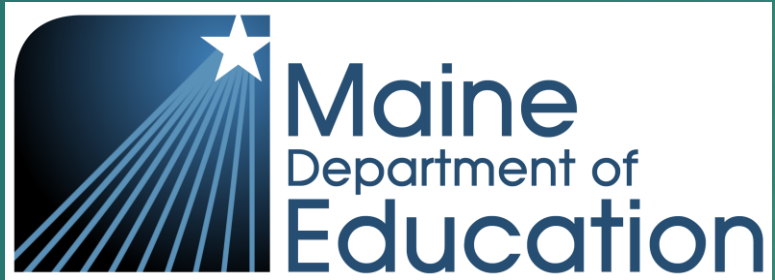




New Meridian
Science Exchange



Welcome to the Maine Science Live Q&A Session: Proctoring & Accessibility Review

Sponsor: Krista Averill, Assessment Coordinator, Maine DOE

Moderator: Elizabeth Mortimer, Senior Program Manager, New Meridian

Presenters: Susan Van Gundy, Technical Program Manager, MZD



April 25, 2024 @ 3:00 PM EST

Introductions and Opening Comments

Krista Averill, Maine DOE



Assessment Program Updates

Maine Science Assessment Updates

Proctor Training

- [Spring 2024 Maine Science Assessment Proctor Training video](#) (9 minutes)
- Two [assessment security webisodes](#) and [MEA Assessment Security and Data Privacy Agreement \(Appendix E\)](#) – *only needs to be completed one time per academic year*

Paper-Based Assessment Order Form

- Standard and large print assessments – [order form](#)
- Braille – contact Krista Averill at Krista.Averill@maine.gov

New Released Items

- [Maine Science Assessment webpage](#), under “Content”

[Supplemental Text-to-Speech \(TTS\) Guidance](#)

- Guidance for assigning TTS to students *without* the accommodation on an IEP, 504 plan, or ILAP
- Contains academic vocabulary that may appear on the assessment

Session Overview

- Reminder About Accounts in ADAM
- Accessibility Features
- Accommodations and Supports
- Managing Accommodations in ADAM
- Assessment Administration Overview
- Proctoring Guidance
- The Proctor Dashboard
- Q&A



Reminder about DAC and SAC Accounts in ADAM

- All previous user accounts were removed prior to Spring 2024, including District Assessment Coordinator (DAC) and School Assessment Coordinator (SAC) accounts.
- DACs must re-establish their account by entering their district email at <https://adamexam.com>, and then selecting "Forgot Password" to create a new password for Spring 2024
- DACs will create accounts in ADAM for their SACs and DTCs.
- SACs will create accounts in ADAM for STCs.
- **Teachers and Proctors do not have individual account logins. They will use the Test Code and Proctor Code to administer assessments.**

Proctoring and
Accessibility
Resources
at the Maine
Science Support
Desk

Maine Science Support Desk is Full of Up-to-Date Information

Toll Free Number: 855-544-0842 *or*

Online Self-Service: <https://mescience.zendesk.com>

The screenshot shows the website header with the Maine Department of Education logo on the left and the ADAM (Assessment Delivery and Management) logo on the right. In the center is a laptop displaying a search bar with the text "What are you looking for?". Below the header are three main service boxes: "Video Tutorials & Webinars" (with a sub-description), "Resources - Document Downloads" (with a sub-description), and "Request Help" (with a sub-description). A red-bordered button labeled "Create a ticket" is positioned above the "Request Help" box. Below these boxes is a wide "FAQ" section. At the bottom right, there is a red-bordered button labeled "Call or Chat" and a dark green circular button with a white telephone icon and the text "Call us". The text "Promoted articles" is visible at the bottom left of the interface.

Maine Science 2024 Accessibility Features

Embedded Universal Tools

Embedded Universal Tools for All Students	
Tool	Description
Provisions within online assessment platform to all students automatically	
Review	Review page shows flagged items for review and items not attempted.
Accessibility	Accessibility options of Color Scheme / Font Size / Zoom enlargement (ADAM Accessibility Tools see page 7).
Flag or Bookmark	Ability to flag or bookmark an item to return to for review.
Line Reader	The line reader tool helps focus on reading one line of text at a time.
Response Masking	Ability to hide/cover an answer choice – not available on all item types such as technology enhanced.

[Accessibility Guide](#)

Maine Science 2024 Accessibility Features

Non-Embedded Universal Tools

Non-Embedded Universal Tools for All Students	
Tool	Description
Provisions provided by the proctor to all students	
Scrap/Scratch Paper	The student uses scratch paper, an individual erasable whiteboard, or an assistive technology device to make notes or record responses. Scratch paper can be lined, blank, or graph. All scratch paper must be collected and securely destroyed at the end of each test to maintain test security.

[Accessibility Guide](#)

Maine Science 2024 Accessibility Features

Designated Supports

Utilization and implementation of designated supports are determined on an individual basis

- 1) by a team of two or more education professionals with knowledge of a student's performance, and
- 2) supports must be consistent with the student's normal routine during classroom instruction and assessment.

Provision of supports does not alter the construct of any test item.

[Accessibility Guide](#)

Maine Science 2024 Accessibility Features

Embedded Designated Support

Embedded Support	
Tool	Description
Provisions provided within the platform that must be assigned to an individual student	
Text-to-Speech (TTS)	Text is read aloud to the student via (embedded) TTS technology. TTS should be consistent with the student's normal routine during classroom instruction. Headphones/earbuds are necessary unless tested individually in a separate setting.

Maine Science 2024 Accessibility Features

Text-to-Speech Supplemental Guidance

All students with text-to-speech or read aloud as an accommodation in an IEP, 504 plan, or ILAP **MUST** be assigned TTS for the online assessment.

For all other students, TTS is an approved designated support for students who are offered the opportunity to access text-to-speech and/or read aloud as part of their normal routine during classroom instruction and assessment.

If educators perceive that a student would struggle to decode two or more words from their grade-level list, text-to-speech is an appropriate designated support for that student.

To be enabled, TTS must be assigned to the student within the assessment platform.

Grade 5 Science Word List

Science	
1.	Evaporate/evaporation
2.	Quantity
3.	Reflectivity/reflective
4.	Conductivity/conductive
5.	Electrical
6.	Thermal
7.	Solubility/soluble
8.	Investigation
9.	Gravity/gravitational
10.	Ecosystem
11.	Organism
12.	Decomposer
13.	Geosphere
14.	Biosphere
15.	Hydrosphere
16.	Atmosphere
17.	Percentage
18.	Reservoir
19.	Distribution
20.	Glacier

[Accessibility Guide](#)

Maine Science 2024 Accessibility Features

Nonembedded Designated Supports

Non-Embedded Designated Support	
Tool	Description
Provisions provided outside the platform that must be assigned to an individual student	
Breaks	Multiple or frequent breaks may be required by students whose attention span, distractibility, physical and/or medical condition require shorter working periods.
Extended Time	Extended time is time beyond recommended/average of 60 minutes per session(s) 1, 2, and 3. Students with extended time must complete the assessment session on the day it was started; the session will auto-submit at 11:59 PM.
Small Group or Individual Setting	This designated support is used to minimize distractions for students whose test is administered out of the classroom or so that others will not be distracted by supports/accommodations being used.
Bilingual Word Glossary for MLs	A bilingual/dual language word-to-word glossary is provided to students who are Multilingual Learners as a language support as per ILAP.

