

MAINE DEPARTMENT
OF EDUCATION (DOE)

Assessment Lunch & Learn Office Hours

October 1, 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

Mechelle Ganglfinger, Assessment Coordinator

Dr. Regina Lewis, NAEP State Coordinator

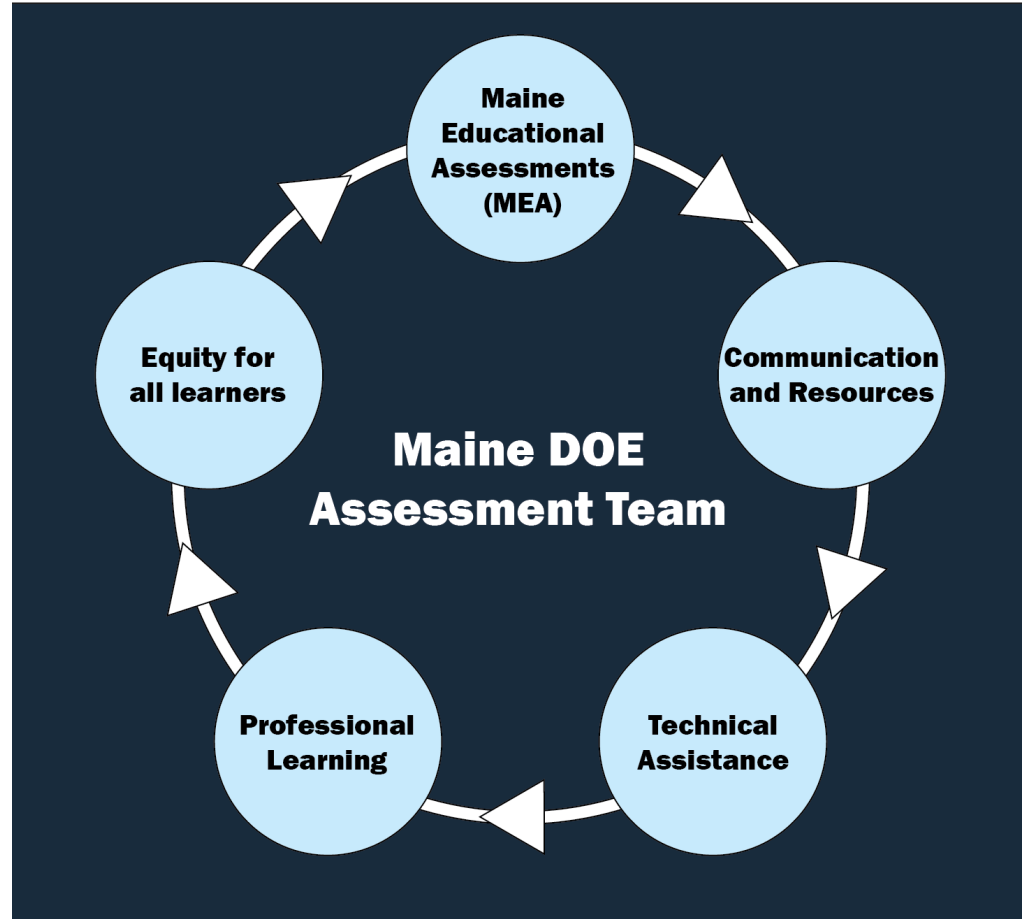
Daniella Crone, Office Specialist

Leah Jarvis, Business Analyst

Today's Agenda

- ☐ General Updates
- ☐ Maine Through Year Assessment
- ☐ Maine Science Assessment
- ☐ National Assessment of Educational Progress 2026
- ☐ ACCESS & Alternate ACCESS
- ☐ Multi-State Alternate Assessment
- ☐ Questions & Answers

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

Security Training for the MEAs

District and School Assessment Coordinators requirements:

- Watch the [Assessment Coordinator Security Training](#)
- Read the Assessment Security Handbook, available on the [Assessment Security webpage](#)
- Sign the *Maine Educational Assessment Security and Data Privacy Agreement*, Appendix A of the Assessment Security Handbook
- Complete the applicable assessment-specific trainings
- Ensure that all proctors have received the necessary training

Proctors or assessment administrators requirements:

