

MAINE DEPARTMENT
OF EDUCATION (DOE)

Assessment Lunch & Learn Office Hours

November 5, 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



Today's Agenda

- ☐ General Updates – *Assessment Data Dashboard with Brett Molin*
- ☐ Maine Through Year Assessment
- ☐ Maine Science Assessment
- ☐ National Assessment of Educational Progress
2026
- ☐ ACCESS & Alternate ACCESS
- ☐ Multi-State Alternate Assessment
- ☐ Q & A

Meet the Maine DOE Assessment Team

Jodi Bossio-Smith, Director of Assessment

Krista Averill, Assessment Coordinator

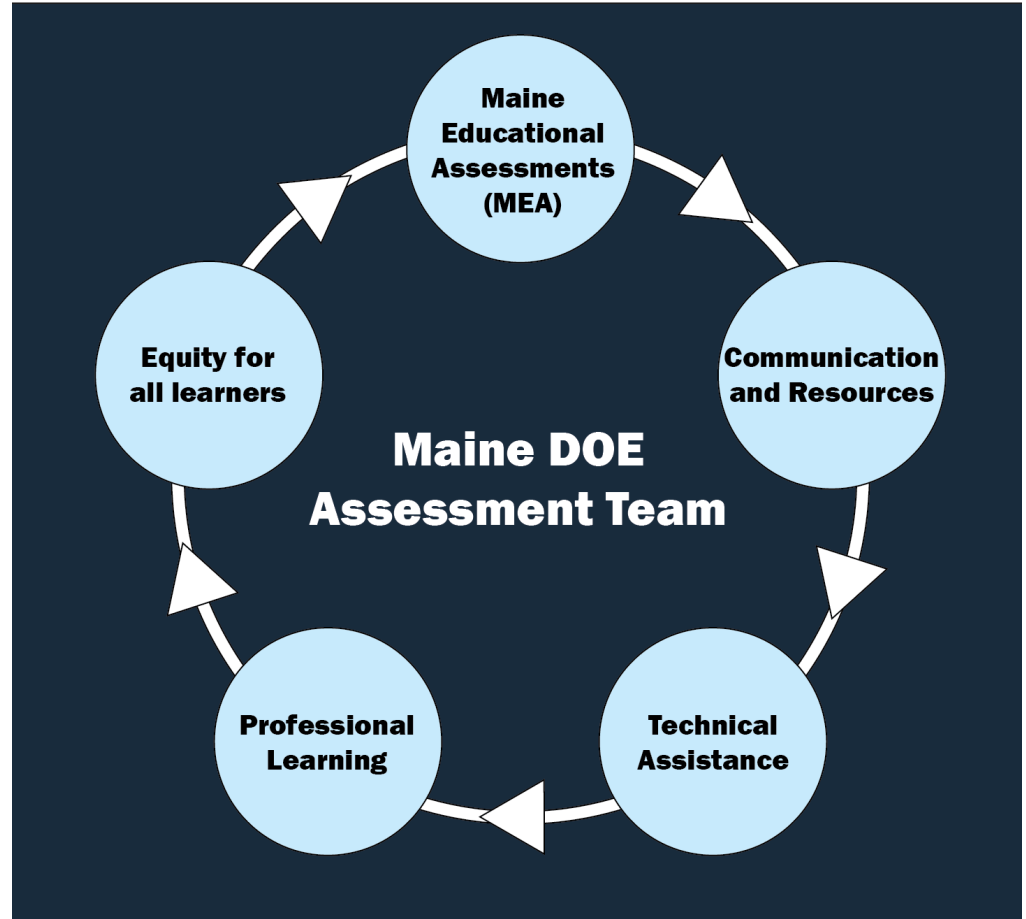
Mechelle Ganglfinger, Assessment Coordinator

Dr. Regina Lewis, NAEP State Coordinator

Daniella Crone, Office Specialist

Leah Jarvis, Business Analyst

The **Maine DOE Assessment Team** works to provide high quality technical assistance to Maine SAUs and schools around the Maine Education Assessments (MEA).