[Accessibility Guide](#)

Maine Science 2024 Accessibility Features

Nonembedded Supports

Examples of supports that can be provided to students and do not need to be indicated in the assessment platform include the following:

- Assistive technology
- Medical devices
- Visual aids (e.g., magnification devices, external monitors, reduction of visual print by blocking or other techniques, student privacy shields)
- Auditory devices (e.g., special acoustics, amplification, noise buffers, whisper phones, calming music)
- Student reads assessment aloud to self in individual setting
- Directions clarification

[Accessibility Guide](#)

Maine Science 2024 Accessibility Features

Accommodations

Non-Embedded Accommodations	
Tool	Description
Provisions Outside of the Platform Based on IEP or 504 Plan	
American Sign Language	Text is translated via sign language interpreter to student by Test Administrator as documented in the IEP/504 plan.
Scribe	The student may dictate answers to a human scribe in an individual setting as indicated by a student's IEP/504 plan. Human scribe records verbatim what a student dictates and must give the student an opportunity to review scribed text. Scribed answers must be entered into the online testing platform - no paper submissions accepted.

[Accessibility Guide](#)

Maine Science 2024 Accessibility Features

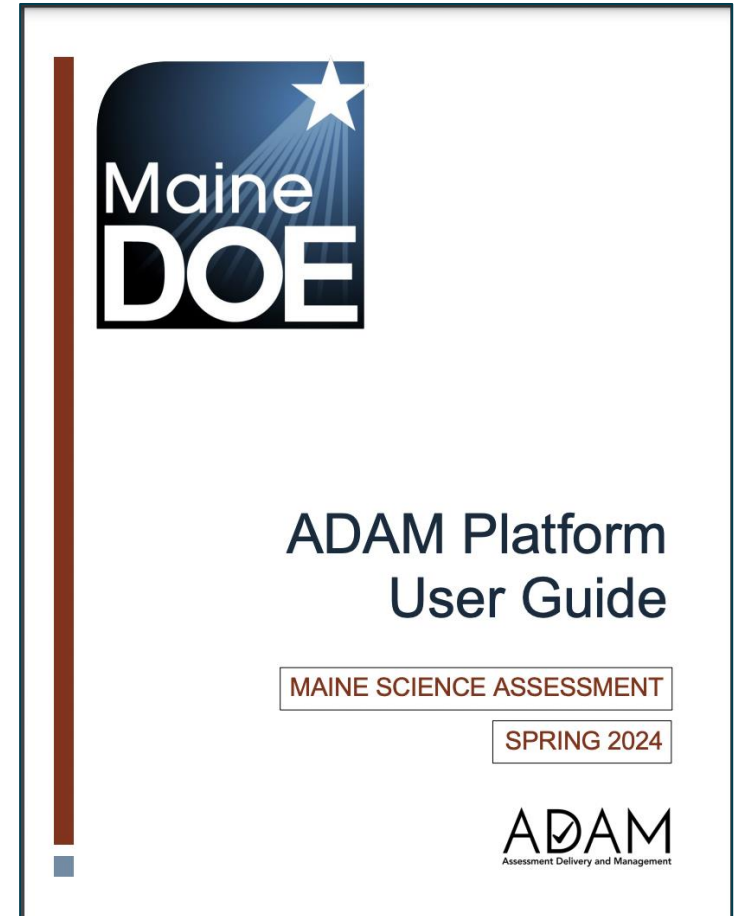
Accommodations

Tool	Description
Paper Based + Large Print	For students with an IEP/504 plan that requires assessments to be paper-based and not administered online. Request for Paper-Based Science Assessment
Braille	<i>Please reach out directly to Krista Averill at Krista.Averill@maine.gov regarding any spring 2024 braille needs.</i>
Human Reader (Paper Based Tests ONLY)	This accommodation is only allowed for students that have a documented need for paper/pencil. The student will have those parts of the test that have text-to-speech support in the computer-based version read by a qualified human reader in English.

[Accessibility Guide](#)

Proctoring

- Proctoring Roles
- Creating and Managing Proctor Groups
- Accessing the Proctor Dashboard
- Proctor Dashboard Features
- Alert Messages During Testing
- Reseating a Student
- Printing Rosters and Test Cards
- Help Desk and Other Resources



Proctoring Roles

Teachers and other Proctors

- Access the proctor dashboard with a test code and proctor code unique to each proctor group per session
- View and manage only the students in that specific proctor group and session
- Have authority to pause, resume, and reseal student test sessions
- Can not create or manage proctor groups

District Assessment Coordinators and School Assessment Coordinators

- Access the proctor dashboard through the test admin cards when logged in to ADAM
- View and manage multiple proctor groups in their school or district
- Have authority to pause, resume, and reseal student test sessions
- Create and manage proctor groups

Creating and Managing Proctor Groups

- Default proctor groups are created based on class information entered by the SAU
- Additional proctor groups can be created by DACs and SACs for test administration convenience
- Students in additional proctor groups are still associated with their original class rosters and reports
- Common reasons for setting up additional proctor groups include: accommodations (e.g., extended time group), testing location (e.g., library group), make up group of students who were absent, other
- Default proctor groups can be modified through the class dashboard. Additional proctor groups can be modified through the proctor group details page