- Watch the two, brief assessment security webisodes, available on the [Assessment Security webpage](#)
- Sign the *Maine Educational Assessment Security and Data Privacy Agreement*, Appendix A of the Assessment Security Handbook
- Complete the applicable assessment-specific training

Maine Through Year Assessment

2025-26 School Year

Administration Schedule

- Fall: September 15 – October 24
- Optional winter: January 5 – February 13
- Spring: April 13 – May 29 (*closed April 20-24*)

Fall Administration: Important Dates

Prior to the Local Administration: SAUs download the latest version of the NWEA State Solutions Secure Browser onto student devices ([System & Technology Guide](#))

September 15 – October 24: Fall 2025 administration window

- Assign supports and accommodations
 - [Accessibility Guide](#)
 - [User and Student Management Guide](#), Part 6
- Print test tickets ([Manage Online Testing Guide](#), Part 3)
- Provide all proctors with administration directions and scripts ([Assessment Administration Guide](#))
- Provide proctors accessing the proctor dashboard in Acacia with the [Manage Online Testing Guide](#)

Fall Administration: Important Dates

Within 72 hours of assessing: Student results reports become available in Acacia ([Reports Interpretive Guide](#))

- Schools must roster students in the MAP Growth platform in order to have Maine Through Year Assessment RIT scores integrated into MAP Growth reports.
 - [MAP Growth Quick Rostering Guide](#)
 - [Maine MAP Growth Reports Portfolio](#)

Fall Administration: Important Dates

October 10: Last day to [submit paper-based form requests](#) (standard print, large print, and braille)

- [Accessibility Guide](#)

October 17 @ 4:00 PM: Last opportunity to request assessment resets for Fall 2025

- [Fall 2025 Reset Process Flow](#)

October 23 @ 7:59 PM: Last assessment roster daily change file is generated. Any changes to student enrollments in Synergy after this time will not appear in Acacia.

October 31: Last day of SAU data cleanup window

- [SAU Data Cleanup Checklist](#)

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

Reminder About Timing of the Daily Change Assessment Roster File

- A daily change file is automatically generated at 7:59 PM each weekday evening and contains all changes in Synergy since the previous daily change file.
- A member of the Assessment Team manually uploads the daily change file the next weekday morning, excluding state holidays, into the Acacia platform.
- Due to the manual nature of the upload process, **please wait until 9:00 AM** before verifying that students' enrollment updates in Synergy from the previous weekday are reflected in Acacia.

FAQ: A student is no longer at my school, but they still appear on my assessment roster in Acacia. What should I do?

Check to see if the student has an Enrollment End Date in the NEO assessment roster. If they do, you are all set, and no action needs to be taken.



From Maine Department of Education

Attending District	School Name	Responsible District	Student State ID	Student Last Name	Student First Name	Student Middle Initial	Student Grade	Year of HS	Enrollment Start Date	Enrollment End Date

If the student does *not* have an Enrollment End Date in NEO, this indicates that the student has not yet been exited from Synergy.



Maine Through Year Assessment Resets

Fall 2025 Reset Process Flow

Multilingual Learner Exemption Guidance

Math Reference Sheet

- A universal tool provided to all students
- Available within the assessment platform and also [can be printed](#) for students
- Some iPads using older versions of iOS are having errors displaying the Math Reference Sheet when the student is using a color scheme with a yellow or black background.
- NWEA has proposed the solutions of either using the default or white-background color scheme or providing a [printed copy of the Math Reference Sheet](#) to students. It is recommended that, after the administration window, older versions of iOS be updated.

Math Reference Sheet translations:

- [Arabic](#)
- [Chinese](#)
- [French](#)
- [Khmer](#)
- [Kinyarwanda](#)
- [Lingala](#)
- [Portuguese](#)
- [Somali](#)
- [Spanish](#)
- [Vietnamese](#)

Updating Student Chosen Names in Acacia

- Student names will initially appear in Acacia as they appear in Synergy.
- Schools may request to have a student's chosen name in Acacia updated by calling NWEA Partner Support at 855-430-1777.
 - When calling Partner Support, please be sure to clearly indicate that you are looking to change the student's name in the Acacia platform.
- Once a student has logged in with their test ticket, it is no longer possible to change the student name associated with that test registration. Please request all chosen name changes prior to providing the test tickets to the students.

