



The Maine Through Year Assessment

Assessment Administration Training
for Spring 2023

March 16th and 21st, 2023

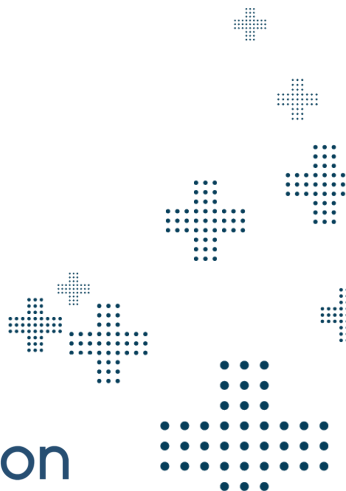
Welcome

- + Krista Averill, Maine DOE Assessment Coordinator
- + Tara Davis, NWEA Program Manager
- + Mindy Stobbe, NWEA Program Manager
- + Fred Valenzuela, NWEA Sr. Program Manager
- + Alex Luisi, NWEA Sr. Delivery Consultant



Sections Covered

- + Maine Through Year Assessment Overview
- + Technology Readiness
- + Assessment Management in Acacia™
- + Accessibility
- + Not-Tested Codes
- + Preparing and Monitoring the Assessment
- + Regional and Out-of-State Programs
- + Proctor / Student Experience
- + Operational Reports
- + Data & Reporting
- + Preparation, Resources, and Tips
- + Communication and Partner Support
- + Questions and Answers



Maine Through Year Assessment Overview



Subjects, Grades, and Delivery

- + Mathematics and Reading
 - Mathematics (3-8 and 2nd year of High School)
 - Reading (3-8 and 2nd year of High School)

- + Spring Test Window
 - May 1 – 26, 2023

- + Mode of Delivery
 - Online
 - Paper & Large Print (Print on Demand)
 - Braille (Order)



Testing Time and Scheduling Recommendations

Grade Level	Content Area	Approximate Number of Questions	Estimated Time
3 – 8	Mathematics	52	60 minutes
3 – 8	Reading	48	60 minutes
2 nd year of High School	Mathematics	52	60 minutes
2 nd year of High School	Reading	47	60 minutes

All students in the same grade, given the same assessment, will receive the same number of assessment items

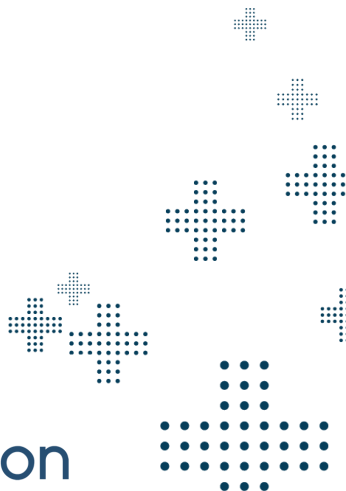
- + SAUs / Schools have flexibility in scheduling the assessment
- Recommendations:
 - + Assessments not given on a Monday
 - + Two assessments not given on the same day



Testing Time and Scheduling Recommendations

- + Estimated assessment time does not include:
 - Test ticket distribution
 - Launching the secure browser
 - Student log in
- + Students' assessment can be paused by logging out
- + Students' will automatically be logged out of the assessment after 15 minutes of inactivity

Note: *No Proctor action required for the student to resume the assessment, students must log back in using the information on the test ticket*



Student Tutorial

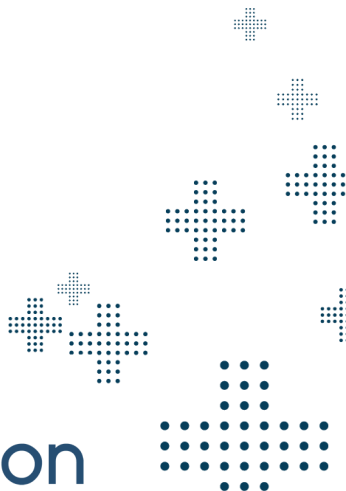
- + An interactive video for the Maine Through Year Assessment is available for students to learn how to use the online assessment platform. During this tutorial, the student will be shown the following:
 - How to use the online tools
 - How to navigate through the assessment
 - How to respond to different items types
 - Tips for taking the assessment

Resource and Link: [Maine Through Year Student Tutorial](#)

Item Type Sampler

- + An item type sampler or practice assessment will provide students an opportunity to practice each item type and gain familiarity with the platform
- + Includes all item types and tools for each grade and subject
- + Accessible by the NWEA assessment portal, the Maine DOE webpage or a link in the secure browser
- + Paper item type samplers are also provided as PDFs for schools to download and print (including answer keys)
- + This is also a great way to ensure that devices meet all the system requirements before the actual day of the assessment.

Resource and Link: [Maine Online Item Type Sampler](#)



Item Type Sampler



Select an Assessment to take

Maine Through Year Assessment →

Item Type Sampler →



[← Back](#)

Practice Using the Software

You must select an option for each field in order, from first to last.

Year

Select a Year

Grade

Select a Grade

Subject

Select a Subject

Accommodation/PNP

Select Accommodation/PNP

Reset

Take Assessment →

Resource and Link: [Maine Online Item Type Sampler](#)

Technology Readiness



State Solutions Secure Testing Browser

- + System Requirements
 - New Secure Testing Browser or App is REQUIRED for all devices
 - NWEA State Solutions Secure Browser

<https://securebrowser.state.nwea.org>

***Note:** This is a different Secure Testing Browser than what was used for MAP Growth*

Device and Application
MAC Secure Testing Browser
Windows Secure Testing Browser
Chromebook App
iPad App



State Solutions
Secure Browser



MAP Growth
Secure Browser

Resource and Link: [NWEA State Solutions System and Technology Guide](#)



Tips for Installing the State Secure Browser

- + Partner Code: ME
- + Multiple Device Management Installation available
- + Secure Browser can be downloaded from the new platforms Management System or via NWEA provided link
- + Reminder: Turn off auto updates on student devices during the administration window

Note: *The State Solutions Secure Testing Browser is different from what was used for MAP Growth. The MAP Growth STB does not need to be uninstalled before installing the State Solutions STB.*



Supported Devices

+ NWEA State Solutions Secure Browser



Device	Supported OS Versions
Windows PC	Windows 10, Windows 11
Mac OS	10.15, 11, 12, 13 (Mac OS 10.14 is no longer supported by Apple or NWEA but it has not been disabled from working)
Chromebook	Release Channel Only – Current Version + previous 5 versions
iPads	iOS 14, 15, 16* (iOS 13 no longer supported)

* iOS 16 is not yet listed in the resources below but is supported

Resources and Links:
[NWEA State Solutions System and Technology Guide](#) and
[NWEA State Solutions System Requirements Guide](#)



Minimum System Requirements

Minimum System Requirements for Proctors, Teachers and Staff

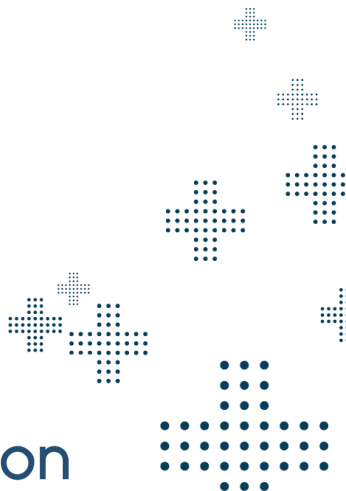
System functionality and screens may display, operate, or appear differently in different web browsers and operating systems. The application is optimally viewed using a 1280 x 1024 screen resolution. The system is supported on the following web browsers.

Web Browser	Requirements
Mozilla® Firefox®	Latest version
Microsoft Edge®	Latest version
Safari®	Latest version
Google Chrome™	Latest version
Safari on iPad	Latest version
NOTE: Internet Explorer® is not supported.	



Technology Readiness

- + NWEA State Solutions System and Technology Guide
 - IT Readiness
 - Network and System Requirements
 - State Solutions Secure Browser Installations
 - Allowed Lists
- + Online Readiness Check
 - Upon launching the Secure Browser
 - Additional site available for checks



Online Readiness Checker



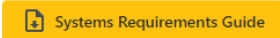
Online Readiness Tools

Check your system to see its level of readiness for testing implementation.

System Requirements

Your Operating System	Windows NT 10.0
Your Browser Version	Chrome 92.0.4515.131

Find the minimum system requirements, including hardware and software, for your platforms and devices in our requirements document:



Download the Secure Browser

Download the Secure Browser for your platform below. Refer to the [System Technology Guide](#) for documentation on the application for every platform.

Platform	Download
Windows	Installer (.msi)
macOS	Installer (.pkg)
MDM configuration profile (macOS)	Config file
iOS	App Store
Chrome	Chrome Web Store

System Check Test

Resource and Link: [Online Readiness Checker](#)

School Capacity Calculator

Use this calculator tool to estimate a school or test center's capacity to conduct online testing. Choose the option you would like to calculate below.

Select Calculation Type

Maximum Student Capacity

of Computers

of Test Sessions Available per Day

of Days Allowed for Testing

Calculate

System Check Test

Run this network speed test to determine the maximum number of simultaneous testers your network can handle. Select the button below to start the test.

SPEEDTEST

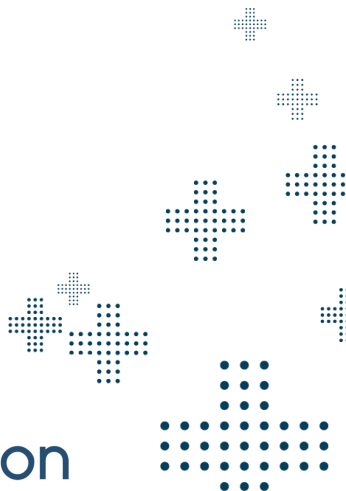


System Maintenance & Releases

Comprehensive Assessment Platform (CAP) will be unavailable

- + Friday, March 17 at 8:00pm EST through Saturday, March 18 at 1:00pm EST
- + Friday, April 14 at 8:00pm EST through Saturday, April 15 at 1:00pm EST
- + Friday, June 23 at 8:00pm EST through Saturday, June 24 at 1:00pm EST
- Reminder: Turn off auto updates on student devices during the Assessment Administration Window

Resource and Link: [Platform and Software Maintenance Windows](#)



Assessment Management in Acacia™



Maine Through Year Assessment Security

- + District/School Assessment Coordinators, Assessment Administrators and Proctors must be trained prior to the assessment administration
 - Training materials are provided by Maine DOE and NWEA
- + Maine DOE requires that all Assessment Coordinators and Proctors review the information in the Maine Assessment Security Handbook
 - Required to complete and sign the MEA Assessment Security and Data Privacy Agreement

Resource and Link: [The Maine Assessment Security Handbook](#)



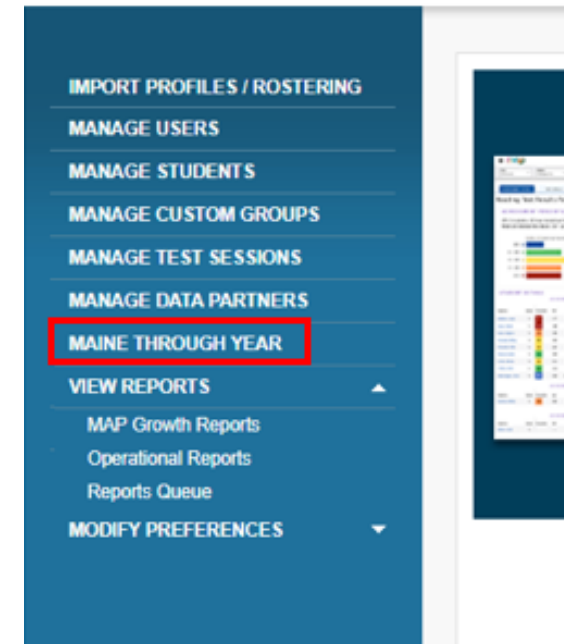
Acacia™ Components

- + Acacia™ Manage
 - The management system allows administrators and teachers to smoothly manage the entire assessment process including managing students, online test assignments, monitor test status, analyze data reports, and much more – all in one place!
- + Acacia™ Assess
 - The online test delivery platform that delivers assessments to students
- + Acacia™ Reports
 - The online reporting suite (ORS) provides a dynamic, *real-time, easy-to-use reporting for assessments
 - * *Real-time reports will be available starting in Fall 23*



Accessing Acacia - Single Sign On

- + Single Sign On (SSO) connects your access from MAP Growth (aka MARC) to Acacia Manage
 - One less username and password to remember
 - User roles will be managed through MARC
 - Same user roles in MARC and Acacia, permissions may vary slightly
 - *Having a missing or incorrect School State Code will error out and prohibit you from accessing Acacia*
 - After logging into MARC, users will see the 'Maine Through Year' link (which will become available on 4/3)



Acacia Home Screen

Menu

Home

Students

Online Testing

Reports

Organizations

Welcome, AOS94 DAC

Feb 21, 2023

Welcome to your assessment management system. Here you can manage students, assign test administrations, and view score reports.

For more information, view your [Help documents](#) or visit https://www.maine.gov/doe/Testing_Accountability/MECAS/NWEA.

Announcements

Create/Edit

First Announcement

First Announcement

Dec 16, 2022 by me, uat

Shortcuts

Find Student

Monitor Test

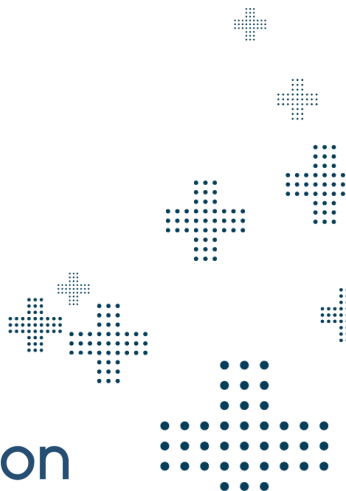
View Groups

View Reports

- + Help ?
- + Profile
- + Logout

Maine Through Year Assessment Tasks

- + Import Student Roster will be done by the Maine DOE in Acacia
- + Import Student Roster will be done by the SAUs in MAP Growth
- + Import Student Registrations will be done by SAUs
- + Update / Add additional Student information such as Accommodations and NTC's
- + Print Test Tickets
- + Monitor Student Progress
- + Data Clean Up
- + Access Reports

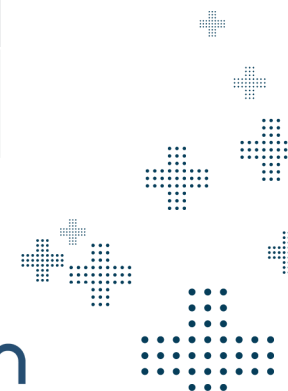


Roles for Acacia Setup

	Manage Users (in MAP Growth)	Roster Students (in MAP Growth)	Register Students	Manage Students (in MAP Growth)	Manage Sessions / Accommodations / NTC's	Manage Online Assessment Dashboard
District Assessment Coordinator	X	X	X	X	X	X
Data Administrator	X	X		X	X	
Proctor						X
School Assessment Coordinator			X	X	X	X

Roles for Testing Students

	District Assessment Coordinator	School Assessment Coordinator	Proctor
Assign Accommodations	X	X	
Assign Not-Tested Codes	X	X	
Create Optional Student Groups (in MAP Growth as Classes)	X		
View Manage Online Testing Dashboard	X	X	X
Print Test Tickets	X	X	X
Proctor Registered Assessments			X