Creating and Managing Proctor Groups

High School Science Session 1 UAT

01/19/22 - 02/28/22 INACTIVE

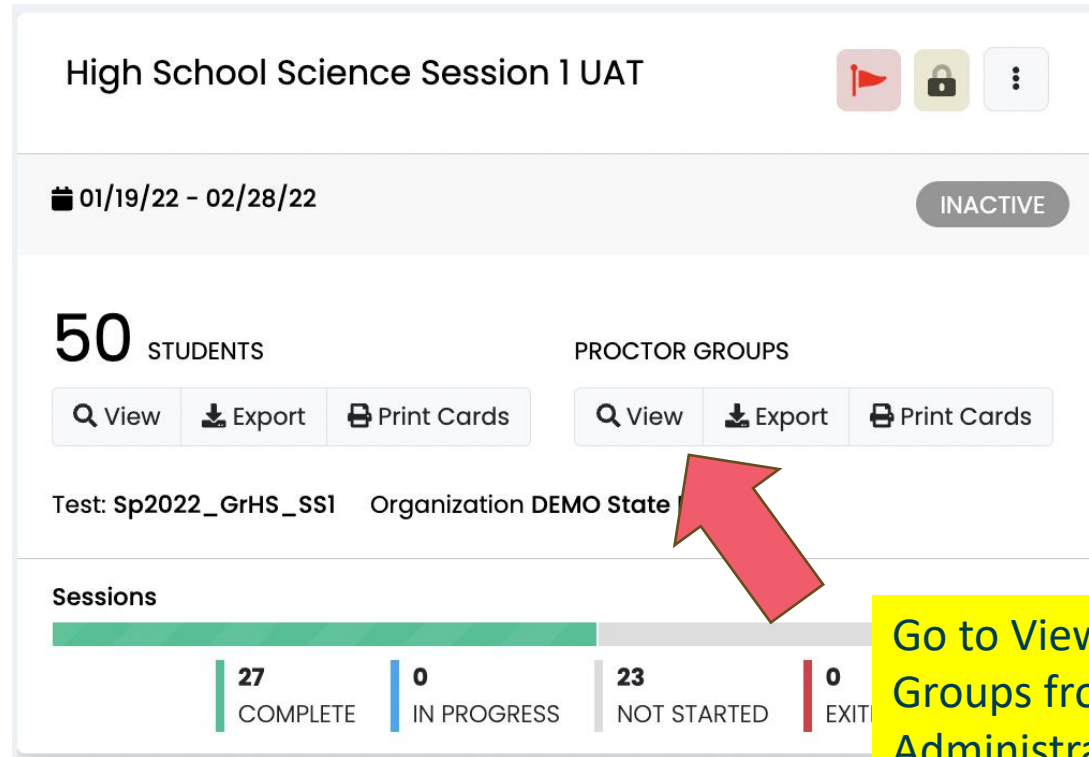
50 STUDENTS PROCTOR GROUPS

View Export Print Cards View Export Print Cards

Test: Sp2022_GrHS_SS1 Organization DEMO State

Sessions

27	0	23	0
COMPLETE	IN PROGRESS	NOT STARTED	EXIT



Go to View Proctor Groups from the Administration Card

Creating and Managing Proctor Groups

Create an additional proctor group

Upload a CSV of proctor groups – This method is not recommended for Maine Science since the majority of the Proctor Groups are pre-created by class

View a list of students

High School Science Session 4 - UAT Sp2024 Proctor Groups

Home > Administrations > Proctor Groups

Search by Proctor Group Name or Student I

Hide Empty

[+ Create Proctor Group](#)

[Upload Proctor Group](#)

1 to 3 (3)

« 1 »

Name	Testing School	Students	Test Code	Proctor Pw	Progress	Actions
Mrs. Carpenter Sp2024_GrHS_SS4	DEMO Northview High School	13	ABC123	123ABC	<div style="width: 100%; background-color: green;">Complete</div>	Students Proctor
Happy_HS Sp2024_GrHS_SS4	DEMO Northview High School	7	ABC123	123ABC	<div style="width: 20%; background-color: green; height: 10px;">Not Started</div>	Students Proctor
Patton_HS Sp2024_GrHS_SS4	DEMO Northview High School	30	ABC123	123ABC	<div style="width: 50%; background-color: green; height: 10px;">Complete</div> <div style="width: 50%; background-color: gray; height: 10px;">Not Started</div>	Students Proctor


Proctor Group Details

Test Code and Proctor Code

Progress Status

Open the Proctor Dashboard

Creating and Managing Proctor Groups

 Create Proctor Group

Start here

Proctor Group Config

This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name



DEMO New Proctor Group - Make Up Testing Group

Select Your District

Select Your District...

Select Your School

Select Your School...

 Students (0) 
None

Cancel 

Proctor Group Config



This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name

DEMO New Proctor Group - Make Up Testing Group

Select Your District

Select Your District...
DEMO Northview School District
DEMO Parson Creek School District
Select Your School...

 Students (0) 
None

Cancel 

Proctor Group Config

This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name

DEMO New Proctor Group - Make Up Testing Group

Select Your District

DEMO Parson Creek School District

Select Your School

Select Your School...
DEMO Parson Creek Elementary
DEMO Parson Creek High School
DEMO Parson Creek Middle School
Demo Roster School

Cancel 

Creating and Managing Proctor Groups

Proctor Group Config

This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name

DEMO New Proctor Group - Make Up Testing Group

Select Your District

DEMO Parson Creek School District

Select Your School

DEMO Parson Creek High School

Add

Students (0)

None

Cancel

Submit

Search by student (optional)

Filter by accommodation (optional)

High School

Add Students

Accommodations...

Add 10 Students

(0) Students In Proctor Group 1 to 10 (24)

First Name	Last Name	Identifier	Progress	Accommodation	Actions
Align	Study2	alignstudy2	Not Started		+
Align	Study3	alignstudy3	Not Started		+
Align	Study4	alignstudy4	Not Started		+
Align	Study5	alignstudy5	Not Started		+
Align	Study6	alignstudy6	Not Started		+
Alison	Sanchez	ssid239	Not Started		+
Amelia	Acosta	ssid236	Not Started		+
Amelia-Grace	Leon	SID140	Not Started		+
Anika	Tran	ssid243	Not Started		+
Anniyah	Avila	SID141	Not Started		+

Close

Creating and Managing Proctor Groups

Filter by accommodation (optional)

Add Students

Accommodations...

- Text to Speech
- Braille
- Large Print
- Paper-Based Form
- Sign Language - American Sign Language
- Human Reader (Paper-Based Tests Only)
- Scribe
- Bilingual Word Glossary for MLs (Support)
- Extended Time (Support)
- Frequent Breaks (Support)
- Small Group or Individual Setting (Support)

Add 10 Students

(0) Students In Proctor Group

First Name	Last Name	Identif	Actions
Align	Study2	alignst	+
Align	Study3	alignst	+
Align	Study4	alignst	+
Align	Study5	alignstudy5	+

Proctor Group Config

This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name

DEMO New Proctor Group - Make Up Testing Group

Select Your District

DEMO Parson Creek School District

Select Your School

DEMO Parson Creek High School

Add

Students (2)

First Name	Last Name	Progress	Actions
Amelia	Acosta	Not Started	🗑️
Alison	Sanchez	Not Started	🗑️

Cancel

Submit

Search by Proctor Group Name or Student I

Hide Empty

[+ Create Proctor Group](#)

[Upload Proctor Group](#)

1 to 4 (4)

« < 1 > »

Name	Testing School	Students	Test Code	Proctor PW	Progress	Actions
Mrs. Carpenter Sp2024_GrHS_SS4	DEMO Northview High School	13	ABC123	123ABC	<div style="width: 100%; background-color: green;">Complete</div>	Students Proctor
Happy_HS Sp2024_GrHS_SS4	DEMO Northview High School	7	ABC123	123ABC	<div style="width: 25%; background-color: green;">Not Started</div>	Students Proctor
Patton_HS Sp2024_GrHS_SS4	DEMO Northview High School	28	ABC123	123ABC	<div style="width: 50%; background-color: green;">Complete</div> <div style="width: 50%; background-color: gray;">Not Started</div>	Students Proctor
DEMO New Proctor Group - Make Up Testing Group	DEMO Parson Creek High School	2	ABC123	123ABC	<div style="width: 0%; background-color: gray;">Not Started</div>	Students Proctor

Your new group is added to the list of proctor groups

Click on "Students" to view or modify



DEMO New Proctor Group - Make Up Testing Group Students

Test Code:

ABC123



[Edit Proctor Group](#)

Search...



