

Assessment Team Monthly Update

January 2024



Administration windows for the ACCESS, Alternate ACCESS, and NAEP begin in January, with an optional winter administration of the Maine Through Year Assessment taking place at the same time.

Does your SAU have specific technical assistance needs around these assessments? If so, please do not hesitate to reach out to a member of the team or submit a request here:

[SAU Request for Assessment Technical Assistance](#)

[Join us for monthly office hours with the Assessment Team](#)

2nd Wednesday of every month, 12-1pm

[Register for office hours](#)

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 or (207) 624-6896**

Hours:

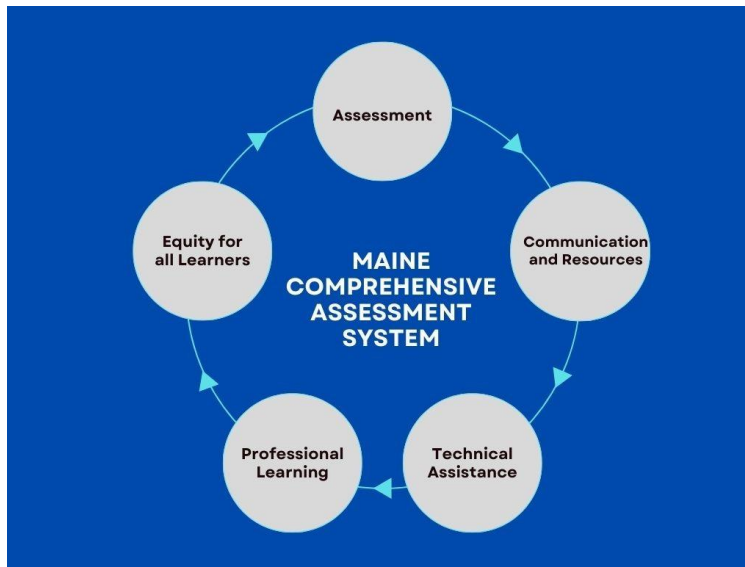
Mon - Wed: 8am - 4pm

Thursday: 8am - Noon

Friday: 8am - 4pm

Current & Upcoming Maine Educational Assessments SY 23-24

Assessment	Dates	Content Area	Participants	
ACCESS FOR ELLS (general)	1/8/24 – 3/1/24	English language proficiency	Multilingual learners in grades K-12	
ALTERNATE ACCESS FOR ELLS (alternate)			Multilingual learners in grades K-12 with the most significant cognitive disabilities	
Maine Through Year Assessment (general)	Winter (optional): 1/2/24 – 2/16/24 Spring: 4/22/24 – 5/31/24	Reading and mathematics	Students in grades 3-8 and 2 nd year of high school	
Multi-State Alternate Assessment - MSAA (alternate)	3/11/24 – 4/26/24		R/LA and mathematics	Students with the most significant cognitive disabilities in grades 3-8 and 3 rd year of HS
MSAA Science (alternate)			Science	Students with the most significant cognitive disabilities in grades 5, 8 and 3 rd year of HS
Maine Science (general)	5/13/24 - 5/24/24	Science	Students in grades 5, 8 and 3 rd year of HS	
National Assessment for Educational Progress (NAEP)	1/29/24 – 3/8/24	Reading, mathematics and Science (grade 8 only)	Students in selected schools in grades 4, 8 & 12	



NWEA Maine Through Year Assessment

Maine DOE Assessment Coordinator: **Krista Averill**

Contact Krista at Krista.Averill@maine.gov or 207-215-6528.

Optional Winter 2024 Administration

The winter administration of the Maine Through Year Assessment is optional. The window is from January 2 – February 16, 2024.

Winter 2024 Training and Resources

Although there will not be a separate, synchronous Maine Through Year Assessment Coordinator training for the winter administration, the [training slides](#) have been updated and posted on the [NWEA Maine Connection page](#) and the [Maine Through Year Assessment page](#) in mid-December. In addition, NWEA has created the following two resources for SAUs:

- [Winter Administration Checklist](#)
- [Maine Through Year Assessment Quick Reference Guide](#)

Daily Change Files

As with the spring 2023 and fall 2023 administrations, daily roster change files will be loaded manually by an Assessment Team member into the Acacia platform each day. From Monday to Friday, it may take up to 36 hours to see rostering changes in Synergy reflected in the Acacia platform. If changes are made to Synergy after 8:00 PM on Friday, they will not appear in Acacia until Tuesday.