General Updates

***Assessment Data Dashboard with
Brett Molin***

Assessment Dashboards

ESSA Dashboard

- Available to the public
- Specific to the ESSA requirements
- Focuses mostly on performance levels

Data Warehouse

- Available to internal users only
- Includes unsuppressed data
- Has performance levels, scale scores, and RIT
- Focused more on longitudinal data

Data Warehouse Assessment Dashboard

Who has access?

- Appropriate DOE and state users
- Superintendents
- SAU administrators designated by superintendents

What data is available?

- ELA, Math, Science, ACCESS
- RIT, Scale, performance, all domains of WIDA ACCESS

What can be customized?

- Demographic and student groups filters
- Year over year or averages

What is the level of granularity?

- State, county, SAU, school

Assessment and English Language Proficiency Dashboards

Requesting access to QuickSight (dashboards)

- QS provides access to this and many other dashboards
- Ask your superintendent to request it for you
- They can request access via:

<https://tinyurl.com/AccessToQS>



brett.molin@maine.gov

Maine Through Year Assessment

Fall Administration: Important Dates

November 14: Last day to run Operational Reports for the fall administration (not including the Student Score Data File)

December 3: Fall 2025 Student Score Data File becomes available

Winter Administration: Important Dates

December 15: Acacia opens for pre-administration activities

January 5 – February 13, 2026: Winter administration window

February 23-27: SAU data cleanup

March 18: Last day to run Operational Reports for the winter administration (not including the Student Score Data File)

March 25: Winter 2026 Student Score Data File becomes available

Requesting Technical Assistance

Technical assistance is available for:

- building foundational understandings about the assessment structure
- interpreting scores
- accessing reports in Acacia and MAP Growth
- *beginning in December*, pre-administration activities in Acacia

Request technical assistance by emailing Krista Averill at Krista.Averill@maine.gov.

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

(207) 624-6896

MEDMS.Support@maine.gov

- Updating student enrollment information in Synergy
- Updating staff information in NEO

Maine DOE Assessment Team

(207) 215-6528

Krista.Averill@maine.gov

- 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

Mark Your Calendar!

Spring 2026 Administration Dates

- High School: April 1 – 17, 2026
- Grades 5 & 8: May 11 – 22, 2026

There will remain three sessions per grade level, each 50 minutes in length for high school and 60 minutes in length for grades 5 & 8.

Requesting Technical Assistance

Technical assistance is available for:

- building foundational understandings about the three-dimensional nature of the assessment
- interpreting scores
- accessing reports in the Kite Reporting Platform
- *beginning in March 2026*, pre-administration activities in ADAM

Request technical assistance by emailing Krista Averill at Krista.Averill@maine.gov.

Maine Science Assessment: *Whom do I contact?*

Kite Service Desk

Kite-support@ku.edu

(855) 277-9752

- Accessing reports from 2023-2025
- DACs creating user accounts for others within their SAU

Maine DOE Assessment Team

Krista.Averill@maine.gov

(207) 215-6528

- Questions related to assessment content, accessibility, scoring, and reporting
- Policy-related questions
- Help with the creation of DAC accounts in Kite

Manuals & Guides –

Maine Science Support Desk

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

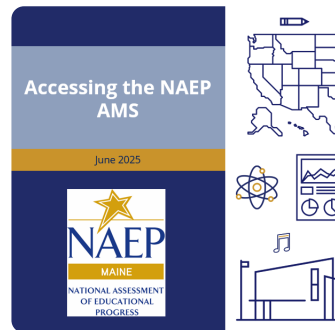
National and International Assessments

NAEP 2026 is approaching!