1 to 2 (2)

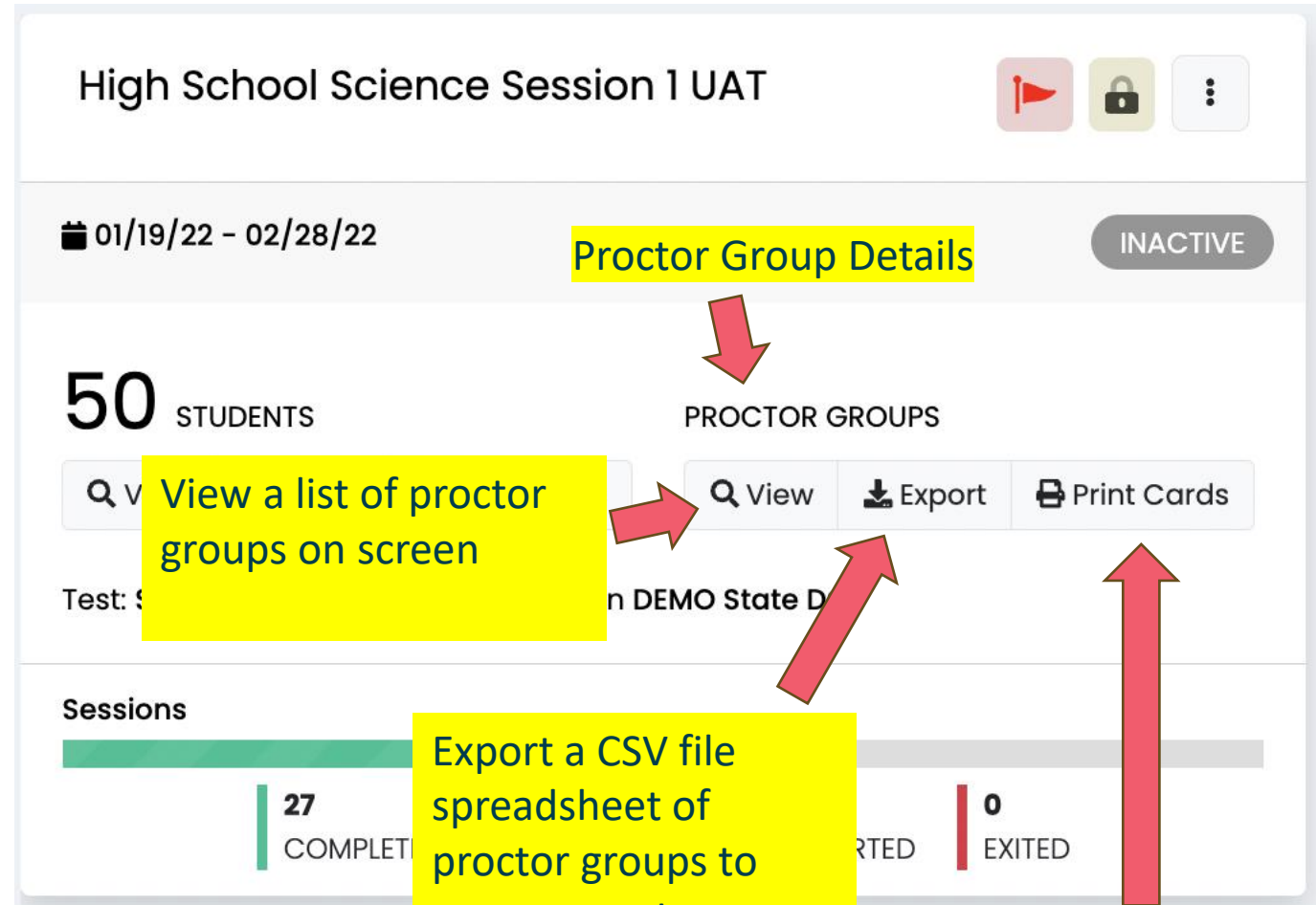
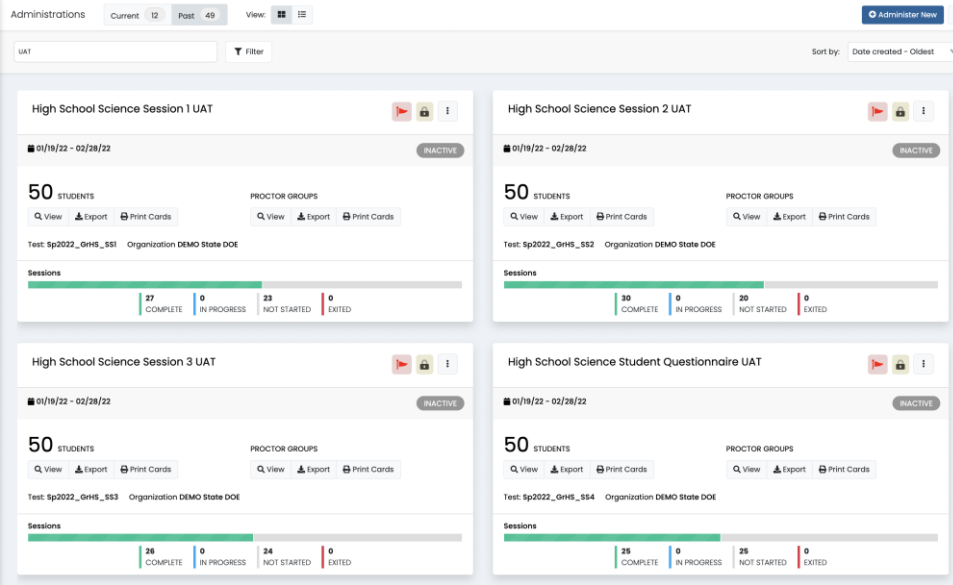
« < 1 > »

Display Name	Organization	Testing School	Progress	Form	Auth Fields (Identifier)	Accommodation	Code	Actions
Amelia Acosta	DEMO Northview High School	DEMO Parson Creek High School	Not Started	Sp2024_GrHS_SS4_FT0_Online	ssid236		Apply	
Alison Sanchez	DEMO Northview High School	DEMO Parson Creek High School	Not Started	Sp2024_GrHS_SS4_FT0_Online	ssid239		Apply	

Accessing the Proctor Dashboard

District and School Coordinators

Go to:
Administrations Dashboard



Accessing the Proctor Dashboard

Proctors

Go to: <https://adamexam.com>

* Proctors do not use the ADAM Lockdown Browser

Login

Username
Username

Password
Password

Login

Clicking the login button acknowledges you have read and agree to the Pearson License Agreement and Privacy Policy.

Take a Test

Proctor a Test

Download Lockdown Browser

Course	Session	Proctor Name	Test Code	Proctor Password
Maine Science	Barker_HS Sp2022_GrHS_SSI	s vg	ABC123	123ABC
Maine Science	UAT High School Sp2022_GrHS_SSI	Zac Henrich	ABC123	123ABC
Maine Science	Mrs. Louis Parker Sp2022_GrHS_SSI	Zac Henrich	ABC123	123ABC
Maine Science	Mrs. Carpenter Sp2022_GrHS_SSI	zac henrich	ABC123	123ABC
Maine Science	Alias Proctor Group Name		ABC123	123ABC
Maine Science	Extended Time Room DEMO Northview High School	Bob Wolff	ABC123	123ABC

The Proctor may be prompted to enter their first and last name.

