

# Maine DOE Assessment Team

## Monthly Update, March 2025

### Important Resources

- **Monthly office hours with the Assessment Team**  
2<sup>nd</sup> Wednesday of every month, 12-1pm. Registration link here: [Office Hours](#)
- **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

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

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

*For more information on Operational Reports, please see Part 5 of the [Assessment Coordinator Guide](#).*

### The Required Spring Administration: Important Dates

**March 24:** Acacia opens to SAUs for the spring administration

*For more information on managing staff and student users, including updating student supports/accommodations, please see the [User and Student Management Guide](#).*

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

**April 14 – May 30:** Administration window (*closed April 21-25 for spring break*)

**June 2-6:** SAU Data Cleanup 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

### 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.

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

- 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\** ([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.

### Access to ADAM

If you are a new District Assessment Coordinator this school year and need access to ADAM, please verify that your contact information appears in the [NEO Contact Search](#) and then email Krista Averill at [Krista.Averill@maine.gov](mailto:Krista.Averill@maine.gov).

### Timely Resources

- [Getting Started in ADAM](#)
- [Pre-Administration Tasks](#)

### Important Dates

**Now:** Assessment Coordinators can assign supports/accommodations and access test tickets for high school students

***All students must be assigned to a class (i.e., proctor group) in ADAM.*** Here are directions for the [Quick Class Upload](#). As enrollments change before the administration window opens, you can identify [Unrostered Students](#) in order to add them to classes.

You can also [Update Student Supports and Accommodations](#) as well as [Create Additional Proctor Groups](#), if needed.

*Note: It is recommended to wait to [Print Student Assessment Cards \(Test Tickets\)](#) until closer to the administration window as enrollments may change and tickets are considered secure assessment materials.*

**Now – March 12:** The standard and large print [paper-based test order form](#) is open for the high school assessment.

**March 3:** All manuals, guides, and training modules become available at the [Maine Science Support page](#).

**March 10 – May 23:** Support call center open (M-F) - Toll Free Number: 855-544-0842

**March 18 – April 4:** The standard and large print [paper-based test order form](#) is open for the grades 5 & 8 assessments.

**April 2:** Assessment Coordinators can begin assigning supports/accommodations and access test tickets for students in grades 5 & 8

*Note: It is recommended to wait to print test tickets until closer to the administration window as enrollments may change and tickets are considered secure assessment materials.*

**April 2-17:** High school administration window

**May 12-23:** Grades 5 & 8 administration window

**Anticipated end of August 2025:** Individual student and aggregated (school and SAU) score reports become available in the Kite Reporting Platform

Please see the [Key Dates](#) document for a complete list of important dates.

### Virtual Panelist Opportunities for Maine Science Educators

Maine DOE is currently recruiting grade 5 and high school science educators to participate in rangefinding. Please share the following information with educators in your SAU:

#### **Rangefinding (High School): Thursday, May 29, 2025**

- Time: 9:00 a.m. - 2:00 p.m. ET
- Purpose: Finalize the scoring rubrics and identify exemplar samples of student responses for high school constructed-response questions on the Maine Science Assessment.
- Stipend: \$150

#### **Rangefinding (Grade 5): Thursday, July 10, 2025**

- Time: 9:00 a.m. - 4:00 p.m. ET
- Purpose: Finalize the scoring rubrics and identify exemplar samples of student responses for grade 5 constructed-response questions on the Maine Science Assessment.
- Stipend: \$150

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

### **Multi-State Alternate Assessment (MSAA) and MSAA Science**

Maine DOE Assessment Coordinator: **Mechelle Ganglfinger**

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

This week we have been inundated with questions around the upcoming MSAA administration. Thank you for being proactive and reaching out. Here are some FAQs and additional information that we hope will be helpful.

#### ❖ **How do I access the platform if I am the school level Test Coordinator (TC) or Test Administrator (TA)?**

In the MSAA Platform, TC and TA user accounts do not carry over from year to year. Therefore, each January Maine DOE sends a survey to all Special Education Directors requesting the name and email of the person serving as SAU-level TC for MSAA this year. Based on the returned 2025 survey data District TC (DTC) accounts were created the week of 2/10/25.

School TC and TA accounts are then created by the DTC. If you are the DTC, you can locate the information about how to create accounts beginning on [p.15 of the TC User Guide](#), and in training module #5 of the **Test Administration Training for Test Coordinators** in the MSAA Platform.

If you are the DTC and do not yet have an account, please email alternate assessment coordinator [Mechelle Ganglfinger](#) as soon as possible with the subject line: *DTC account*.

