**Office Hours Q & A (DAC) April 2, 2021**

# General Assessment Questions:

**We have students currently identified as alternate participants however, now the state is using the NWEA, we are wondering if we can assess these students using the NWEA instead of the MSAA in math and ELA/Literacy. Due to the student’s performance level, the 7th grade student would need to participate in the grade 2-5 reading assessment and not the 6+. Is this permissible?**

The alternate assessments are designed for those students with the most significant cognitive disabilities, with adaptive behaviors impacted and who are learning an adapted curriculum. Participation in alternate assessments is an IEP Team decision using the state eligibility criteria. The alternate assessments are designed around alternate achievement standards, which are smaller units aligned to grade level standards and reduced in complexity and depth.

Therefore, a determination to amend a student’s IEP to reflect participation in general assessment, rather than alternate assessment participation, should not be made solely based on a change to the general assessment. Rather, this should be revisited as a part of the annual IEP meeting. Possible factors for such a change may be if a student’s educational program no longer reflects adapted curriculum, or if a student has scored above grade level expectations consistently on the alternate assessments.

# NWEA - ROSTERING

# **Please find supporting documents from the 04/02/2021 office hours, often referenced in these Q and A from the 4/2/2021 office hours here:**

[**https://tinyurl.com/nwearostering**](https://tinyurl.com/nwearostering)

**If we use Clever to roster, will any of this information apply to us? SAUs new to the NWEA this spring cannot use Clever, correct? We have been using NWEA for years and for the past 3 have been using Clever to roster. Do we still need to do a manual upload?**

Existing users are able to continue to use Clever to support rostering as they have in the past. It should be noted however that Clever cannot identify if student a is in 2nd or 3rd year of high school, and also excludes three additional fields that are included in the NEO report export (the 2021 roster file template can be found here: <https://tinyurl.com/rf2021nwea>). These missing fields are School MEDMS code, Student State ID#, and Instructor State ID. The omission of these fields may generate errors. Clever will function for the user but there is still additional work to be completed in order to troubleshoot these omissions. Experienced NWEA users currently using Clever are invited to touch base with Andy Wallace at andrewtwallace72@gmail.com.

**If we already have sent up rosters from our IC, will this be ok? For existing NWEA schools is the State ID being in the State ID part of the roster file enough or do we have to change the ID to the State ID as well?**

When importing students, please make sure the missing fields are included prior to upload. Student State ID must be included in column O. If you previously used or want to continue to use a different ID for students, that can remain in Column N – Student ID. Please ensure all students who are eligible to participate in the alternate assessment are not included or uploaded into MARC. A benefit of using the NEO student roster is that it will include all students that are required to take the NWEA. Districts are encouraged to use the NEO template for uploads, or at the least to verify students.

Visit <https://tinyurl.com/rf2021nwea> for the official Spring 2021 Roster Template.

**Our SAU previously used NWEA years ago. Many of our teachers and admin still have active accounts in the system. Is there a way to prompt them with a welcome, even though they have a preexisting account?**

Welcome emails are only generated for new users and expire 48 hours after issuance. However if teachers or administrators know they have a preexisting account, they can browse to <https://teach.mapnwea.org/> and click on “Forgot Username and Password” and they will be emailed a code to reset password. This email will also include their username. The link expires after 24 hours.

DACs can also send a reminder email to existing users one at a time within the NWEA MARC portal.

* In the left navigation pane, click Manage Users.
* Enter your search criteria.
* Select the correct profile and click View/Update.
* In the All Roles section, click Request **Password Reset**. ...

At the bottom of the screen, click Submit when the page refreshes.

**I have access to NEO but do not appear to have the access I need to pull the student report module within the NEO dashboard. What needs to be filled out for me to get more access?**

Your Superintendent must submit this [Neo Access Request Form](https://mainedoe.co1.qualtrics.com/jfe/form/SV_e4gqUaxPobq0oYd) for additional access. “Maine Assessment” and “Student Data” are the fields that contain the data that is needed for NEO student roster downloads.

**Should the NEO export be downloaded / uploaded all, or by school?**

The class roster can be imported into the NWEA system either way. Using the roster from NEO will ensure alternate assessment students are removed from the file prior to uploading into MARC. If you do not use the NEO class roster upload, please reference it to be certain you do not administer the NWEA to alternate assessment students.

**Once students and teachers are uploaded, do I need to go in and set the term for testing, or will that happen automatically?**

The student and staff uploads allow you to set the term in MARC at the start of the upload. SAUs do not need to go in twice to set the term. The default term is the current testing window.

**Can I do the NEO upload with all students and then upload class/teacher data by school?**

Yes. Some SAU will choose to import all students at the district level but allow individual schools to manage their staff and assessment sessions with their own school based uploads.

**Is there a document for existing NWEA users that shows what we need to do differently? If not, this may save time for SAUs that currently use NWEA.**

The main difference is that existing schools will want to be certain that the nine digit State Student ID (SSID) is attached to each student record. If you are using Clever to support rostering, or doing an existing rostering process please make sure the three missing state fields mentioned previously are included.

**Will you be sharing information about how to upload accommodations?**

Yes. The session scheduled for Friday, April 9 will focus on accommodations. A link will be sent to DACs and tech directors/coordinators week commencing April 5.

**Can we just roster every student in a grade level into a single "class" this time around? Is there a benefit (besides the reporting at the end) to having class rosters?**

The mass class could create proctoring challenges and is not advised, although possible. The Assessment Coordinator (AC) must then go in and add staff upload and proctors. Please note however that NWEA data is available earlier to teachers within MARC that will be in MAARS.

**When will the recording of this training become available?**

The recording of this meeting will be available early during the week commencing April 5, 2021 and will be posted to the assessment administration and training webpages.

**We have been using NWEA for years and all our students are uploaded from our fall session. Do we need to go through the NEO process or can we continue uploading students as we have been doing?**

This may depend upon what grades the school/district currently administers. It would be beneficial for the district/school to verify all students required to participate in the assessment within grades 3-8 and 3rd year of high school (2nd year is optional) are included within the roster to assess.

**How can SAUs confirm that they have set up everything correctly, prior to assessing?**

NWEA has available for users an [Action Planner: Remote Test Planning for Leaders](https://dpdol.nwea.org/public/nwea/RemoteTestPlanningLeaders_ActionPlanner.pdf). This four (4) page document walks the SAU through the planning and implementation process for administration. Districts can also contact the Maine specific helpline at 855-430-1777.

**If we already use NWEA will we be logging into a different site or will we use our existing NWEA login?**

SAUs who are current or past users of NWEA will log into their existing site at [https://teach.mapnwea.org](https://teach.mapnwea.org/)