Enter Proctor Information

Please Enter Proctor Name

Proctor First Name
Proctor First Name

Proctor Last Name
Proctor Last Name

Save



© 2019-2024 Pear

Login to Proctor a Test

Enter Test Code
TEST CODE

Enter Proctor Password
PROCTOR PASSWORD

Submit

Enter the Test Code and Proctor Code from the proctor session card

Proctor Group Details

Test and Proctor Codes

Close ✕

Testing Information

Test: High School Science Session 2
Administration: High School Science Session 2 - UAT Sp2024
Proctor Group: Happy_HS Sp2024_GrHS_SS2
Testing School: DEMO Northview High School

Config Information

Test Window: 12/12/23 - 03/29/24
Proctor Name: DEMO Proctor
Kiosk Only: Yes

Actions

Test Code: ABC123
Proctor Password: 123ABC
[Print Cards](#)

Status Bar

Complete

Not Started

All Not Started In Progress Submitted Exited



Search...

Auto Refresh (5 mins) 1 to 25 (30) « ‹ 1 2 › »

Filter by Status

Tester	Identifier	Organization	Progress	Started Time	Health	Section	Item	TTS	Accom	Code	Actions
Abbie Woods	ssid225	DEMO Northview High School	Submitted	Dec 26th, 8:32:19 am	Submitted		100% Attempted	<input type="checkbox"/>			⋮
Alison Sanchez	ssid239	DEMO Northview High School	Not Started	Not Started	Not Started	None	None	<input type="checkbox"/>			⋮
Amelia Acosta	ssid236	DEMO Northview High School	Not Started	Not Started	Not Started	None	None	<input type="checkbox"/>			⋮
Anika Tran	ssid243	DEMO Northview High School	Not Started	Not Started	Not Started	None	None	<input type="checkbox"/>			⋮
Aron Bush	ssid231	DEMO Northview High School	Not Started	Not Started	Not Started	None	None	<input type="checkbox"/>			⋮
Betsy Santana	ssid233	DEMO Northview High School	Not Started	Not Started	Not Started	None	None	<input checked="" type="checkbox"/>	1		⋮
Cain Lindsey	ssid237	DEMO Northview High School	Not Started	Not Started	Not Started	None	None	<input type="checkbox"/>			⋮
Damien Leach	ssid226	DEMO Northview High School	Submitted	Dec 19th, 7:39:12 am	Submitted		100% Attempted	<input type="checkbox"/>			⋮

Testing Information

Test: High School Science Session 2
Administration: High School Science Session 2 - UAT Sp2024
Proctor Group: Happy_HS Sp2024_GrHS_SS2
Testing School: **Student State ID** DEMO Northview High School

Config Information

Test Window: 12/12/23 - 03/29/24
Proctor Name:  DEMO Proctor
Kiosk Only: Yes

Actions









Test Code: ABC123
Proctor Password: 123ABC
 Print Cards

Student Name
School Name
Progress Data

All Not Started In Progress Submitted Exited

Search

 Auto Refresh (5 mins) 1 to 25 (30)
 « ‹ 1 2 › »

Tester	Identifier	Organization	Progress	Started Time	Health	Section	Item	TTS	Accom	Code	Actions
Abbie Woods	ssid225	DEMO Northview High School	Submitted	Dec 26th, 8:32:19 am	Submitted		100% Attempted	<input type="checkbox"/>			
Alison Sanchez	ssid239	DEMO Northview High School	Not Started	Not Started	Not Started	None	None	<input type="checkbox"/>			
Amelia Acosta	ssid236	DEMO Northview High School	Not Started	Not Started	Not Started	None	None	<input type="checkbox"/>			
Anika Tran	ssid243	DEMO Northview High School	Not Started	Not Started	Not Started	None	None	<input type="checkbox"/>			
Aron Bush	ssid231	DEMO Northview High School	Not Started	Not Started	Not Started	None	None	<input type="checkbox"/>			
Betsy Santana	ssid233	DEMO Northview High School	Not Started	Not Started	Not Started	None	None	<input checked="" type="checkbox"/>	1		
Cain Lindsey	ssid237	DEMO Northview High School	Not Started	Not Started	Not Started	None	None	<input type="checkbox"/>			
Damien Leach	ssid226	DEMO Northview High School	Submitted	Dec 19th, 7:39:12 am	Submitted		100% Attempted	<input type="checkbox"/>			

Testing Information


Test: High School Science Session 2
Administration: High School Science Session 2 - UAT Sp2024
Proctor Group: Happy_HS Sp2024_GrHS_SS2
Testing School: DEMO Northview High School

Config Information

Test Window: 12/12/23 - 03
Proctor Name: DEMO P
Kiosk Only:


ABC123
 123ABC

Auto Refresh Button
**** Set to Yes ****


 Auto Refresh (5 mins)

Complete

- All
- Not Started
- In Progress
- Submitted
- Exited

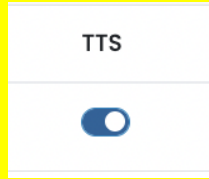

 Auto Refresh (5 mins)
 1 to 25 (30)

Tester	Identifier	Organization	Progress	Started Time	Health	Section	TTS	Accom	Code	Actions
Abbie Woods	ssid225	DEMO Northview High School	Submitted	Dec 26th, 8:32:19 am		100% Attempted	<input type="checkbox"/>			⋮
Alison Sanchez	ssid239	DEMO Northview High School	Not Started	Not Started		None	<input type="checkbox"/>			⋮
Amelia Acosta	ssid236	DEMO Northview High School	Not Started	Not Started		None	<input type="checkbox"/>			⋮
Anika Tran	ssid243	DEMO Northview High School	Not Started	Not Started	Not Started	None	<input type="checkbox"/>			⋮
Aron Bush	ssid231	DEMO Northview High School	Not Started	Not Started	Not Started	None	<input type="checkbox"/>			⋮
Betsy Santana	ssid233	DEMO Northview High School	Not Started	Not Started	Not Started	None	<input checked="" type="checkbox"/>	1		⋮
Cain Lindsey	ssid237	DEMO Northview High School	Not Started	Not Started	Not Started	None	<input type="checkbox"/>			⋮
Damien Leach	ssid226	DEMO Northview High School	Submitted	Dec 19th, 7:39:12 am	Submitted	100% Attempted	<input type="checkbox"/>			⋮

Refresh Now

Testing Information

Test: High School Science Session 2
Administration: High School Science Session 2 - UAT Sp2024
Proctor Group: Mrs. Carpenter Sp2024_GrHS_SS2
Testing School: DEMO Northview High School

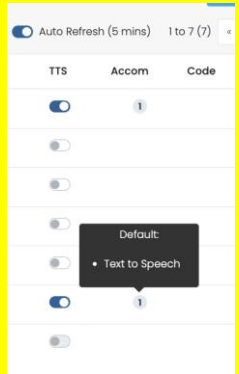


Text to Speech (TTS) Accommodation/Support

 Setting can be toggled on for the student session if student is eligible

Accommodation/Support Indicator

 Hover on the number to expand the information



All Not Started In Progress Submitted Exited

Search...

