



OPERATIONAL PROCEDURES
FOR THE
MAINE EDUCATIONAL ASSESSMENT (MEA)
GRADES 5 AND 8

MAY 2010 ADMINISTRATION

This document is intended for use in conjunction with “*MEA Accommodations Guide*,” and both the “MEA Principal/Test Coordinator Manual” and the “MEA Test Administrator Manual.” These documents will be available prior to testing on the Maine Department of Education (MDOE) web page at <http://www.maine.gov/education/mea/admininfo.html>.

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**MAINE OPERATIONAL PROCEDURES
MEA SCIENCE ADMINISTRATION – MAY 2010**

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1. ENROLLMENT ISSUES

All publicly funded students enrolled in Maine public schools or in a private school approved for tuition that enrolls at least 60% publically funded students are required to participate in the MEA science test. MEA reports are based on student enrollments in Infinite Campus State Edition (ICSE). Schools are responsible for regularly updating individual student enrollment information in Infinite Campus to ensure that MEA reports reflect accurate information.

The official student data of record, except for accommodations, will be supplied by ICSE for all 2009-10 MEA/PAAP assessment reports. **It is essential that schools keep their ICSE data current.** To ensure accurate student labels for use on the MEA answer booklets, schools must update and verify student enrollment by **March 31, 2010** by reviewing the “Attending Student Download” and “MEA - Science Label Roster” reports in ICSE. These can be found under “ME State Reporting / Assessment Reports” of the Index tab in ICSE. Please make sure the Year selected at the top is 09-10. After selecting a report, click “Generate Report” to view the spreadsheet. Clicking “Generate Report” will offer the option to “Open” or “Save” the resulting spreadsheet.

Students who move during the MEA testing window must be exited from the enrollment of the former school on the last date of attendance and enrolled in Infinite Campus by the new attending school immediately. It is recommended that each school maintains either an optional Enrollment Update Report provided with the MEA Test Coordinator Manual or other documentation on students who move in or out of the school during testing for school records.

1.1 Public Schools

Each student attending a school in Maine who is publicly funded must be enrolled in ICSE with a “Primary Enrollment”.

- **Students who move** out of a school must be exited from the enrollment of the former school on the last date of attendance. This must occur regardless of whether or not a request for records has been received. Students who move into a school must be enrolled in ICSE by the new attending school immediately.
- **Expelled students** are no longer considered to be part of a school’s official enrollment. These students must be exited from ICSE, with expulsion as the exit type. Expelled students receiving special education services should be enrolled in ICSE as home schooled students receiving special education services only.
- **Suspended students** are considered to be part of a school’s official enrollment.
- **Habitually truant students** are those students who have completed grade 6 and have the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year; or are at least 7 years of age and have not completed grade 6 and have the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year. These students

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remain enrolled at their school, and their truancy status on the Infinite Campus Truancy tab should be updated as the school follows the protocol for habitually truant students.

For assessment and accountability purposes only, a habitually truant student is considered one for whom the superintendent has completed an “Official Parent Notification” according to MRSA 20-A 5051-A (2) (C), and delivered the notification in hand or by registered mail to the parent(s)/guardian of the truant student and the student is coded on the Infinite Campus Truancy tab as “1C”.

- **Students** who have been adjudicated and are **committed to a Youth Development Center** are enrolled in the educational program provided at that site. These students must be exited from the enrollment of the former school and enrolled in ICSE by the new school immediately.
- **Students detained by law enforcement** during the MEA testing window are enrolled at the public school they normally attend. They will be considered for Special Considerations (See section 2.17, below).

1.2 Public Program in Resident SAU

Students who are attending a program in their resident School Administrative Unit (SAU) that is located in a school other than their resident school should be enrolled in their resident school.

1.3 Public Program in Non-Resident SAU

Students who are attending a public program in another SAU (e.g., regional special education day treatment, alternative education, etc.) through financial arrangements other than tuition should be enrolled with a primary enrollment in their resident school in their resident SAU (where the IEP team made the out of district placement). The resident school is responsible for providing academic grades for the student.

If there is no resident school, the attending SAU is responsible for contacting the MEDMS Help Desk to request an Infinite Campus primary enrollment in the MDOE school.

1.4 In-State Private Special Purpose School (approved by MDOE)

Each student enrolled in a public school who is tuitioned by an SAU to an MDOE-approved in-state private special purpose school will have a primary enrollment in the resident school in their resident SAU (where the IEP team made the out of district placement) in ICSE. The private special purpose school is responsible for enrolling students as partial enrollments.

