



PAUL R. LEPAGE  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF EDUCATION  
23 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0023

STEPHEN L. BOWEN  
COMMISSIONER

## MEMORANDUM

To: Superintendents, Principals, and Test Coordinators  
From: Susan Smith, MEA/NECAP Coordinator, Maine Department of Education  
Date: June 4, 2012  
Subject: Preparation Information for the October 2012 NECAP

---

### 2012 NECAP Test Administration Window

The administration window for next school year's New England Common Assessment Program (NECAP) Reading, Writing and Mathematics tests is **October 1-23, 2012**. The test will assess the NECAP grade level expectations located at: <http://www.maine.gov/education/necap/standards.html>. Each school is responsible for creating its own testing schedule, but should consider religious holidays and/or local events that may impact students' ability to participate. Schools should plan to schedule test sessions early in the administration window to allow time for make-up test sessions for students who miss testing for any reason. The testing schedule is posted at: <http://www.maine.gov/education/necap/admininfo.html>. Materials will be picked up by UPS on **Wednesday, October 24<sup>th</sup>**.

### Infinite Campus State Edition Data - Important Dates

- The Department will use the student enrollment data in the Infinite Campus State Edition (ICSE) as of end of day on **June 22, 2012** as the basis for "teaching year" reporting. School contact information as of this date will also be used for fall mailings.
- The first round of student labels will be printed based on the enrollment data in ICSE by end of day on **August 09, 2012**. If 2012-13 enrollment data is not available at that time, data from June 22, 2012 enrollments will be used. You can verify the students included in the label data by downloading the report entitled "NECAP Label Roster" (ICSE/ME State Reporting/Assessment Reports).
- The second round of student labels will be printed based on students enrolled by end of day on **September 27, 2012** who were not included in the first round labels.

### Test Materials

Measured Progress will automatically send first round pre-printed student ID labels, enough test materials for the projected enrollment, and an overage of materials to account for new students during the week of September 17<sup>th</sup>. Once you receive and inventory your test materials, you may order additional test materials (with the exception of student labels) either online or by contacting the NECAP Service Center (1-877-632-7774).

You will receive a second round of updated labels during the week of October 1<sup>st</sup> for students who are enrolled in ICSE by end of day on September 27<sup>th</sup>, but were not included in the initial label mailing. You may begin testing on or after October 1<sup>st</sup> even if your additional student ID labels have not yet arrived.

### Ordering NECAP Tests in Braille or Large Print

Braille and large print tests must be ordered through the NECAP Service Center at 1-877-632-7774 **beginning today until August 17, 2012**. This deadline is necessary to ensure that the appropriate quantities can be produced in time for the test shipments in early September. The student's grade, name, and state assigned student ID number are required to place an order. Orders for Braille tests must also indicate if a contracted or uncontracted version is needed.

## NECAP Presentations

Two presentations will be available to assist those who are involved in either coordinating the entire testing process or administering the tests.

### Test Coordination Workshops

These half-day face-to-face workshops are intended for principals and test coordinators and will cover all facets of NECAP test coordination within a school. They will include details on topics such as material receipt and tracking, test security and ethics, training test administrators, and returning materials. These workshops will be designed specifically for Maine schools and will provide an opportunity to ask questions. Registration is required; please see the dates, times and locations below.

Date	Time*	Location
September 5, 2012	9:00 - 11:30 a.m.	DoubleTree by Hilton, Portland
September 6, 2012	9:00 - 11:30 a.m.	Hilton Garden Inn, Bangor

*\*Sign in for face-to-face workshops begins one half-hour prior to the listed start time.*

### Test Coordination Face-to-Face Workshop Registration Information

- Registration will be open today until the day prior to the workshop.
- To register for a face-to-face workshop, go online to <http://iregister.measuredprogress.org>.
- At the welcome page, select New England Common Assessment Program and follow the link to the workshop you want to attend.
- You will see additional information on this page including a brief description of the workshop and a link to driving directions.
- You will be asked to provide basic contact information. Once you have completed all of the required fields, click on "Register".
- You will then see a confirmation page. Please print this page, as it is the only one you will receive.

If you have any questions or you need to cancel or change your reservation, please contact the NECAP Service Center at 1-877-632-7774 for assistance.

### Test Coordination Webinar

A recorded webinar version of the test coordination workshop will be available online for viewing at <http://www.maine.gov/education/necap/presentations.html> any time after September 10<sup>th</sup>.

### Test Administration Webinar

A recorded test administration presentation geared specifically to any school personnel who administer the test to students will be available online. It will include information on topics such as administering the NECAP to a classroom or group of students, administering accommodations, and test security. It will be available for viewing at <http://www.maine.gov/education/necap/presentations.html> any time after September 17<sup>th</sup>.

## UPDATE: Online Writing Pilot

More than 60 Maine schools participated in the spring 2012 Online Pilot or gave the online writing test in October 2011. These schools will have the opportunity to test online for the operational fall 2012 Online Writing Assessment. (Please note: if your school participated in either of these administrations, you should have received an email on April 27 requesting your commitment to participate this fall. Schools were asked to respond by May 7.) If you did not receive the memo or did not yet respond but would like to do so, please contact your state's NECAP Coordinator, Susan Smith, at [susan.smith@maine.gov](mailto:susan.smith@maine.gov) or by phone at 207-624-6775 by June 14.