MAP Growth School State Codes

- + School State Codes are an important part of the SSO connection between MAP Growth and Acacia
- + Having a missing or incorrect code will error out and prohibit you from accessing Acacia
- + School State Codes need to align with the School State Codes in the Infrastructure Data for 2022/2023 SY located on the Maine DOE website
 - [Maine School State Codes 2022/2023 SY](#)
 - Note:** Leading zeroes should not be included in the School State Code (School Org ID)*
- + School State Codes should be reviewed before and during each assessment window
 - Users that can make these changes will have a role of System Administrator or District Assessment Coordinator (DAC)
 - This can be done in MARC under Modify Preferences > Modify District > Edit Name and School State Code under Schools Sections



MAP Growth School State Codes

+ Rostering with Clever

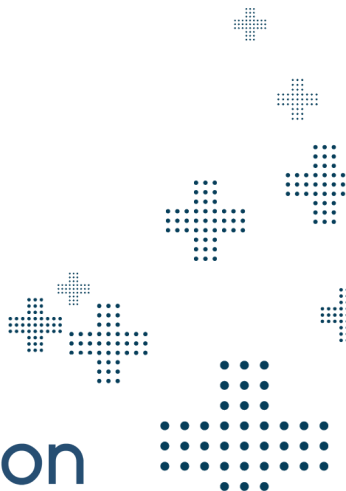
- If Clever is being used, confirm that Clever is sharing the **State_ID** field with NWEA; this can be located under the school you will be sharing
- The State_ID field maps to the School State Code in NWEA
- In Infinite Campus the field shared with Clever is sch_number

***Note:** If Clever is used for rostering and the school state code is only updated in MARC, the nightly Clever sync will override those updates.*



Acacia Rostering

- + Maine DOE will be responsible for rostering students in Acacia
- + Students will be rostered to their "Reporting School," which is the school they attend and at which they receive their instruction
- + Maine DOE and Synergy/Neo are the source of truth for which students are rostered
- + Maine DOE will upload a roster file prior to each assessment window and will upload daily delta/roster files for any changes made in Synergy from the prior day



Rostering for MAP Growth Reports

- + Exciting news! MAP Growth reports will be available in MARC **for RIT scores** from the Maine Through Year Assessment
- + For these reports to be available, student rostering will need to be done in both MAP Growth and Acacia
 - Maine DOE will roster for the Maine Through Year Assessment
 - SAUs will need to roster in MAP Growth *before May 26, 2023*, to have RIT data from the Maine Through Year Assessment in MAP Growth reports
 - + This process is the same process you have done in previous assessment administrations
 - Student ID must be the same in both platforms – this is the connector for MAP reporting



Maine MAP Growth Rostering

- + SAUs will continue to use the NEO export to roster in MAP Growth as they have for previous administrations
- + Should any edits need to be made to student demographics, these changes must be changed first within Synergy directly for Synergy/Neo to remain the source of truth
- + Once the change has been made in Synergy, information will be updated the next business day in Acacia via the daily/delta roster file



End of Spring 23 Sync Schedule

- + A sync will be done at the end of the Spring 23 assessment window to ensure the Maine DOE will have the opportunity to upload the final Spring roster into Acacia
- + Spring 23 SAU Cleanup Dates
 - 5/30/23 – 6/02/23
- + Spring 23 NWEA Cleanup Dates
 - 06/05/23 – 06/06/23
- + Spring 23 Maine DOE Cleanup Dates and Import Final Spring Roster
 - 06/07/23 – 06/09/23



Registration

- + Test registrations are created automatically when students are rostered
- + Any needed edits to registrations will be done by SAUs
 - This will be an upload into Acacia via the registration report
- + Student accommodations, supports and NTCs can be done via the registration report
 - These can also be done manually in Acacia
- + Students will have a line for each subject in the registration report
- + Registration Report template will be in the Acacia Help Center



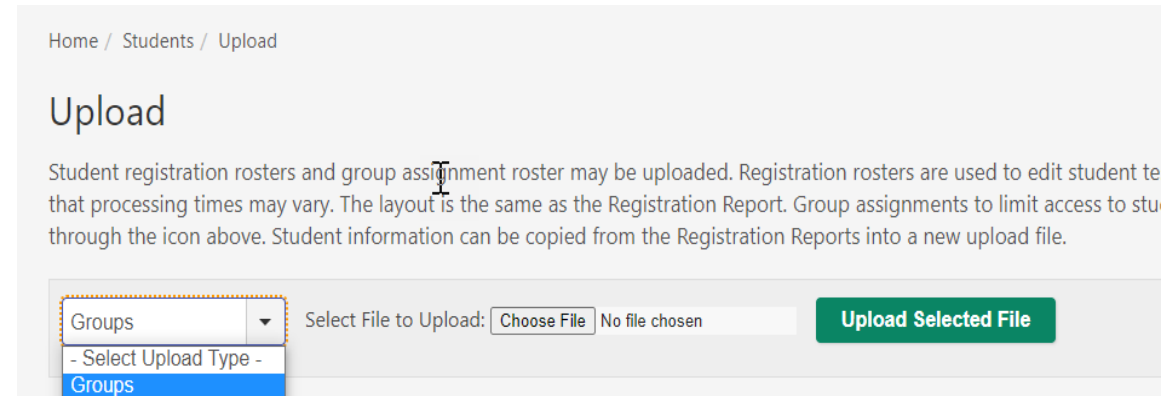
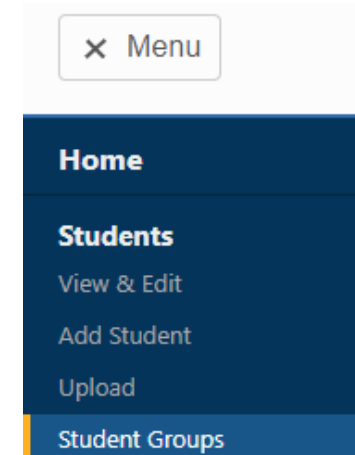
Student Groups – Testing and Reporting

- + Benefits of using Student Groups
 - Students can be **grouped by grade** by their **teacher (with a group name)**, or **grouped by assigned test administered (with a group name)**
 - Test tickets can be printed by grade by these assigned groups
 - Students can only be **grouped by grade** level for **manage online testing** and **printing test tickets**
 - A student does **not** need to be in the same **testing** and **reporting** group



Student Groups

- + Located under Students section in the Menu
 - Visibility based on user role permissions
- + Select Student Groups to create, view & edit to create a Student Group manually
- + Select Upload in the Menu to create and upload Student Groups in bulk




Student Groups

+ View Student Groups in Manage Online Testing

+ Under Actions column, View All Students, you will see a column for Group

Menu



?

Home / Online Testing / Manage Online Testing

Manage Online Testing

Search for student testing groups or individual students below. All available groups will be displayed as well as aggregate information about testing progress. Use the graphs to filter students by testing status. Use the magnifying glass to review each group. but for Maine

Search Sessions

Test Administration *
Maine Through Year Spring 2023

Subject *
Math

Testing Grade *
Grade 5

Organization *
MAINE DEPARTMENT OF EDUCATION (0000)

Search

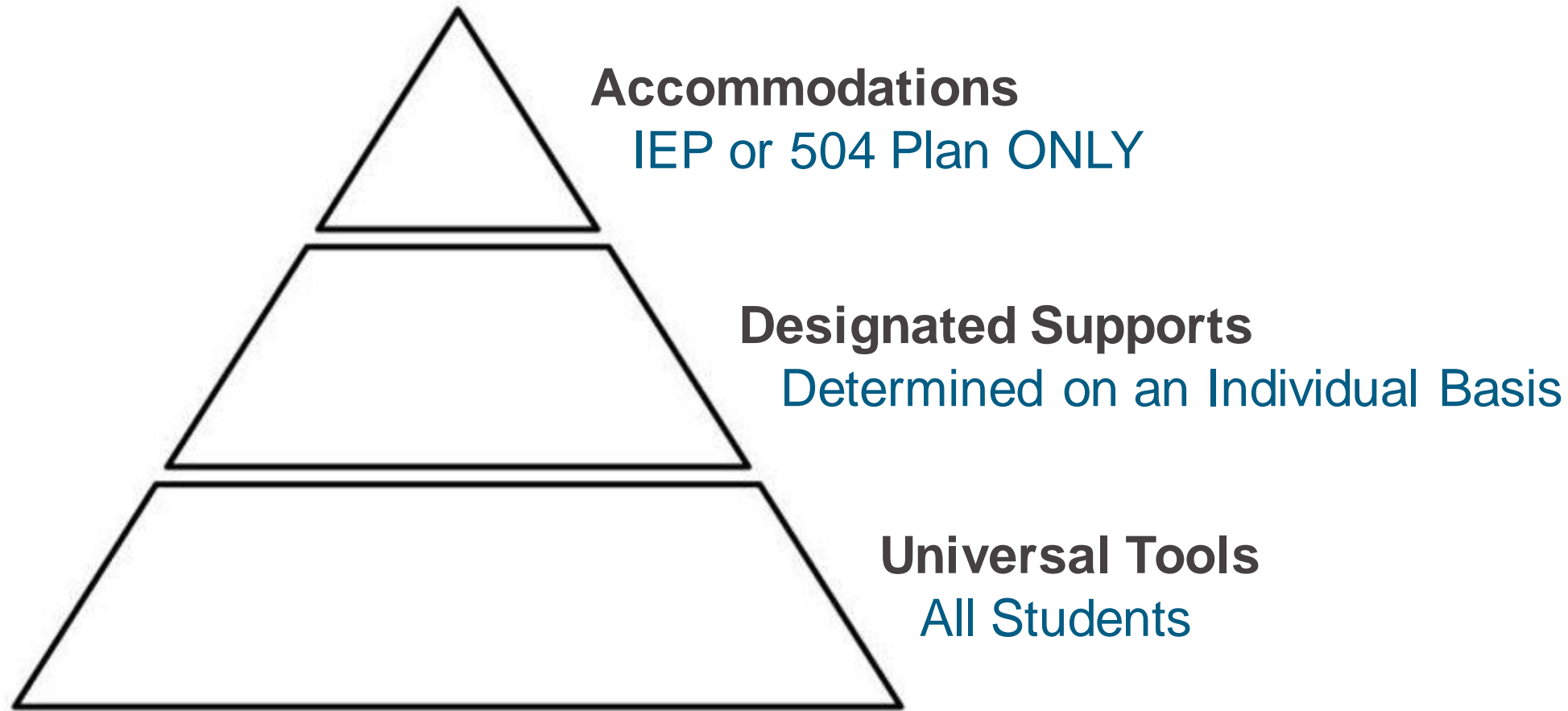
School	Group
ALBERT S HALL SCHOOL	
TRAINING SCHOOL 1	

Accessibility

Universal Tools, Designated Supports, and Accommodations

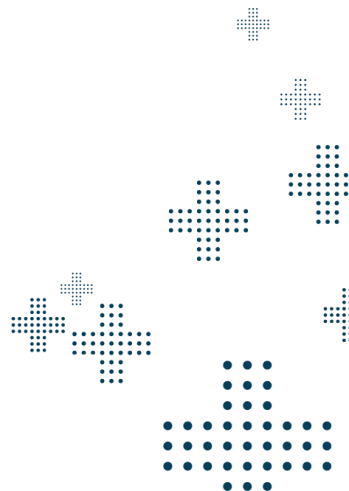


Accessibility Features



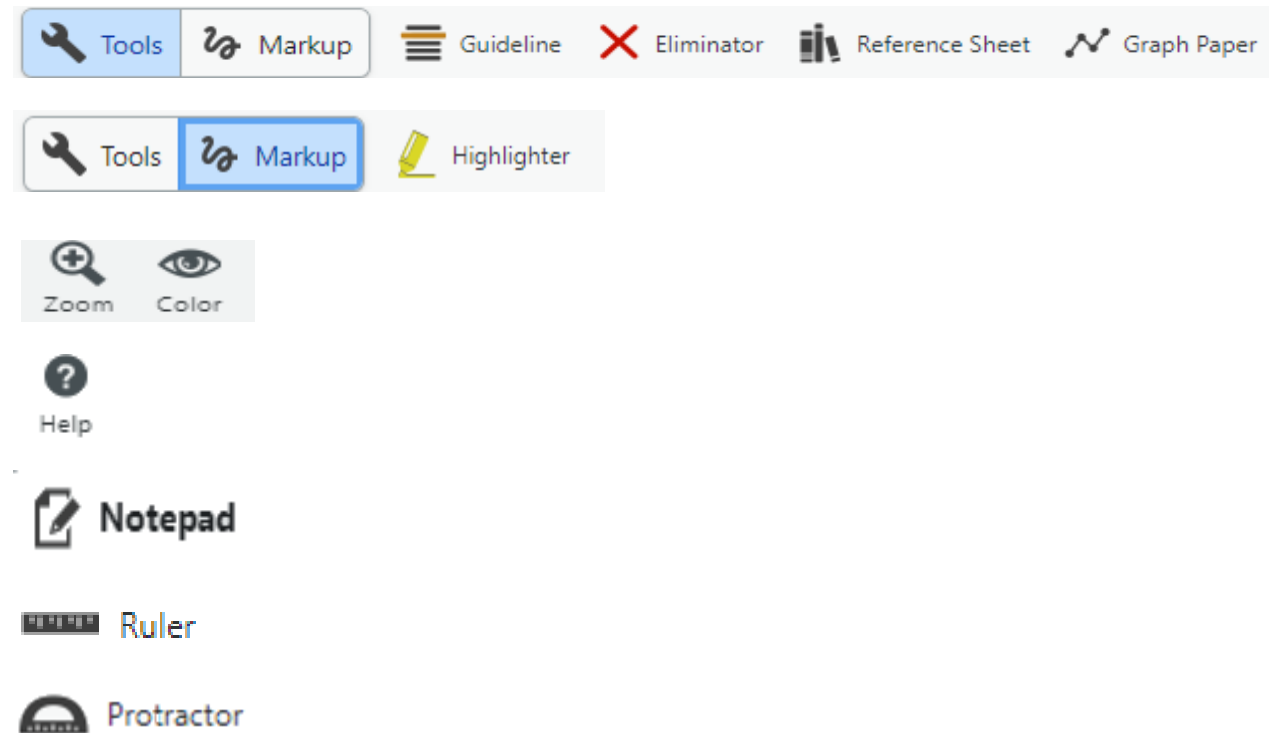
Types of Accessibility Features

- + **Non-embedded:** Features provided locally that do not change the assessment within the platform
- + **Embedded:** Impacts delivery of the assessment within the platform



Universal Tools

- + Non-embedded: Scratch Paper
- + Embedded Universal Tools:
 - Calculator (Math only and with specific items)
 - Color Contrast
 - Graph Paper (Math only)
 - Guideline
 - Help Videos
 - Highlighter
 - Keyboard Navigation
 - Notepad
 - Protractor (Math only and with specific items)
 - Reference Sheet (Math only)
 - Ruler (Math only and with specific items)
 - Zoom



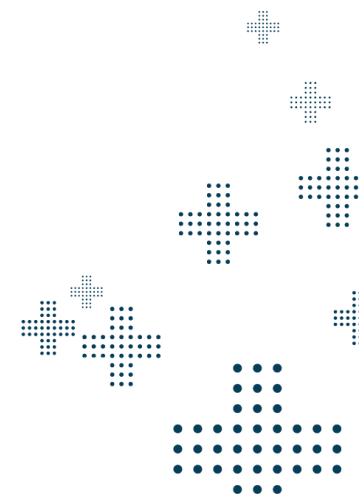
Calculator

- + A calculator will not be needed for Grades 3-5 in Math
- + Grades 6-8 and HS will have a basic, scientific, and/or graphing calculator
 - The calculator will only be displayed in the toolbar for items where a calculator may be used.
- + Paper-Based Forms for Grades 6-8 and HS in Math: A calculator will only be allowed on the first part of the assessment.



