New Meridian
Science Exchange

Maine Department of Education

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

New Meridian

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

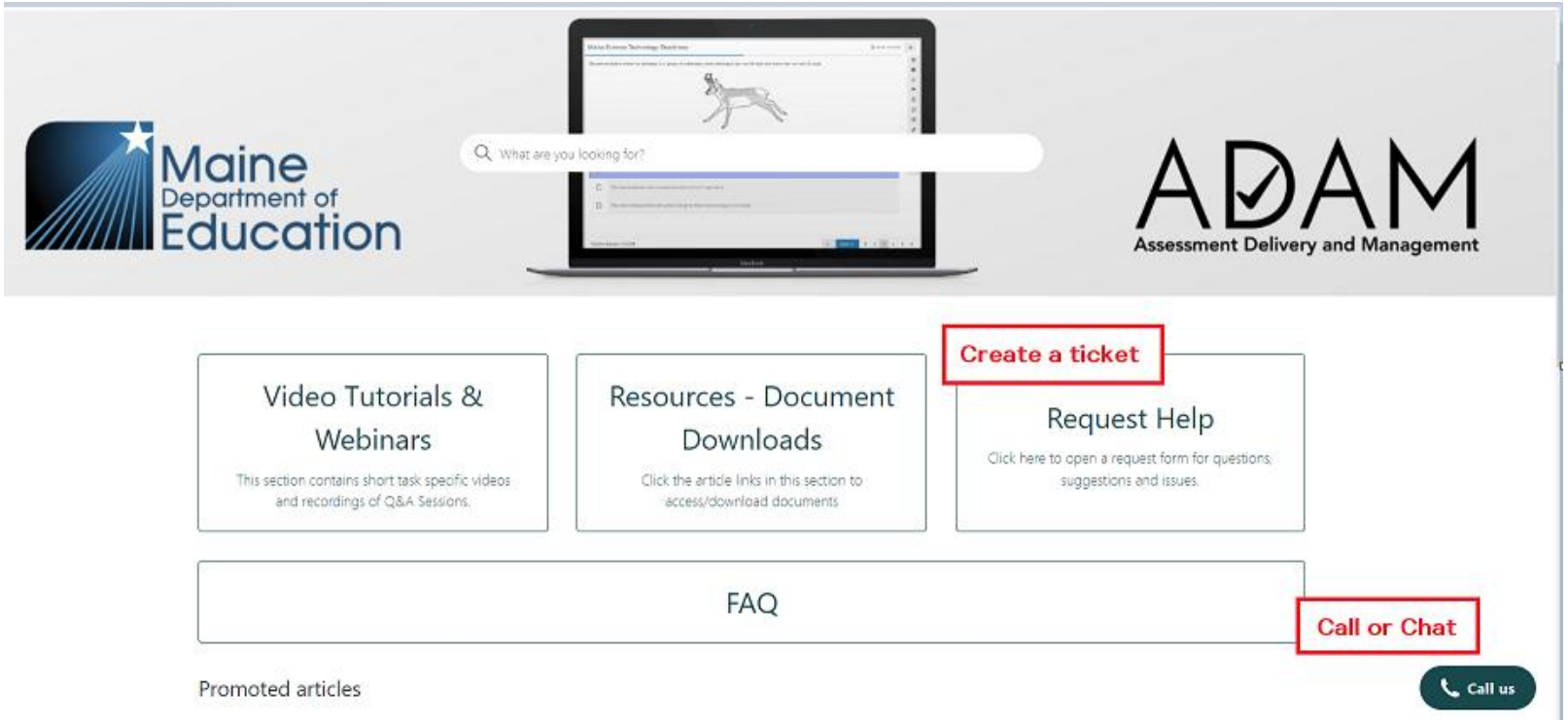
- All previous user accounts were removed prior to Spring 2024, including District Assessment Coordinator (DAC) and School Assessment Coordinator (SAC) accounts.
- DACs must re-establish their account by entering their district email at https://adamexam.com, and then selecting "Forgot Password" to create 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



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.

Accessibility Guide

Maine Department of Education

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

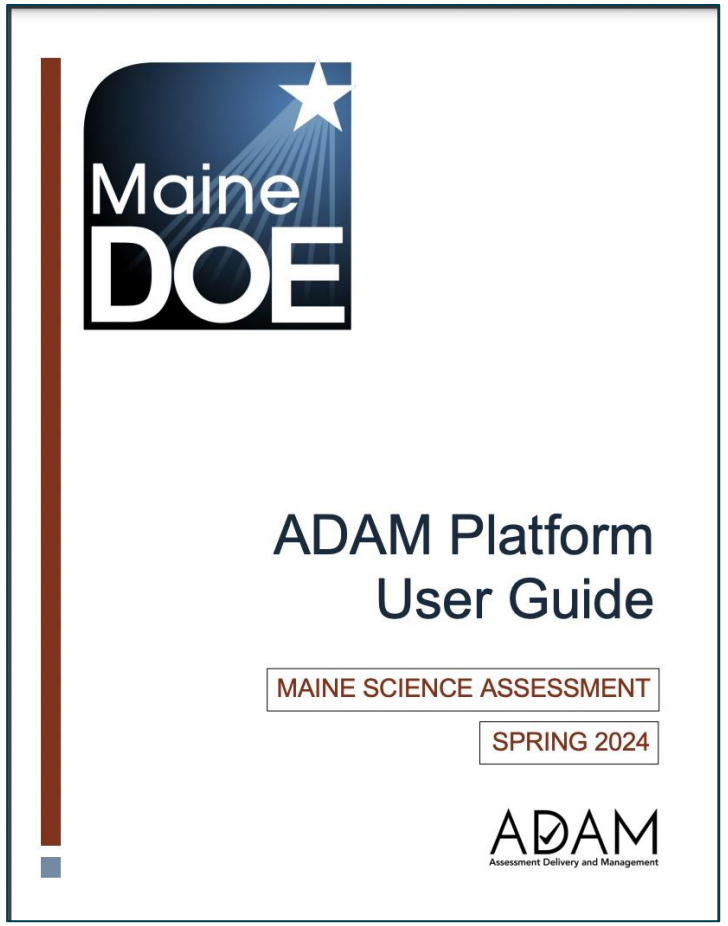
Accommodations

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	*Please reach out directly to Krista Averill at Krista.Averill@maine.gov regarding any spring 2024 braille needs.*
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 reseat student test sessions
- Can not create or manage proctor groups

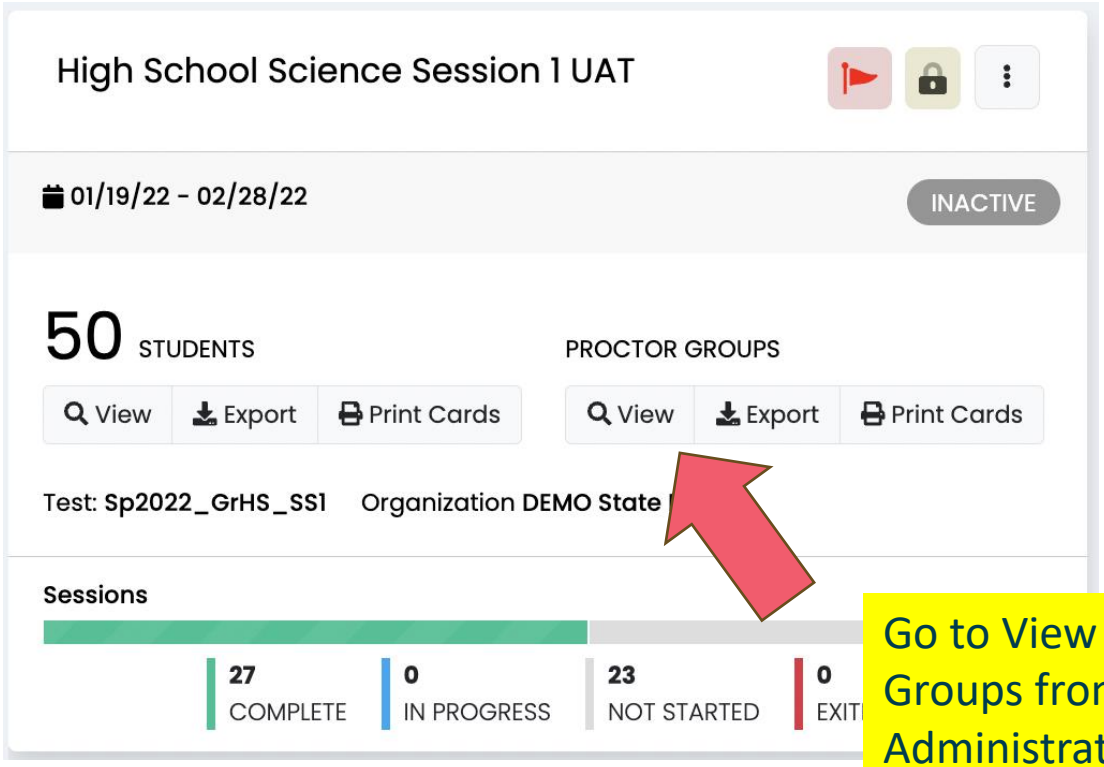
District Assessment Coordinators and School Assessment Coordinators

- 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 reseat 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



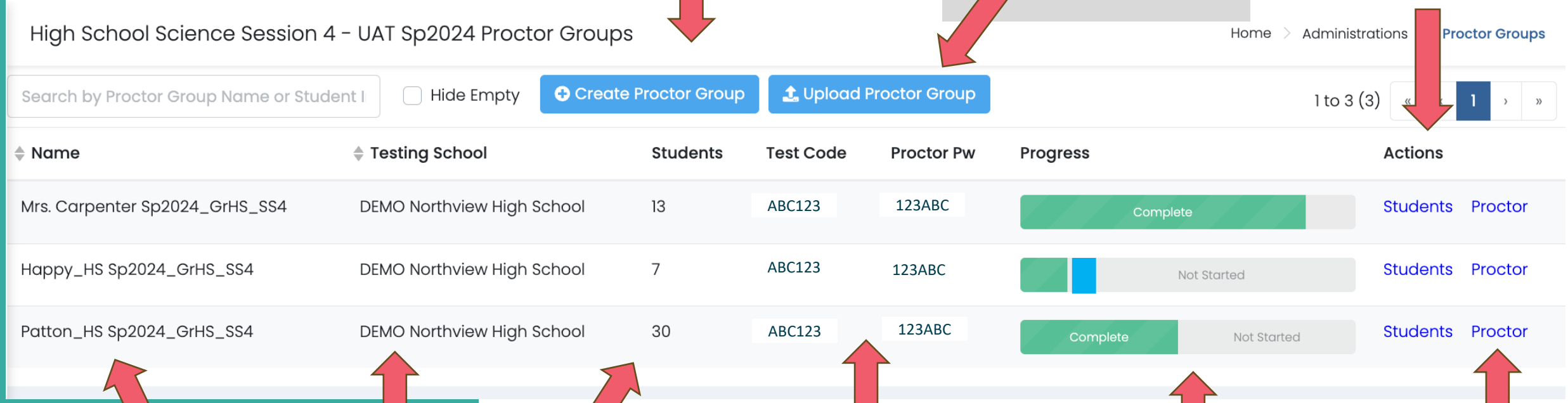
Go to View Proctor Groups from the Administration Card