- ❖ **Where can I find the updated Test Administration Manual (TAM) and User Guides for this year?**  
These resources can be found on the Maine DOE MSAA webpage under “**Assessment Training**” : [MSAA | Department of Education \(maine.gov\)](#)
- ❖ **When will the mandatory training modules be available?**  
The mandatory training modules for TC and TA are now live in the MSAA Platform. If you are both a TC and TA, you can complete the six TC modules, plus module #5 from the TA series. You will also need to complete the TA final quiz.  
If you are administering the MSAA Science, there is one additional module which must be completed.

**National Assessment of Educational Progress (NAEP)**

Maine DOE Assessment Coordinator: **Dr. Regina Lewis**  
[Contact Regina](#)

**NAEP 2024 Reporting**

The NAEP 2024 Mathematics and Reading results were released as the [Nation’s Report Card](#) on January 29, 2025.

The most relevant and probably the most under-utilized NAEP data are the pairing (at the student level) of contextual variable data from surveys of students, teachers, and school administrators with the assessment results that are available within the [NAEP Data Explorer](#).

What are the practices that your district/school improvement teams are focusing on? Search for these in the NAEP Data Explorer to determine prevalence rates of practices/characteristics/environments in Maine and/or the rest of the country. Use “Add Significance Test”.

Let’s look at one example of using contextual data from the NAEP Data Explorer.

Year	Scale/subscale	All students	City		Suburb		Town		Rural	
		Average scale score	Average scale score	Percentage	Average scale score	Percentage	Average scale score	Percentage	Average scale score	Percentage
2024	Composite Reading	210	205*	12*	223	17	200*	15	209*	56*
2024	Gain Information	206	200*	12*	220	17	198*	15	205*	56*
2024	Literary Experience	214	209*	12*	227	17	203*	15	213*	56*

\* Significantly different ( $p < .05$ ) from Suburb.  
NOTE: Some apparent differences between estimates may not be statistically significant.  
SOURCE: U.S. Department of Education, Institute of Education Sciences, National Center for Education Statistics, National Assessment of Educational Progress (NAEP), 2024

The NAEP reading assessment data are scaled separately by the two types of reading (literary and informational) resulting in two separate subscales at each grade. A review of the [NAEP reading item maps](#) may assist you with gaining a better understanding of the NAEP reading composite scale and the associated subscales.

Here we have an example of how grade four students in Maine performed on the NAEP 2024 Reading Assessment categorized by the locations used by the National Center for Education Statistics. NCES classifies geographic locations as City, Suburban, Town, and Rural, with additional subclassifications for population size and proximity to larger areas. The NCES Locale framework relies on urban area criteria defined by the Census Bureau, and NCES extends standard urban and rural classifications to provide additional detail. The NCES classifications and corresponding two-digit locale codes are included below and can be visualized with the [Locale Lookup map tool](#). A [description of the locales](#) is located on the Education Demographics and Geographic Estimates [locale classification webpage](#).

The example provided is one example of how NAEP data can be used as a starting point. Direct connections or assumptions pertaining to local policies, curriculum, or programs should not be made using NAEP data alone. This type of decision is best made after examining multiple data points more appropriately and closely associated with the SAU and community.

If you have any questions about the NAEP resources, release of the results, or would like to receive technical assistance related to either, 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.
- 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:***

There are no updates regarding the International Assessments at this time.

### **ACCESS and Alternate ACCESS**

Maine DOE Assessment Coordinator: **Mechelle Ganglfinger**

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

### **Important ACCESS & Alternate ACCESS Date**

**3/11/25 - Deadline for Shipping Completed Test Materials to DRC -Postmark date**

For information on returning materials to DRC, please review the **Returning Materials** page in *Module 2: Planning & Logistics*, located in the *Online ACCESS for ELLs: Administration* or the *Paper ACCESS for ELLs: Administration* training course. Log in to the [WIDA Secure Portal](#) and select the **Assessment Training** tab. Locate and enter or enroll in the correct course. On the training course home page, click Modules on the left side of the page and scroll down to **Returning Materials**.

## Other Important ACCESS & Alternate ACCESS Dates

4/30/25	ACCESS and Alternate ACCESS Reports - Posted in WIDA AMS
5/16/25 - 5/19/25	Printed Reports Received in Districts

Any questions or technical assistance needs? Please reach out to [Mechelle Ganglfinger](#), Maine DOE ELP Assessment Coordinator.

## Mark your calendar: March WIDA Assessment Webinars

Please join WIDA and DRC to learn about the following assessment topics:

- **ACCESS Data Validation** Tuesday, March 4 at 1:00pm-2:00pm CT
- **Interpreting ACCESS Score Reports** Tuesday, March 11 at 1:00pm-2:00pm CT

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