



OPERATIONAL PROCEDURES
FOR THE
MAINE EDUCATIONAL ASSESSMENT (MEA)
GRADES 5 AND 8
MAY 2011 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>.

MAINE DEPARTMENT OF EDUCATION CONTACT INFORMATION:

MEA: Susan Smith at 207-624-6775 or 207-624-6770 or susan.smith@maine.gov

ALTERNATE ASSESSMENT (PAAP) AND ACCOMMODATIONS: Susan Fossett at 207-624-6774 or susan.fossett@maine.gov

AYP: Rachelle Tome at 207-624-6705 or rachelle.tome@maine.gov

ENGLISH LANGUAGE LEARNERS: Nancy Mullins at 207-624-6772 or nancy.mullins@maine.gov

TRUANCY/DROPOUTS: Shelley Reed, 207-624-6637 or shelley.reed@maine.gov

INFINITE CAMPUS STATE EDITION HELP DESK: 207-624-6896 or medms.helpdesk@maine.gov

**MAINE OPERATIONAL PROCEDURES
MEA SCIENCE ADMINISTRATION – MAY 2011**

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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 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 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 with an enrollment type of “N. Special Ed Services”.
- **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 remain enrolled at their school, and their truancy status on the Infinite Campus Truancy tab

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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 2.16, below).

1.2 In-State 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 In-State Public Program in Non-Resident SAU

Students who are publicly tuitioned to an in-state public program (e.g., regional special education, alternative education, etc.) in another SAU should be enrolled in their resident school in their resident school administrative unit.

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 with the resident SAU in ICSE and must have a partial enrollment in the private special purpose school.

1.5 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 shall participate in the MEA science test in grades 5 and 8, except for those who meet the criteria for Special Considerations (See section 2.16, 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 “MEA Label Roster” 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 shall participate in the MEA test except for those who meet the criteria for Special Considerations (See section 2.16, below). Students enrolled in Maine public schools who are not publicly funded **may** participate in the MEA at no cost.

2.2 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.

2.3 Students Attending In-State Public Programs in Non-Resident SAU

Students who are publicly tuitioned to an in-state program (e.g., regional special education, alternate education, etc.) in a non-resident SAU 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 In-State Private Special Purpose Schools (approved by MDOE)

These students will participate in the MEA through the appropriate avenue in the school they are attending. Materials for the MEA and Personalized Alternate Assessment Portfolios (PAAPs) are shipped directly to private special purpose schools.

2.5 Students Attending Out-of-State Schools/Programs

Students receiving their educational program outside the state of Maine during the testing window will not participate in the assessment. These students should also be documented on the optional Enrollment Update Report provided with the MEA Test Coordinator Manual or in some other format.

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2.6 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.

2.7 Students who have been Retained

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

**2.8 Students Who Move During the Two Week 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 the test.

2.8.1 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.

2.8.2 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.)

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

2.9.1 From an In-State 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, 2011,

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the PAAP work completed to date should be sent to the receiving school for final completion.

2.9.2 From an In-State 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, 2011, the PAAP work completed before the moving date shall be submitted on April 30, 2011 by the original school for scoring. The receiving school does not need to start a new PAAP.

2.9.3 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, 2011 from an out-of-state school will not be required to participate in the PAAP.

2.10 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, 2010 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.

2.11 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 2.16 (students with Special Considerations approved by MDOE).

2.12 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.

2.13 Suspended Students

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

2.14 Students Detained at the Youth Development Centers

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 2.16, below).

2.15 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.

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2.16 Student Conditions Requiring Special Considerations

If the student can receive instruction, the student can participate in the MEA. However, in rare instances, students are unable to participate in either instruction or assessment. In these cases, a request for state approval of non-participation must be made. The state-approved reasons for allowing non-participation are called Special Considerations and fall within four broad areas:

- **Medical Emergency/Serious Illness:** Students experiencing a documented significant and fully incapacitating medical emergency or serious illness, such as: a terminal illness, a serious car accident, hospitalization, or placement in hospice care.
- **Severe Emotional Distress:** Students experiencing a documented significant and fully incapacitating emotional trauma that extends across the entire test window and prevents the student from participating in instruction offered either at school or at home. Students may be hospitalized in a mental health facility.
- **Death in the Immediate Family:** Students experiencing the loss of a close family member.
- **Detention by Law Enforcement Pending Adjudication:** see Section 2.14

Special Consideration requests must be submitted by the last day of testing. These requests must be based on a decision made by an educational team that includes the student's teachers, special education staff as appropriate, school counselor, principal, parent or legal guardian, and, if possible, the student. This team will collect/review information and document the decision. The principal will then obtain the parent's consent (Form 2) and complete the Request for Special Consideration (Form 1).

