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## MEMORANDUM

To: Principal and MEA Test Coordinator of <<SchoolName>>  
From: Susan Smith, MEA/NECAP Coordinator, Maine Department of Education  
Cathy Schirmer, Maine Program Director, Measured Progress  
Date: March 9, 2011  
Subject: Preparation Information for the 2010–11 MEA for Science

The purpose of this memo is to provide information about the administration of the Maine Educational Assessment (MEA) for science in grades 5 and 8. Administration of the MEA Science test is required under the *No Child Left Behind Act*, although the results are not used as part of Adequate Yearly Progress (AYP) determinations. The test administration, including makeup sessions, must be completed during the testing window of **May 9-20, 2011**.

### Testing Materials:

Test materials, including labels and some additional test/answer booklets, will automatically be sent to your school based on your grade 5 and 8 enrollment data in Infinite Campus State Edition as of **March 31, 2011** and will arrive no later than Monday, **May 2, 2011**. No additional student labels will be sent. If you have not received materials by this date, please immediately contact the Measured Progress Test Administration Helpdesk at (866) 615-2745.

Large Print and Braille versions will automatically be sent for those students who required them for the October NECAP assessment. However, if you have any students who require these materials who either did not participate in the NECAP test or whose IEP has changed since that time, please contact Christine Pitcher, Maine Program Assistant at Measured Progress, via phone at 1-800-431-8901, ext. 2378 or via email to [pitcher.christine@measuredprogress.org](mailto:pitcher.christine@measuredprogress.org) no later than **March 31, 2011**.

Principal/Test Coordinator and Test Administrator manuals, along with other administration information, will be included in the May shipment and will be available on the DOE web site at <http://www.maine.gov/education/mea/admininfo.htm> prior to testing. This website will also include additional documents that should be used to prepare for MEA test administration, such as:

- **Maine Operational Procedures for the MEA**, which outlines current Department policies regarding student enrollment and participation issues for the MEA,
- **MEA Accommodations Guide**, which provides guidance on the delivery of approved accommodations and contains the list of accommodations allowed on the MEA (Accommodations Table enclosed), and

- **2010-2011 MEA Grades 5 and 8 Testing Schedule** (salmon paper) (also enclosed), which should be used to plan MEA testing. Grade-level sessions must be administered concurrently within a school and in session order. The student questionnaire must be administered last because it asks questions about the students' testing experiences.

All secure testing materials will be picked up by UPS on Monday, **May 23, 2011**.

#### **Test Administration Webinar:**

An MEA Test Administration Webinar has been scheduled for Tuesday, **April 27, 2011** from 9:30 a.m. to 10:30 a.m. There will be no regional workshops. Presentation materials will be posted the day prior to the webinar at: <http://www.maine.gov/education/mea/workshops/index.html>.

There is no advance registration for this webinar. To participate, please follow the instructions located at: [http://www.maine.gov/education/necap/documents/PK20-1\\_login\\_instructions.pdf](http://www.maine.gov/education/necap/documents/PK20-1_login_instructions.pdf). The URL for the webinar is: <http://stateofmaine.na4.acrobat.com/meataw>.

The webinar will be recorded and posted a few days later at the same location that the presentation materials were found. Questions concerning the webinar (only) should be referred to Sandra McKechnie at MDOE at [sandra.mckechnie@maine.gov](mailto:sandra.mckechnie@maine.gov) or 207-624-6770.

#### **Verifying Student Data to Ensure Accurate Reporting:**

The official student data of record, except for accommodations, will be supplied by Infinite Campus State Edition (ICSE) for all 2010-11 MEA 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, 2011** by reviewing the "MEA - Science Label Roster" report in ICSE. This 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 10-11. After selecting the report, click "Generate Report" to view the spreadsheet. Clicking "Generate Report" will offer the option to "Open" or "Save" the resulting spreadsheet.

#### **Special Considerations Information:**

Principals may request Special Considerations for students who are medically fragile or who meet other criteria specified in the *Maine Operational Procedures for the MEA*. The Special Consideration Request form is available at <http://www.maine.gov/education/mea/admininfo.htm>. Students who were granted a special consideration for the October NECAP will **not** automatically receive one for the May MEA. New requests must be submitted that document the student's current condition.

#### **Personalized Alternate Assessment Portfolios (PAAPs):**

It is expected that students who have been identified to take part in the MEA science test through the alternate assessment avenue are currently working on their PAAPs and should be enrolled in the Task Bank no later than April 1, 2011. If you receive labels for these students, please discard them.

#### **Contact Information:**

If you have any questions or concerns, please contact the people listed below.

**MEA logistical questions** - Christine Pitcher, Maine Program Assistant at Measured Progress, at [pitcher.christine@measuredprogress.org](mailto:pitcher.christine@measuredprogress.org) or 1-800-431-8901, ext. 2378

**MEA policy questions** - Susan Smith, MEA/NECAP Coordinator, at [susan.smith@maine.gov](mailto:susan.smith@maine.gov) or 624-6775

**PAAP and MEA accommodations policy questions** – Susan Fossett, PAAP/Accommodations Coordinator, at [susan.fossett@maine.gov](mailto:susan.fossett@maine.gov) or 624-6774

**MEDMS Helpdesk** - [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov) or 624-6896