1.5 Residential Treatment Centers as defined in Title 20-A § 1 (24_A) (D) (3)

Students who live at a Residential Treatment Center 100% of the time and are State Agency Clients and receive 100% of their education at the same Residential Center where they live will be enrolled by the MDOE Special Services Team (denise.towers@maine.gov) in the MDOE School as primary enrollments. The Residential Treatment Center will then enroll the students as partial enrollments,

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completing the Resident Town and Resident SAU fields with “The Maine Department of Education”.

Students who live at a Residential Treatment Center who do not meet the three criteria above will be enrolled by the MEDMS Help Desk (medms.helpdesk@maine.gov) in the MDOE School upon request from the Residential Treatment Center. The Residential Treatment Center will then enroll the students as partial enrollments, completing the Resident Town and Resident SAU fields with “The Maine Department of Education”.

1.6 Private Non-Special Education Schools (approved by MDOE)

Students who are publicly tuitioned to a private non-special education school are enrolled in the private school in ICSE. This does not apply to private schools having student enrollments consisting of 60% or more publicly funded students.

1.7 Out-of-State Schools/Programs

Students who were enrolled in a Maine public school, but are receiving their educational program outside the state of Maine during the MEA testing window, should be exited from the Maine school and enrolled in “Non-Maine SAU” for the period they are gone. Resident school units should contact the MEDMS Help Desk to enroll the student in the “Non-Maine SAU” and to reenroll the student in the Maine school when they return.

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2.0 MEA PARTICIPATION ISSUES

All students who are publicly funded and enrolled in Maine public schools (including those private schools whose enrollment consist of at least 60% publicly funded students) shall participate in the MEA science test in grades 5 and 8, except for those who meet the criteria for Special Considerations (See section 2.17, below). This includes students designated as state wards, state agency clients, or homeless. Participation can be through standard administration of the MEA, through administration with accommodations, and/or through alternate assessment (PAAP) in grades 5 and 8. Schools should ensure that all ICSE enrollment information is accurate for all students by reviewing the “Attending Student Download” report in the Infinite Campus State Edition (see Section 1, “Enrollment Issues” for instructions). They may want to maintain a separate list of students enrolled and their subgroup designations (e.g., ELL, SPED, etc.) during the MEA administration for their files.

NOTE: Federal law mandates student participation in the science portion of the MEA, although science scores are not used for AYP determinations.

2.1 Students Attending Public Schools

Each publicly funded student enrolled in a Maine public school must participate in the MEA except for those who meet the criteria for Special Considerations (See section 2.17, below). Students enrolled in Maine public schools who are not publicly funded **may** participate in the MEA at no cost.

2.2 Students Publicly Tuitioned to Schools in Non-Resident SAU

Students who are publicly tuitioned to a school in a non-resident SAU, must participate in the MEA through the appropriate avenue using testing materials provided by the attending school.

2.3 Students Attending a Public Program in Resident SAU

Each student attending a program in the resident SAU that is not located in the resident school shall participate in the MEA through the appropriate avenue using testing materials provided by the resident school and returned to the resident school for mailing.

2.4 Students Attending Public Programs in Non-Resident SAU

Students who are attending a public program (e.g., regional special education day treatment, alternative education, etc.) in another SAU through financial arrangements other than tuition must participate in the MEA through the appropriate avenue using testing materials provided by the resident school and returned to the resident school for mailing.

2.5 Students Attending Private Special Purpose Schools/Residential Treatment Centers (approved by MDOE)

Students who are attending a private special purpose school must participate in the MEA through the appropriate avenue in the school they are attending. Materials for the

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MEA and Personalized Alternate Assessment Portfolios (PAAPs) are shipped directly to private special purpose schools.

2.6 Students Attending Out-of-State Schools/Programs

Students receiving their educational program outside the state of Maine during the testing window should be correctly enrolled in ICSE and will not participate in the assessment.

2.7 Students who Reside Out-of-State and are enrolled in Maine Public Schools

Out-of-state residents who are tuitioned to a Maine public school **may** participate in the MEA at no cost. Their scores will appear in school and SAU assessment reports.

2.8 Students who have been Retained

A student who has been retained at a grade level **will** participate again at that grade level.

**2.9 Students Who Move During the MEA Testing Window
(Non-PAAP Participants)**

It is the school's responsibility to immediately update ICSE when a student moves. It is recommended that the school maintain, for their own records, either an optional Enrollment Update Report provided with the MEA Test Coordinator Manual or other documentation on students who move in or out of the school during testing. The two schools should attempt to coordinate the completion of testing for the student. A student's score is based on the items s/he has answered/submitted and may reflect an inaccurate score if the student moved during a content area test.