Designated Supports

- + Increase accessibility without altering the construct of any assessment item
- + Determined on an individual basis by an educational team
- + An educational team is two or more education professionals with knowledge of a student's performance.
- + Designated supports must be consistent with the student's normal routine during classroom instruction.



Non-Embedded Designated Supports

Non-Embedded Designated Supports will be indicated in the Registration File

- + Individual / Separate Setting
- + Small Group Setting
- + Alternate Aids / Support
- + Bilingual Word Glossary for Multilingual Learners
- + Mathematical Supports (for Math Assessment Only)

Embedded Designated Support: Text to Speech (TTS)

- + Available in English
- + Guidance for Text to Speech is in the Accessibility Guide
- + Need for this designated support will be indicated on the student's test registration profile
- + All text will be read aloud in Math
- + Passages will not be read in Reading

Resource and Link: [Maine Through Year Accessibility Guide](#)

Embedded Designated Support: Text to Speech (TTS)

- + Assigning Text to Speech Manually
- + Under Student's profile, select Accessibility Supports and the subject for TTS, be sure to Save changes at the bottom

The screenshot shows the 'Student Profile' page for DAVID ALEXANDER. The 'Accessibility Supports' tab is selected. Under 'Student's Accessibility Supports', the 'Test Administration' is set to 'Maine Through Year Spring 2023'. A table titled 'Maine Through Year Spring 2023 Embedded Accommodations and Designated Supports' lists various supports. The 'Text to Speech - Designated Support (TTS)' row is highlighted with a red box, and its checkboxes for '[EN] Math Grade 4' and '[EN] Reading Grade 4' are also highlighted with red boxes. Other supports listed include 'Large Print - Accommodation (LP)', 'Paper Pencil - Accommodation (PP)', and 'Braille - Accommodation (BR)'. A 'View Supports' button is located next to the test administration dropdown. A 'Back to Results' button is in the top right corner. A 'Save Updates' button is at the bottom right of the page.

	[EN] Math Grade 4	[EN] Reading Grade 4
Text to Speech - Designated Support (TTS)	<input type="checkbox"/>	<input type="checkbox"/>
Large Print - Accommodation (LP)	<input type="checkbox"/>	<input type="checkbox"/>
Paper Pencil - Accommodation (PP)	<input type="checkbox"/>	<input type="checkbox"/>
Braille - Accommodation (BR)	<input type="checkbox"/>	<input type="checkbox"/>

Accommodations

- + Accommodations are changes in procedures or materials that are used to increase equitable access during the assessment for students with documentation of the need on an Individualized Education Plan (IEP) or 504 Plan



Non-Embedded Accommodations

Non-Embedded Accommodations will be indicated in the Registration File

- + Read Aloud / Human Reader
- + American Sign Language
- + Scribe
- + Calculator (for entire Math assessment)
- + Read Aloud / Human Reader for Reading Passages (for Reading Assessment only)



Embedded Accommodations

Embedded Accommodations will be indicated in the Registration File

- + Paper-Based
- + Large Print
- + Braille



Paper and Large Print

- + Paper and Large Print with an IEP or 504 Plan that requires assessments to be paper-based and not administered online
- + **Spring Material Order Window: 4/3 – 5/12**
- + Paper and Large Print assessments are print-on-demand
- + After Paper and Large Print forms are complete, the proctor (or scribe) must transcribe the student's responses into the online assessment delivery system exactly as student has responded

Note: *Paper and Large Print forms are not adaptive*



Paper and Large Print

- + For Paper and Large Print accommodations, a login to the Secure FTP site will be provided to the DAC to download and print the paper forms locally
- + As Paper and Large Print forms will be entered into the online assessment delivery system by the proctor (or scribe), all materials should be securely stored and then securely destroyed locally once transcribed and no longer needed.
- + *Materials need to be destroyed by May 29, 2023.*



Paper and Large Print

- + Paper and Large Print can be assigned manually like other Accommodations in the Student's profile
- + Under Student's profile, select Accessibility Supports and the subject for Paper or Large Print, be sure to Save changes at the bottom

The screenshot shows the 'Student Profile' page for David Alexander. The 'Accessibility Supports' tab is selected. Under 'Maine Through Year Spring 2023 Embedded Accommodations and Designated Supports', there is a table with checkboxes for 'Large Print - Accommodation (LP)' and 'Paper Pencil - Accommodation (PP)' for both '[EN] Math Grade 4' and '[EN] Reading Grade 4'. These checkboxes are highlighted with red boxes. A 'Save Updates' button is visible at the bottom right of the form area.

Home / Students / Student Profile

The Student Profile page includes student demographics, accommodation assignments and test information. Any edits made here must also be made at the data's source (for example, the Student Information System). but for Maine

DAVID ALEXANDER

Profile
Manage student demographics

Accessibility Supports
Manage PNP accommodations

Tests
Manage test registrations

Student's Accessibility Supports

Test Administration *

Maine Through Year Spring 2023

View Supports

Maine Through Year Spring 2023 Embedded Accommodations and Designated Supports

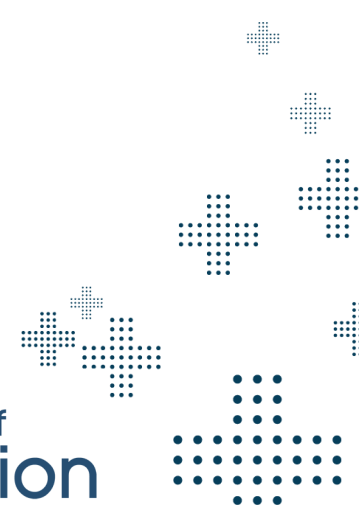
	[EN] Math Grade 4	[EN] Reading Grade 4
Text to Speech - Designated Support (TTS)	<input type="checkbox"/>	<input type="checkbox"/>
Large Print - Accommodation (LP)	<input type="checkbox"/>	<input type="checkbox"/>
Paper Pencil - Accommodation (PP)	<input type="checkbox"/>	<input type="checkbox"/>
Braille - Accommodation (BR)	<input type="checkbox"/>	<input type="checkbox"/>

Save Updates

Braille

- + **Spring Order Material Window: 4/3 – 5/12**
- + Once braille materials have been ordered they will be shipped to the school
- + Braille booklets are available as indicated by a student's IEP/504 Plan. Students who require braille will receive a paper-based contracted braille assessment.
- + All the student's responses are entered by the assessment administrator or proctor directly into the online assessment delivery platform. Once the student's responses have been entered into the platform, the braille forms are destroyed on-site.
- + *Materials need to be destroyed by May 29, 2023*

Note: *Braille forms are not adaptive*



Braille

- + Braille can be assigned manually like other Accommodations in the Student's profile
- + Under Student's profile, select Accessibility Supports and the subject for Braille, be sure to Save changes at the bottom

Menu

Maine Department of Education

?

Home / Students / Student Profile

The Student Profile page includes student demographics, accommodation assignments and test information. Any edits made here must also be made at the data's source (for example, the Student Information System). but for Maine

Back to Results

DAVID ALEXANDER

Profile

Manage student demographics

Accessibility Supports

Manage PNP accommodations

Tests

Manage test registrations

Student's Accessibility Supports

Test Administration *
Maine Through Year Spring 2023

View Supports

Maine Through Year Spring 2023 Embedded Accommodations and Designated Supports

	[EN] Math Grade 4	[EN] Reading Grade 4
Text to Speech - Designated Support (TTS)	<input type="checkbox"/>	<input type="checkbox"/>
Large Print - Accommodation (LP)	<input type="checkbox"/>	<input type="checkbox"/>
Paper Pencil - Accommodation (PP)	<input type="checkbox"/>	<input type="checkbox"/>
Braille - Accommodation (BR)	<input type="checkbox"/>	<input type="checkbox"/>

Save Updates

Not-Tested Codes



Not-Tested Codes (NTCs)

- + Not-Tested Codes (NTCs) are reasons explaining why a student did not take an assessment

Code	Description	Explanation of Use
INV	Invalid (requires Maine DOE approval)	Student's assessment was invalidated, such as due to a security breach.
PAR	Parent Refusal	Students were not assessed because of a written request from a parent or guardian. <i>Note: Students who are eligible for assessment, but do not participate, count as non-participants in Maine's accountability system.</i>
STR	Student Refusal	Students were not assessed due to student refusal to participate. <i>Note: Students who are eligible for assessment, but do not participate, count as non-participants in Maine's accountability system.</i>
EMW	Emergency Medical Waiver (requires Maine DOE approval)	The student was not assessed because of an approved emergency medical waiver.
RMV	Removal	Student left the state before the assessment window; student is a full-time home-schooled student; or there are duplicate student records.



Adding NTCs

- + A NTC can be added by going to the student's profile and selecting the Accessibility Supports tab. Select the Test Administration and click the View Supports button. Scroll down the page and you will see a Test Attributes section, where you can select the NTC needed for either Reading, Math, or both.
- + NTCs can also be uploaded in bulk with the registration file.
- + Be sure to save your updates!

Home / Students / Student Profile

The Student Profile page includes student demographics, accommodation assignments and test information. Any edits made here must also be made at the data's source (for example, the Student Information System). but for Maine

Back to Results

VALERIE SMITH

Profile Manage student demographics Accessibility Supports Manage PNP accommodations Tests Manage test registrations

Student's Accessibility Supports

Test Administration *

Maine Through Year Spring 2023 View Supports

Maine Through Year Spring 2023 Test Attributes

Reason Not Tested: EMV and INV require DoE approval (NTC)

[EN] Reading High School [EN] Math High School

- Select -

- Select -


EMV
INV
PAR
RMV
STR

Save Updates

Adding NTCs

- + NTCs can also be uploaded in bulk with the registration file
- + This can be found by going to the Menu and selecting Upload under the Students section

Menu



?

Home / Students / Upload

Upload

Student registration rosters and group assignment roster may be uploaded. Registration rosters are used to edit student test assignments in bulk, such as adding accommodations or not-tested codes. Please note that processing times may vary. The layout is the same as the Registration Report. Group assignments to limit access to student scores can be made using a layout which can be found on the Help page accessed through the icon above. Student information can be copied from the Registration Reports into a new upload file.

Registrations

Select File to Upload:

Choose File

 No file chosen

Upload Selected File

- + In the Registration file the three letter NTC code would be populated in column AH

34	AH	Reason Not Tested Code
----	----	------------------------

Adding NTCs

- + NTCs can also be added in Manage Online Testing. Once you select the Test Administration, Subject, Testing Grade, and Organization, you can view the list of students under either the Testing List or Testing Settings tab.
- + To add or update an NTC, select the Test Attributes button under the Action Column and a window will pop up to add not only NTCs but also Designated Supports and Accommodations.

The screenshot shows the 'Manage Online Testing' interface. At the top, there are four circular progress indicators: 'Ready to Test' (2/100%), 'In Progress' (0/0%), 'Alerts' (0/0%), and 'Submitted' (0/0%). Below these is a table with columns: #, Name, State Student ID, Test Status, School, Group, Response Progress, and Actions. Two rows of student data are visible. A red box highlights the 'Test Attributes' button in the Actions column of the first row. A red arrow points from this button to a 'Test Attributes' dialog box. The dialog box has a title '[EN] Reading Grade 4' and a text field containing 'Reason Not Tested: EMV and INV require DoE approval (NTC)'. Below the text field is a 'Cancel' button. A dropdown menu is open, showing options: '- Select -', '- Select -', EMW, INV, PAR, RMV, and STR. A red box highlights the dropdown menu.

#	Name	State Student ID	Test Status	School	Group	Response Progress	Actions
1	MCCORD, APRIL	229620502	Dec 21, 2022 12:05 PM PST	ALBERT S HALL SCHOOL			[Test Attributes] [Refresh] [Delete]
2	PATH, HAPPY	229000006	Nov 18, 2022 9:05 AM PST	TRAINING SCHOOL 1			[Test Attributes] [Refresh] [Delete]

Test Attributes

[EN] Reading Grade 4

Reason Not Tested: EMV and INV require DoE approval (NTC)

Cancel

- Select -
- Select -
EMW
INV
PAR
RMV
STR

- + EMV and INV require Maine DOE approval
- + Be sure to save your updates!

Save Updates

Preparing for and Monitoring the Assessment



Print Student Test Tickets

- + Available in two formats:
 - PDF Format (one per page)
 - PDF Format (four per page)
 - CSV Export (for bulk printing, can export 100 students)
- + Ability to print in two ways
 - Manage Online Testing page
 - Individual Student Profile, Test Registrations tab
- + Proctors can print on demand!
- + There is a roster in a PDF format that shows the list of test tickets that have been printed
- + Students don't have to be in a test group to access a test ticket



Student Test Tickets

- + Online Testing > Manage
- + Multiple student test tickets can be printed at once or printed individually

Print All Tickets

Print Selected Tickets

Generate CSV for Selected Tickets

Results: 7						
#	<input type="checkbox"/>	Name	State Student ID	Test Status	Language	ES/EN
1	<input type="checkbox"/>	ALPHA,BENJAMIN	220602	Oct 26, 2022 3:07 PM CDT	EN	-
2	<input type="checkbox"/>	ALPHA,BETTY LOU	220628	Nov 9, 2022 4:27 PM CDT	EN	-
3	<input type="checkbox"/>	DELTA,EMILY	220601	Nov 9, 2022 4:07 PM CDT	EN	-
4	<input type="checkbox"/>	HOTEL,PIE	220609	Oct 26, 2022 3:07 PM CDT	EN	-
5	<input type="checkbox"/>	NOVEMBER,OLIVIA	220615	Oct 28, 2022 3:30 PM CDT	EN	-



Student Test Ticket

State Student ID: 1000000557

Last Name: JANE

First Name: MCCORD

Middle Name: --

Subject: Mathematics

Test Grade: 05

School: SAMPLE SCHOOL

Username: nsecond80

Password: corn123

Session ID: NQNXISOX

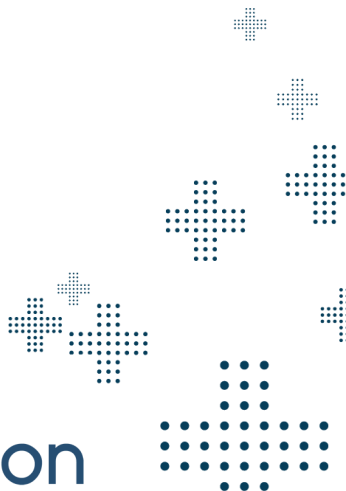
AMORSON, ROBERTA Last Name First Name 09/05/2008 Date of Birth nawson13 Username 15687 Password QRE72RNC School	BEADLE MIDDLE SCHOOL School Mathematics Subject UNCLP, ELA05 Language EN Language TTS Unlabeled School or Institution
DANIELS, MARCUS Last Name First Name 09/05/2008 Date of Birth madaniel05 Username 15687 Password QRE72RNC School	BEADLE MIDDLE SCHOOL School Mathematics Subject UNCLP Language EN Language TTS Unlabeled School or Institution
PAULSON, ALICIA Last Name First Name 09/05/2008 Date of Birth alypaul04 Username gal0029 Password QRE72RNC School	BEADLE MIDDLE SCHOOL School Mathematics Subject UNCLP Language EN Language TTS Unlabeled School or Institution
THOMAS, JACKSON Last Name First Name 09/05/2008 Date of Birth jathoma11 Username sag0070 Password QRE72RNC School	BEADLE MIDDLE SCHOOL School Mathematics Subject UNCLP Language EN Language TTS Unlabeled School or Institution

Testing Progress

- + Testing progress can be viewed at the group, SAU or school level
 - Ease of use to allow proctors to more efficiently monitor students
- + Testing Status Report can help understand where your students are in the assessment as a file export

Note: *NTCs will not update the student's testing status*

- + The page will retain your filter selections when you refresh the page



Test Resets and Maine DOE Policy

- + Any assessment that needs to be reset must be approved by the Maine DOE.
 - *A reset is when a student will receive a new test ticket and upon logging into the assessment will start at the beginning*
- + Below are some situations in which a student's assessment may be reset:
 - Student began or completed assessment for the **wrong grade level**
 - Student began or completed assessment **without the proper accommodations** per the IEP or 504 plan
 - Student began or completed assessment **with an accommodation not documented** in IEP or 504 plan



Adding TTS as a Designated Support After Starting the Assessment

- + What if a student has started their assessment and needs to have TTS added after the fact but does not need a full reset?
 - TTS can be added without Maine DOE approval either before or during the assessment.
 - The Proctor should ask the student to log out of their assessment while they contact the DAC or SAC to go into the student's profile and add TTS. Once TTS has been added, the student can log back in and they will have TTS for the remainder of the assessment.