2025 Norms & EISA Resources

- Assessment Team Office Hours – [August 20th recording](#) (*See minute 4:17-18:04.*)
- [2025 RIT Score Norms: A Letter for Families](#): Explains the change in the 2025 RIT score norms within the context of the Maine Through Year Assessment, specifying what has and has not changed as a result of the implementation of the new norms
- *Same scale, new reference: What's new in the 2025 MAP Growth norms* webinar
 - [NWEA Webinar Recording](#) & [Slides](#)
- [Norms Toolkit](#)
- [2025 Norms Quick Reference](#)
- [MAP Growth Norms Technical Manual](#)
- [Norms FAQ](#)

Professional Learning Opportunity

Maine Through Year Assessment Fall Interim Reports

Topic: Overview of Maine Through Year Assessment fall interim reports, including RIT, Student, and Report Export in Acacia, as well as MAP Growth reports

Date/Time: Wednesday, October 15, 12:00-1:00 PM ([Register](#))

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.

Score Reporting

[Kite Reporting Platform](#)

[Scoring and Reporting Resources:](#)

- Reporting Platform Guide
- Score Interpretation Guide

A brief overview of reports was provided during our August 20th Office Hours. You may [view the recording here](#). (See minute 34:50-41:08.)

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!

NAEP 2026 Assessments

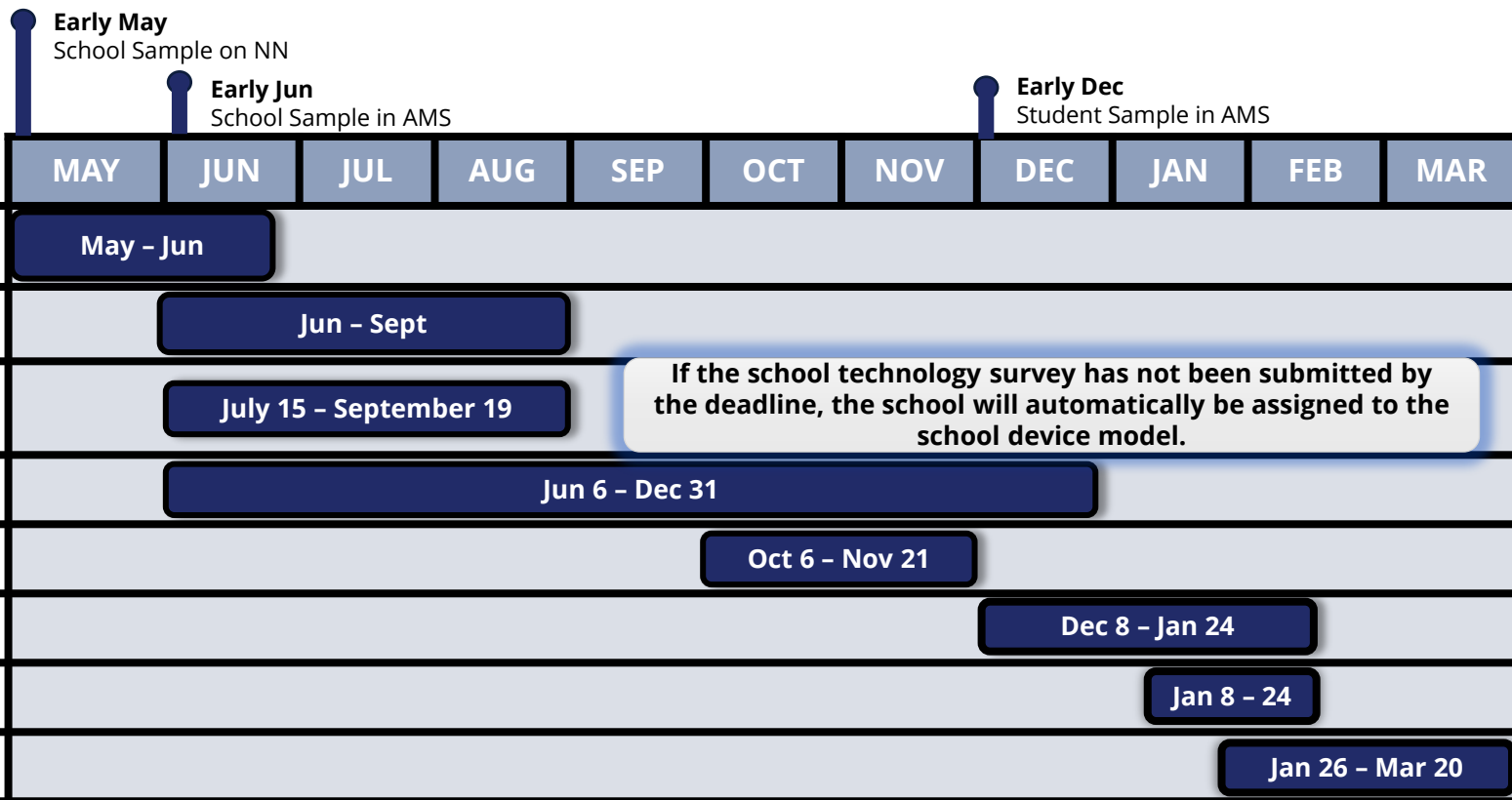
	OPERATIONAL ASSESSMENTS		PILOT ASSESSMENTS
Purpose:	Results from the assessments will be released as the Nation's Report Card		To pilot new items for future operational assessments
Subjects and Grades:	Math & Reading Grades 4 & 8	Civics & U.S. History Grade 8	Math & Reading Grades 4, 8, & 12
Devices:	NAEP & School Devices	NAEP Devices	NAEP & School Devices
Assessment Window:	<p>Jan 26 – Mar 20, 2026</p> <p>** Note: Assessment Window has been extended by 2 weeks</p>		