Tester	Identifier	Organization	Progress	Started Time	Health	Section	Item	TTS	Accom	Code	Actions
SID140	DEMO Northview High School	DEMO Northview High School	Not Started	Not Started	Not Started	None	None	<input type="checkbox"/>			Paper Only
SID150	DEMO Northview High School	DEMO Northview High School	Submitted	Dec 20th, 12:26:24 pm	Submitted		100% Attempted	<input checked="" type="checkbox"/>	1		
SID141	DEMO Northview High School	DEMO Northview High School	In Progress...	Mar 28th, 12:16:17 am	Active	1 of 1	1 of 18	<input type="checkbox"/>			
SID138	DEMO Northview High School	DEMO Northview High School	Submitted	Dec 27th, 4:26:05 am	Submitted		100% Attempted	<input checked="" type="checkbox"/>	1		
SID145	DEMO Northview High School	DEMO Northview High School	Submitted	Dec 18th, 10:02:05 am	Submitted		0% Attempted	<input type="checkbox"/>			

PAPER TEST INDICATOR

Should a student receiving a paper-based accommodation attempt to login to the online platform the following alert message will appear on the screen: *The test is blocked, you are prevented from taking this test.*

Proctor Dashboard

The screenshot shows the Proctor Dashboard interface for the Maine Department of Education. It is divided into three main sections: Testing Information, Config Information, and Actions. Below these are filters for session status (Complete, In Progress, Not Started) and a table of active sessions. Annotations in yellow boxes and red arrows highlight key features: 'RESEAT ALL' points to the 'Reset Session' button in the Actions menu; 'RESUME ALL' points to the 'Resume Session' button; 'PAUSE ALL' points to the 'Pause Session' button; 'STUDENT ACTION OPTIONS' points to the dropdown menu for a specific student; 'RESEAT STUDENT' points to the 'Reset Session' button for a specific student; and 'PAUSE STUDENT' points to the 'Pause Session' button for a specific student.

Testing Information

- Test: High School Science Session 2
- Administration: High School Science Session 2 - UAT Sp2024
- Proctor Group: Mrs. Carpenter Sp2024_GrHS_SS2
- Testing School: DEMO Northview High School

Config Information

- Test Window: 12/12/23 - 03/29/24
- Proctor Name: K A
- Kiosk Only: Yes

Actions

- Test Code: 047817
- Proctor Password: Not Started
- Print Cards

Session Status

Complete | In Progress | Not Started

All | Not Started | In Progress | Submitted | Exited

Search...

Auto Refresh (5 mins) | 1 to 13 (13)

Tester	Identifier	Organization	Progress	Started Time	Health	Section	Item	TTS	Accom	Code	Actions
SID140	DEMO Northview High School	Not Started	Not Started		Not Started	None	None	<input type="checkbox"/>		Paper Only	⋮
SID150	DEMO Northview High School	Submitted	Dec 20th, 12:26:24 pm		Submitted						⋮
SID141	DEMO Northview High School	In Progress...	Mar 28th, 12:16:17 am		Active	1 of 1	1 of 18	<input type="checkbox"/>			⋮
SID138	DEMO Northview High School	Submitted	Dec 27th, 4:26:05 am		Submitted	100% Attempted		<input checked="" type="checkbox"/>	1		⋮
SID145	DEMO Northview High School	Submitted	Dec 18th, 10:02:05 am		Submitted	0% Attempted		<input type="checkbox"/>			⋮

Annotations:

- RESEAT ALL (Points to 'Reset Session' button)
- RESUME ALL (Points to 'Resume Session' button)
- PAUSE ALL (Points to 'Pause Session' button)
- STUDENT ACTION OPTIONS (Points to dropdown menu)
- RESEAT STUDENT (Points to 'Reset Session' button for SID145)
- PAUSE STUDENT (Points to 'Pause Session' button for SID145)

Progress	Started Time	Health	Section	Item	TTS	Accom	Code	Actions
Submitted	Dec 15th, 2:39:39 pm	Submitted		65% Attempted	<input type="checkbox"/>	1		⋮
In Progress...	Jan 4th, 6:59:11 am	No Activity		100% Attempted	<input checked="" type="checkbox"/>	1		⋮
Not Started	Not Started	Not Started	None	None	<input type="checkbox"/>			⋮
Submitted	Dec 20th, 12:10:55 pm	Submitted		100% Attempted	<input type="checkbox"/>	1		⋮
Not Started	Not Started	Not Started	None	None	<input type="checkbox"/>			⋮
Submitted	Dec 26th, 11:45:29 am	Submitted		100% Attempted	<input type="checkbox"/>	1		⋮

Actions

Progress	Started Time	Health	Section	Item	TTS	Accom	Code	Actions
Submitted	Dec 15th, 2:39:39 pm	Submitted		65% Attempted	<input type="checkbox"/>	1		⋮
In Progress...	Jan 4th, 6:59:11 am	No Activity		100% Attempted	<input checked="" type="checkbox"/>	1		⋮
Not Started	Not Started	Not Started	None	None	<input type="checkbox"/>			⋮
Submitted	Dec 20th, 12:10:55 pm	Submitted		100% Attempted	<input type="checkbox"/>	1		⋮
Not Started	Not Started	Not Started	None	None	<input type="checkbox"/>			⋮

Actions

- Pause Session
- Reset Session

Available "Actions" change depending on the student's progress /test status

Progress	Started Time	Health	Section	Item	TTS	Accom	Code	Actions
Submitted	Dec 15th, 2:39:39 pm	Submitted		65% Attempted	<input type="checkbox"/>	1		⋮
In Progress...	Jan 4th, 6:59:11 am	No Activity		100% Attempted	<input checked="" type="checkbox"/>	1		⋮
Not Started	Not Started	Not Started	None	None	<input type="checkbox"/>			⋮
Submitted	Dec 20th, 12:10:55 pm	Submitted		100% Attempted	<input type="checkbox"/>	1		⋮
Not Started	Not Started	Not Started	None	None	<input type="checkbox"/>			⋮
Submitted	Dec 26th, 11:45:29 am	Submitted		100% Attempted	<input type="checkbox"/>	1		⋮

Actions

Reseating Students

Scenarios:

- Time-out / Idle for too long
- Network disruption
- Student accidentally closed the test window
- System closed the test due to detection of unallowed program attempting to run at the same time

The screenshot displays the Maine Department of Education testing interface. It features three main panels at the top: Testing Information, Config Information, and Actions. The Testing Information panel shows details for 'High School Science Session 2'. The Config Information panel shows the test window dates (12/12/23 - 03/29/24) and proctor name (K.A.). The Actions panel shows the test code (ABC123) and proctor password (123ABC). A yellow box labeled 'RESEAT ALL' points to the 'In Progress' status bar. Below this is a table of student test results with columns for Tester, Identifier, Organization, Progress, Started Time, Health, Section, Item, TTS, Accom, Code, and Actions. A yellow box labeled 'STUDENT ACTION OPTIONS' points to the 'Actions' column for student SID141. A red circle highlights the 'Actions' dropdown menu for SID141, which includes options for 'Pause Session' and 'Reseat Session'. A yellow box labeled 'RESEAT STUDENT' points to the 'Reseat Session' option.

Tester	Identifier	Organization	Progress	Started Time	Health	Section	Item	TTS	Accom	Code	Actions
SID140	DEMO Northview High School	Not Started	Not Started		Not Started	None	None				Paper Only
SID150	DEMO Northview High School	Submitted	Dec 20th, 12:26:24 pm		Submitted						
SID141	DEMO Northview High School	In Progress...	Mar 28th, 12:16:17 am		Active	1 of 1	1 of 18				
SID138	DEMO Northview High School	Submitted	Dec 27th, 4:26:05 am		Submitted		100% Attempted				
SID145	DEMO Northview High School	Submitted	Dec 18th, 10:02:05 am		Submitted		0% Attempted				

Reseating Students

Scenarios:

- If reseating still doesn't allow the student to continue their test, it may have already been submitted. Unsubmitting / reopening a test requires MDOE approval.