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



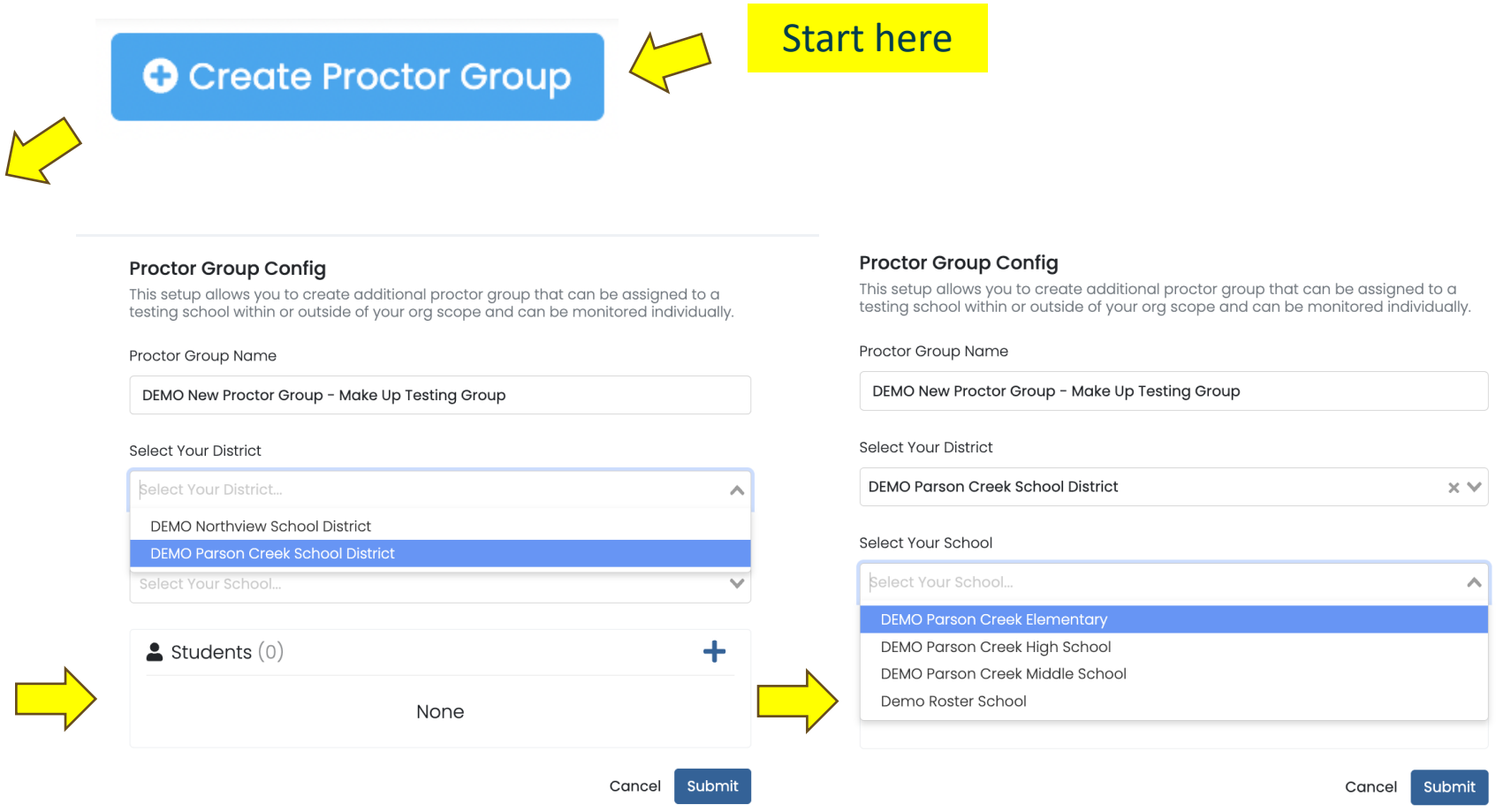
Proctor Group Details

Test Code and Proctor Code

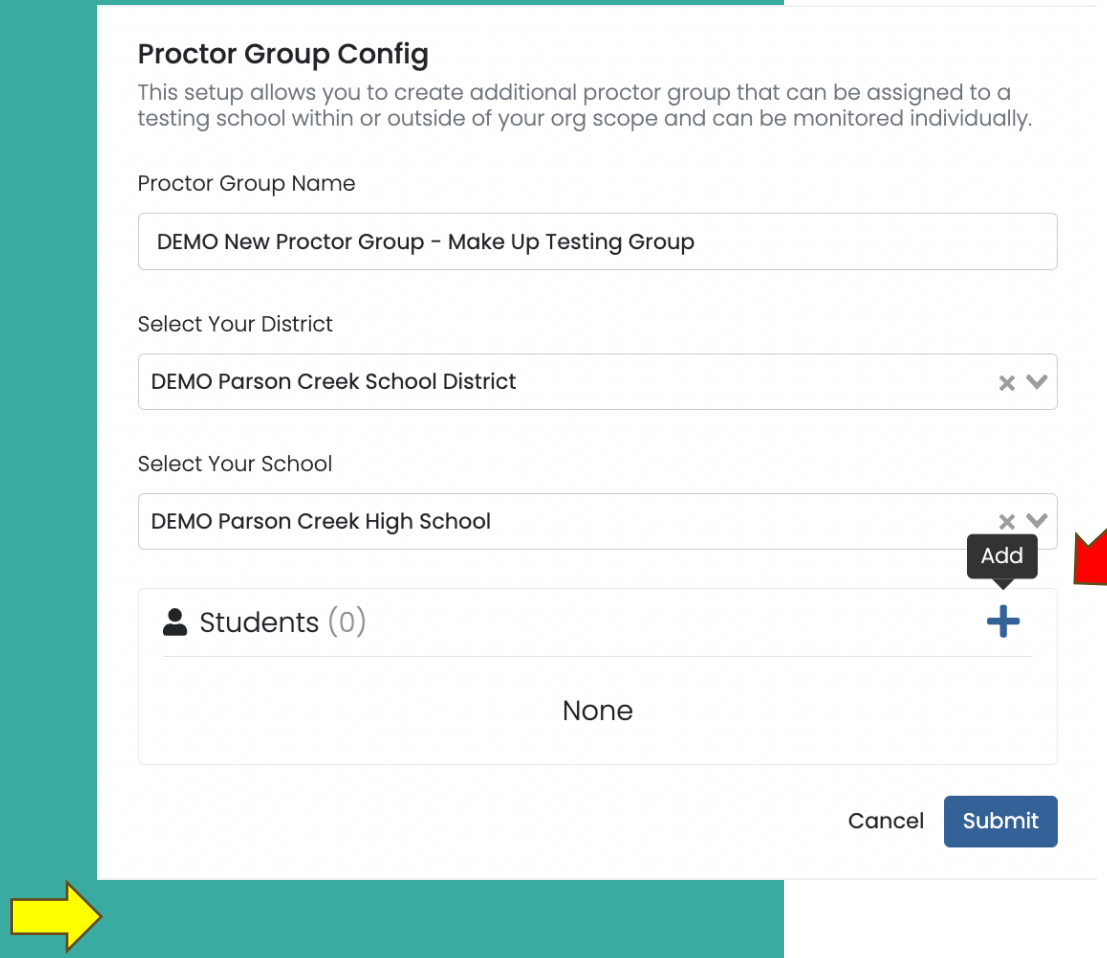
Progress Status

Open the Proctor Dashboard

Creating and Managing Proctor Groups

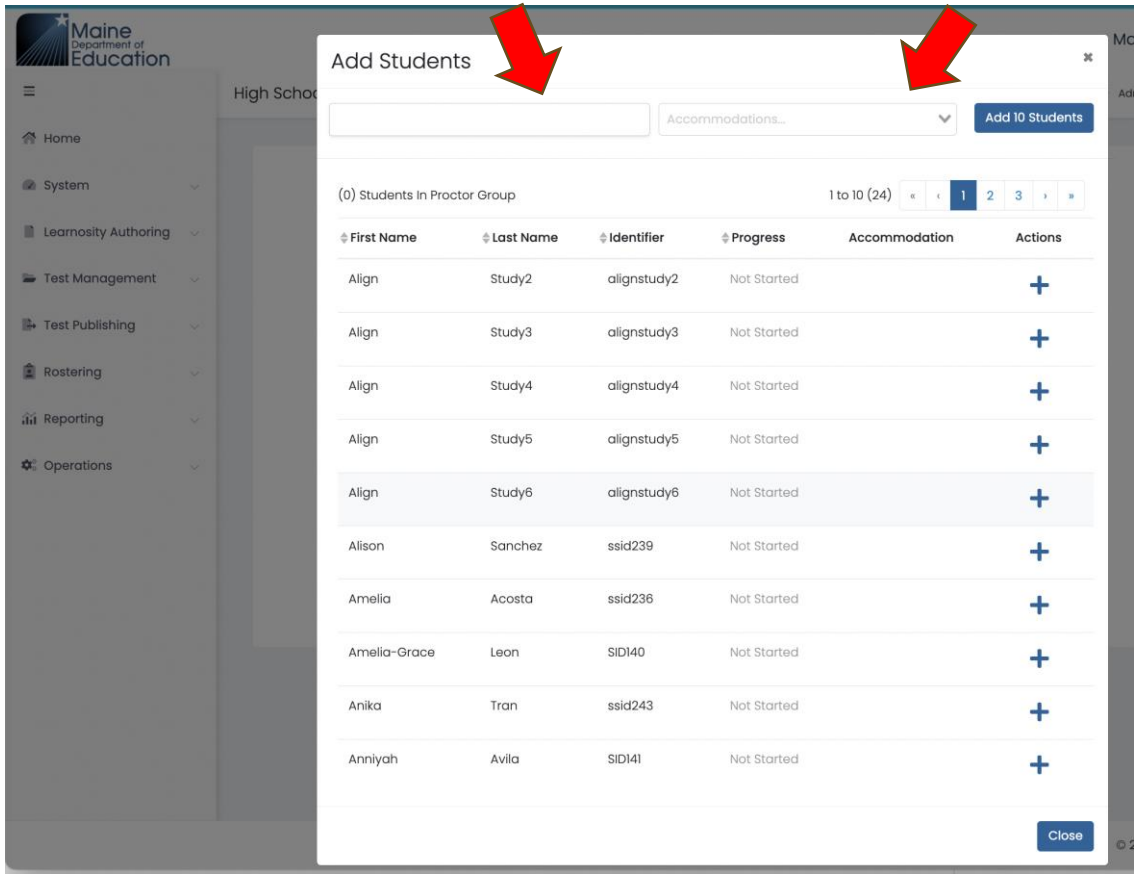


Creating and Managing Proctor Groups



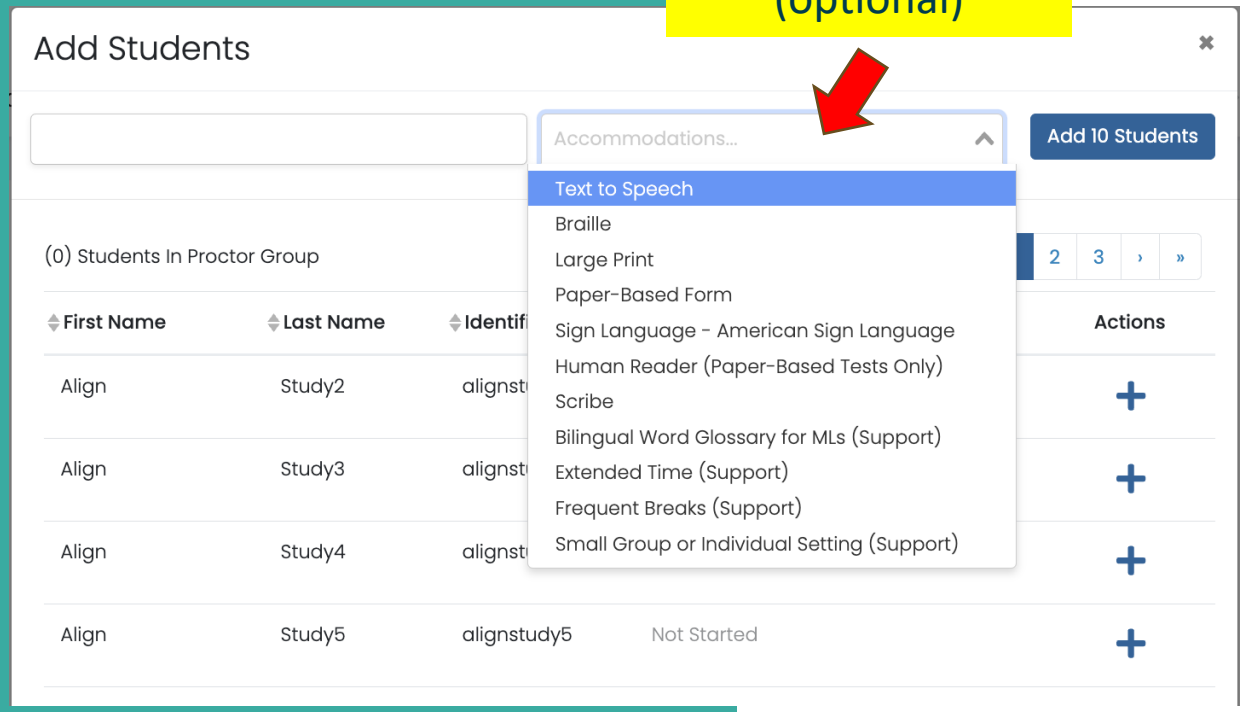