2.9.1 From a Maine Public School

A student who moves out of a Maine public school during the testing window must take any sessions of the MEA that are administered in that school before the date of the move. Schools should follow the directions for the handling of the student test materials in the Test Coordinator Manual.

2.9.2 Into a Maine Public School

A student who enrolls in a Maine public school during the testing window must take any sessions of the MEA that are scheduled to be administered in the new attending school on and after the date of enrollment, unless testing was completed at the previous school. (**NOTE:** Students should not retake any test session if it has been confirmed with the previous school that the student already participated in those sessions.)

2.10 Students Who Move (PAAP Participants)

Maine's alternate assessment is the Personalized Alternate Assessment Portfolio (PAAP), in which students may participate if they meet PAAP participation guidelines, and assessment through the PAAP is specified in their IEP. While it serves as the avenue of participation in the MEA for some students, the formats of the two assessments differ significantly. Because the PAAP is a portfolio compiled over several

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months of a school year, the operational procedures for the MEA and the PAAP must also differ.

2.10.1 From Public School (PAAP) on or prior to March 1st

When a student who is participating in alternate assessment through the PAAP moves from one Maine public school to another **on or prior to** March 1, 2010, the PAAP work completed to date should be sent to the receiving school for final completion.

2.10.2 From a Public School (PAAP) after March 1st

When a student who is participating in alternate assessment (PAAP) moves from one Maine public school to another **after** March 1, 2010, the PAAP work completed before the moving date shall be submitted on April 30, 2010 by the original school for scoring. The receiving school does not need to start a new PAAP or complete an existing one.

2.10.3 From an Out-of-State School (PAAP) after March 1st

A student needing a PAAP who moves into a Maine public school **after** March 1, 2010 from an out-of-state school will not be required to participate in the PAAP.

2.11 Students who are English Language Learners (ELL)

All ELL students, including those who were enrolled in a United States school for the first time on or after January 1, 2009 as indicated in the appropriate field in ICSE “Date Entered US School”, must participate in the MEA through standard administration or through administration with accommodations. All test responses must be in English. Refer to “MEA Accommodations Guide” for allowable accommodations.

2.12 Students Not Present During Testing

All students enrolled in grades 5 and 8 in a Maine public school must take part in the MEA. Students not present for testing, including those on scheduled vacations, will be considered to be non-participants, except for those students described in sections 1.1 (detained by law enforcement), 1.5 (students enrolled in an out of state school/program) and 2.17 (students with Special Considerations approved by MDOE).

2.13 Suspended Students

Suspended students are expected to participate in the MEA through a combination of regularly scheduled administration and makeup sessions.

2.14 Students who are Habitually Truant

Habitually truant students who do not participate in the MEA due to absences during the testing window will be considered non-participants in the MEA.

2.15 Students Detained at the Youth Development Centers

Students detained by law enforcement during the MEA testing window are enrolled at the public school they attended at the time of detention. They will be considered for Special Considerations (See section 2.17, below).

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2.16 Students Committed to the Youth Development Centers

Students who have been adjudicated and are committed to a Youth Development Center take part in the MEA through the educational program provided at that site.

2.17 Student Conditions Requiring Special Considerations

Special Consideration may be available when a student's long-term or emergency condition, physical or mental, prevents the student's participation in the MEA even with accommodations or through PAAP. Special Consideration based on a student's physical or mental condition may be available for students suffering from terminal illnesses or injuries or receiving extraordinary medical treatment for either a physical or psychiatric condition. Emergencies are unforeseen events or situations which may include, but are not limited to, death in a student's immediate family, childbirth, accidents, injuries, detention by law enforcement, and hospitalizations.

Requests for special considerations will be reviewed by a team at MDOE.

Request forms and instructions are available at:

<http://www.maine.gov/education/mea/admininfo.html> and must be completed and faxed back to the MDOE no later than **May 25, 2010**. It is the school's responsibility to keep documentation on these students.

2.18 Students in Ungraded, Multi-age Programs

Students in ungraded, multi-age programs will participate at the ICSE grade levels assigned to the students by the school.

2.19 Parent/Student Refusals

Federal and Maine laws require that all students be tested.

2.20 Home-Schooled Students

Home-schooled students, including those enrolled in ICSE and taking some coursework in the public school, may take the test on an optional basis at the local school, if the local school agrees. These students are not considered to be part of the school's official enrollment for purposes of MEA testing and their scores are not included in the school results.. Parent letters containing scores of home-schooled students are returned to the local school for distribution.