The screenshot displays the Maine Department of Education testing interface. At the top, a confirmation dialog asks, "Are you sure you want to reseat this student's session?". It features two buttons: "Cancel" and "Reseat", with a red arrow pointing to the "Reseat" button. Below the dialog, the interface is divided into three sections: "Testing Information", "Config Information", and "Actions".

Testing Information:

- Test:** High School Science Session 2
- Administration:** High School Science Session 2 - UAT Sp2024
- Proctor Group:** Mrs. Carpenter Sp2024_GrHS_SS2
- Testing School:** DEMO Northview High School

Config Information:

- Test Window:** 12/12/23 - 03/29/24
- Proctor Name:** K A
- Kiosk Only:** Yes

Actions:

- Test Code:** ABC123
- Proctor Password:** 123ABC
- [Print Cards](#)

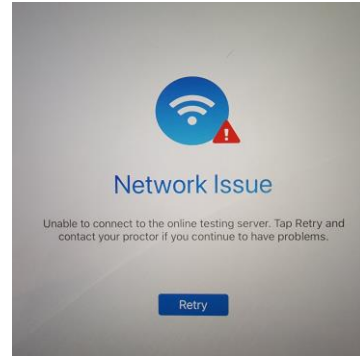
Below these sections is a progress bar with "Complete", "In Progress", and "Not Started" segments. A navigation bar includes tabs for "All", "Not Started", "In Progress", "Submitted", and "Exited", along with a search bar and a refresh button. The main table lists student records with columns for Tester, Identifier, Organization, Progress, Started Time, Health, Section, Item, TTS, Accom, Code, and Actions.

Tester	Identifier	Organization	Progress	Started Time	Health	Section	Item	TTS	Accom	Code	Actions
SID141		DEMO Northview High School	Reseated	Mar 28th, 12:16:17 am	Active	1 of 1	1 of 18				

A red arrow points to the "Reseated" status in the table.

Warning messages when launching the Lockdown Browser

- Not connected to the Internet
- Slow network
- Other applications running in background
- Not enough battery power
- Too many monitors
- Insufficient memory
- Low resolution display
- Microsoft Edge issues



System Startup Checks

The ADAM Lockdown Browser automatically verifies the following system requirements. If a device fails one of these checks, a summary of the issue is displayed on the screen, and when possible, the user will have an opportunity to resolve it. For example, if the lockdown browser detects that a device has two monitors, an alert will provide instructions with an option for the user to unplug one monitor and then select "Retry" to rerun the checks. Similar notifications are provided if the device has a low battery level or is not plugged into a power outlet.

Warning messages about hard drive space, screen resolution, and battery/power status may display when ADAM starts but do not prevent students from running the assessment.

- The student device must have access to the internet before the lockdown browser will initialize for student use.
- After the operating system check is complete, a final network check is needed based on how long it takes for the first page of the lockdown browser to load. If the initial page load exceeds the limit set, the system check will fail.

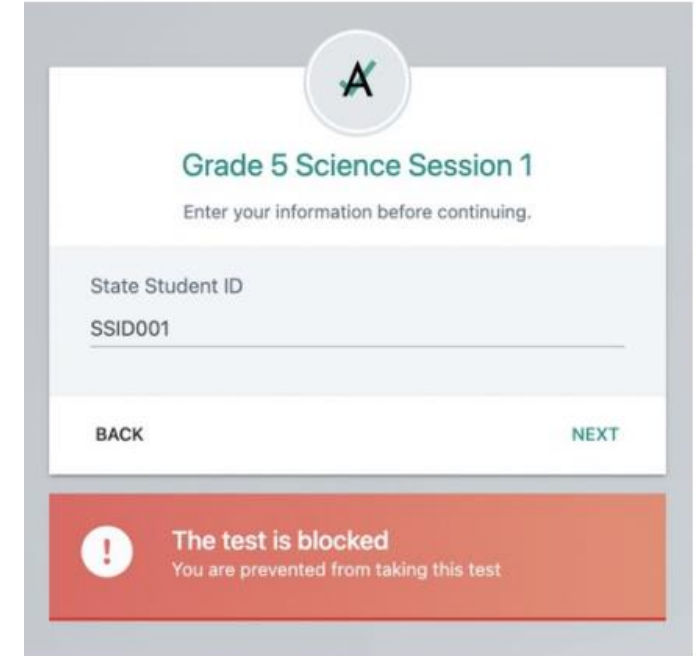
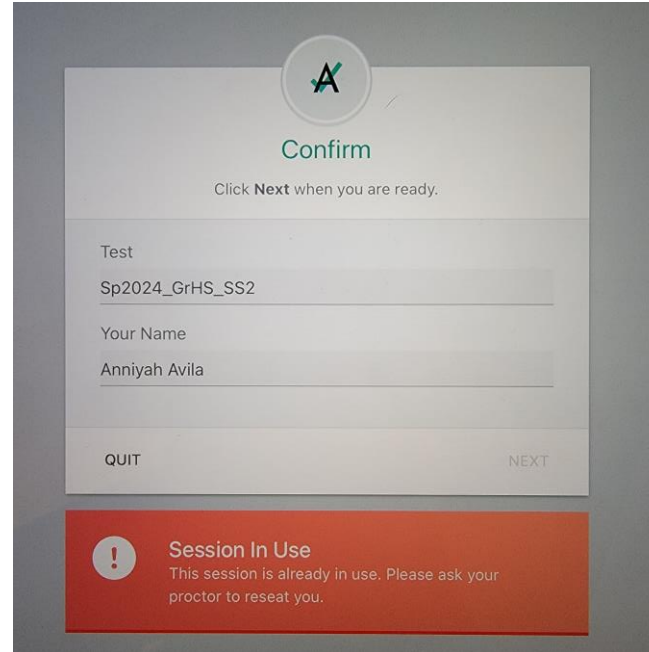
Microsoft Edge on Windows-Based Devices

For Windows-based devices, it is recommended that prior to starting the assessment, school IT administrators disable the system setting that allows the Edge browser to "continue running background extensions and apps when Microsoft Edge is closed".