Search by student (optional)

Filter by accommodation (optional)



Creating and Managing Proctor Groups

Filter by accommodation (optional)



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

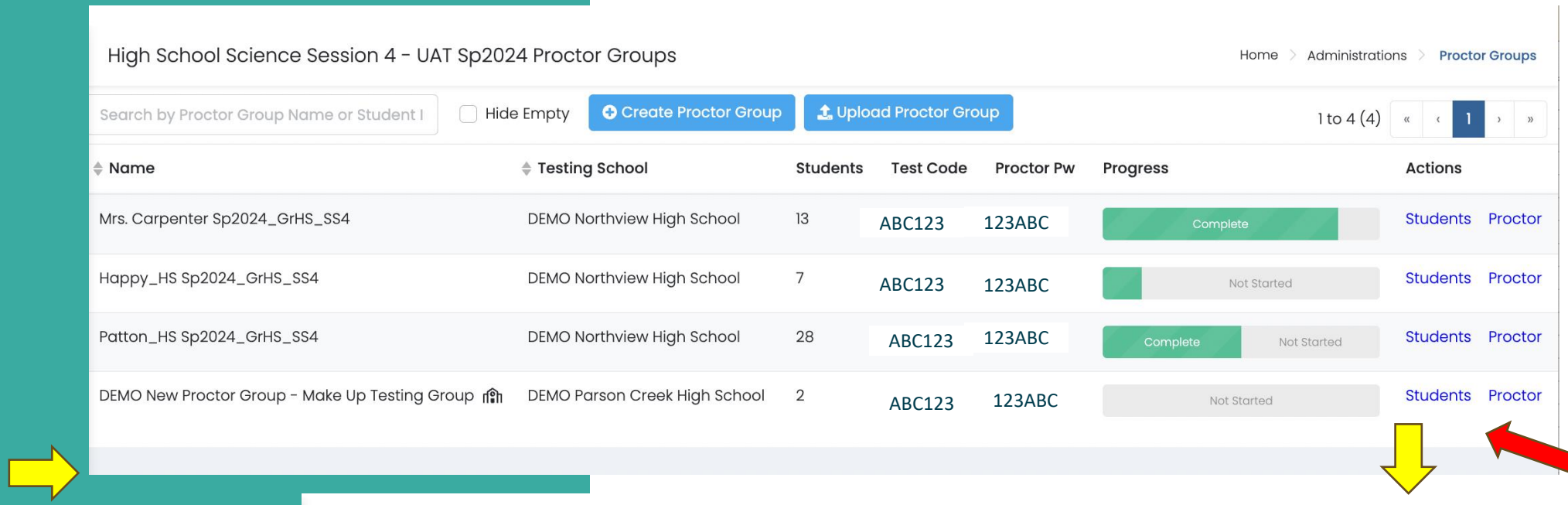
DEMO Parson Creek High School

Add

Students (2)

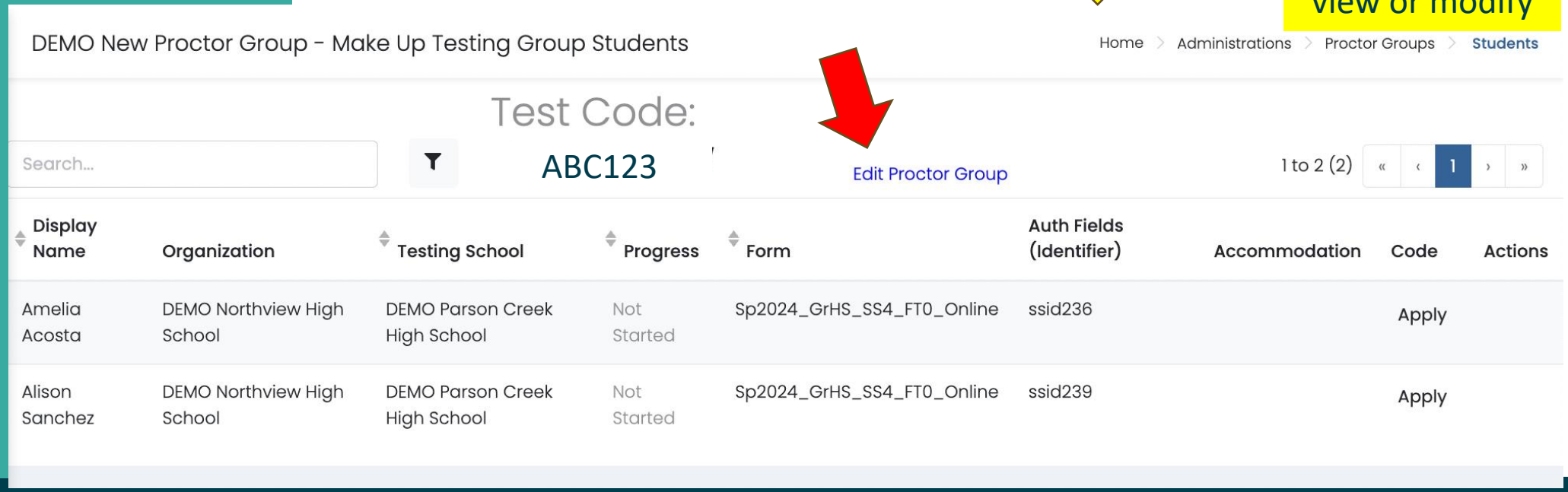
First Name	Last Name	Progress	Actions
Amelia	Acosta	Not Started	
Alison	Sanchez	Not Started	