Note: *If TTS is assigned after the student has started the assessment, TTS will not work for some questions during the remainder of the assessment. (If the student has completed 5 or fewer questions, a reset can be requested.)*



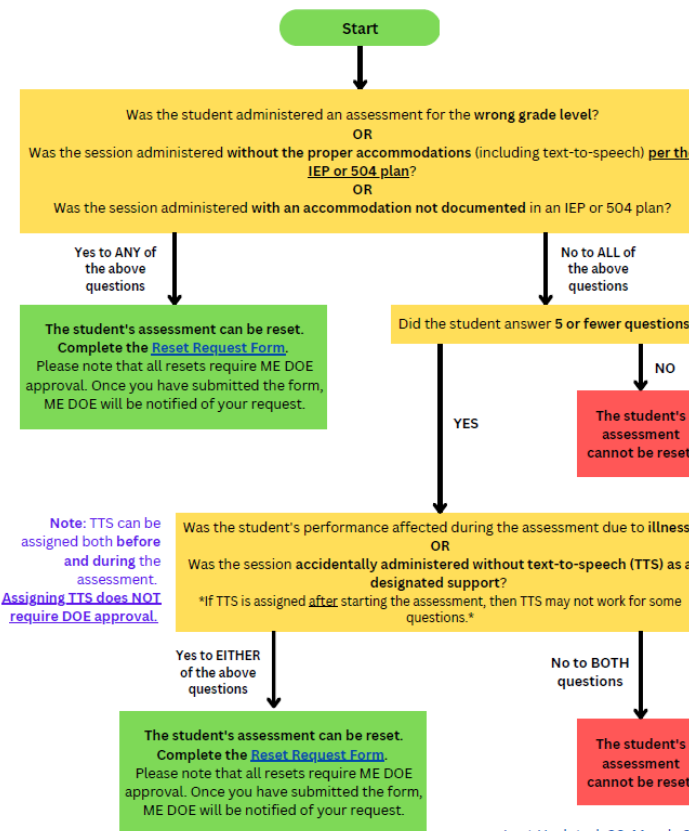
Reset Process Flow Chart

- + Refer to the Process Flow Chart to see if a student can have their assessment reset
- + If the student can have a reset done, you will submit the following form to kick off the approval process

— [Maine Reset, Swap, Move Requests](#)

Maine Through Year Assessment: Reset Process

Resets erase all student progress and generate a new test ticket.



Last Updated: 20-March-2023


Test Moves and Swaps

- + Any assessment move or swap must be approved by the Maine DOE
- + Below are situations in which a student's assessment may be **moved** or **swapped**
 - Student logs in with the wrong test ticket. If the second student will not be completing the assessment, a **move** request will be needed.
 - IF the second student intends to take the assessment, they should take the assessment using the incorrect test tickets. Once both students have completed their assessments, then a **swap** request will be needed.



Form for Resets, Moves, and Swaps

- + Assessments that need a reset, move, or swap can be done by submitting a request form (preferred method) or by contacting NWEA Partner Support, who would then obtain approval from the Maine DOE



Maine Reset, Swap, Move Requests

District Information
Please provide information about yourself and your district.

Your Name *

Your email address *

District/SAU *

School *

School State Code (School Org ID) *

What is your Role? *

Student Information
Please provide information about the student(s) requiring the action.

Student First Name *

Student Last Name *

Subject *

☐ Reading ☐ Math

Grade *

☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ HS

Reset, Swap, Move

☐ Reset (new test ticket and new test session)
☐ Swap (two tests completed with wrong test tickets)
☐ Move (one test completed with wrong test ticket)

ME SSID *

Submit

SAU Transfer Process in Acacia

+ Student Mobility

- Students who move out of a school must be exited from Synergy on the last date of attendance. This must occur regardless of whether a request for records has been received from another school.
- Students who move into a school must be enrolled in Synergy by the new attending school immediately (after being exited from the previous school)
- Maine DOE will upload a daily roster/delta file directly to Acacia
- It is the responsibility of the new school to ensure that students have the opportunity to finish incomplete portions of the assessment
 - + The new school will need to contact the old school to get the students test ticket information. This information should be provided to the new school in a secure manner.
- If the student has not yet started an assessment, the new school will need to confirm that the Testing School field in the registration file has also been updated to reflect the new attending school, which can also be done manually in the management system



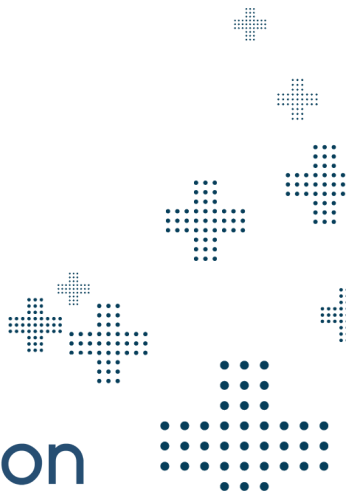
Testing School

- + The Reporting School field will populate the Testing School
 - *Reminder:* Reporting School is the school the student attends and at which they receive instruction
- + The Testing School can be changed should the student be taking the assessment at a location other than the Reporting School
 - Student reports will go to the Reporting School
- + Testing School is located by going to the Student Profile > Tests tab > Testing School

The screenshot shows the 'TEST3 CAMPBELL' interface. At the top right, there are three tabs: 'Profile' (Manage student demographics), 'Accessibility Supports' (Manage PNP accommodations), and 'Tests' (Manage test registrations). The 'Tests' tab is highlighted with a red box. Below the tabs, the section 'Student's Test Registrations' is visible. It includes a 'Test Administration' dropdown menu set to 'Maine Through Year Spring 2023' and a 'View Registrations' button. Below this, it states 'Maine Through Year Spring 2023 Registrations: 0' and an 'Add Test Registration' button. A table with columns 'Status', 'Subject', 'Grade', 'Mode', 'Group', 'Supports', and 'Actions' is shown. Below the table, there is a section titled 'Create New Test Enrollment'. This section contains several dropdown menus: 'Testing School' (highlighted with a red box, showing '- Select or Type Organization -'), 'Subject' (set to 'Math'), 'Testing Grade' (set to 'Grade 3'), 'Mode' (set to 'Computer Based'), 'Language' (set to 'English'), and 'Group'. There is also an 'Accessibility Supports' section with a 'TTS' button. At the bottom, there are 'Cancel' and 'Save Test Registration' buttons.

SAU Transfer Process in MAP Growth

- + Student Mobility
 - The transfer will also need to be done in MAP Growth
 - + The old SAU would remove current term from Students profile in MAP Growth
 - + The new SAU would roster the student as normal within MAP Growth
 - In order to maintain historical data, SAUs can refer to this process and submit form:
 - + [How to move students between districts](#)
 - If you use Clever, if you stop sharing the student as part of your regular Clever sync for that term, this will automatically unenroll them and you won't need to manually do it within the system.



Regional and Out-of-State Programs

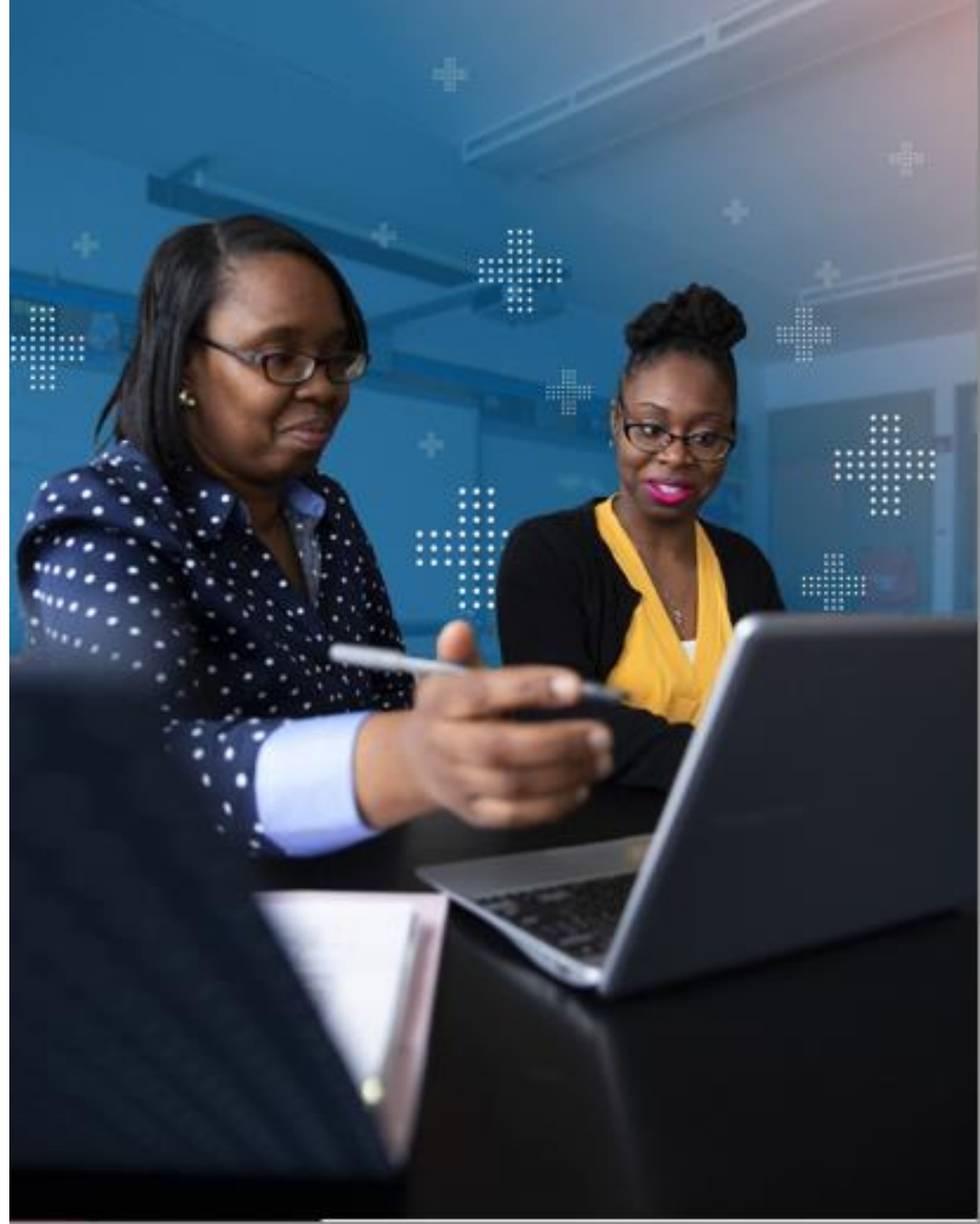


Rostering for Students at Regional and OOS Programs


- + Students will be rostered to their attending school. This is known as the “Reporting School”
- + All student reports will be provided to the attending school
- + This will allow educators and staff at the program location to administer the assessment and have access to student assessment results to inform instruction
- + The attending school will share student testing status and/or performance information with the responsible SAU
- + NWEA is currently **exploring** possibilities for reporting student testing information to both the attending and responsible school/SAU for future administrations



Proctor and Student Experience



Student Experience - Login

- + Step 1: Student launches Secure Browser 
- + Step 2: From Test Ticket, student enters username, password, and Session ID
- + Step 3: Student verifies text on screen is accurate while Proctor monitors
- + Step 4: Proctor gives verbal approval to begin assessment

