi-State Alternate Assessment

**Directions for Test Administration
Mathematics
Grade 3 Sample Items**

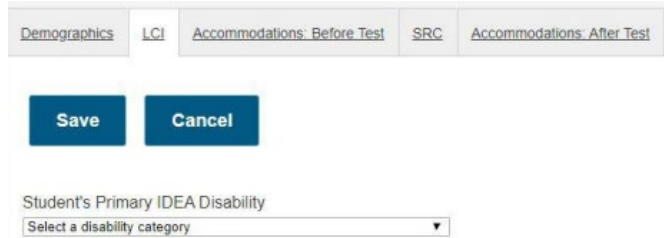


Multi-State Alternate Assessment

**Directions for Test Administration
English Language Arts- Reading
Grade 8 Sample Items**



Learner Characteristics Inventory (LCI)



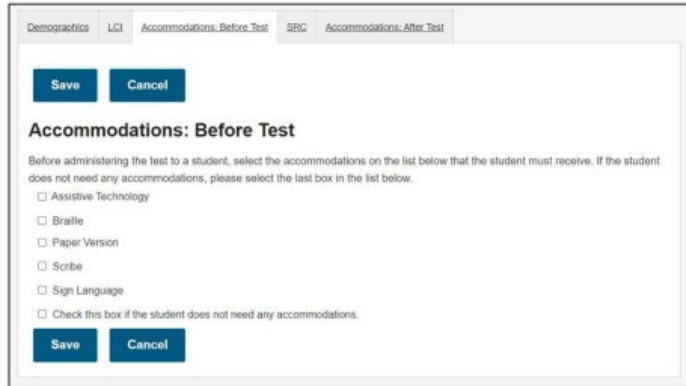
The screenshot shows a web interface for the Learner Characteristics Inventory (LCI). At the top, there are five tabs: "Demographics", "LCI", "Accommodations: Before Test", "SRC", and "Accommodations: After Test". The "LCI" tab is currently selected. Below the tabs are two blue buttons: "Save" and "Cancel". Below the buttons is a dropdown menu labeled "Student's Primary IDEA Disability" with the text "Select a disability category" and a downward arrow.

Information from the LCI provides a description of the educational, communication, and linguistic characteristics of the student. To complete the LCI, follow the steps below.

Click on the LCI tab and answer the questions by selecting the options that best describe the student. Please preview the LCI questions before answering them, so you may obtain information from school records, if necessary, prior to completing the LCI.

- All fields are required. You must enter a selection for each topic.
- Only one response per topic is allowed.

Accommodations Before Testing



The screenshot shows a web-based form with a tabbed interface. The tabs are 'Demographics', 'LCI', 'Accommodations: Before Test' (which is active), 'SRC', and 'Accommodations: After Test'. Below the tabs are 'Save' and 'Cancel' buttons. The main heading is 'Accommodations: Before Test'. Below this is a paragraph: 'Before administering the test to a student, select the accommodations on the list below that the student must receive. If the student does not need any accommodations, please select the last box in the list below.' This is followed by a list of checkboxes: 'Assistive Technology', 'Braille', 'Paper Version', 'Scribe', and 'Sign Language'. At the bottom of the list is a checkbox that reads 'Check this box if the student does not need any accommodations.' Below this list are 'Save' and 'Cancel' buttons.

The Accommodations: Before Test tab must be completed before you start the student test.

Note: All accommodations documented in the student's IEP should be selected.

If the student does not need any accommodations, please select the last option: "Check this box if the student does not need any accommodations."