Preparing for NAEP 2026 – Understanding the Context

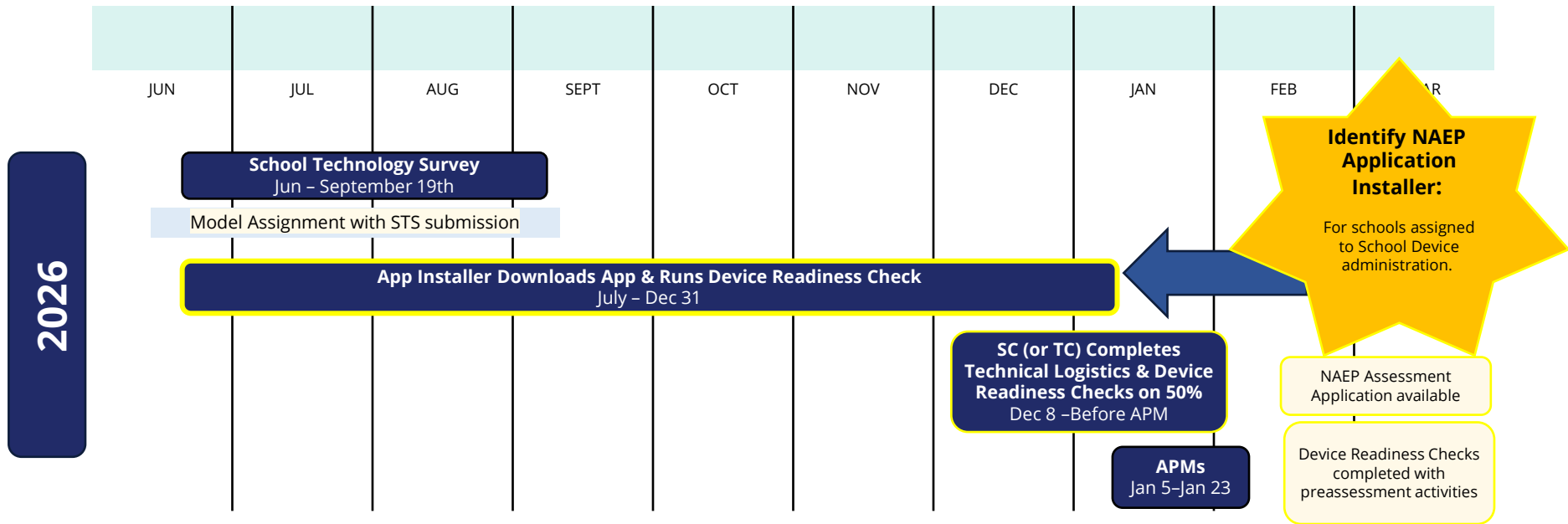
- New [frameworks](#) for the NAEP [mathematics](#) and [reading](#) assessments
- ***Continue the transition to administer NAEP on school devices.***
 - The designation as school device or NAEP device is visible on the school page in the NAEP Assessment Management System (AMS)
 - ***A small number of schools will be automatically assigned to the NAEP device administration model as part of a small comparability study.***
 - Students at schools designated as "school device" will be assessed using school devices and school Wi-Fi for 2026.
 - Students at schools designated as "NAEP device" will be assessed on NAEP devices using a NAEP provided private network.
 - iOS devices are scheduled to be added for NAEP 2028.
- ***Assessment dates will be provided in late October/ early November.***