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3.0 ADMINISTRATION ISSUES

The MEA must be administered in accordance with the rules contained in the 2010 MEA Principal/Test Coordinator and Test Administrator Manuals.

3.1 Student Registration (General Assessment)

Schools are generally not required to register students or provide information about the number of test materials needed. The testing contractor supplies materials based on ICSE enrollment data. The only exception is that schools must order Braille and large print versions of the test **only** for visually impaired students who either did not participate in the NECAP testing in October or whose IEP has changed since that time.

3.2 Student Registration for PAAPs

Resident schools are required to register enrolled students, including those in regional or private special purpose programs, who will participate in the MEA through the PAAP during the registration window of March 1-19. When students have partial enrollments in ICSE, both resident and attending schools need to collaborate to complete online PAAP registration. Resident schools will receive registration information directly from the testing contractor. Resident schools should notify attending schools when PAAP registration is complete.

3.3 Students with Behavioral Issues

Students who must be removed from testing for inappropriate behavior may be allowed to resume testing at the discretion of the principal after appropriate intervention. In the case of cheating, testing should be stopped and the Maine Department of Education should be contacted for further instructions. See the cover page of this document for contact information.

3.4 Students Experiencing Emergency Situations

If a student experiences an emergency situation during testing that prevents participation in the MEA, the principal should complete and submit a Request for Special Consideration (See section 2.17, above).

3.5 Blank/Non-Scorable Student Responses

If there is a blank student response booklet or there are no scorable items (e.g., contains expletives, unrelated drawings, but not answers), the student will not receive a score.

3.6 Incomplete Student Responses

If testing is incomplete, the student will receive a score based on the items he or she has answered/submitted.

3.7 Out-of-Level Assessments

Students at one grade level may not be assessed with material developed for a different grade level. The grade level of record is the grade level in ICSE. If a student takes the

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MEA at another grade level, that student will be considered a non-participant, and no scores will be computed.

3.8 Extensions to MEA Testing Window

Requests for an extension to the MEA testing window due to unforeseen circumstances will be resolved on an individual basis by the Maine Department of Education. See the cover page of this document for contact information.

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GLOSSARY

Attending School – The school which a student attends daily.

Partial Enrollment – A student who is tuitioned to a private special purpose school has a primary enrollment in ICSE at his/her resident school and a partial enrollment at the private special purpose school.

English Language Learner (ELL) – This designation refers to a **subset of students** whose English proficiency in **any** of the language modalities (reading, writing, listening or speaking) is significantly below that of their peers. A student is classified as an “English Language Learner” based on the student’s English language proficiency as measured by WIDA ACCESS for ELLs®.

Individual Educational Program – A program designed by a team of individuals, including parents, responsible for determining a student’s eligibility for special education and related services, including the student’s avenue of participation in the MEA. (Maine Unified Special Education Regulations, Chapter 101, May 16, 2008)

Limited English Proficient (LEP) – An LEP designation refers to students who are English language learners (ELLs) and is a category in ICSE and assessment and accountability reports. Any student whose English Language Proficiency in ICSE is 03 (Limited English Proficiency) or 04 (Transitioned Back to LEP) would be considered LEP.

Maine Educational Assessment (MEA) – No Child Left Behind requires a testing program for students in science. The MEA is the testing program that Maine uses at grades 5 and 8.

Partial Enrollment – A student who is tuitioned to a private special purpose school has a primary enrollment in ICSE at his/her resident school and a partial enrollment at the private special purpose school.

Personalized Alternate Assessment Portfolio (PAAP) – Federal and State laws require that all students be included in the Maine Educational Assessment. To that end, three avenues of participation are provided (Standard Administration, Administration with Accommodations, and/or Alternate Assessment). Maine’s Alternate Assessment is the PAAP. The PAAP is designed for students needing a modified measure of performance in a content area because their exceptionality is so significant that it does not allow access to the standard assessment even with a combination of accommodations.

Resident School or Resident SAU- The school or school administrative unit where the student’s parent/guardian resides.

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SAU - A school administrative unit “SAU” may be a school administrative district, municipal district, a community school district, or a regional school unit for the purposes of this document. .

TESTING WINDOWS:

MEA – The testing window for the administration of the MEA science test, which should include all make-up testing, begins on May 10, 2010 and ends on May 21, 2010. Material pickup will occur on May 25, 2010.

PAAP - The administration window for the PAAP is from December 1, 2009 through April 30, 2010.