Removing Students from Acacia

If you need to remove students from Acacia during the winter pre-administration window, for example due to the student being an alternate assessment participant, please email Krista.Averill@maine.gov and cc: Kalua.Wilson@maine.gov. Removal of students from the Acacia platform is a manual process that cannot be completed via the daily roster change file. Only students who have no prior score results in Acacia may be removed.

Professional Learning Opportunities

Understanding Scores from the Maine Through Year Assessment

During this virtual workshop, participants will learn about the characteristics and purposes of the two score types produced by the Maine Through Year Assessment. Participants will interact with student RIT score and Maine-specific scale score data to develop a deeper understanding of the purpose and value of, as well as the similarities and differences between, these two measures of student performance.

The first two iterations of the workshop are being held on:

- January 11, 3:30-5:00 PM: [Registration link](#)
- February 8, 3:30-5:00 PM: [Registration link](#)

It is recommended that all workshop participants watch the [Structure of the Maine Through Year Assessment video](#) prior to attending the workshop. The video provides essential pre-requisite knowledge needed to engage fully in interacting with RIT and Maine-specific scale score data during the workshop.

Request an NWEA Virtual Professional Learning Session for Your School or SAU

NWEA is offering SAUs and schools the opportunity to request virtual professional learning sessions for specific dates and times that best meet their needs.

The following professional learning sessions are being offered:

- Accessing Reports: Teachers
- Accessing Reports: Administrators
- Using Multiple Data Sources to Inform Instruction
- Using Achievement Level Descriptors to Ensure Rigor
- Purpose & Benefits of the Through Year Assessment
- Getting Your Teachers Ready for the Through Year Assessment
- Getting Your Students Ready for the Through Year Assessment

Please complete [this form](#) to request a session.

Statewide NWEA Professional Learning programming will resume in March.

Maine Science Assessment

Maine DOE Assessment Coordinator: **Krista Averill**

Contact Krista at Krista.Averill@maine.gov or 207-215-6528.

Spring 2023 Student Score Reports

In November, District Assessment Coordinators (as identified in NEO) received access to the [Kite Educator Portal](#) via email. The email came from kite-support@ku.edu. Please check your spam or junk folders if you did not receive an email to your inbox. If you need another email sent, please reach out to the Kite Service Desk.

Getting Help Accessing Spring 2023 Maine Science Assessment Reports

The Kite Service Desk provides support through phone calls, email, and live chat in Kite.

Resource	Location
Kite Service Desk Phone Number	855-277-9752
Kite Service Desk Email Address	Kite-support@ku.edu
Kite Live Chat in the Kite Educator Portal	https://educator-testlet.kiteaai.org/
Hours	8:00 am to 6:00 pm M-F Eastern Time Zone

The [Reporting Platform User Guide](#) and [Score Interpretation Guide](#) are available on the [Maine Science Zendesk page](#).

Individual Student Report templates are with our translation vendor, and we expect to have translations in Maine's top languages posted in mid-January.

Additional Resources

To access the practice tests, please use the browser-based ADAM, <https://adamexam.com/tester/>, and enter the test codes found [here](#).

Additional Maine Science Assessment resources, including released items and achievement level descriptors, can be found on Maine DOE's [Maine Science Assessment](#) webpage.

Multi-State Alternate Assessment (MSAA) and MSAA Science

Maine DOE Assessment Coordinator: Jodi Bossio-Smith

[Contact Jodi](#)

The MSAA (ELA & math) and MSAA Science are Maine's alternate assessments based on alternate academic achievement standards, designed for students with the most significant cognitive disabilities who have been found eligible by the IEP Team utilizing state guidance resources. To learn more about these assessments including eligibility and federal requirements, please visit the [Maine DOE 1% Resource Page](#).