NAEP 2026 Timeline

Final decisions and approvals still pending



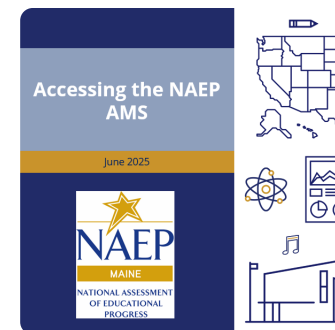
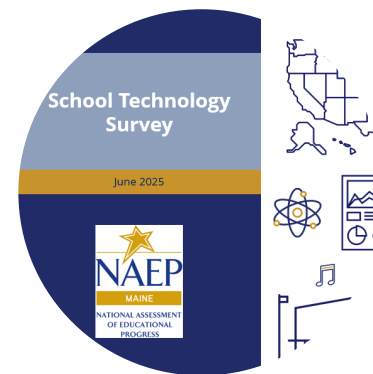
Technology Timeline NAEP 2026



NAEP 2026 School Technology Survey Results

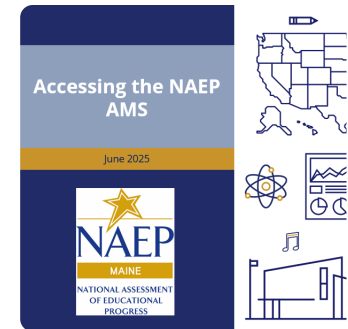
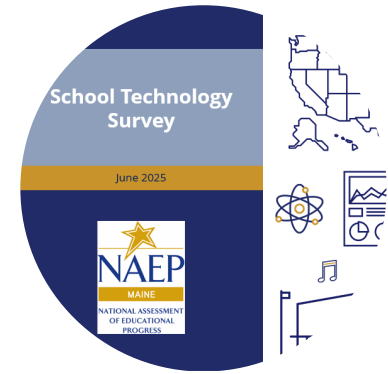
Thank you to all NAEP 2026 selected SAUs and schools for completing the NAEP Technology Survey. Maine schools achieved a 99% completion rate, which is above the national response rate of 96.6%.

Maine Operating Systems	Chrome OS	Combination of both	None have Windows OS or Chrome OS	Windows OS	No response	Grand Total
Grade 4	66.04%	1.89%	31.13%	0.94%	0.00%	100.00%
Grade 8	63.33%	1.11%	33.33%	1.11%	1.11%	100.00%
Grand Total	64.80%	1.53%	32.14%	1.02%	0.51%	100.00%

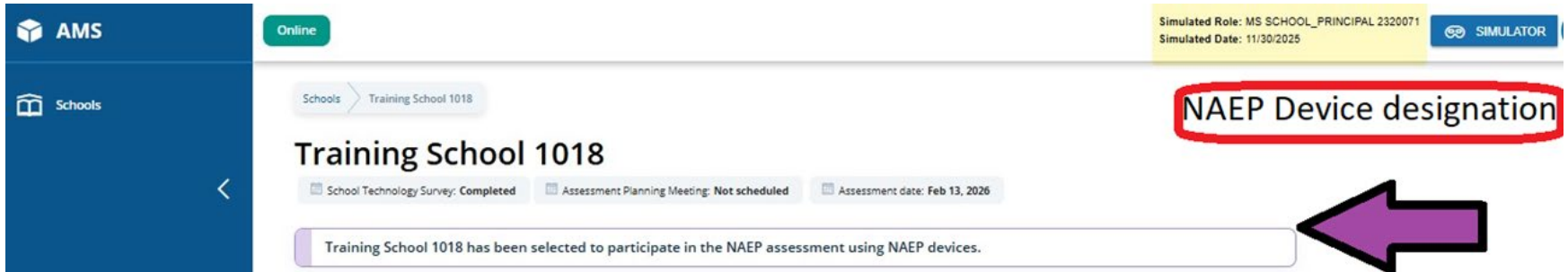


NAEP 2026 October Priorities

- ***Assessment dates should be available in the NAEP AMS later this month***
- Administration model designation is available now in the AMS
- ***Identify a NAEP Application Installer in the AMS prior to December***
- A small number of device eligible schools are assigned to the NAEP device administration model as a part of a small comparability study of administration on school devices versus NAEP devices.