After you have completed this tab, click Save

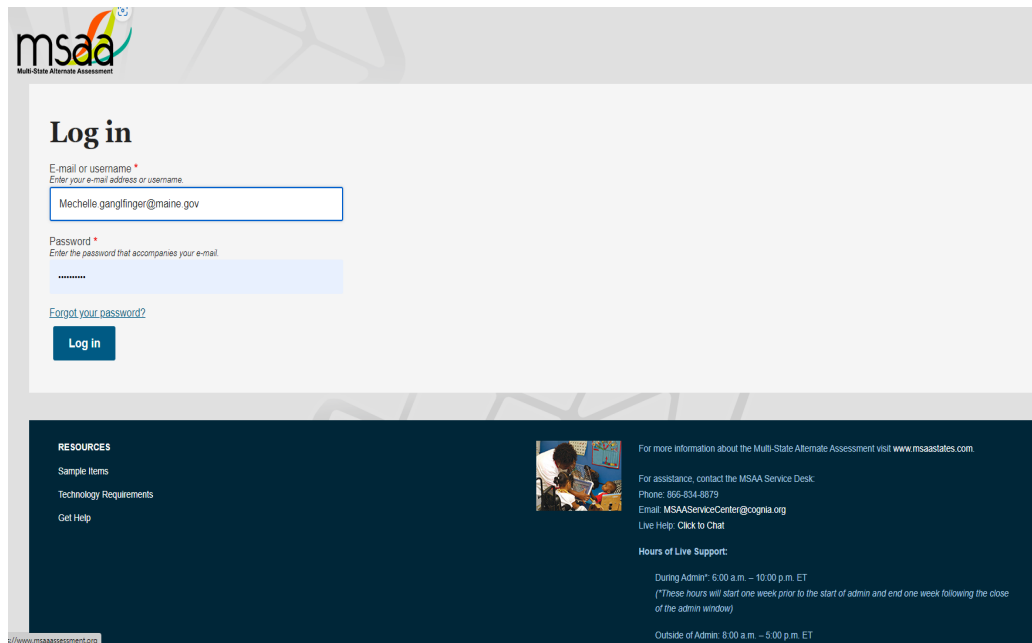
Student Response Check (SRC)

The purpose of the Student Response Check (SRC) is to ensure that the TA clearly understands a response the student has indicated for a test item.

The SRC is a content-neutral task during which a student is asked to demonstrate their preferred mode(s) of communication. **A student may use as many, or as few, communication modes as they are comfortable with and use on a daily basis.**

Student answers to the items on the Student Response Check are not scored.

MSAA Sample Items



The image shows the MSAA (Maine State Alternate Assessment) login page. At the top left is the MSAA logo. The main heading is "Log in". Below it, there are two input fields: "E-mail or username" and "Password". The email field contains "Mechelle.ganglfinger@maine.gov". Below the password field is a "Log in" button. To the left of the login fields is a "Forgot your password?" link. At the bottom left, there is a "RESOURCES" section with links to "Sample Items", "Technology Requirements", and "Get Help". To the right of the resources is a small image of a person working at a desk. Further right is contact information for the MSAA Service Desk, including a phone number, email, and live chat link. At the bottom right, there are "Hours of Live Support" listed for during and outside of admin hours.

msaa
Multi-State Alternate Assessment

Log in

E-mail or username *
Enter your e-mail address or username

Mechelle.ganglfinger@maine.gov

Password *
Enter the password that accompanies your e-mail

[Forgot your password?](#)

Log in

RESOURCES

- Sample Items
- Technology Requirements
- Get Help

For more information about the Multi-State Alternate Assessment visit www.msaastates.com.

For assistance, contact the MSAA Service Desk:
Phone: 866-834-8879
Email: MSAAServiceCenter@cognia.org
Live Help: [Click to Chat](#)

Hours of Live Support:

During Admin: 6:00 a.m. – 10:00 p.m. ET
(*These hours will start one week prior to the start of admin and end one week following the close of the admin window)

Outside of Admin: 8:00 a.m. – 5:00 p.m. ET

Sample Items

[Click here](#) to download electronic braille cards that can be embossed and used with ELA items, in grades 3 and 4, that can not be read aloud.

Use the "Actions" dropdown in the table below to start the full set of sample items.

Assessment	Actions
ELA G3 Sample Items	Actions
Math G3 Sample Items	Actions
ELA G4 Sample Items	Actions
Math G4 Sample Items	Actions
ELA G5 Sample Items	Actions

Actions

- [Start Test](#)
- [Open Test in PDF](#)
- [Directions for Test Administration](#)

NOTE: *These samples do not require a password.*

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 Team
Lunch 'n' Learn Office Hours**

Q&A



Stay Connected!

Find Us Online!



www.maine.gov/doe



@MaineDOEComm



@mainedepted



@mdoenews



@MaineDepartmentofEducation1