Cancel Submit



Your new group is added to the list of proctor groups

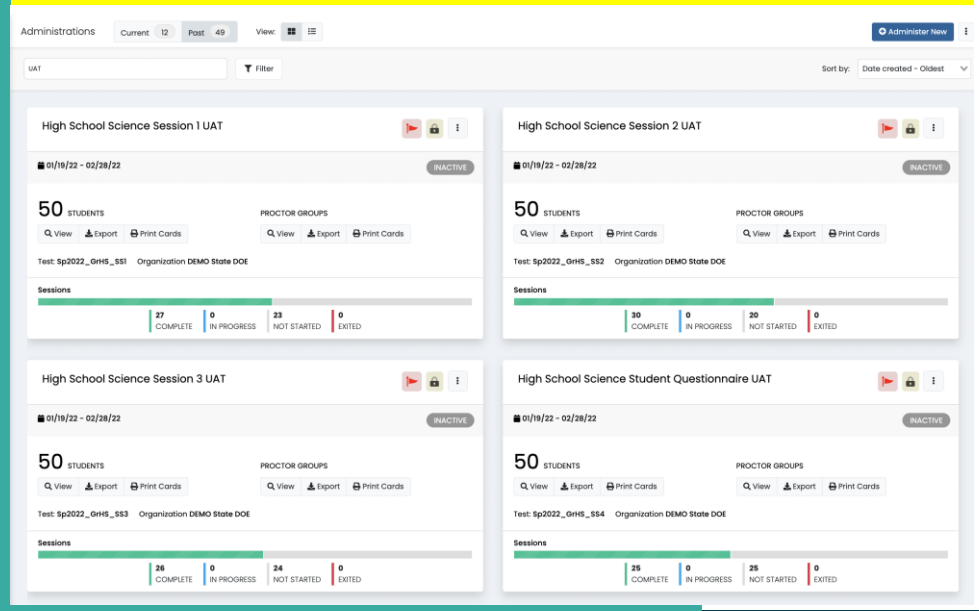
Click on "Students" to view or modify

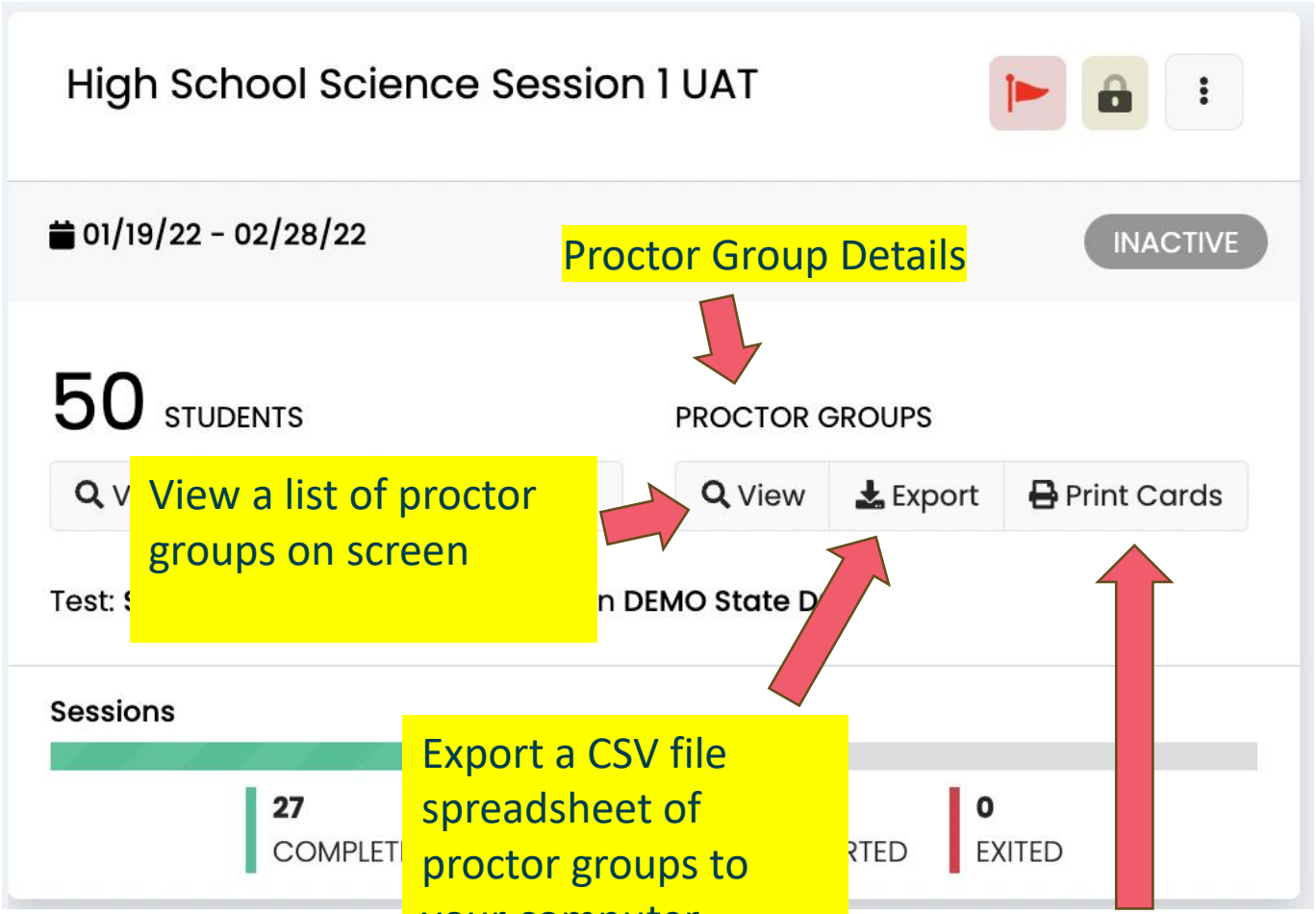


Accessing the Proctor Dashboard

District and School Coordinators

Go to:
Administrations Dashboard





View a list of proctor groups on screen

Export a CSV file spreadsheet of proctor groups to your computer

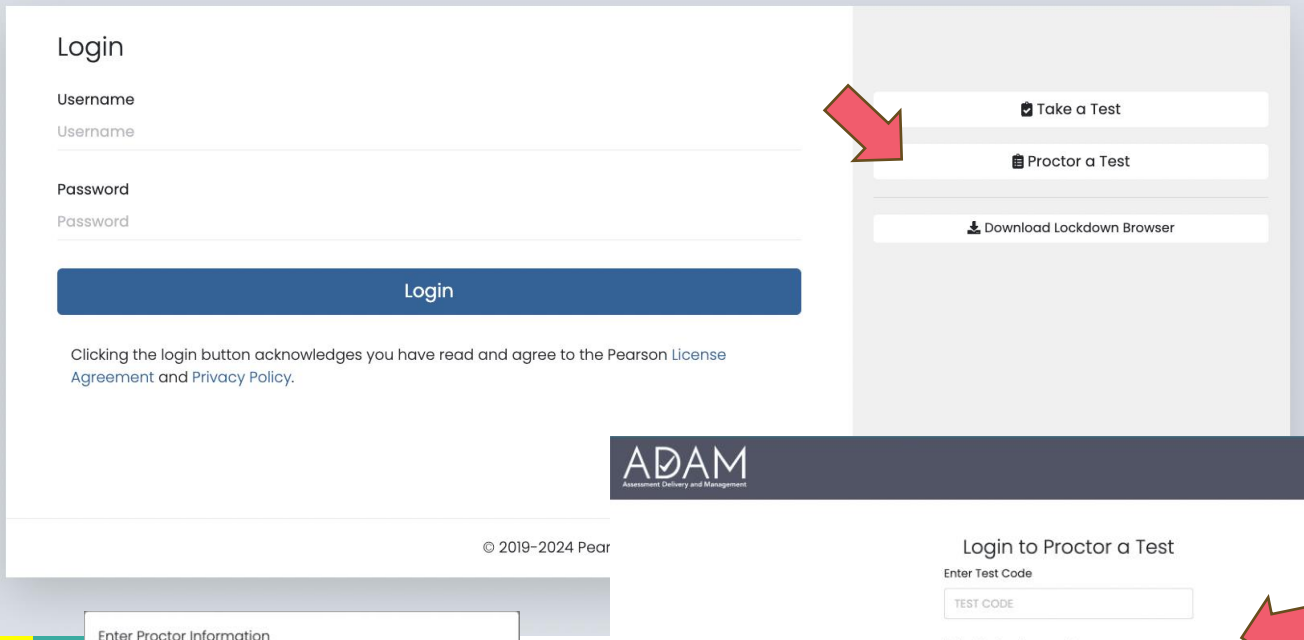
Print Proctor Cards with test codes and proctor codes for each session

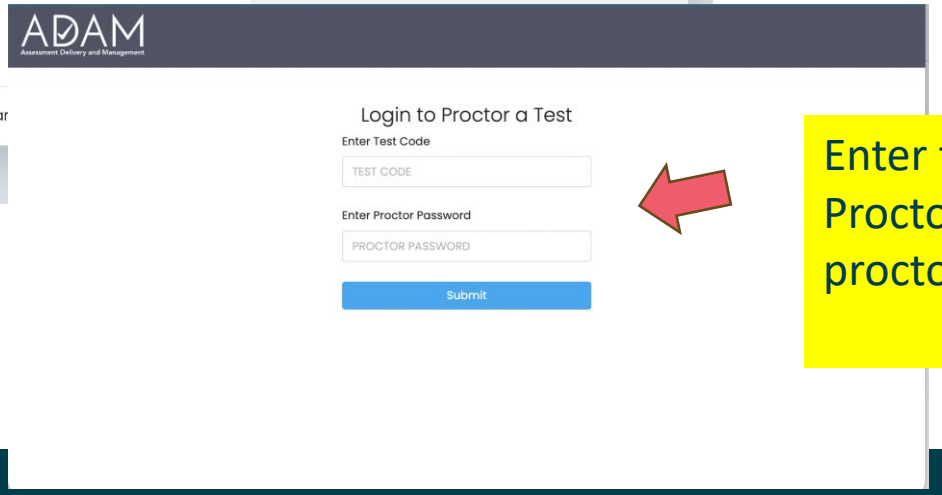
Accessing the Proctor Dashboard

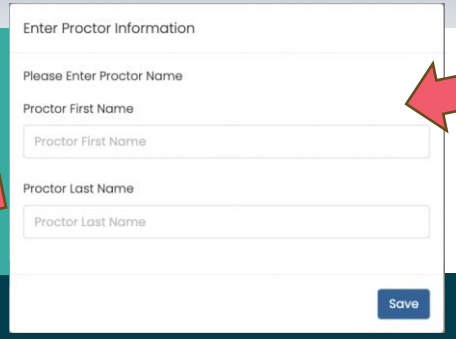
Proctors

Go to: https://adamexam.com

* Proctors do not use the ADAM Lockdown Browser







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

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

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Close ✖

Proctor Group Details

Test and Proctor Codes

Testing Information		Config Information		Actions	
Test:	High School Science Session 2	**Test Window:**	12/12/23 - 03/29/24	**Test Code:**	ABC123
Administration:	High School Science Session 2 - UAT Sp2024	**Proctor Name:**	DEMO Proctor	**Proctor Password:**	123ABC
Proctor Group:	Happy_HS Sp2024_GrHS_SS2	**Kiosk Only:**	Yes	Print Cards	
Testing School:	DEMO Northview High School				

Status Bar

Complete | Not Started

All | Not Started | In Progress | Submitted | Exited

Filter by Status

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				
Alison Sanchez	ssid239	DEMO Northview High School	Not Started	Not Started	Not Started	None	None				
Amelia Acosta	ssid236	DEMO Northview High School	Not Started	Not Started	Not Started	None	None				
Anika Tran	ssid243	DEMO Northview High School	Not Started	Not Started	Not Started	None	None				
Aron Bush	ssid231	DEMO Northview High School	Not Started	Not Started	Not Started	None	None				
Betsy Santana	ssid233	DEMO Northview High School	Not Started	Not Started	Not Started	None	None		1		
Cain Lindsey	ssid237	DEMO Northview High School	Not Started	Not Started	Not Started	None	None				
Damien Leach	ssid226	DEMO Northview High School	Submitted	Dec 19th, 7:39:12 am	Submitted		100% Attempted				

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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

Student State ID

School Name

Student 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
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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

Search...