NAEP 2026 – Where will I find... the model designation?



AMS Online

Simulated Role: MS SCHOOL_PRINCIPAL 2320071
Simulated Date: 11/30/2025

SIMULATOR

Schools > Training School 1018


Training School 1018

School Technology Survey: Completed Assessment Planning Meeting: Not scheduled Assessment date: Feb 13, 2026

Training School 1018 has been selected to participate in the NAEP assessment using NAEP devices.


NAEP Device designation

NAEP 2026 – Where will I find... the scheduled assessment date?

 AMS


Online


Simulated Role: MS SCHOOL_PRINCIPAL 2320071
Simulated Date: 11/30/2025


 Schools

Schools > Training School 1018

Training School 1018

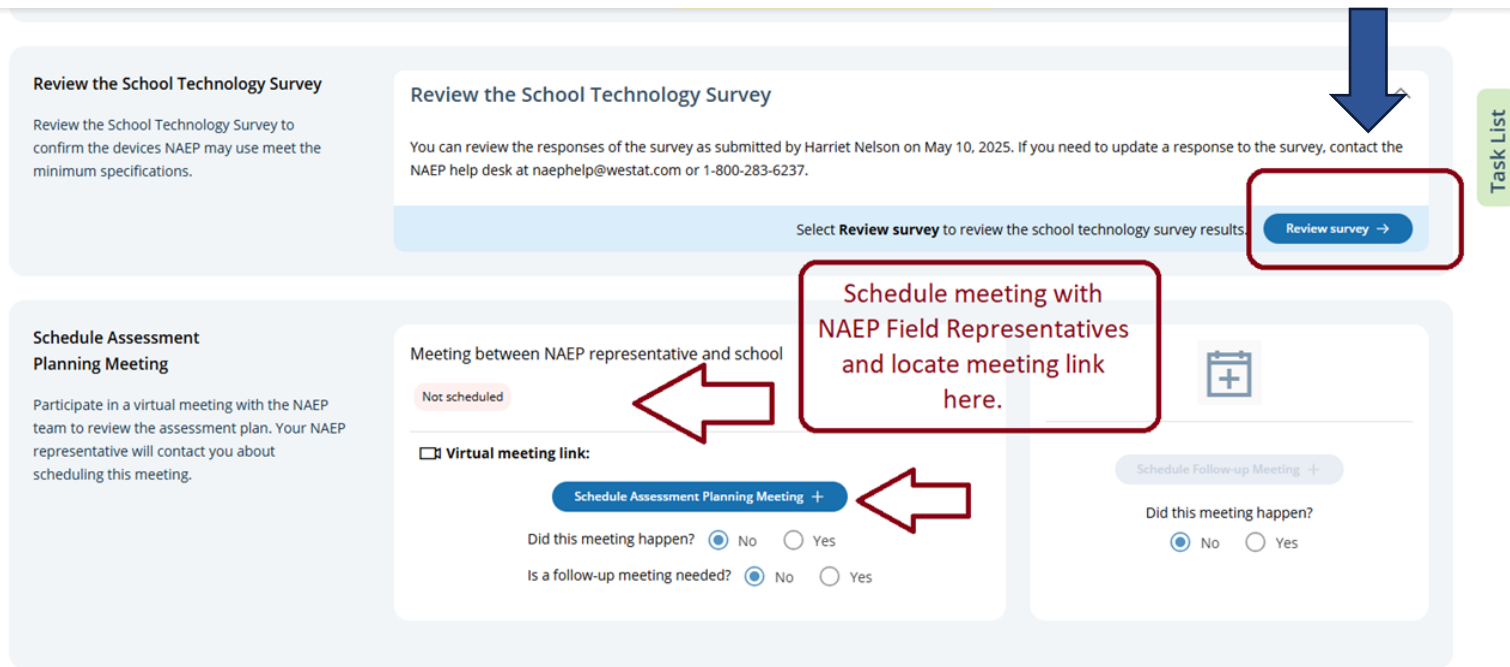
 School Technology Survey: Completed

 Assessment Planning Meeting: Not scheduled

 Assessment date: Feb 13, 2026

Training School 1018 has been selected to participate in the NAEP assessment using NAEP devices.