Student Experience – Login

Take the Maine Through Year Assessment

Username

Password

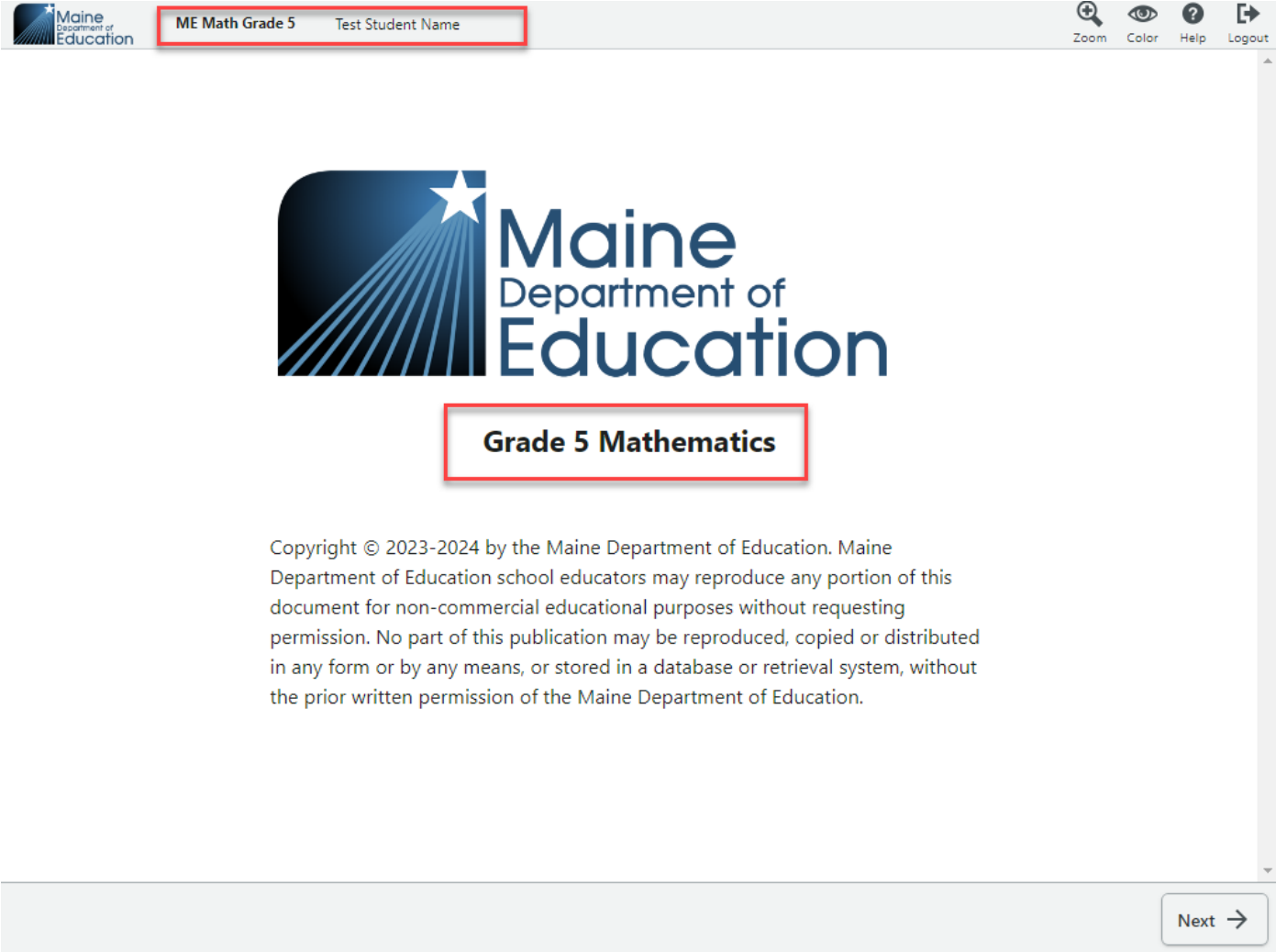
Session ID

Reset

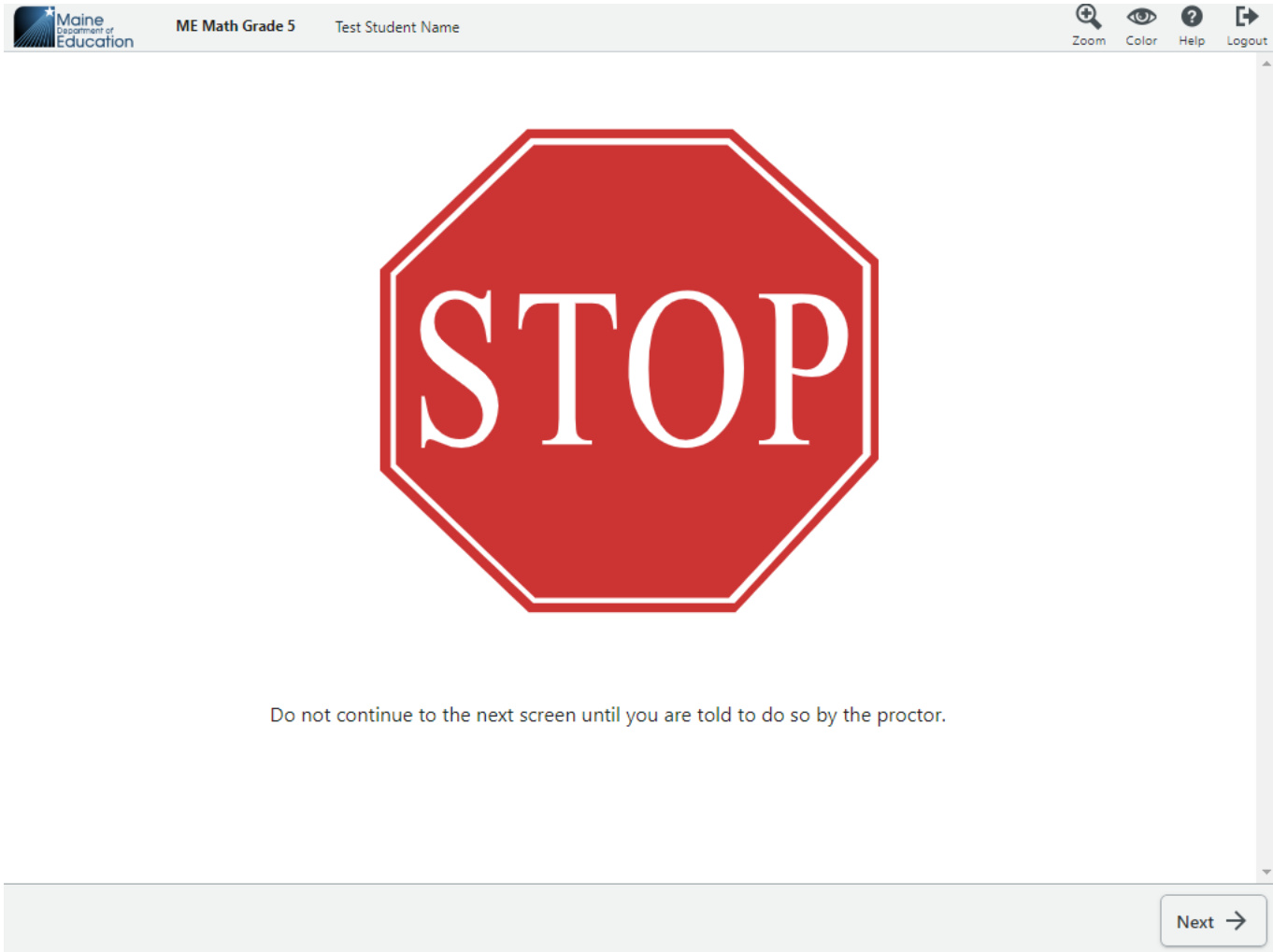
Take Test →



Student Experience – Summary Screen

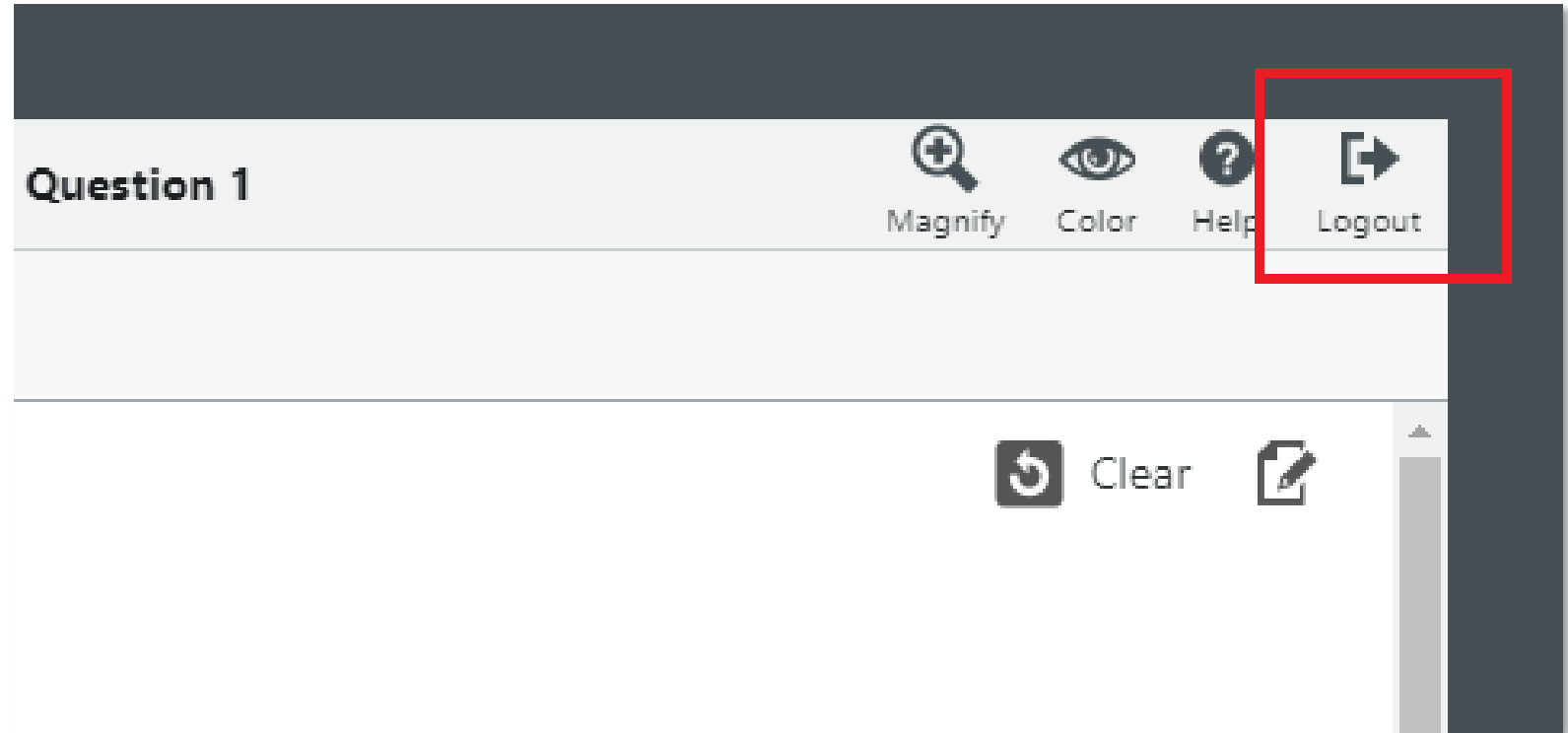


Student Experience – Proctor Screen



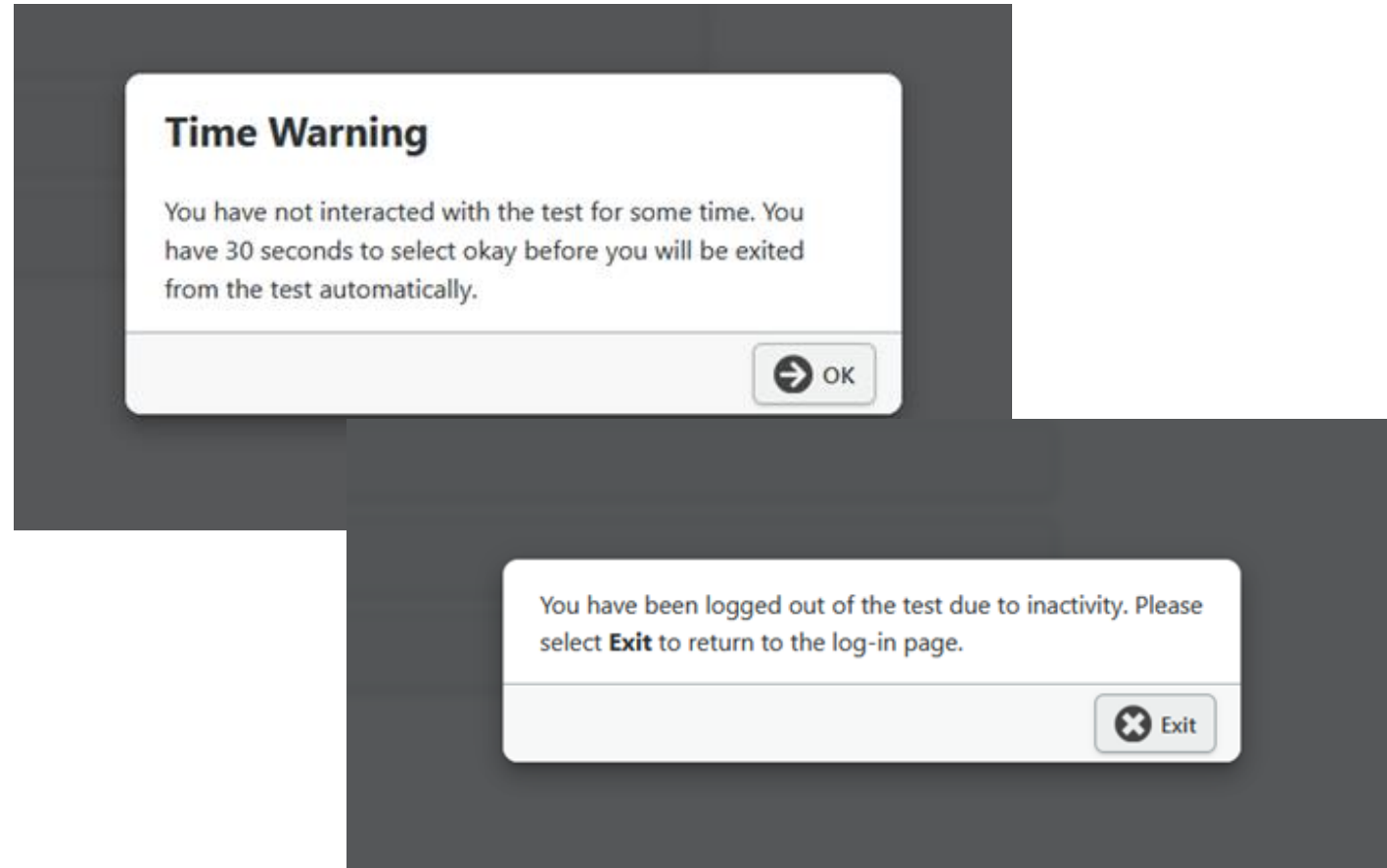
Student Experience - Logout

- + If a student needs to step away, they can logout of the assessment
- + Once they log back in, they will pick up where they left off and all questions previously answered will be saved

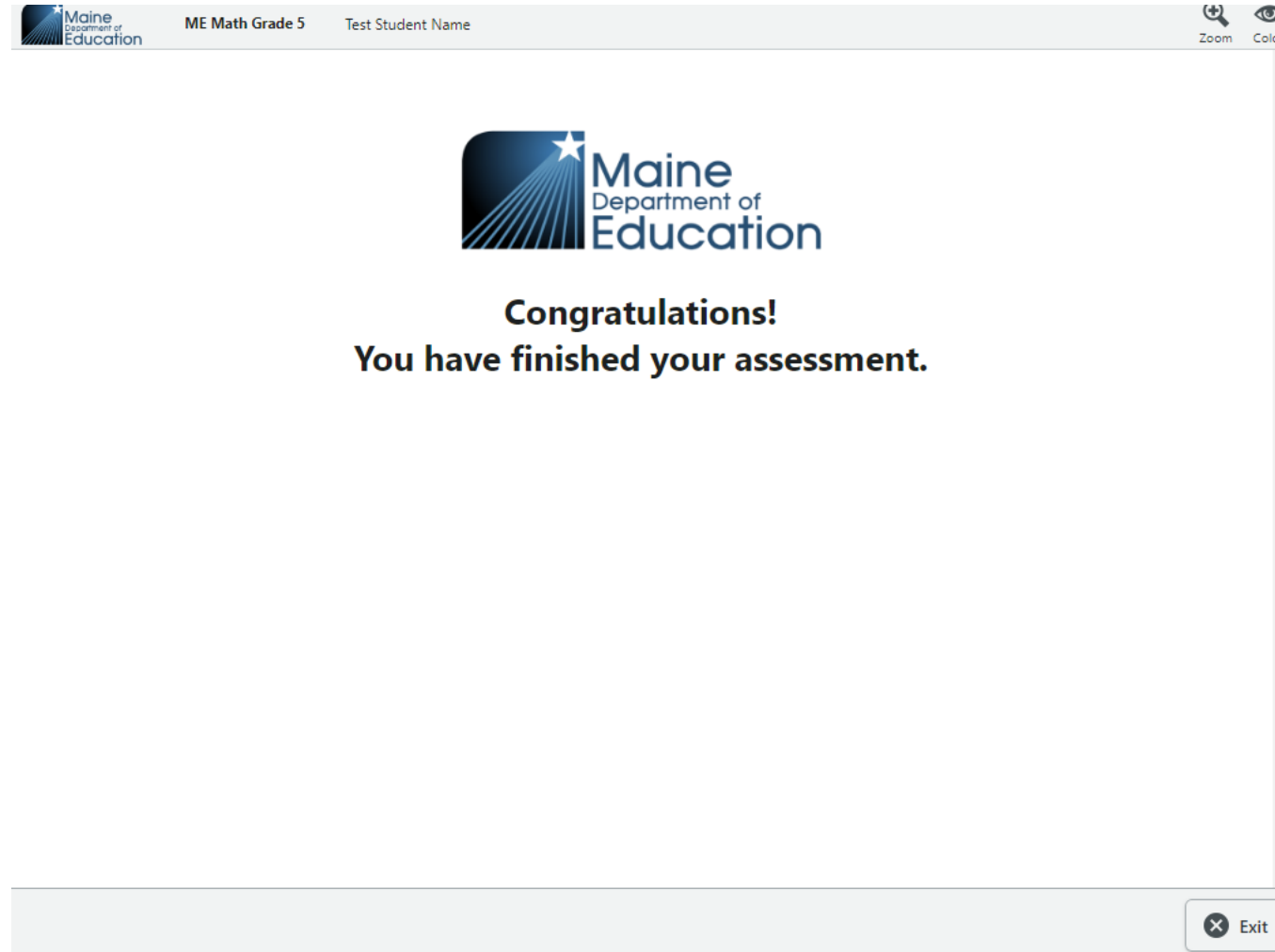


Student Experience - Inactivity

- + Message appears when student has been idle for 14.5 minutes
- + If student doesn't click within the screen, then they will get the time out message
- + Once they receive this message, clicking exit is their only option