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

Refresh Now

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 an			100% Attempted				
Alison Sanchez	ssid239	DEMO Northview High School	Not Started	Not Started			None				
Amelia Acosta	ssid236	DEMO Northview High School	Not Started	Not Started			None				
Anika Tran	ssid243	DEMO Northview High School	Not Started	Not Started	Not Started	None	None				
Aron Bush	ssid231	DEMO Northview High School	Not Started	Not Started	Not Started	None	None				
Betsy Santana	ssid233	DEMO Northview High School	Not Started	Not Started	Not Started	None	None		1		
Cain Lindsey	ssid237	DEMO Northview High School	Not Started	Not Started	Not Started	None	None				
Damien Leach	ssid226	DEMO Northview High School	Submitted	Dec 19th, 7:39:12 am	Submitted		100% Attempted				

Text to Speech (TTS) Accommodation/Support

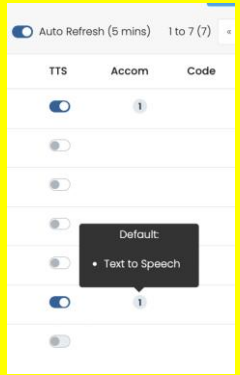
***

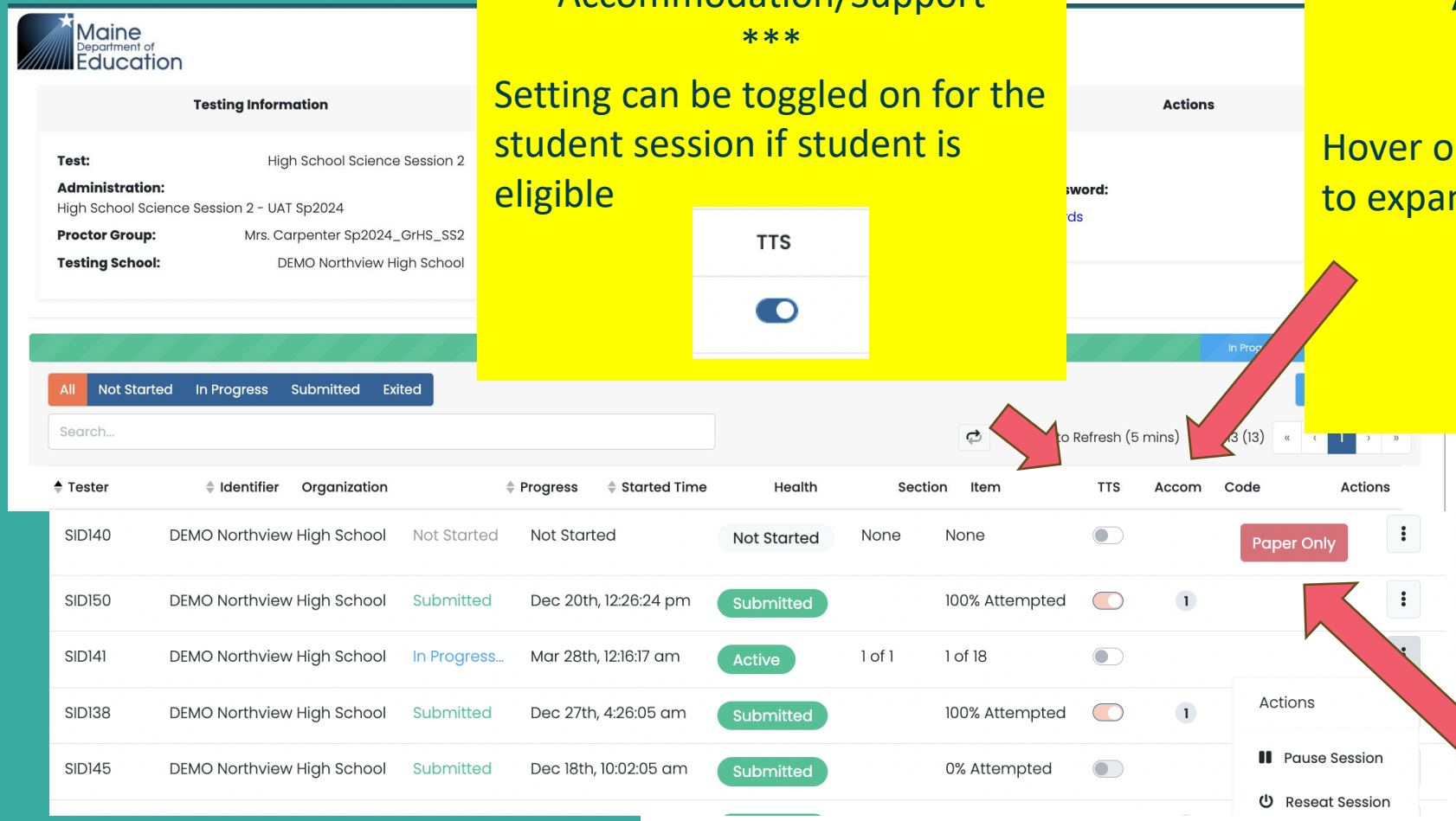
Setting can be toggled on for the student session if student is eligible