MSAA Action Steps for January 2024

- **Initial student upload** – Maine DOE will utilize Synergy enrollment data>NEO alternate assessment roster to create student test assignments in the MSAA Platform.
- **Identify Test Coordinators and Administrators** – Maine DOE will send Special Education Directors a survey to identify the local alternate assessment (MSAA) coordinator. The MSAA Coordinator will ensure that a Test Administrator has been identified for every student eligible to participate in the MSAA.

National Assessment of Educational Progress (NAEP)

Maine DOE Assessment Coordinator: **Dr. Regina Lewis**

[Contact Regina](#)

Administration window – January 29, 2024 through March 8, 2024.

The administration window for the National Assessment of Educational Progress opens on January 29th. Dr. Lewis will be contacting School Coordinators regarding student exclusions and the proper coding. Please remember that only students who participate in the alternate assessments or have been enrolled in U.S. schools for less than one year may be excluded from NAEP. If you have any questions about accommodations and/or the exclusion of students from NAEP, please contact Dr. Regina Lewis at regina.lewis@maine.gov or 207-530-1355.

Upcoming activities for School Coordinators include:

- ***Participate in a Zoom meeting*** with the NAEP Assessment Coordinator that leads the team scheduled to administer the assessment in the school.
- ***Reviewing the list of students selected for NAEP.*** An updated list of enrolled students will be provided by Maine DOE on January 5th. Please review the list of selected students for newly selected students and assign the appropriate assessment accommodations as indicated in the students' IEPs and/or 504 plans. The AMS has some helpful guidance.
- ***Notifying families of the students.*** Parent/guardian notification letters are available in English and Spanish within the NAEP Assessment Management System. These letters are also available in the top ten languages spoken by the families of Maine's students. The translations for the Parent Notification letters are located on the bottom of the [National and International Assessment page](#) of the Maine DOE Assessment Team Resources. *This is a new location.* The families of students selected for NAEP should be notified at least one week in advance. You may also elect to notify the parents of all students in the selected grade that their students may be selected to participate in the assessment.
- ***Plan to be onsite and available*** before as well as during the administration of the assessment on the day of the assessment.

To prepare for the assessment's technology requirements, each On-site Technology Coordinator should:

- ***Work with school or district technology staff*** as necessary to add the email domain westatstudies.com to the safe senders list;
- ***Complete Internet Speed tests in each room*** that will be used for the assessment one week prior to the scheduled assessment date.
 - Contact your school coordinator for these locations.
 - If you have not already done so, please assist with safelisting URLs. A complete list is located in the NAEP Assessment Management System.
- ***Participate in a Zoom meeting with the NAEP Assessment Coordinator*** assigned to your school.
- ***Plan to be onsite and available*** before as well as during the administration of the assessment on the day of the assessment.

Grade 12 Schools Only:

- **High School Transcript Study (HSTS) Coordinators** should be registered in the NAEP Assessment Management System.
- **High School Transcript Study tasks are available in the AMS** for submission of course catalogs and completion of the transcript information survey.

If you are a District Assessment Coordinator and you would like to assist with and/or monitor NAEP 2024 activities, please request access by emailing regina.lewis@maine.gov.

January NAEP Nugget:

Technical assistance is available for NAEP via Zoom, email, or phone. Dr. Lewis will be conducting in person observations of the NAEP administration as part of the Assessment Team's Technical Assistance Plan as well as the quality assurance activities for the National Assessment.

International Assessments

Maine DOE Assessment Coordinator: **Dr. Regina Lewis**

[Contact Regina](#)

What's up and coming with the International Assessments:

Program for International Student Assessment (PISA) 2025 Field

The PISA Desired Target Population is agreed upon through negotiation between the National Project Manager and the international contractors within the constraints imposed by the definition of the PISA Target Population. The Target Population for PISA starts with students attending all educational institutions located within the adjudicated entity, and in grade 7 or higher. The "standard" PISA target population is further refined to its age basis: students between 15 years and 3 (completed) months and 16 years and 2 (completed) months at the beginning of the testing period.