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



The screenshot shows a web interface for NAEP 2026. On the right, a vertical green bar is labeled "Task List". The interface is divided into two main sections. The top section, titled "Review the School Technology Survey", contains a paragraph of text and a blue button labeled "Review survey →" which is highlighted with a red rectangle. A large blue arrow points down from the top right towards this button. The bottom section, titled "Schedule Assessment Planning Meeting", contains a paragraph of text and a "Virtual meeting link:" section. This section includes a blue button labeled "Schedule Assessment Planning Meeting +" and two radio button questions: "Did this meeting happen?" and "Is a follow-up meeting needed?". A red rectangle highlights the "Schedule Assessment Planning Meeting +" button, with a red arrow pointing to it from a text box that says "Schedule meeting with NAEP Field Representatives and locate meeting link here." Another red arrow points from this text box to the "Not scheduled" status label. To the right of the "Virtual meeting link:" section is a "Schedule Follow-up Meeting +" button and another "Did this meeting happen?" question.

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

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 resent from the STS manager or on the School Team tile by deleting and re-adding the contact information
- Application Installer does not have AMS access
 - May have access to the AMS in another role (such as the DTD, TC, or DOC)

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























<input type="checkbox"/>	School	Charter	Grade	Survey status	Last updated by	Assigned Model	Application Installer	Device validations
<input checked="" type="checkbox"/>	Review School 9597	--	4	Not Started - Closed		School Devices	Dvorak, Becky <input checked="" type="checkbox"/>	0 validated, 0 passed
<input type="checkbox"/>	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 – How do I add an App installer? (SAU view)

Training District 2

District information

19

Selected Schools

District Name
Training District 2
District LEA ID
230002

[Edit](#)

School Technology Survey

[Take survey →](#)

Survey Responses
33%
Complete

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.

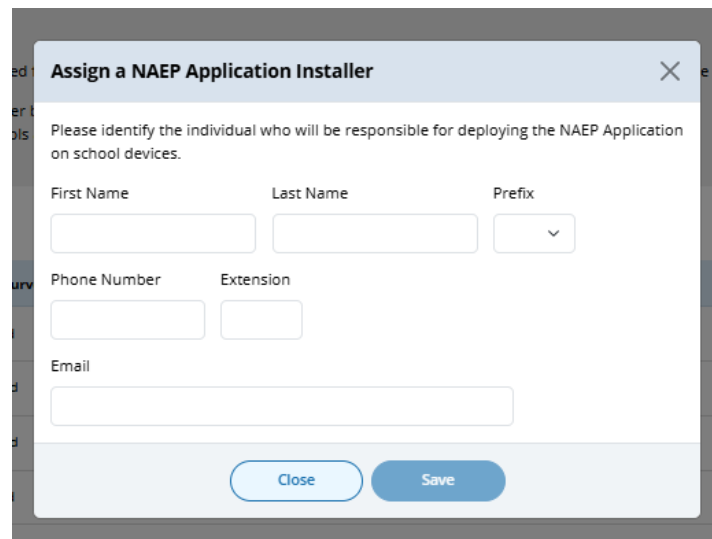
- App installer may be designated for a single school using the Assign Installer button in the school listing.
- App installer may be designated for multiple schools by selecting the schools and using the Assign Installer button above the schools table.

Quick Select ▾[Clear Selections](#)

[Assign Installer](#)[Resend Notification](#)

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

NAEP 2026 – How do I assign... an App installer?



The screenshot shows a dialog box titled "Assign a NAEP Application Installer" with a close button (X) in the top right corner. The text inside reads: "Please identify the individual who will be responsible for deploying the NAEP Application on school devices." Below this text are several input fields: "First Name", "Last Name", and "Prefix" (a dropdown menu). Below these are "Phone Number" and "Extension" (two separate input fields). At the bottom is an "Email" input field. At the very bottom of the dialog are two buttons: "Close" and "Save".