Special Considerations, requests for students identified to take the Alternate Assessment in 2010-11 must be submitted during the testing window (December 1 – April 30).

Requests will be reviewed by the Special Considerations Review Panel at MDOE, who will request additional information when needed. Forms 1 and 2 are located at the end of this document and at: <http://www.maine.gov/education/mea/admininfo.htm>. The forms must be completed and faxed to the MDOE no later than **May 20, 2011**. It is the school's responsibility to keep documentation on these students.

2.17 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.

2.18 Parent/Student Refusals

Federal and Maine laws require that all students be tested.

2.19 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

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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.

3.0 ADMINISTRATION ISSUES

The MEA must be administered in accordance with the rules contained in the 2011 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 MEA testing in October or whose IEP has changed since that time.

3.2 Student Registration for PAAPs

Student registration will occur through the online Task Bank this year. When students have partial enrollments in ICSE, both resident and attending schools will need to collaborate to make sure the student is being assessed.

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 request a Special Consideration (See section 2.16, 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.

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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 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.

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. The administration window for the PAAP is from December 1, 2010 through April 30, 2011.

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

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.

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TESTING WINDOWS:

MEA - The testing window for the administration of the MEA science test, which should include all make-up testing, begins on May 9, 2011 and ends on May 20, 2011. Material pickup will occur on May 23, 2011.

PAAP - The administration window for the PAAP is from December 1, 2010 through April 30, 2011.

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MAINE DEPARTMENT OF EDUCATION – FORM 1: REQUEST FOR SPECIAL CONSIDERATION

STUDENT INFORMATION FORM

Request Date:	
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Student Name		State ID #	
Grade		School	SAU
Principal Name		Phone/ext.	
Principal Email			

Reason for Request for Special Consideration (circle all that apply)			
Medical Emergency/ Serious Illness	Severe Emotional Trauma	Death in the Immediate Family	Detention by Law Enforcement

Student is unable to participate in the following: (circle one)	
Grades 3-8 Assessments	High School Assessments
NECAP: All Subjects OR Reading Mathematics Writing	MHSA: Science
MEA: Science	May/June SAT (Submit after the June SAT make-up)
Alternate Assessments (PAAP) for All Grades	
All subjects OR Reading Mathematics Writing* Science**	

*PAAP Writing: Grades 4, 7, 3rd Year High School only / **PAAP Science: Grades 5, 8, 3rd Year High School only

The criteria below include the minimum conditions that must be met by the principal prior to submission of this request for non-participation in statewide assessment for a student.

Assurances by principal:	Yes	No	If no, then add comment(s):
1. Did a team convene to discuss this request?			
2. Does the student agree with this request?			
3. Has a parent/guardian signed the consent form and agreed to share relevant information with the MDOE Special Considerations Review Team as needed? (Form 2)			
4. I certify that this student cannot participate in INSTRUCTION , even with accommodations, during the test window.			
5. I certify that this student cannot participate in ASSESSMENT , even with accommodations, during the test window.			

I certify that the information contained within this notification is complete and accurate.

Principal's Signature

____/____/____
Date

FAX completed form to MDOE at (207) 624-6771

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FORM 2: PARENT CONSENT SIGNATURE FORM

(Do not submit to Maine DOE; retain with student record)

I have consulted with the school district, and agree with this request to exempt my child from statewide assessment. I understand that this means I will have no statewide assessment data for my child for the year of instruction being assessed.

Student's name:

By signing this request,

*I do / do not (check one) give the district **permission to seek an exemption** for my child from statewide assessment for medical or other extraordinary reasons.*

*I do / do not (check one) give **permission for the district to discuss the request** if necessary with a member of the MDOE Special Considerations Review Panel.*

Parent Name (Please Print)

Parent Signature

____/____/____
Date