The core test for PISA 2025 is a computer-based 2-hour test that includes the assessment of Science (major domain), Reading, Mathematics, as well as Learning in the Digital World (LDW). The core PISA test is administered to a sample of students drawn from the PISA target population according to established scientific principles for drawing samples from finite populations.

ACCESS for ELLs and Alternate ACCESS for ELLs

Maine DOE Assessment Coordinator: **Jodi Bossio-Smith**

[Contact Jodi](#)

Reminder: all Test Administrators for the Alternate ACCESS need to re-certify via the training course in the WIDA Secure Portal this year!

The ACCESS and Alternate ACCESS window will open on January 8th. As a reminder, any needed additional materials must be ordered at the SAU level by the ACCESS Coordinator. DRC will reach out to Maine DOE prior

to processing any orders of alternate or paper-based full forms. For detailed instructions on submitting an additional materials order, please see the WIDA Knowledge Article in AMS: **My Applications>DRC Customer Service>WIDA Knowledge Articles>How do I order additional materials?** (Your WIDA AMS login information will be needed to access this article.

Recent ACCESS FAQs:

- **How do I remove students from WIDA AMS who have moved out of the SAU?**

There is a daily change file processed by Maine DOE that captures enrollment updates such as new/transfer students and enters them into the WIDA AMS platform. However, there is no functionality in WIDA AMS to delete a student who is no longer enrolled. SAUs do not need to take action in WIDA AMS if there is a multilingual learner who is no longer enrolled and will therefore not be participating in ACCESS. Those test sessions will remain in **“Not Started”** status and reports will not be generated for the student. The student/s will not be counted as non-participants for the former SAU, provided that the enrollment exit date in Synergy is prior to the ESEA Demographic date.

- **With the changes to WIDA AMS, how do I enter student accommodations efficiently?**

Student accommodations are now entered through **Test Management**. The easiest way to do this is by entering through **Registered Student** (rather than **View Registrations**). You will have all online domains visible for the same student on one screen, and can select the appropriate accommodations for each. Considering that not all accommodations are consistent across domains, this can also be viewed as an added step to ensure that the information for each domain is consistent with the student’s IEP and ILAP.

Helpful Dates

1/8/24 – 3/1/24	Test Window
3/12/24	Deadline for Shipping Completed Test Materials to DRC
4/30/24	ACCESS Reports and Data Files Available- Online in WIDA AMS
5/16/24	ACCESS Reports Available in District- Printed
9/13/24	WIDA Alternate ACCESS Reports and Data Files Available- Online in WIDA AMS
10/2/24	WIDA Alternate ACCESS Reports Available in District-Printed

Updated manuals and guides are available on the Maine DOE English language proficiency assessment webpage:

- [23-24 Accessibility & Accommodations Manual](#)

- [District and School Test Coordinator Manual](#)
- [Test Administration Manual](#)

Any questions or technical assistance needs? Please reach out to [Jodi Bossio-Smith](#), Director of Assessment.

Important ACCESS & Alternate ACCESS 23-24 Dates

11/28/23-3/1/24	WIDA AMS Test Setup Available for Registrations
12/14/23	Districts Receive Test Materials
12/14/23-2/23/24	Additional Test Material Ordering Window in WIDA AMS
1/8/24-3/1/24	Test Window
3/12/24	Deadline for Shipping Completed Test Materials to DRC
4/30/24	ACCESS Reports and Data Files Available – Online in WIDA AMS
5/16/24	ACCESS Reports Available in District – Printed
9/13/24	WIDA Alternate ACCESS Reports and Data Files Available – Online in WIDA AMS
10/2/24	WIDA Alternate ACCESS Reports Available in District - Printed

Other Maine DOE News

Pilot Program to Prevent Student Homelessness

Do you know families who are facing eviction? Not sure where they will stay? Need help with bills or critical home repairs? If so, you may want to reach out to [your SAU's McKinney-Vento Liaison](#) and ask about the Pilot Program to Prevent Student Homelessness. Every SAU in Maine received funding to support families to prevent homelessness.