Welcome to the District Assessment Coordinators (DACs) and Career & Technical Education Directors (CTE) and the Maine Accountability and Reporting System portal webinar. I’m Nancy Godfrey, the Maine DOE Assessment Coordinator.

The first part of this training is primarily targeting DACs and their roles and responsibilities. CTE Directors will also have assessment reporting access to MAARS, and the second part of this webinar will cover an overview of the MAARS confidential portal, which applies to both roles.
MAARS is the Maine Assessment and Accountability Reporting System. It includes all Maine assessment data for all tested content areas and results for the English language proficiency test, WIDA ACCESS for ELLs.

MAARS provides both public and confidential information. Each district has a District Assessment Coordinator, or DAC, that controls access to the confidential side. Specific confidential student information is available for specific school staff, and is given access to the system accordingly. The DAC is able to view all reports within the district in MAARS.
We assume you’re participating in this webinar because you are the DAC. DACs are identified in NEO and assigned by the superintendent. If in NEO a DAC is not assigned, it defaults to the superintendent.

Login credentials are NOT needed for the NEO supersearch. Indicated by the STAR “SAU Primary Contacts” you can either see the DAC per district (By SAU), or see all the DACs in the state “By Primary Contact”
When searching primary contacts by organization, or district, choose district from the dropdown and click “Search”.

The DAC, or Assessment Coordinator, is the 3rd row from the top.
When searching “By Primary Contact”, you can choose the role of “Assessment Coordinator” from the primary contact type (circled), and click search. This will give you a list of all DACs state-wide which you can export into excel, as indicated by the star.
Wrong DAC ?!?!

If the DAC in your district is not you, or needs to be changed, speak to your superintendent as NEO login credentials are needed for staff changes through the Staff Module/Certification Report.

Read Slide
First and foremost, the DAC is the ‘go to’ person regarding communication with the DOE. Assessment announcements and emails are sent directly to DACs based on the exported excel in NEO. In addition, assessment announcements are also send to any MEA specific listserv subscribers. DACs should know who to contact regarding specific assessments at specific schools within the district.

- **GENERAL ASSESSMENT COORDINATOR:**  
  - Nancy Godfrey at 207-624-6775 or nancy.godfrey@maine.gov
- **ALTERNATE ASSESSMENT COORDINATOR:**  
  - Sue Nay at 207-624-6774 or sue.nay@maine.gov
- **ENGLISH LANGUAGE PROFICIENCY ASSESSMENT COORDINATOR:**  
  - Sue Nay at 207-624-6774 or sue.nay@maine.gov
- **NATIONAL & INTERNATIONAL ASSESSMENT COORDINATOR:**  
  - Regina Lewis at 207-624-6715 or regina.lewis@maine.gov
Here is an overview of the roles and responsibilities of the DAC (read slide).

We will touch upon each one individually.
DAC Roles and Responsibilities

6. Have knowledge of where/how to obtain all assessment related manuals, guides, forms, training, and webinars
7. Ensure that School Test Coordinators are trained, and that required assessment-related forms are signed/completed (such as Test Security Agreements or the MEA Science online PCPA)
8. Have knowledge of school testing schedules and ensure that all assessments are administered
9. Ensure submission of all assessments and verify return of any shipped/mailed materials
1. Knowledge of all assessments:

The state required assessments are called the MEA or Maine Educational Assessments. Students either participate in the general assessments OR the alternate assessments in all assessed content areas. Students cannot take a general assessment in one content area, and an alternate in another.
The General Assessments consist of:

- Mathematics and English Language Arts/Literacy – for students in grades 3-8 this is the eMPowerME. For students in 3rd year of high school this is the SAT.
- Science – for students in grades 5, 8 and 3rd year of high school this is the general MEA Science.
- English Learners are assessed with the WIDA ACCESS for ELLs. Remember that based on the date an EL student came to the United States and enrolled in a school for the first time, some students are exempt from the ELA portion of MEA only, and for one year only.
In order to be eligible for Alternate Assessments, students must have IEPs, meet alternate participation criteria, and must be flagged as alternate test takers in their enrollment:

- Mathematics and English Language Art/Literacy in grades 3-8 and 3rd year of high school this is the Multi State Alternate Assessment or MSAA
- Science in grades 5, 8, and 3rd year of high school this is the Personalized Alternate Assessment Portfolio or PAAP
- English language learners with IEPs and alternate indicator must take the WIDA Alternate ACCESS

We will cover in another slide how to find your population of alternate test takers.
2. Knowledge of Calendar of Assessments

https://www.maine.gov/doe/Testing_Accountability/MECAS/materials

2. Knowledge of calendar of assessments

The DOE Maine Comprehensive Assessment System (MECAS) home page includes a link to the full calendar of the school year’s testing date. This screenshot shows just a portion of the MEA calendar.
This calendar includes not only the required MEAs, but also National and International Assessments such as the National Assessment for Educational Progress or NAEP.