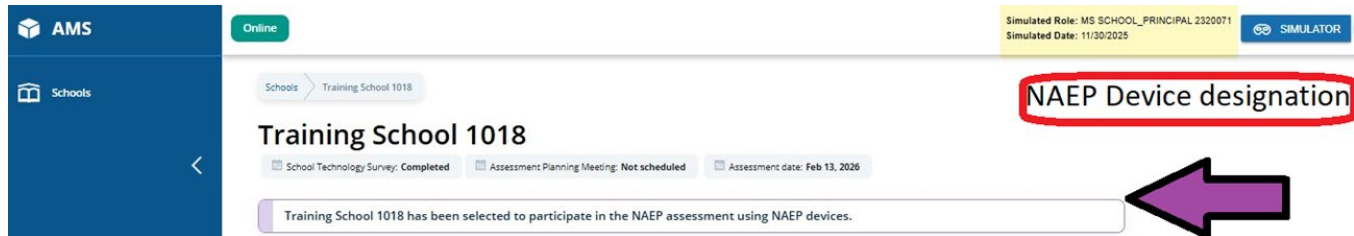
- Assessment administration – *January 26, 2026 – March 20, 2026*
- *Please reach out with questions. Technical assistance is available.*

NAEP 2026 November Priorities

- ***Assessment dates are now available in the NAEP AMS***
- Administration model designation is also available now in the AMS
- ***In the NAEP AMS (Prior to December)***
 - ***Identify a NAEP Application Installer***(Due Dec. 1)
 - ***Identify a School Coordinator*** (Due Dec. 1)
 - ***Answer these 3 questions on the Grade Information tile***
 - ***How many students are enrolled in selected grade?***
(Due November 13)
 - *When does winter break begin in December? (Dec. 1)*
 - *When does winter break end in January? (Dec. 1)*

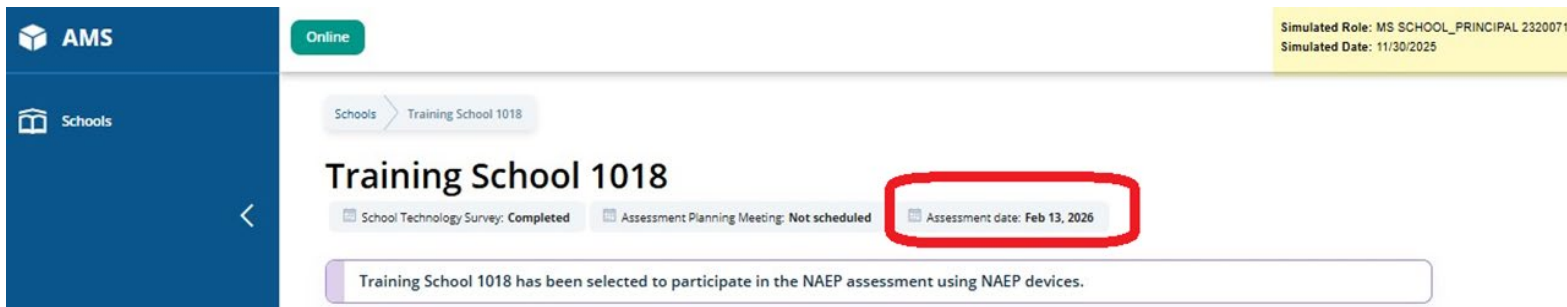


Where will I find... the model designation ?