Accommodation/Support Indicator

***

Hover on the number to expand the information

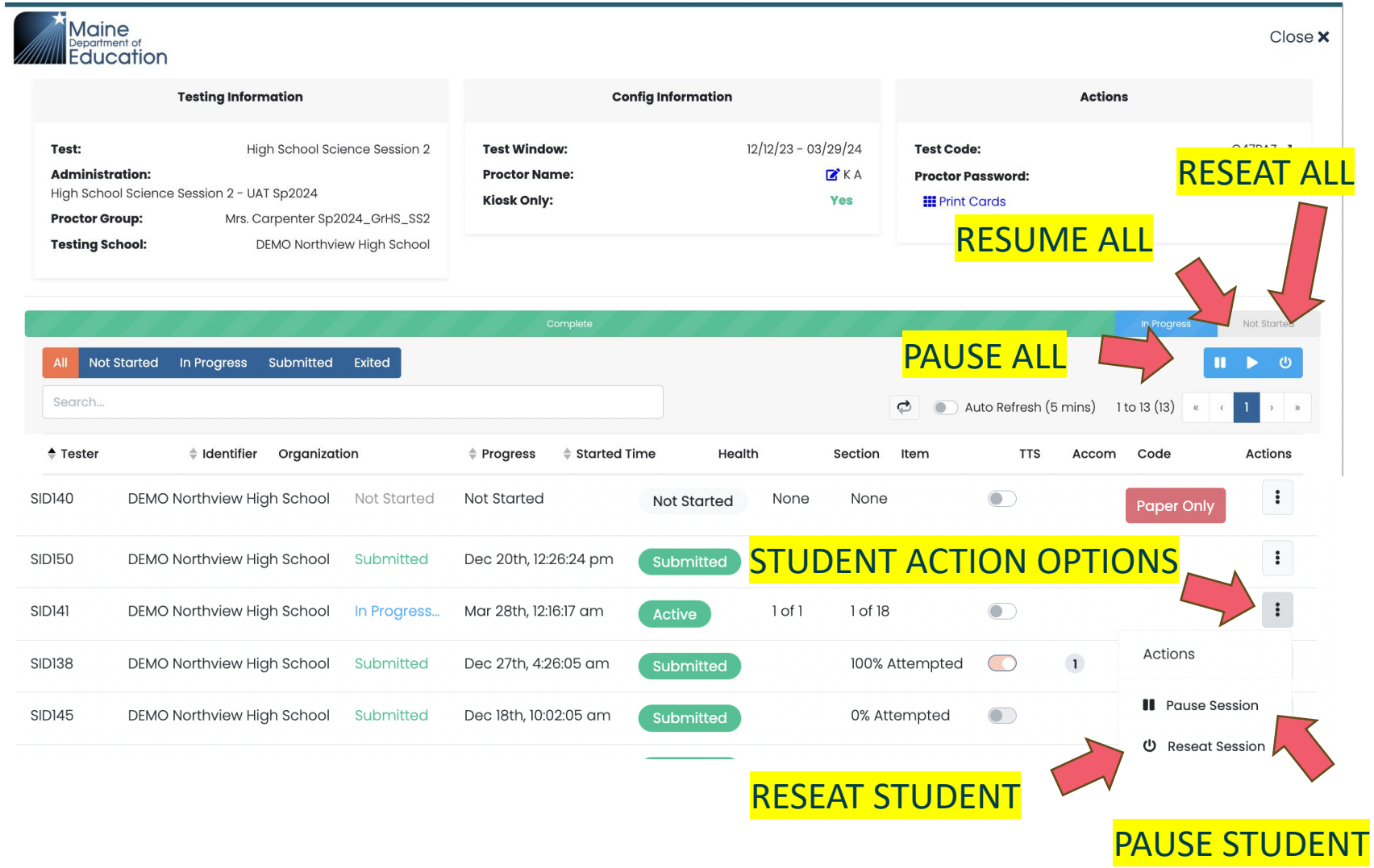




PAPER TEST INDICATOR

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



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

Actions

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

Actions

Pause Session

Reseat Session

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

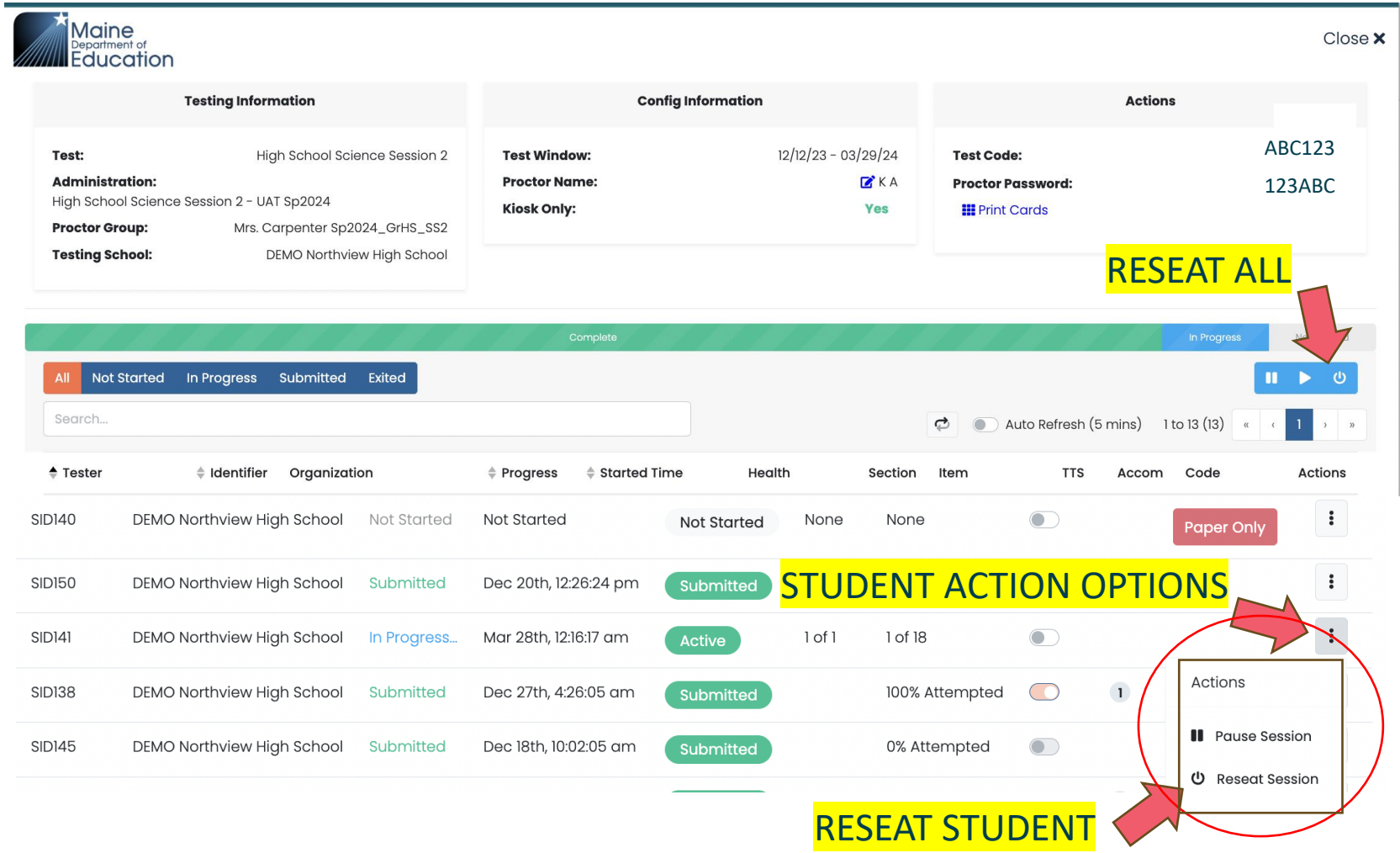
Actions

Available “Actions” change depending on the student’s progress /test status

Reseating Students

Scenarios:

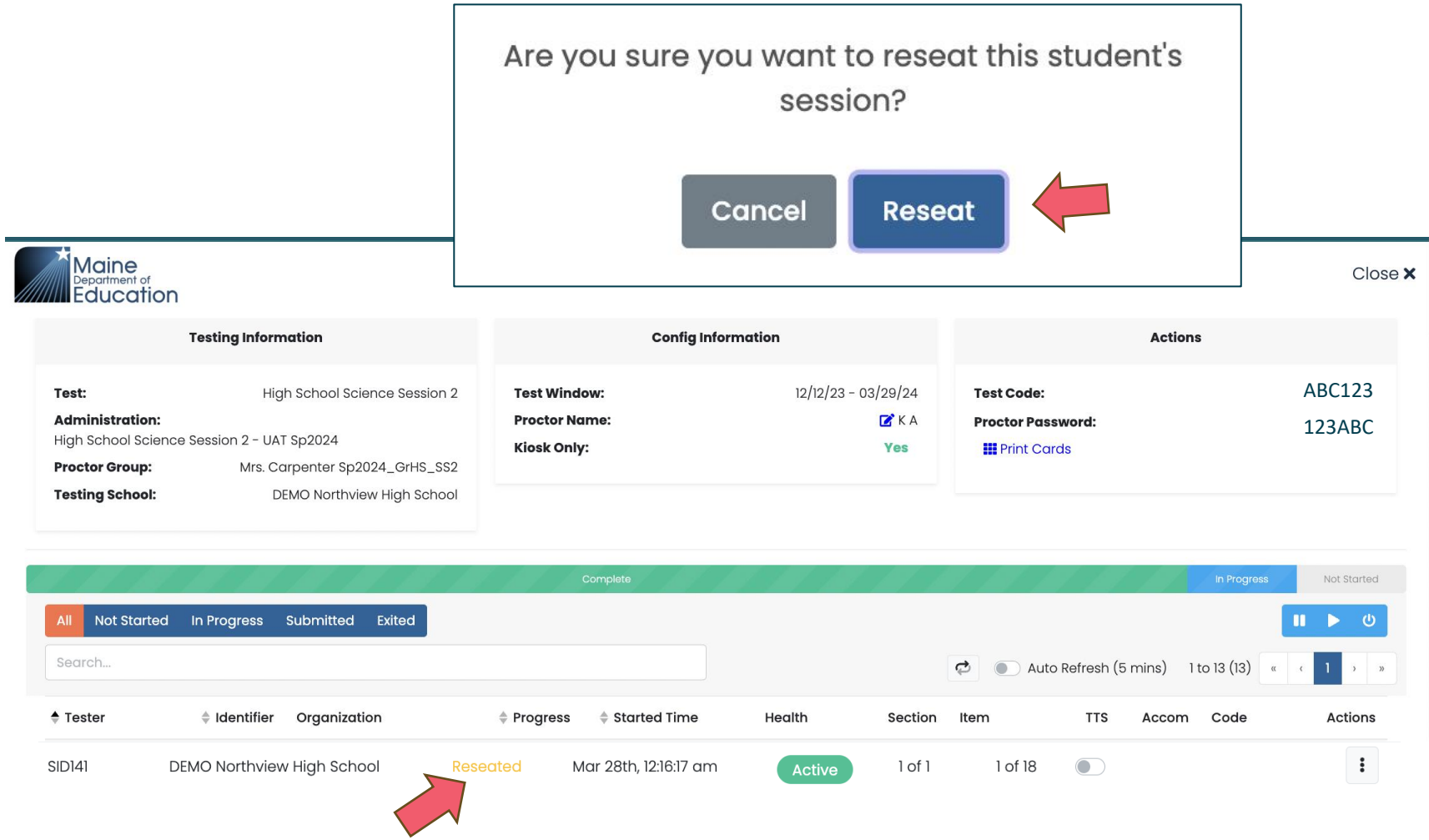
- Time-out / Idle for too long
- Network disruption
- Student accidentally closed the test window
- System closed the test due to detection of unallowed program attempting to run at the same time



Reseating Students

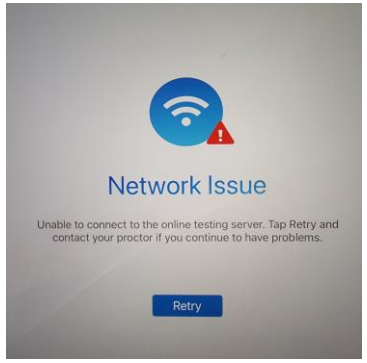
Scenarios:

- 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.



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.

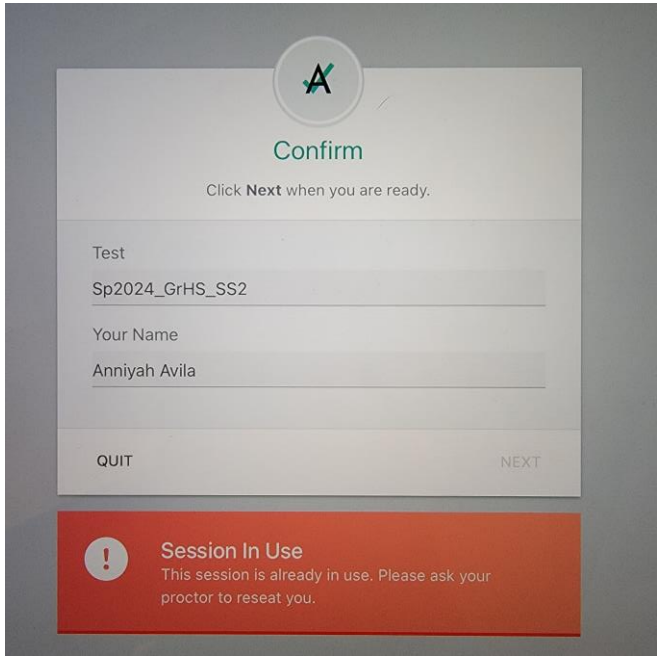
Microsoft Edge on Windows-Based Devices

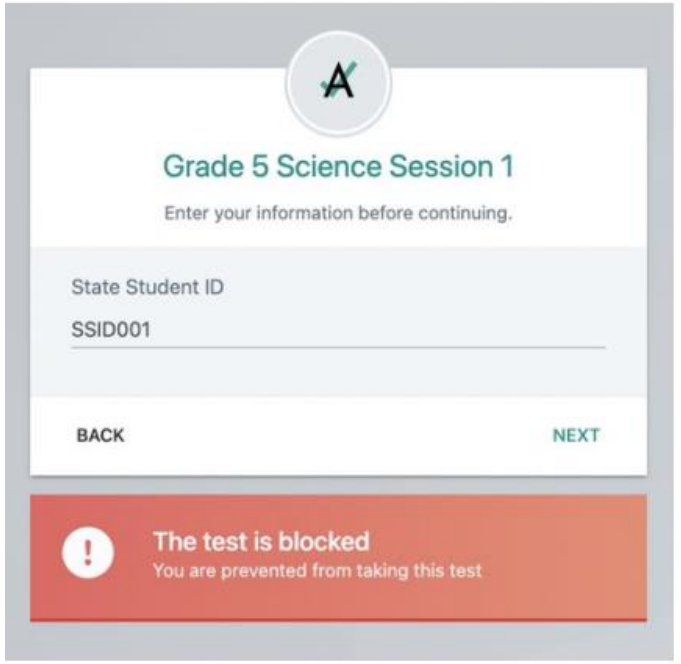
For Windows-based devices, it is recommended that prior to starting the assessment, school IT administrators disable the system setting that allows the Edge browser to "continue running background extensions and apps when Microsoft Edge is closed".