**Please note that NAEP is administered every other year, and 2019 is a NAEP year for selected districts/schools for grades 4 and 8 in the 6-week window from January 28 – March 8, 2019.**
The DAC should know who to contact at each school in the district regarding assessments. The titles vary per MEA, but all are indicated on the chart with a “star”.

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The diagram illustrates the structure of school-level test coordinators, with various roles such as District Assessment Coordinator, Alternate Math and ELA/Literacy Coordinator, and others. Each role is connected through a network of arrows, indicating the hierarchy and the flow of responsibilities within the district.
4. School Test Coordinators and MAARS

- Subsequent slides will describe how the DAC adds, edits and/or updates school-level account access to MAARS (school users)

- School Test Coordinators then add teachers for roster-level access in MAARS

- The MAARS User Management Guide can be found at the following link in the MAARS-Confidential tab: https://www.maine.gov/doe/Testing_Accountability/MECAS/results

4. Ensure that School Test Coordinators have login access to MAARS and that they know how to assign teacher/roster level access. (read slide)
5. Have knowledge of how to ensure appropriate identification of special populations, such as English Language Learners and alternate test takers.

With the URL in the slide, login to NEO with your confidential username and password.

Click Student Data tab

Click Student Reports tab
From this page you can either filter by Reporting Area in the dropdown menu, or click “View Report” in the report name of “ACCESS for ELLS” or “Alternate Assessment Report”.

From your “Responsible/Attending District” you can filter on “Attending School” for individual schools, or all schools in the district.

If you have a large district or large roster of special populations, please remember that this list may be more than one page. You can export this list to a format of your choice.
6. Have knowledge of where/how to obtain all assessment related manuals, guides, forms, training and webinars.

From the DOE MeCAS homepage URL on the slide, select Test Administration Materials & Training.
In Test Administration Materials & Training, on the left panel you can pick the particular assessment you are searching.
Responsibilities 7, 8 & 9

7. Ensure that School Test Coordinators are trained, and that required assessment-related forms are signed/completed (such as Test Security Agreements or the MEA Science online PCPA)

8. Have knowledge of school testing schedules and ensure that all assessments are administered

9. Ensure submission of all assessments and verify return of any shipped/mailed materials

For these tasks, the DAC relies heavily on each of the School Test Coordinators. These are listed as DAC responsibilities as the DOE will in turn rely on your oversight of these tasks, including assurance that your school level coordinators follow through with their responsibilities.
MAARS Overview

- User Management
- MAARS Confidential Reporting
Accessing MAARS Confidential Reporting Site

- [https://lms.backpack.education](https://lms.backpack.education)
MAARS confidential users have access to three types of reports:
1. District & School Quick Reports
2. Student (Comprehensive) Quick Reports
3. Interactive Reports
MAARS User Management

- MAARS Release 1.0 provides four (4) roles for users of the MAARS application:
  - **MAARS Administrator** (role = ‘districtadmin’)
    The District Assessment Coordinator (DAC) may choose to designate a MAARS Administrator who will be able to add and delete users within the MAARS application by adding that person with a ‘districtadmin’ role. In that case, both the DAC and the MAARS Administrator will be able to assign or change users within the district.
  - **District User** (role = ‘districtuser’)
    The district user role provides district-wide access to all district-wide data, school-wide data and individual student data for those students with assessment results reported within the district.
  - **School User** (role = ‘schooluser’)
    The school user role provides school-wide access to school-wide data, and individual student data for those students with assessment results reported within the school.
  - **Roster User** (role = ‘rosteruser’)
    The roster user role provides access to individual student data for those students with assessment results assigned to a specific roster user through the upload of a separate roster file (using the Roster Management tab).
Screenshot of how to add/edit MAARS user roles.
MAARS User Management Tab

Live demo during webinar of MAARS User Management not reflected in this slide deck.

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