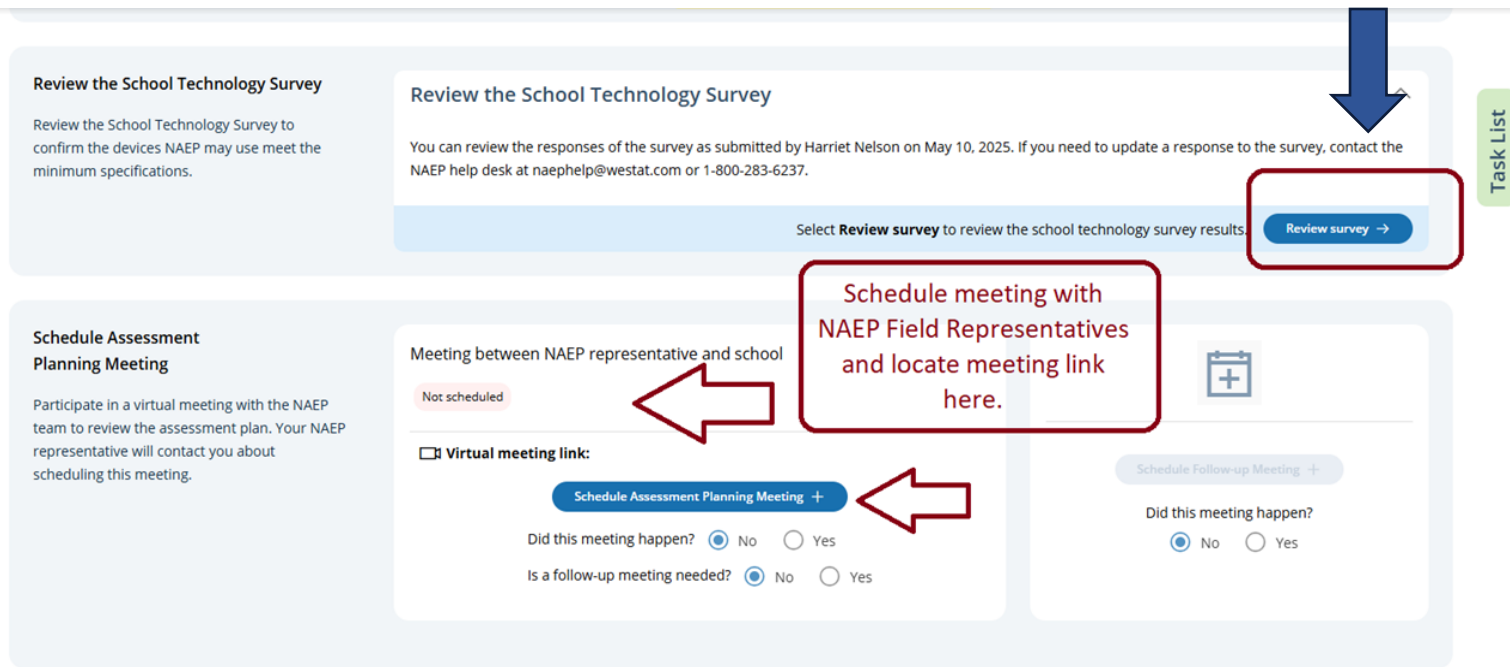
The screenshot shows the AMS interface for Training School 1018. The left sidebar has 'AMS' and 'Schools' options. The top right shows 'Simulated Role: MS SCHOOL_PRINCIPAL 2320071' and 'Simulated Date: 11/30/2025'. The main content area shows 'Training School 1018' with a status bar indicating 'School Technology Survey: Completed', 'Assessment Planning Meeting: Not scheduled', and 'Assessment date: Feb 13, 2026'. A red box highlights the text 'NAEP Device designation' in the top right, and a purple arrow points to the status bar.

the scheduled assessment date?



The screenshot shows the AMS interface for Training School 1018. The left sidebar has 'AMS' and 'Schools' options. The top right shows 'Simulated Role: MS SCHOOL_PRINCIPAL 2320071' and 'Simulated Date: 11/30/2025'. The main content area shows 'Training School 1018' with a status bar indicating 'School Technology Survey: Completed', 'Assessment Planning Meeting: Not scheduled', and 'Assessment date: Feb 13, 2026'. A red box highlights the text 'Assessment date: Feb 13, 2026' in the status bar.

NAEP 2026 – Where will I find... the completed technology survey for reference?



Review the School Technology Survey

Review the School Technology Survey to confirm the devices NAEP may use meet the minimum specifications.

Review the School Technology Survey

You can review the responses of the survey as submitted by Harriet Nelson on May 10, 2025. If you need to update a response to the survey, contact the NAEP help desk at naephelp@westat.com or 1-800-283-6237.

Select **Review survey** to review the school technology survey results.