Student Experience – End of Assessment

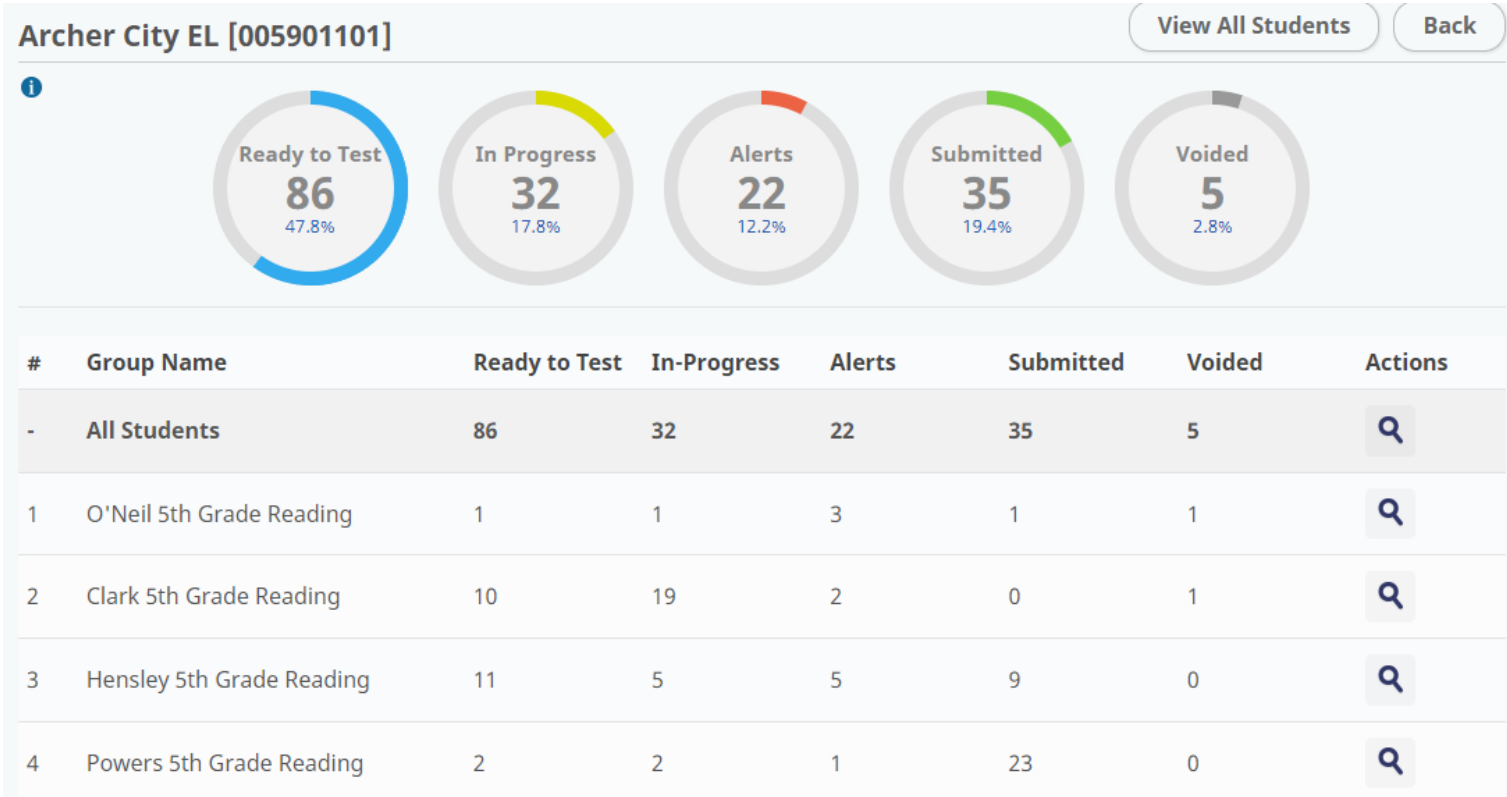


Note: RIT score will no longer populate on the screen as it did for MAP Growth

Proctor Experience - Testing Progress

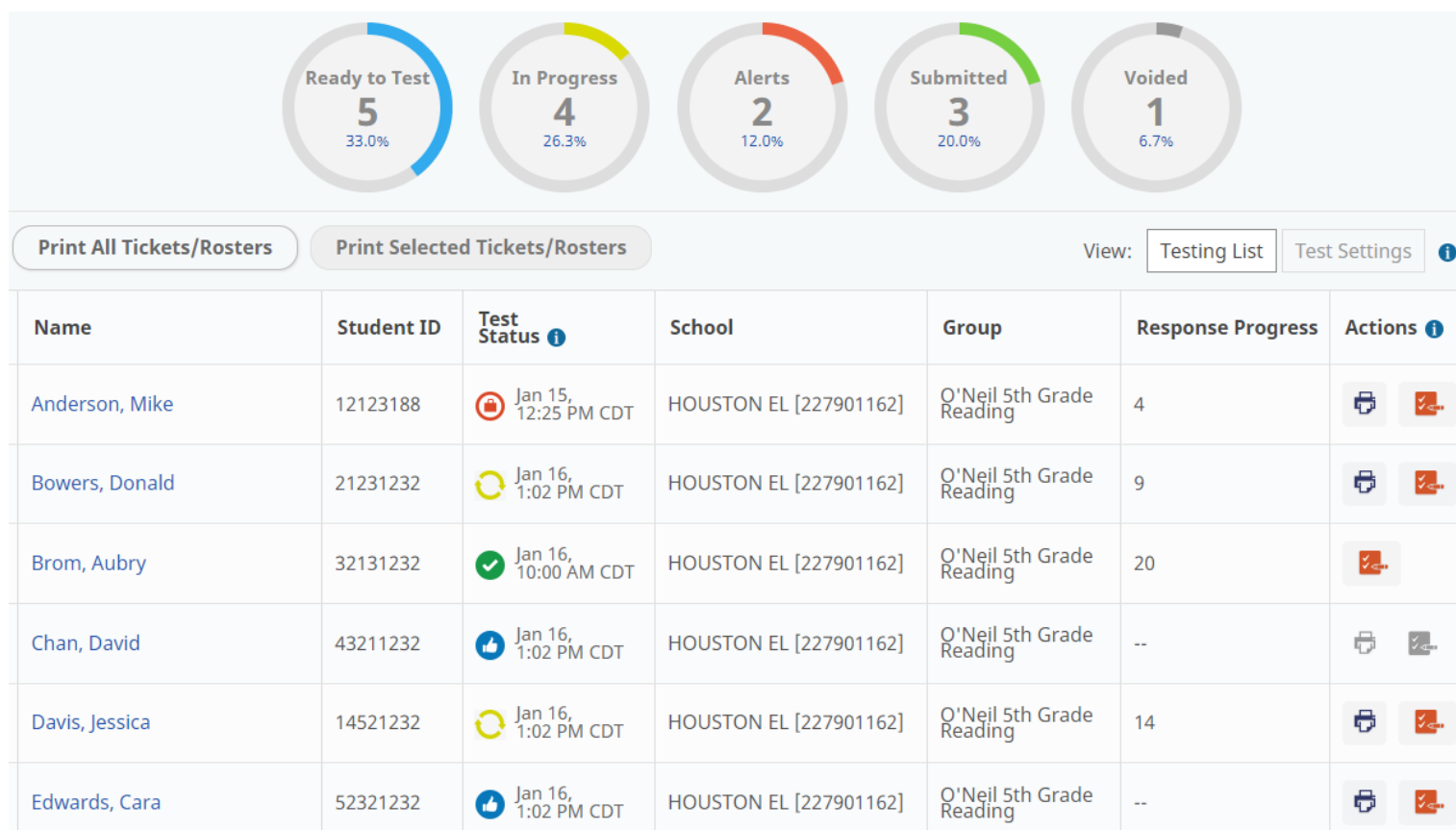
- + Ease of use to allow proctors to more efficiently monitor students
- + Testing Status Report can help understand where your students are in testing

Note: NTCs will not update the student's testing status









Proctor Experience - Testing Progress

- + Proctors will be able to monitor status from the test group, school, or can look up students individually



Proctor Experience - Testing Progress

+ Icons and Descriptions for monitoring testing progress

Icon	Description
	The Registered icon indicates that the student is registered for a test, but the online test is not yet available.
	The Enrollment Hold icon indicates that the student's enrollment is not yet processed. Please contact the Support Center.
	The Ready to Test icon appears before the initial login to an available test or after a submitted test has been reopened. The student can log in using the information on the student test ticket.
	The In Progress icon indicates that the student is logged in and actively testing or has paused the test.
	The Inactive icon indicates that the student has logged out of the test or has been logged out due to inactivity. The student can log back in to the test using the information on the student test ticket.
	The Completed icon indicates that the student has submitted the test. The student will no longer be able to log in to the test.

Reporting Issues

- + Problem item reports
 - Should students experience an item that is potentially problematic, a problem item report can be submitted via the **Maine Assessment Portal – coming soon!**
 - Click Contact Maine Partner Support under Need Help? section
 - Choose the Email Us option
 - The following information will be needed:
 - + Subject Name: *Maine Through Year Problem Item*
 - + State Student ID
 - + Grade and Subject
 - + Session Name
 - + Item Sequence or Question Number

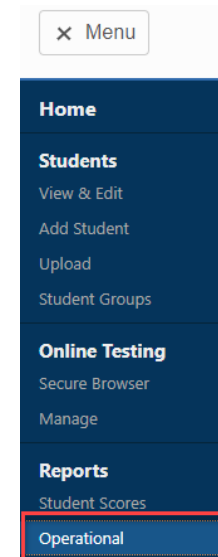
Note: *Do not take photos or provide details around the content of the item*

Operational Reports



Operational Reports

- + Operational Reports are designed to help DACs and SACs monitor the testing status and the status of materials
 - They do not include assessment results but do provide availability to data that you previously had to call Partner Support on!
- + To access Operational Reports:
 1. In the main menu, select **Reports > Operational**
 2. Select **Organization** and **Report Type** from the drop-down lists
 3. Select Find
 4. Information about the report will appear below. Select the icon in the Download column to download the report



Operational Reports

Operational Report	Description
Registration Report	Report details the students that were rostered to the administration
NTC Usage Report	Report details student assessments that have NTCs assigned
Summary Test Status Report	Report is a summarization of testing statuses
Testing Status Report	Report details the status of each student's assessment
Student Mobility Report	Report details students that have been transferred from one school and/or district to another
Material Orders Report	This report summarizes the quantity of assessments by school that were assigned a paper, large print, or braille accommodation
Organization Report	This report details the organizational hierarchy data in the system; source of data is the state org file

Data and Reporting



Data and Reporting – What is Available

Report / File	Access	Description
Student Score Data File (SSDF)	State and SAU Level	<ul style="list-style-type: none"> Will contain all valid test events for assessments completed within the administration by grade and subject Will include Maine scale score, Maine scale score SEM, RIT SEM, RIT Achievement Percentile at course content and Instructional Area levels
Organization Report – By District	DACs and Admins	<ul style="list-style-type: none"> Available on a rolling basis Demographic filters Averages for the SAU List view and histogram view
Organization Report – By School	SACs and Admins	<ul style="list-style-type: none"> Available on a rolling basis Average for the school Graphic views of student performance List view and histogram view
Organization Report – By Group	Instructors and above	<ul style="list-style-type: none"> Available on a rolling basis Like class level view of MAP Growth reports Will have averages for the group Graphic views of student performance Users will be able to create groups List view and histogram view
Dynamic Student Report	Instructors and above	<ul style="list-style-type: none"> Available on a rolling basis Student performance data in an easy printable format focused on each content area separately Item level information by standard, item type, and difficulty



Organization Reports – SAU & School Level

What this report offers

- + Summary data by achievement level by group, school and district
- + Includes number of students tested and percentages by achievement levels
- + Individual student achievement data for students in a specific group

Questions it helps answer

- + How are our students doing overall?
- + How are we performing compared to Maine benchmarks?
- + Which is our lowest reporting category? Our highest?

When to use & what to consider

- + After testing, to see results
- + As part of instructional decision-making process
- + When you want to use data to inform student grouping
- + Displays data from a single session
- + Can be downloaded as pdf file
- + Columns can be sorted

Dynamic Student Reports – Key Information

What this report offers

- + Student-level data to support each student's progress
- + Identifies which standards students were able to successfully answer questions relating to

Questions it helps answer

- + Is this student on track?
- + What are this student's relative strengths and suggested areas of focus?
- + How can I leverage those relative strengths and suggested areas of focus to help this student?

When to use & what to consider

- + Can be downloaded as a pdf file and printed

Individual Student Reports (ISRs)

What this report offers

- + Student-level data to support each student's progress

Questions it helps answer

- + How is the student performing relative to grade-level expectations in reading and math?
- + What are this student's relative strengths and suggested areas of focus?

When to use & what to consider

- + Printed and distributed by SAUs/Schools after administration (for Spring 2023 this will be delayed)
- + To provide to parents and families to provide student performance

What is this report?

This report provides a summary of how your student performed on the state academic assessment, the Maine Through Year Assessment, aligned to grade-level standards.

What is the Maine Through Year Assessment?

The Maine Through Year Assessment is an assessment that adapts to your student's responses in real time to measure your student's skill level in relation to the Common Core State Standards.

Why is my child taking the Maine Through Year Assessment?

Scores on the Maine Through Year Assessment provide a measure of both achievement and growth. Educators utilize student results to inform instruction, establish supports for students, and to share information about academic growth and grade level achievement with families.

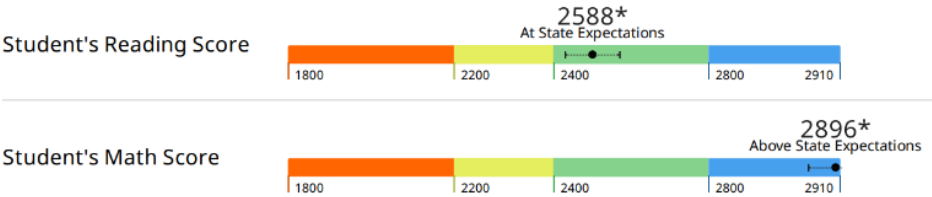



To create a more complete understanding of what your student knows and can do in relation to grade level standards, information from this report should be used alongside additional sources, such as school assessments and classroom learning.