1. Ensure the device is running the latest version of Edge
2. Go to ... -> Settings -> System and performance
 - Disable "Startup boost"
 - Disable "Continue running background extensions and apps when Microsoft Edge is closed"

Warning messages when launching the test

- Student not found
 - Re-enter SSID
 - Check student roster
- Test not found
 - Re-enter test code
 - Check code on test ticket
- Test is already in session
 - Reseat the student
- Test is blocked (paper-only students)
 - Administer the student's assigned paper test
- Session is already submitted
 - Student completed the test
 - Student accidentally submitted the test and needs to be unsubmitted (requires MDOE approval)
 - Student started but did not complete the test and was autosubmitted at end of day (requires MDOE approval to reopen test on a subsequent day)



Should a student receiving a paper-based accommodation attempt to login to the online platform the following alert message will appear on the screen: *The test is blocked, you are prevented from taking this test.*

View or Export Student Rosters

Download a CSV spreadsheet of students in the Administration to your computer

View proctor group details and lists of proctor group enrollments

View the roster details of students in the Administration

High School Science Session 1 UAT

01/19/22 - 02/28/22 INACTIVE

50 STUDENTS

PROCTOR GROUPS

Test: Sp2022_GrHS_SS1 Organization DEMO State DOE

Sessions

27	0	23	0
COMPLETE	IN PROGRESS	NOT STARTED	EXITED

The screenshot shows a user interface for a test session. At the top, it displays the session name 'High School Science Session 1 UAT' and a date range '01/19/22 - 02/28/22'. Below this, there are two main sections: 'STUDENTS' and 'PROCTOR GROUPS'. The 'STUDENTS' section shows a count of 50 students and three buttons: 'View', 'Export', and 'Print Cards'. The 'PROCTOR GROUPS' section also shows three buttons: 'View', 'Export', and 'Print Cards'. Below these sections, there is a 'Sessions' section with a progress bar and a summary table. The table shows 27 complete sessions, 0 in progress, 23 not started, and 0 exited. Red arrows point from yellow callout boxes to the 'Export' buttons in the 'STUDENTS' and 'PROCTOR GROUPS' sections, and to the 'Sessions' section.

Download a CSV spreadsheet of proctor group enrollments to your computer

View Student Roster and Proctor Group Details

View the roster details of students in the Administration

View proctor group details and lists of proctor group enrollments

High School Science Session 1 - UAT Sp2024 Students Home > Administrations > Students

Search... 1 to 25 (50) « ‹ 1 2 › »

Display Name	Organization	Testing School	Progress	Auth Fields (Identifier)	Test Code	Accommodation	Code	Actions
Anniyah Avila	DEMO Northview High School	DEMO Northview High School	Not Started	SID141	ABC123			Apply
Alexandra Kelly	DEMO Northview High School	DEMO Northview High School	In Progress	SID142	ABC123	1		Apply
Maria Hernandez	DEMO Northview High School	DEMO Northview High School	Submitted	ssid228	ABC123	1		Apply
Kenneth Wu	DEMO Northview High School	DEMO Northview High School	Submitted	ssid227	ABC123			Apply
Damien Leach	DEMO Northview High School	DEMO Northview High School	Submitted	ssid226	ABC123			Apply

High School Science Session 1 - UAT Sp2024 Proctor Groups Home > Administrations > Proctor Groups

Search by Proctor Group Name or Student In Hide Empty + Create Proctor Group + Upload Proctor Group 1 to 3 (3) « ‹ 1 › »

Name	Testing School	Students	Test Code	Proctor Pw	Progress	Actions
Mrs. Carpenter Sp2024_GrHS_SS1	DEMO Northview High School	13	ABC123 YFX23S	123ABC KSFAGK	<div style="width: 100%; background-color: green;">Complete</div>	Students Proctor
Happy_HS Sp2024_GrHS_SS1	DEMO Northview High School	7	ABC123 L1AKAK	123ABC FJIANL	<div style="width: 20%; background-color: green;">Not Started</div>	Students Proctor
Patton_HS Sp2024_GrHS_SS1	DEMO Northview High School	30	ABC123 XDQ37H	123ABC 7ANVXK	<div style="width: 100%; background-color: green;">Complete</div> <div style="width: 50%; background-color: gray;">Not Started</div>	Students Proctor

High School Science Session 1 UAT



Print student test cards

INACTIVE

50 STUDENTS

PROCTOR GROUPS

View Export Print Cards

View Export Print Cards

Print proctor group cards

Test: Sp2022_GrHS_SSI Organization DEMO State DOE

Sessions



Administration: High School Science Session 1 - UAT Sp2024
Proctor Group: Patton_HS Sp2024_GrHS_SSI

Test Code: ABC123 Proctor Password: 123ABC

Student	State Student ID	Accommodations
1. Amelia Acosta	ssid236	
2. Keiren Bernal	SSID038	Text to Speech
3. Veer Boyce	SSID043	
4. Aron Bush	ssid231	
5. Pawel Camacho	SSID044	
6. Faraz Draper	SSID042	
7. Damon Fields	SSID041	
8. Joel Fischer	ssid238	
9. Otis Frye	ssid235	
10. Jermaine Giles	ssid241	
11. Deniz Green	SSID045	
12. Lucille Harris	ssid229	
13. Samina Hayden	SSID040	
14. Maria Hernandez	ssid228	Text to Speech
15. Darcey Lawrence	SSID036	Paper-Based Form
16. Damien Leach	ssid226	
17. Cain Lindsey	ssid237	
18. Sienna McCormick	ssid240	Paper-Based Form
19. Lawrence Merrill	ssid234	
20. Tomas Morrow	SSID039	Paper-Based Form

Layout: Sequential Stacked Choose Proctor Groups Proctor Groups: 3 Pages: 7

Printing Test Cards and Proctor Cards

There are a variety of options for print layout of the test cards including one per page, 3x6, 2x4, sequential, stacked, and by proctor group title page...

Print student test cards for selected proctor groups

Page 1

<p>Maine Science</p> <p>Anniyah Avila</p> <p>High School Science Session 1</p> <p>Test Code: ABC123</p> <p>State Student ID: SID141</p> <p>High School Science Session 1 - UAT Sp2024 Mrs. Carpenter Sp2024_GrHS_SSI</p>	<p>Maine Science</p> <p>Mercedes Co</p> <p>High School Science Ses</p> <p>Test Code: ABC123</p> <p>State Student ID: SID139</p> <p>High School Science Session 1 - UAT Sp2024 Mrs. Carpenter Sp2024_GrHS_SSI</p>
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Maine Science Support Desk is Full of Up-to-Date Information

Toll Free Number: 855-544-0842 *or*

Online Self-Service: <https://mescience.zendesk.com>

Maine Science
Assessment
Program
Support Desk

The screenshot shows the Maine Science Support Desk website. At the top left is the Maine Department of Education logo. In the center is a laptop displaying a search bar with the text "What are you looking for?". To the right is the ADAM logo (Assessment Delivery and Management). Below the search bar are three main navigation boxes: "Video Tutorials & Webinars" (with a sub-description), "Resources - Document Downloads" (with a sub-description), and "Request Help" (with a sub-description). A red box highlights the "Create a ticket" link above the "Request Help" box. Below these is a "FAQ" section. At the bottom right, a red box highlights the "Call or Chat" link, and a "Call us" button is visible in the bottom right corner.

SAU Science Assessment Administration Support

** Note the New
Meridian/MZD Help Desk
contact information provided
here is unique to Maine
Science.*

*Math and Reading
assessments have a separate,
different help desk.*

Maine Department of Education

Science Assessment Coordinator

Krista.Averill@maine.gov or 207-215-2568

- [Maine Science | Department of Education](#) – Resource Page
- Accommodations, irregularities, assessment content, and policy questions

MEDMS Helpdesk

MEDMS.Helpdesk@maine.gov or (207) 624-6896

- Questions regarding assessment rosters [in NEO](#)

New Meridian/MZD

Toll Free Number: 855-544-0842 *or*

Online Self-Service: <https://mescience.zendesk.com>

- Lockdown Browser (LDB) installation issues, LDB not working
- Log in credentials & support
- Rostering information and support
- ADAM Platform



New Meridian
Science Exchange

Thank you!