Review survey →

Schedule Assessment Planning Meeting

Participate in a virtual meeting with the NAEP team to review the assessment plan. Your NAEP representative will contact you about scheduling this meeting.

Meeting between NAEP representative and school

Not scheduled

☐ Virtual meeting link:

Schedule Assessment Planning Meeting +

Did this meeting happen? ☒ No ☐ Yes

Is a follow-up meeting needed? ☒ No ☐ Yes

Schedule meeting with NAEP Field Representatives and locate meeting link here.

Schedule Follow-up Meeting +

Did this meeting happen? ☒ No ☐ Yes

Task List

School Device Application Installer

Purpose: deploys the NAEP Assessment application to school devices

- Safelisting URLs
- Identifying devices to be used for the assessment
- Install and verify the NAEP Assessment application

Can be identified now

- Required for all schools assigned to the school devices model (M/R)
- Receives an [automatic email](#) with instructions upon identification in AMS
 - ***Email can be added and/or resent on the School Team tile or on the SAU page by deleting and re-adding the contact information***
- Application Installer does not have AMS access

School Technology Survey Manager

Survey Selection

The School Technology Survey (STS) closed on 9/19/2025.

Select the school(s) for which you wish to view survey responses, then click **Open Selected Surveys**.

You may select schools individually or by using the provided table filters.

Note:

- The Survey status column reflects the status as of the close of the STS window.
- The Assigned model column reflects the **current** assigned model.
- Schools assigned School Devices must designate an application installer below or from the Manage Teams tab on the School Summary page.
 - App installer may be designated for a single school using the Assign Installer button in the school listing.
 - App installer may be designated for multiple schools by selecting the schools and using the Assign Installer button above the schools table.

Quick Select Clear Selections Assign Installer Resend Notification Export

☐	School	Charter	Grade	Survey status	Last updated by	Assigned Model	Application Installer	Device validations
☒	Review School 9597	--	4	Not Started - Closed		School Devices	Dvorak, Becky	0 validated, 0 passed
☐	Review School 9599	--	4	Completed - Closed	Administrator	NAEP Devices	Not applicable	Not applicable

School Team

Name	Position	Contact Info	Invite/Edit
Johnson, John	School Principal	@ johnjohnson@email.com	
Matthews, Matt	School Coordinator	@ MM@email.com	
--	Technology Coordinator	@	
Couey, Jess	Application Installer	@ jessicacouey@westat.com	
--	Student Information Specialist	@	

NAEP 2026 – How do I add an App installer? (school team tile)

School Team

Name	Position	Contact Info	Invite/Edit
--	School Principal	☎ @	+
Yang, Anetra	School Coordinator	☎ 800-283-6237 @ anetra.yang+2310051@ams.com	⌵
--	Technology Coordinator	☎ @	+
Jones, Mickey	District Assessment Coordinator	☎ 800-283-6237 @ mickey.jones+230001@ams.com	
Wells, Lucy	District Technology Director	☎ 800-283-6237 @ lucy.wells+230001@ams.com	
--	Application Installer	☎ @	+
--	School SD/EL Specialist	☎ @	+
--	Student Information Specialist	☎ @	+



NAEP 2026 – App installer?

Training District 2

District information

19

Selected Schools

District Name

Training District 2

District LEA ID

230002

Phone

402-849-2238

Website

www.training.org/

Edits

School Technology Survey

Take survey →

School Technology Survey Manager

Survey Selection

Please select the school(s) for which you wish to complete or update a survey response, then click **Open Selected Surveys** below.

You may select schools individually or by using the provided table filters.

Note: Model eligibility (School or NAEP devices) will be determined and displayed for each school upon survey submission. Schools eligible to use school devices must designate an application installer below or from the Manage Teams tab on the School Summary page.

- App installer may be designated for a single school using the Assign Installer button in the school listing.
- App installer may be designated for multiple schools by selecting the schools and using the Assign Installer button above the schools table.