Provide contact
information and
save



***Note: The application
installer does not need
access to the NAEP
AMS***

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

Last Name

Prefix

Phone Number

Extension

Email

Role

**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**

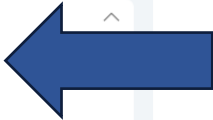
Grade 8 Information

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**



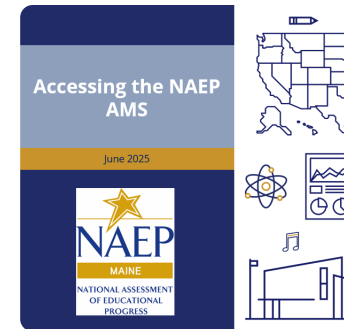
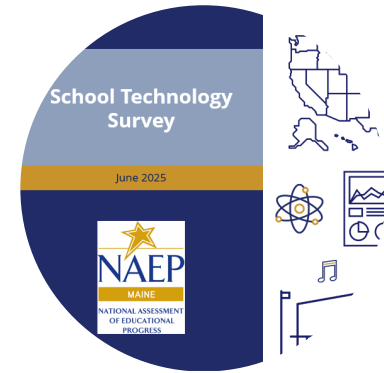
Verify the school information



Provide responses to the questions

NAEP 2026 Next Steps

- **Identify School Coordinators** (primary point of contact for the NAEP assessment).
- **Invite School Coordinators to Register for AMS** (if not the principal).
- **Complete Grade Information Questions** (prior to November 1, 2025).
- Provide responses to designated grade information questions prior to the student list submission.
- **Review Technical Requirements** (for schools identified for school device administration)
- Review the technical specifications required for NAEP assessment administration and relay any concerns they may have about using school devices.
- **Identify an Application Installer** (if not already identified in the AMS).



NAEP 2026 – Other resources

- NAEP 2026 [eNAEP Download Center](#)
- [NAEP 2026 Facts for Districts](#)
- NAEP 2026 Facts for Principals -
 - [Grades 4 & 8 Mathematics and Reading](#)
 - [Grade 8 Civics and U.S. History](#)
 - [Grades 4, 8, & 12 Mathematics and Reading Pilots](#)
- [NAEP 2026 School Device Technical Requirements](#)
- NAEP in Your School-
 - [Operational Math/Reading School Device](#)
 - [Operational Math/Reading NAEP Device](#)
 - [Civics/US History](#)
 - [Pilot NAEP Device](#)
 - [Pilot School Device](#)

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 6 – February 27, 2026

2025-2026 Important Dates

9/1/2025 - 10/24/2025

For students who require paper-based materials per the IEP or 504 Plan, a Paper Materials Request must be submitted by the SAU.

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

11/20/2025 - 2/2026

This year, WIDA will begin providing student reports for participants in LT4D

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](#)

Identification Status in Synergy

- Preparation for the upload of the student pre-ID file takes place at the end of October. This is how Maine's multilingual learners are entered into the WIDA AMS platform.
- Please ensure that as enrollment continues through September and October, all returning MLs as well as newly identified MLs have an accurate **ML Start Date and ML enrollment status** in Synergy.

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% Participation Timeline for SAU Action Plans

October Enrollment Deadline - Maine SAUs are asked to have their estimated identification of students that will participate in alternate assessments. Alternate flags must be checked in Synergy. This also includes students with a concurrent placement, such as a regional or out of state program.

9/22/25 -12/19/25 - Based on the Spring 2025 administration the Maine Department of Education will calculate the percentage of students who were assessed through an alternate assessment in each SAU. All Maine SAUs above the 1% will receive a letter with a request for an action plan from the Department. Action Plans will be due by 12/19/2025.

1% Action Plans

Maine SAUs will receive customized action plan templates including AA-AAS participation data for the Spring 2025 administration.



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

2025-2026

1% Action Plan Timeline

SAUs receive Action Plans
October 6-10, 2025

Action Plan Webinar
Wednesday, October 15, 2025, 3:15pm-4:15pm

Action Plans to be completed and returned to DOE
December 19, 2025

Follow up from DOE as needed
DOE will review plans once received and follow up as necessary or requested



Upcoming Training Opportunities

MSAA: 1% Action Plan Training

Wednesday, October 15, 2025, 3:15-4:15 p.m.

MSAA: Practical Applications and Intended Uses of Data

Wednesday, October 22, 2025, 3:15-4:15 p.m.

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.

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



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