

Office Hours: September 13, 2023 Q&A

What is the process of rostering students not in the Acacia platform?

The first step is to ensure that the student is rostered in Synergy, which will automatically result in the student being included in the roster file uploaded into Acacia by Maine DOE each morning.

Maine DOE and NWEA are actively working on resolving rostering errors resulting from a setting in the Acacia platform; this is affecting the rostering of students who are attending a new SAU this academic year. As of September 13, this error is affecting approximately 5% of students that are being rostered from Synergy.

How long is the Maine Through Year Assessment Proctor Training Video?

The [Proctor Training Video](#) is about 9 minutes long.

The Spring 2023 Maine Through Year Assessment Proctor User Guide does not match the current NWEA window for accessing the Through Year Assessment. Will that guide be updated soon?

The Proctor User Guide has been removed due to much of the information being duplicated in other manuals and guides. It has been removed from both Maine DOE's webpage and NWEA's Connection page.

August 31, 2023 RIT Score Comparability Session Resources

- [Presentation Slides](#)
- [Recording](#)
- [Q&A Document](#)

Where will we be able to access the 2 other webisodes required for Maine Through Year Assessment proctors that are referenced in the newly released proctor video?

Please go to https://www.maine.gov/doe/Testing_Accountability/MECAS/materials/security and click the **Assessment Security Trainings** drop-down menu to access both webisodes.