Quick Select

Clear Selections

Assign Installer

Resend Notification

☐	School	Charter	Grade	Survey status	Last updated by	Model eligibility	Application Installer	Device validations
☐	Training School 1007	No	4	Completed	Jennifer Hernandez 05/10/2025	School Devices	Assign Installer	
☐	Training School 1014	No	8	Not Started				
☐	Training School 1021	No	4	Not Started				

Assign a NAEP Application Installer

Please identify the individual who will be responsible for deploying the NAEP Application on school devices.

First Name

Last Name

Prefix

Phone Number

Extension

Email

Close

Save

Provide contact information and save

NAEP 2026 – How do I assign... a School Coordinator?

School Team

Name	Position	Contact Info	Invite/Edit
--	School Principal	☎ @	+
--	School Coordinator	☎ @	+
--	Technology Coordinator	☎ @	+

Provide contact
information and
save



Edit Team Member

First Name
Regina

Last Name
Lewis

Prefix
X v

Phone Number
☎

Extension

Email
✉ regina.lewis@maine.gov

Role
School Coordinator

**Send the invitation to the
School Coordinator.**



Close

Send invitation

Save

NAEP 2026 – Provide school and grade information

School Information

School name Training School 1012

District Training District 1

Website Not answered

Phone: (559) 495-5650 Assessment date: February 9, 2026 Grade: 8 Subjects: Civics, Math, Reading & U.S. History

Physical address
2801 W. Adams Ave.
Fresno, ME 80504

Show on Google Maps 65°F Show local weather forecast Show local time

Select **Edit** to update the information. **Edit**

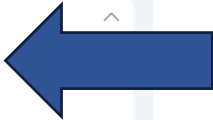
Grade 8 Information

How many students are enrolled in grade 8? Not answered

When does winter break begin in December? Not answered

When does winter break end in January? Not answered

Select **Edit** to update the information. **Edit**



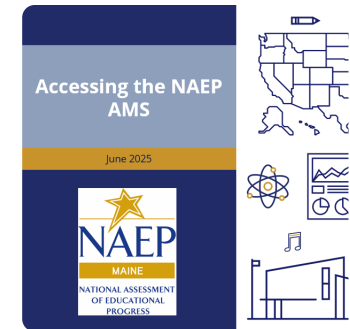
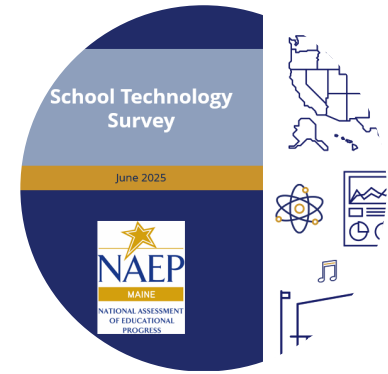
Verify the school information



Provide responses to the questions

NAEP 2026 Next Steps

- **Identify School Coordinators** (primary point of contact for the NAEP assessment).
- **Complete Grade Information Questions** (prior to November 1, 2025).
- **Respond to designated grade information questions** prior to the student list submission.
- **Review Device Technical Requirements** (*for schools identified for school device administration*)
- **Identify an Application Installer** (if not already identified in the AMS).
- **Add the scheduled NAEP Assessment Date** to the School Calendar
- Field representatives will begin outreach to schools in December
- Review list of students selected for NAEP
- Assessment administration – *January 26, 2026 – March 20, 2026*



National and International Assessments - NAEP



Whom do I contact?