Achievement Levels

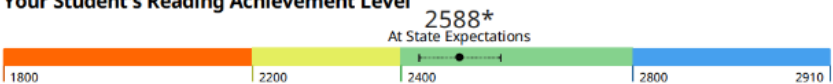
Well-Below State Expectations	Below State Expectations	At State Expectations	Above State Expectations
On this assessment, students at this achievement level demonstrate limited understanding of the knowledge and skills necessary at this grade level, as specified in the Common Core State Standards. The students need substantial academic support to be prepared for the next grade level and to be on track for college and career readiness.	On this assessment, students at this achievement level demonstrate partial understanding of the knowledge and skills necessary at this grade level, as specified in the Common Core State Standards. The students need additional academic support to be prepared for the next grade level and to be on track for college and career readiness.	On this assessment, students at this achievement level demonstrate the knowledge and skills necessary at this grade level, as specified in the Common Core State Standards. The students are prepared for the next grade level and are on track for college and career readiness.	On this assessment, students at this achievement level demonstrate advanced understanding of the knowledge and skills necessary at this grade level, as specified in the Common Core State Standards. The students are well prepared for the next grade level and to be on track for college and career readiness.

Overall Student Performance



* If tested again under similar circumstances, we would expect the student's scores to fall within the the range shown by the 

Your Student's Reading Achievement Level

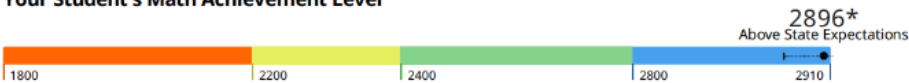


Scale Score Average Comparisons		# Tested
This Student		
School Average Score	7	2380
District Average Score	567	2378
State Average Score	6,233	2376

Reading Instructional Area Scores

Literary Text Students read literary texts closely to determine key ideas and details, inferences, theme, and literary elements. Students will also analyze author's purpose, text structure, points of view, and texts with similar topics/themes.	Informational Text Student read informational texts closely to determine key ideas and details, inferences, central ideas, and to summarize main ideas. Students will also analyze and compare how texts are structured, various representation of ideas, claims and supporting evidence, and author's purpose and/or point of view.	Vocabulary Students will focus on using context, Greek and Latin affixes, and reference materials in order to find the meaning of words, including general academic and domain-specific vocabulary. Students will interpret figurative language, understand the relationship between words, and distinguish between connotations and denotations.
Student Score: 254	Student Score: 264	Student Score: 252

Your Student's Math Achievement Level



Scale Score Average Comparisons		# Tested
This Student		
School Average Score	7	2510
District Average Score	567	2502
State Average Score	6,233	2500

Math Instructional Area Scores

Operations and Algebraic Thinking Students represent and solve problems involving the four operations and build skills related to patterns. Students also gain understanding of factors, multiples, the properties of multiplication, as well as the relationship between multiplication and division.	Numbers and Operations Students compare the values of numbers and build place value understanding of whole numbers and decimals. Students also perform operations with whole numbers, fractions, and decimals to solve real-world and mathematical problems.	Measurement and Data Students represent and interpret data. Students also solve problems involving measurement and conversion of measurements. Lastly, students understand concepts of area, perimeter, volume, and angles.	Geometry Students classify shapes by their properties and graph points on the coordinate plane to solve real-world and mathematical problems.
Student Score: 284	Student Score: 276	Student Score: 285	Student Score: 265

* If tested again under similar circumstances, we would expect the student's score to fall within the range shown by the

Accessing Reports

- + To access reports, go the Student Scores under the Reports section in the menu
- + The top right tabs will show you the categories you can select

Home / Reports / Student Scores

Student Scores

View Student Score Reports

Organization Student Demographic ISR Bulk Print

* denotes required fields

Select Report Criteria

Organization * Grade * Subject * School Year Groups

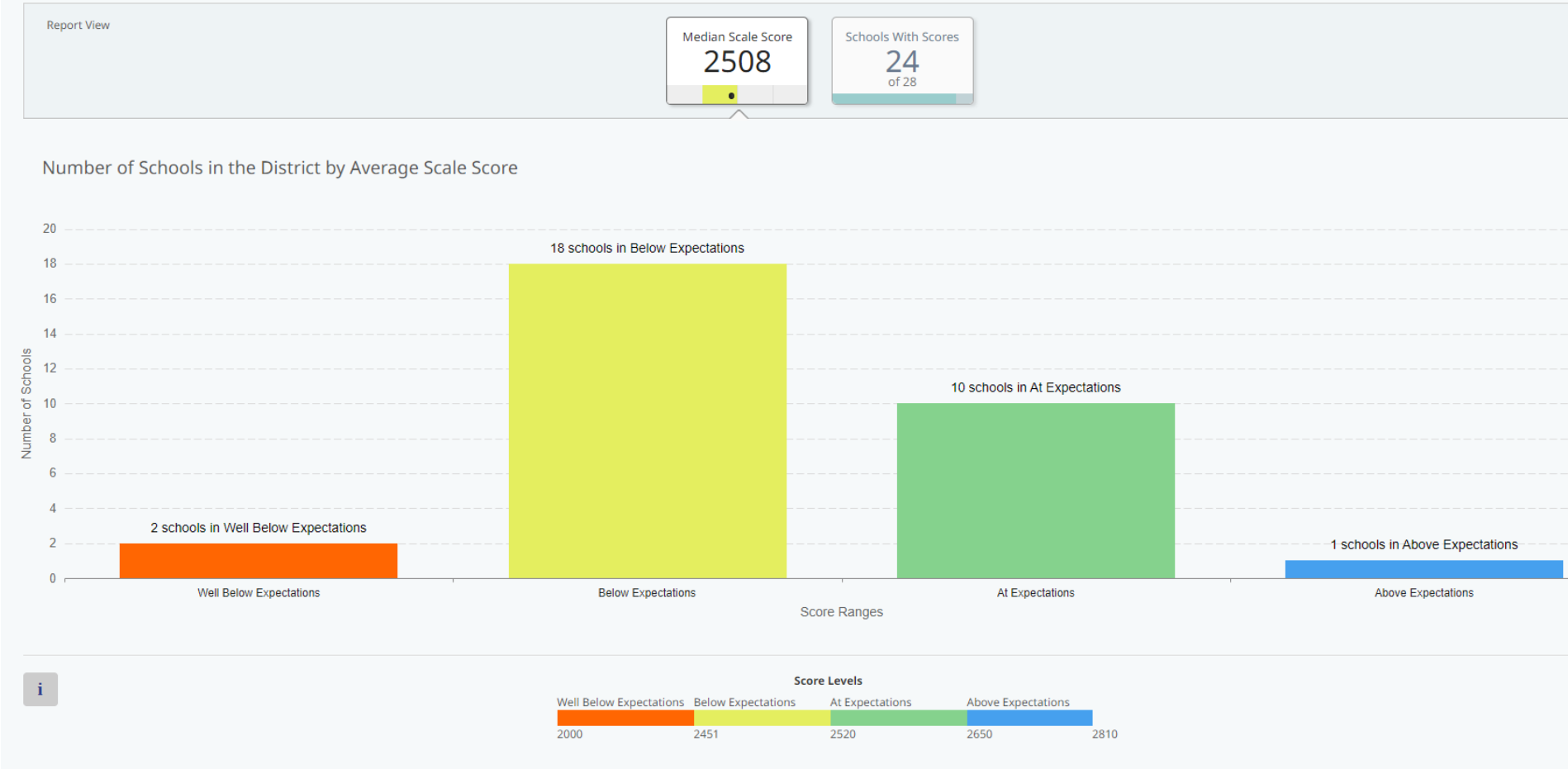
- Select Organization - - Select Grade - - Select Subject - - Select Year - - Select Group -

State View
Region View
District View
School View
Teacher View

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Reports at SAU Level



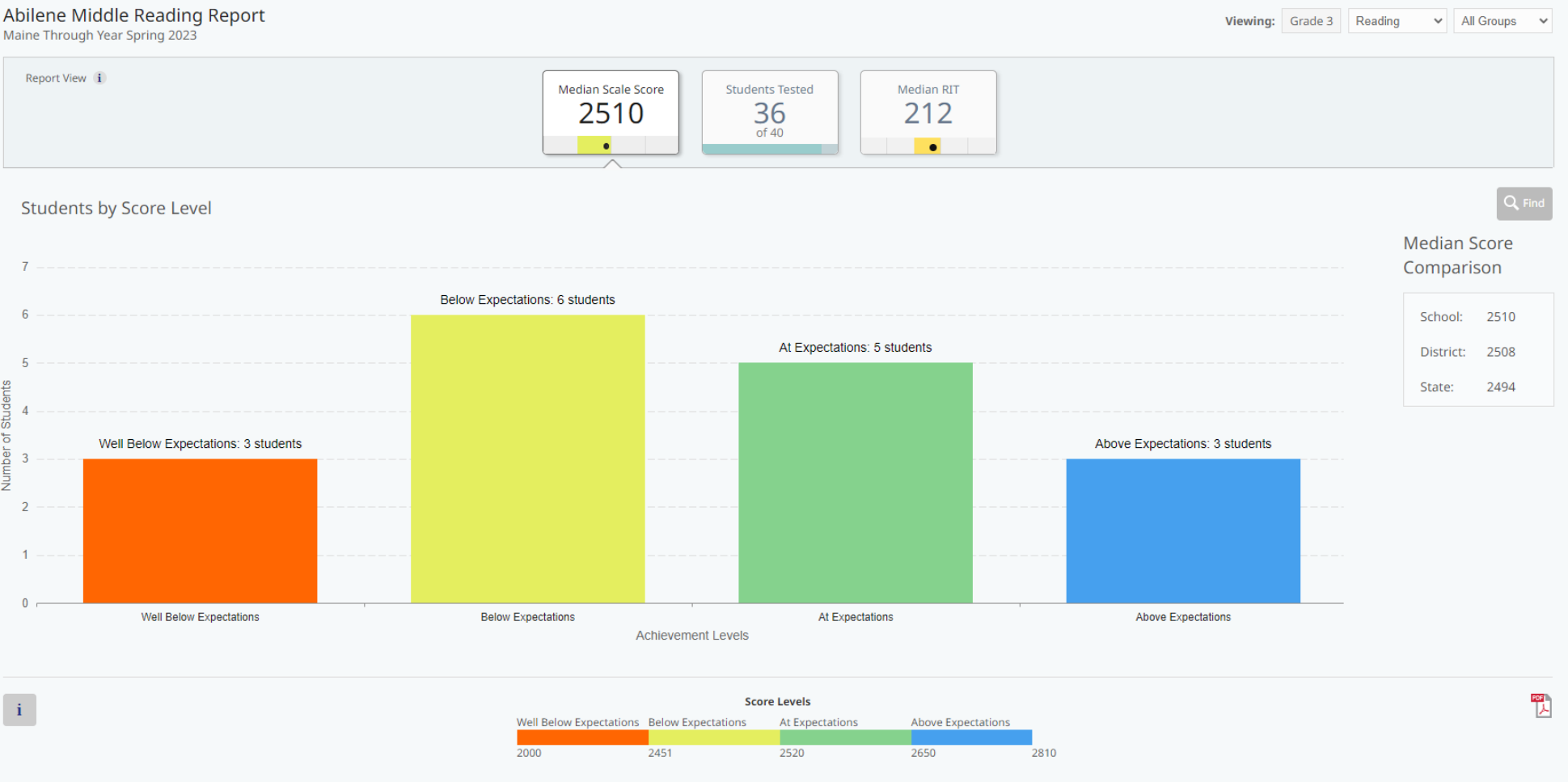
Reports at School Level

Results: 20 Schools

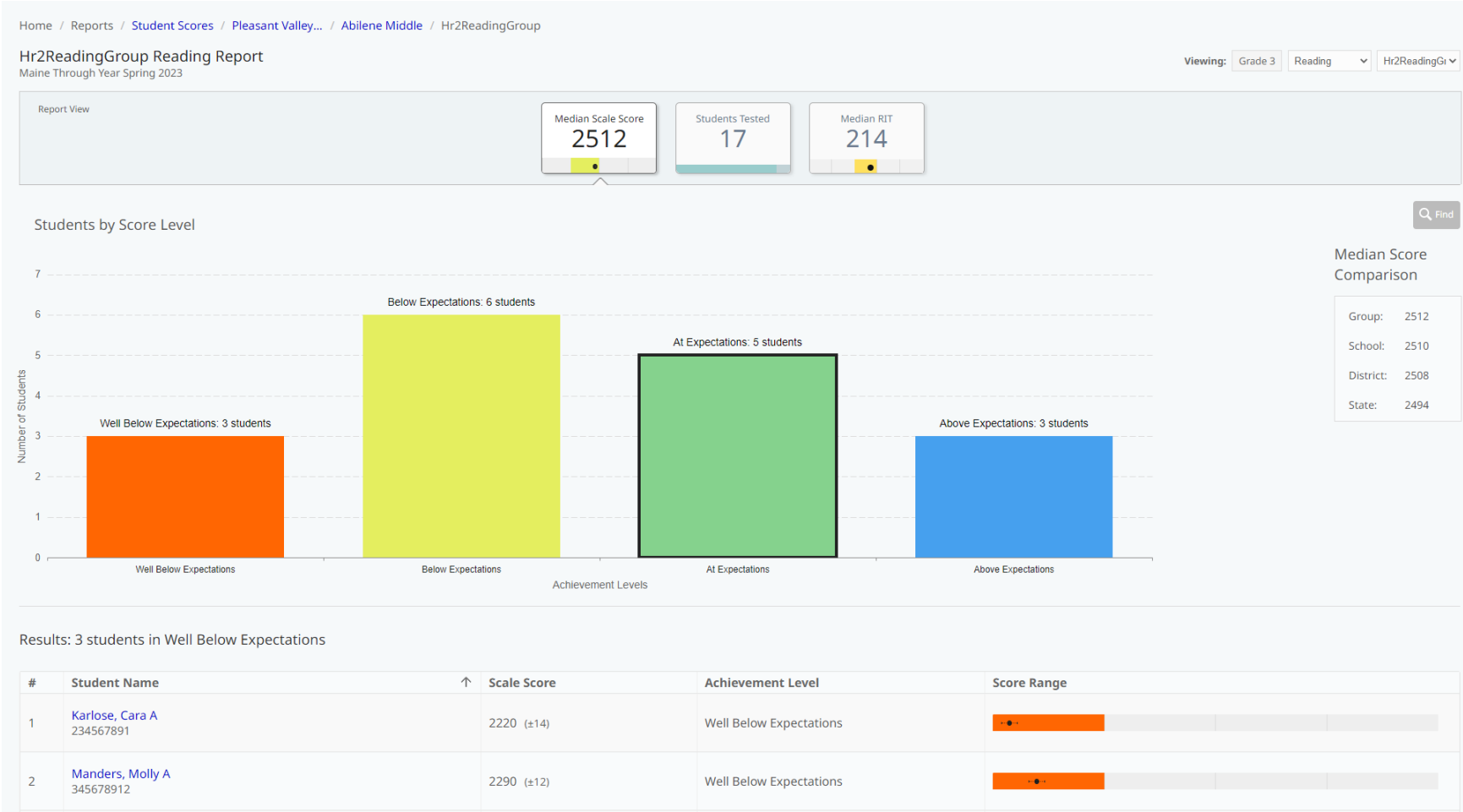
#	School	Students Completed	Average Score	Score Levels i
1	Anderson Middle	24 of 24	2477	<div><div>18%</div><div>30%</div><div>32%</div><div>20%</div></div>
2	Thomasville Middle	202 of 202	2478	<div><div>16%</div><div>30%</div><div>34%</div><div>20%</div></div>
3	Bethany East Middle	54 of 54	2480	<div><div>20%</div><div>32%</div><div>30%</div><div>18%</div></div>
4	Williams Middle	30 of 30	2480	<div><div>18%</div><div>30%</div><div>32%</div><div>20%</div></div>
5	Coli Lake Middle	14 of 14	2486	<div><div>16%</div><div>30%</div><div>34%</div><div>20%</div></div>
6	Davton Middle	41 of 41	2490	<div><div>20%</div><div>32%</div><div>30%</div><div>18%</div></div>
7	Doristi Middle	244 of 244	2496	<div><div>18%</div><div>30%</div><div>32%</div><div>20%</div></div>
8	Eastview Middle	182 of 182	2496	<div><div>16%</div><div>30%</div><div>34%</div><div>20%</div></div>
9	Everton Middle	168 of 168	2500	<div><div>20%</div><div>32%</div><div>30%</div><div>18%</div></div>
10	Harris Middle	24 of 24	2508	<div><div>18%</div><div>30%</div><div>32%</div><div>20%</div></div>