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)



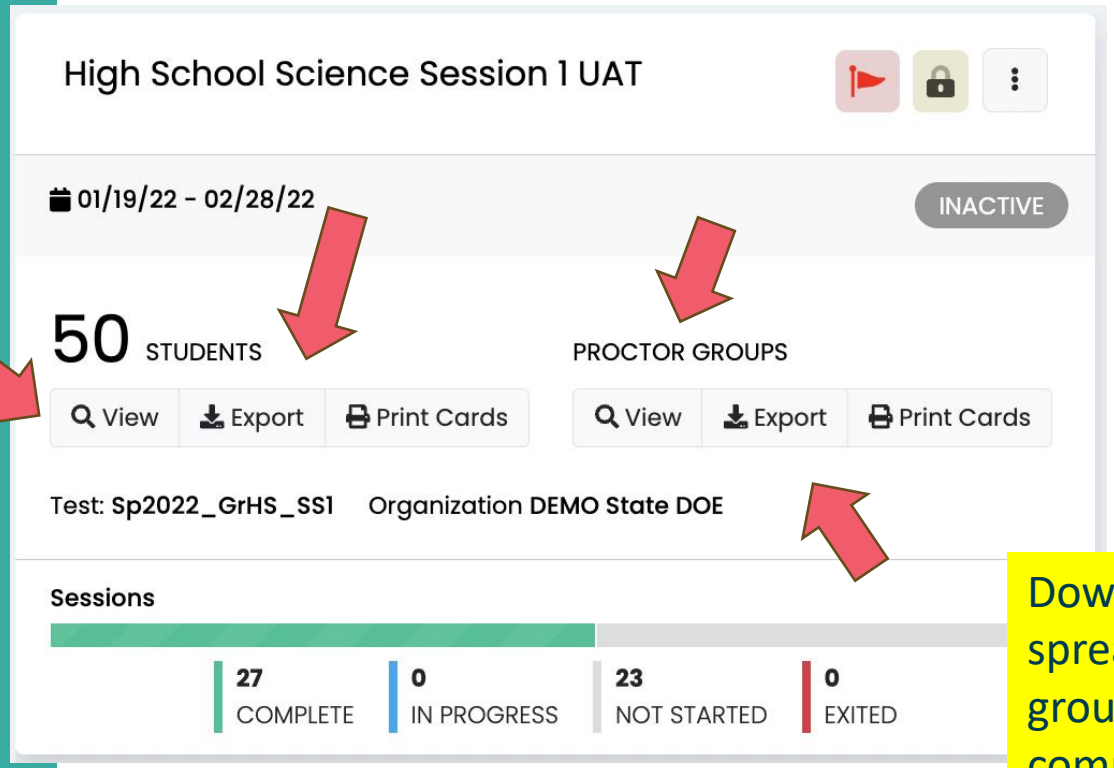


Should a student receiving a paper-based accommodation attempt to login to the online platform the following alert message will appear on the screen: *The test is blocked, you are prevented from taking this test.*

View or Export Student Rosters

View the roster details of students in the Administration

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



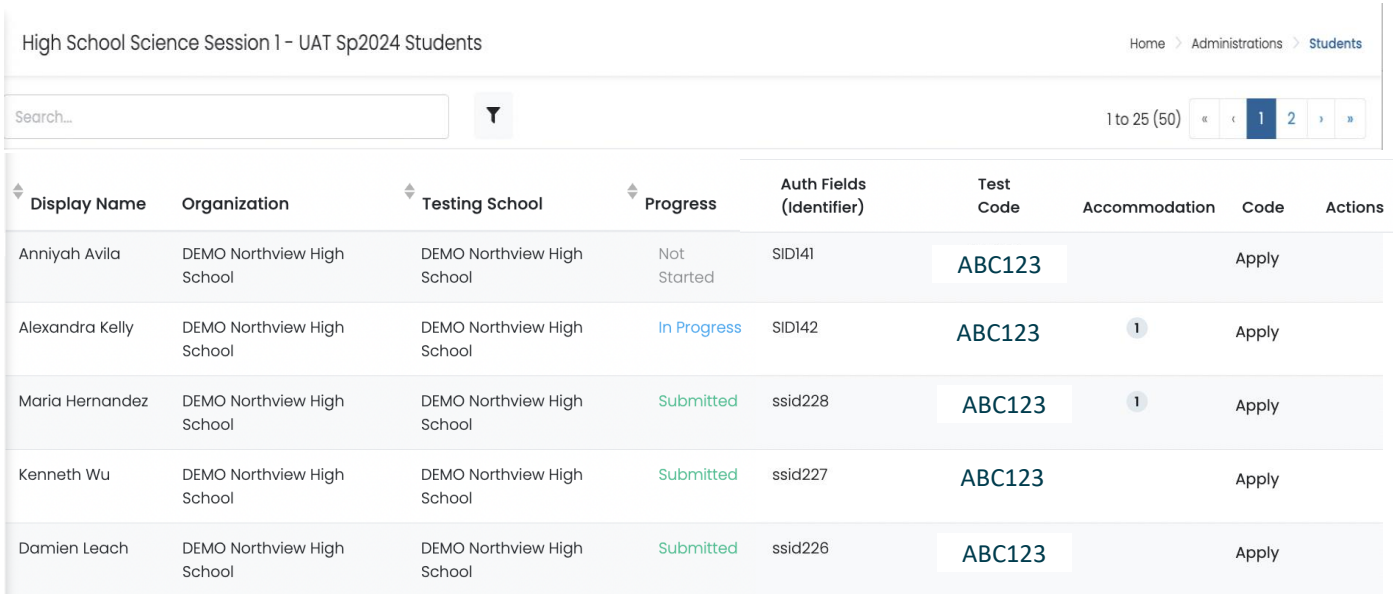
View proctor group details and lists of proctor group enrollments

Download a CSV spreadsheet of proctor group enrollments to your computer

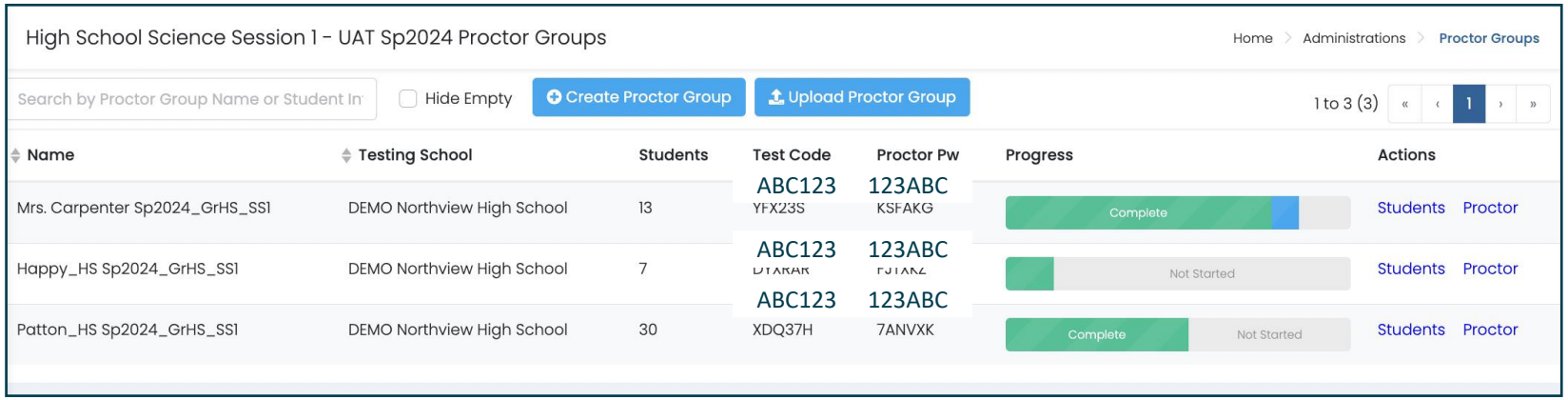
View Student Roster and Proctor Group Details