NAEP Field Representative

Contact using information provided in NAEP AMS and via Email

- School Delay or closing
- Need to reschedule
- Change in Assessment Logistics

Maine DOE NAEP Coordinator

(207) 530-1355

Regina.Lewis@maine.gov

- AMS account creation
- Acquiring AMS access for additional staff
- Questions related to assessment accessibility, exclusion, and refusals
- Policy related questions
- Any problems that NAEP Field Representative and NAEP Helpdesk are unable to answer

NAEP AMS and eNAEP Helpdesk

(800) 283-6237

naephelp@westat.com

- Technical issues with AMS
- Password recovery not working
- Unable to select or manage tiles
- Student name changes
- eNAEP Download Center



ACCESS and Alternate ACCESS

Maine's general and alternate assessments of English language proficiency

Coordinator: Mechelle Ganglfinger

January 5 – February 27, 2026

ACCESS Timeline

11/20/25 - 2/27/26: WIDA AMS test setup available for registrations

12/11/25 - 12/12/25: SAUs receive materials boxes

12/11/25: Additional materials ordering open to SAUs through February 20th 2026

- **Assessment Window: January 5th – February 27th 2026**

3/10/26: SAU deadline for return of secure and test materials to DRC.

4/29/26: Reports available in WIDA AMS

5/15/26 - 5/18/26: Printed reports available in SAUs

2025-2026 Important Dates

11/20/2025 - 2/20/2026

For students who qualify for participation and reporting of less than four domains due to a documented exceptionality, a Less Than Four Domains Request must be submitted by the SAU.

Access the instructions and request here: [Maine DOE English Language Proficiency Assessments](#)

PL for 25/26 School Year

Overview of ACCESS for MLs for New Test Coordinators (all coordinators welcome)

Monday, November 17, 2025, 3:15-4:15 p.m.

Alternate ACCESS for MLs: An overview

Monday, December 1, 2025, 3:15-4:15 p.m.

Accessibility Features and Accommodations on the ACCESS Assessment

Monday, December 15, 2025, 3:15-4:15 p.m.

English Language Proficiency Data Interpretation & Integration

Monday, May 11, 2026, 3:15-4:30 p.m.

To see a full description and to register for these webinars please see the

[Event Calendar | Department of Education](#)

WIDA ACCESS & Alternate ACCESS

Whom do I contact?

WIDA Client Services Center

(866) 276-7735

help@wida.wisc.edu

- WIDA Secure Portal account creation
- Assessment training modules
- Self-paced e-learning resources

Data Recognition Corporation (DRC)

(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 Department of Education 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

Multi-State Alternate Assessment - MSAA

Maine's alternate assessments based on alternate academic achievement standards in reading, math and science (AA-AAAS)

Coordinator: Mechelle Ganglfinger

March 9 – April 24, 2026

2025-2026 Important Dates - MSAA

1/5/26 - 1/30/26 – SAUs complete Test Coordinator Survey to identify who will be serving as the MSAA TC

2/17/26 – MSAA System goes live for Spring 2026

2/17/26 – MSAA Training Modules available

3/9/26 – 4/24/2026 – Administration Window

Daily Office Hours will be held from 1-2pm throughout the assessment window.

To set up an office hours appointment, please reach out to [Mechelle Ganglfinger](#).

7/13/26 - 9/18/26 – Online reporting window for 2026 MSAA and MSAA Science

1% Action Plans

All Maine SAUs required to complete 1% action plans have received their plans. Action Plans are to be completed and returned to DOE no later than December 19, 2025.

Action Plans include the following components:

- Current percentage of alternate assessment students, and historical participation data
- Justification of overage including participation of eligible students
- Action Plan –
 - outline of proposed strategies
 - goals
 - student demographic information
 - parental engagement
- Requested MDOE support



Upcoming Training Opportunities

MSAA Training for Alternate Assessment Test Coordinators (TCs)

Wednesday, January 21, 2026, 3:15-4:15 p.m.

MSAA Training for Alternate Assessment Test Administrators (TAs)

Wednesday, February 4, 2026, 3:15-4:15 p.m.

MSAA Early Stopping Rule

Wednesday, February 25, 2026, 3:15-4:00 p.m.

Tuesday, March 3, 2026, 10:00-10:45 a.m.

February 17, 2026 – MSAA System goes live for 2026 Spring Administration

TC and TA training modules available on the platform – Username and login required

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](https://www.youtube.com/@MaineDOEComm)



[@mainedepted](https://www.instagram.com/mainedepted)



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