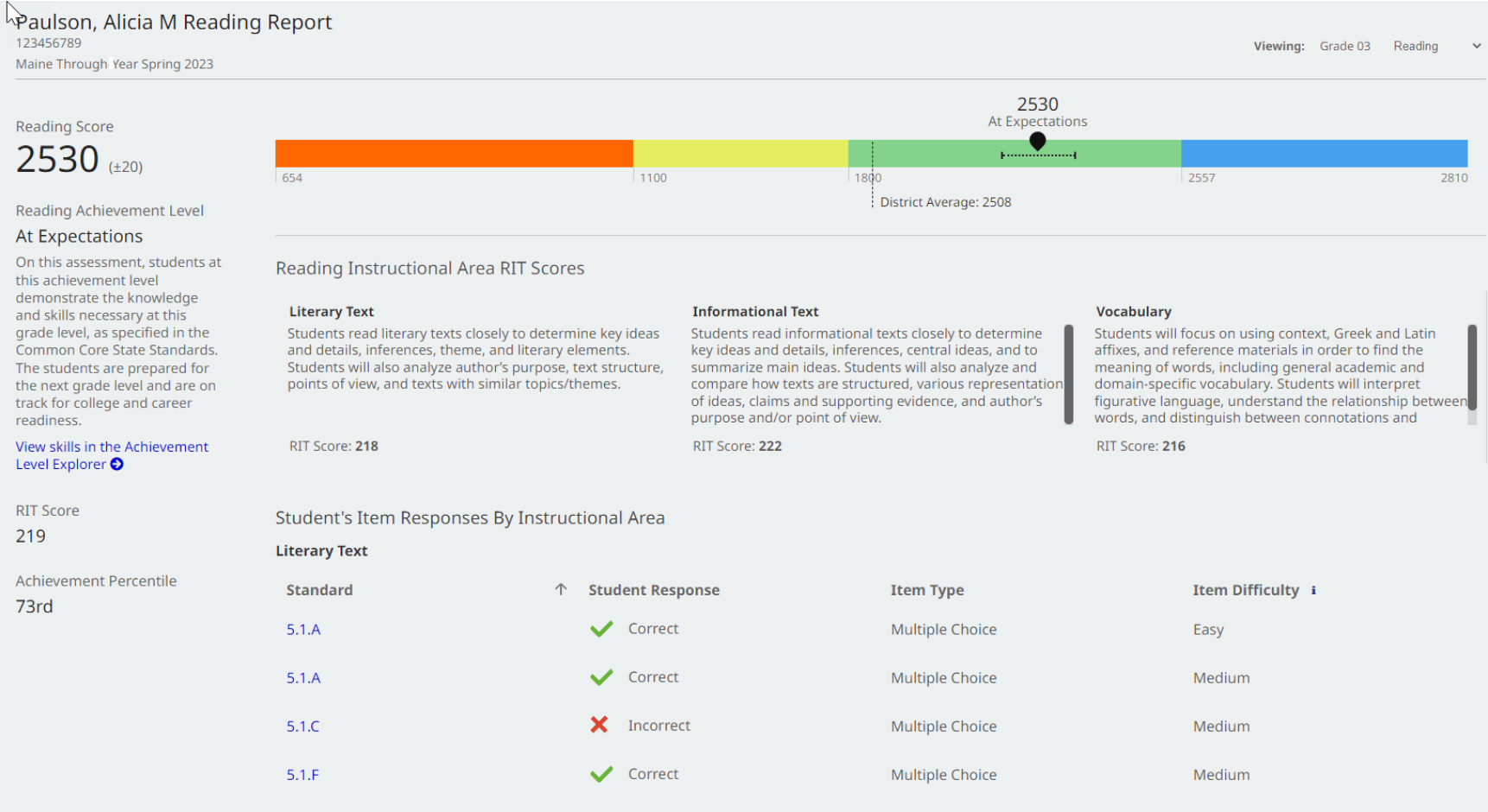
Reports at School Level



Reports at School / Group Level

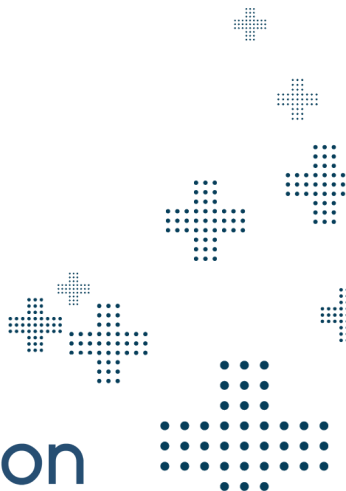


Reports at Student Level



When Reports Become Available for Spring 2023

- + **Operational Reports** are available throughout the assessment window
- + Data and Reporting for Spring 2023 will be available mid August; this includes the MAP Growth Reports with RIT from the Through Year Assessment



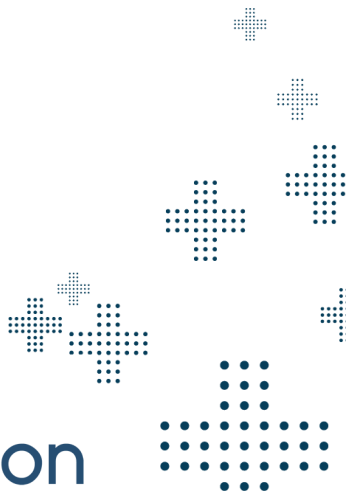
Preparation, Resources, and Tips



Spring 2023 Important Dates

- + **April 3rd:** Management System Opens
 - Districts can begin to roster students in MAP Growth
 - Begin management activities in Acacia
 - + Student registration upload by SAUs in Acacia
 - Paper, large print, and braille requests can begin

***Note:** May 12th is the last day to register students for braille and the recommended last day to register students for paper or large print*
- + **May 1st – 26th:** Spring 2023 Assessment Window
- + **May 19th:** Students enrolled after this date are not required to assess
- + **June 2nd:** Last day to add NTCs and update supports/accommodations as needed



Preparation

- + Review technical requirements for the Maine Through Year Assessment
- + Download new NWEA State Solution Secure Browser
 - Note:** This is different than the MAP Growth Secure Browser and the MAP Growth STB does not need to be uninstalled before installing the State Solutions STB*
- + Review Maine DOE guidelines for accessibility and identify students in need of specific accommodations / supports
- + Review Scheduling Guidance from Maine DOE
- + Review Maine DOE Assessment Security Handbook



Resources

A Maine Assessment Portal on NWEA Connections will soon be available to access all resources in one location!

- + Item Type Samplers (Online and Paper Form)
- + Online Student Tutorial Video
- + Proctor Guides
 - ME Through Year Assessment Administration Guide
 - ME Through Year Proctor User Guide
- + ME Through Year Assessment Coordinator Guide
- + ME Through Year User and Student Management Guide
- + ME Through Year Accessibility Guide
- + ME Through Year Assessment Checklist

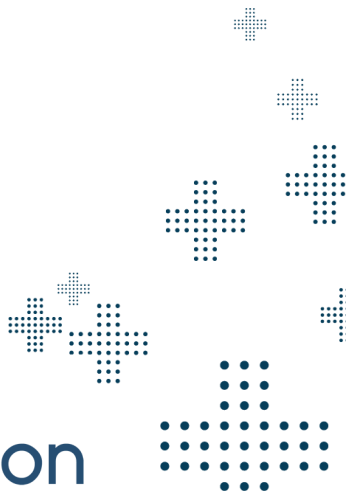
Technology & Security Resources

- + NWEA State Solutions System and Technology Guide
 - [NWEA State Solutions System and Technology Guide](#)
- + Maine Assessment Security Handbook
 - [The Maine Assessment Security Handbook](#)



Suggestions for a Smooth Assessment Experience

- + Enable audio on devices used for TTS and provide headphones
- + Ensure all students have appropriate accessibility features assigned, as needed
- + Validate School Proctor rights have been assigned
- + Use the Manage Online Testing Dashboard to monitor testing progress through the assessment window
 - Reminder: refresh the dashboard to see updated information

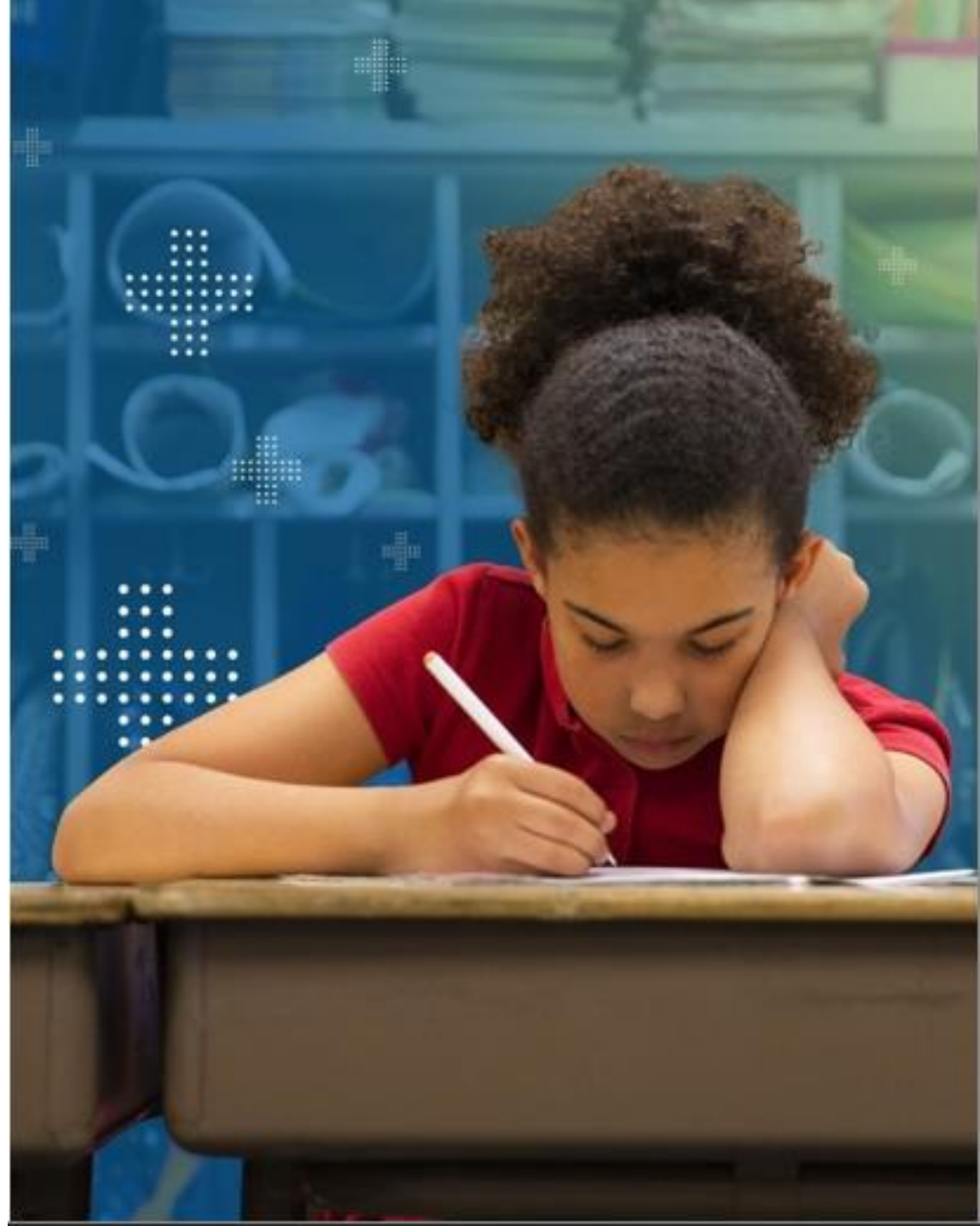


Troubleshooting Tips

- + In Acacia, the student's assessment is saved after every answer
- + If a student runs into issues, the first step would be to log out, close app, and log back in
- + Second step would be a full reboot
 - Note: Proctor action is not needed to log students back in*
- + If the first two steps do not resolve issue, contact Partner Support at (855) 430-1777

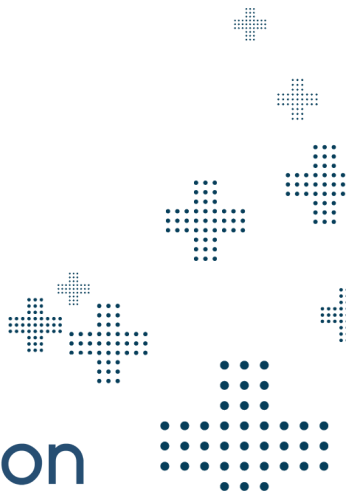


Communication and Partner Support



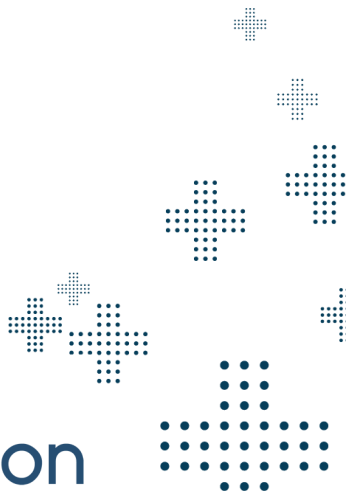
Maine DOE Policy Support

- + Policy Questions
 - Contact Krista Averill at the Maine DOE
 - Phone: (207) 215-6528
 - Email: krista.averill@maine.gov
- + Additional information and materials can also be found on the Maine DOE website:
 - https://www.maine.gov/doe/Testing_Accountability/MECAS/nwea



NWEA Partner Support

- + Maine Through Year Assessment inquires or support
 - Contact NWEA Partner Support
 - Phone: (855) 430-1777
 - Days & Hours: Monday – Friday, 7:00am – 8:00pm EST
- + Maine Assessment Portal on NWEA Connections
 - **Coming soon!**



Questions and Answers

FAQ document and slide deck will be shared out after training sessions