View the roster details of students in the Administration

View proctor group details and lists of proctor group enrollments

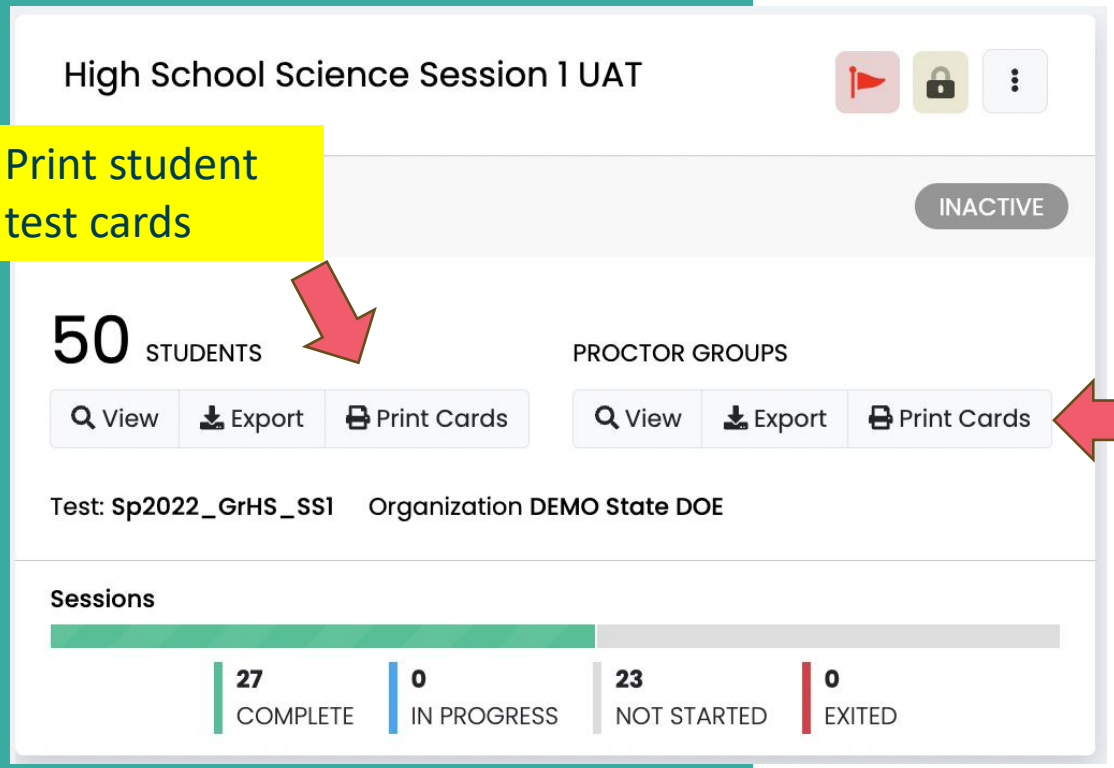


Display Name	Organization	Testing School	Progress	Auth Fields (Identifier)	Test Code	Accommodation	Code	Actions
Anniyah Avila	DEMO Northview High School	DEMO Northview High School	Not Started	SID141	ABC123		Apply	
Alexandra Kelly	DEMO Northview High School	DEMO Northview High School	In Progress	SID142	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	



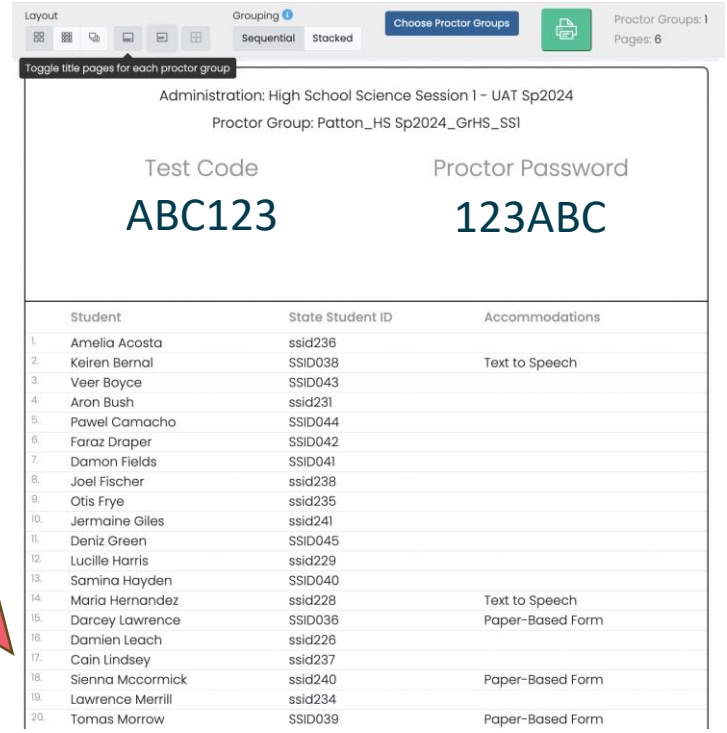
Name	Testing School	Students	Test Code	Proctor Pw	Progress	Actions
Mrs. Carpenter Sp2024_GrHS_SS1	DEMO Northview High School	13	ABC123 YFX23S	123ABC KSFAKG	Complete	Students Proctor
Happy_HS Sp2024_GrHS_SS1	DEMO Northview High School	7	ABC123 DTARAR	123ABC FJTAK2	Not Started	Students Proctor
Patton_HS Sp2024_GrHS_SS1	DEMO Northview High School	30	ABC123 XDQ37H	123ABC 7ANVXK	Complete / Not Started	Students Proctor

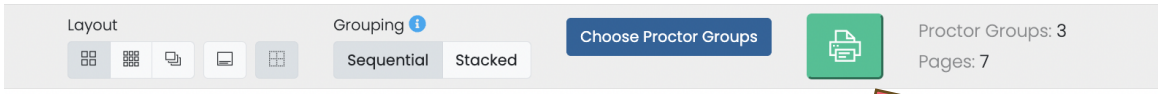
Printing Test Cards and Proctor Cards



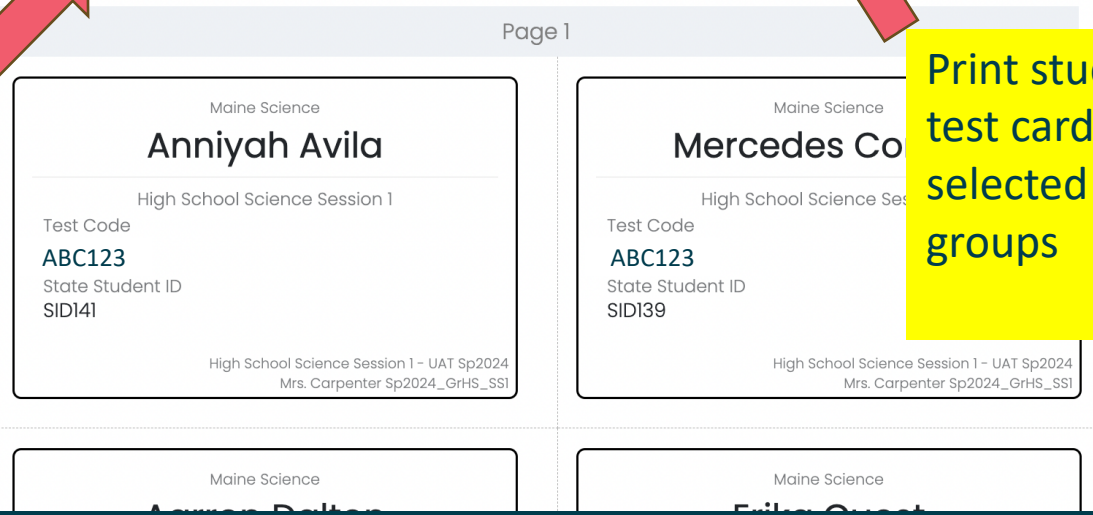
Print student test cards

Print proctor group 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

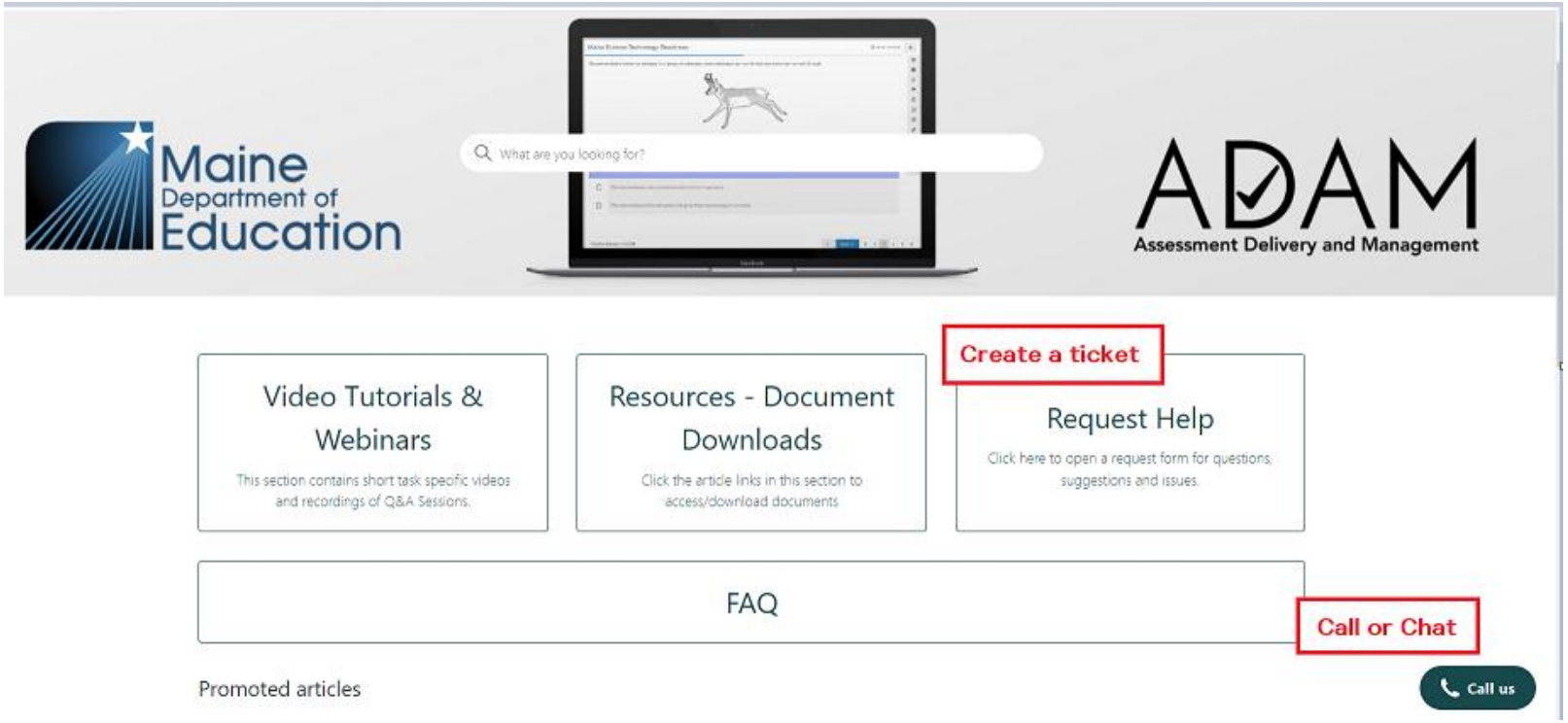
Maine Science Assessment Program

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



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!