

# Maine DOE Assessment Team

## Monthly Update, February 2025

### Important Resources

- **Monthly office hours with the Assessment Team**  
2<sup>nd</sup> Wednesday of every month, 12-1pm. Registration link here: [Office Hours](#)
- **Assessment technical assistance available to Maine SAUs/schools upon request**  
The request form is linked here: [SAU Request for Assessment Technical Assistance](#)
- **Updated assessment guidance documents**
  1. Maine Comprehensive Assessment System Guidelines 2024-2025 linked here: [MECAS Guidelines](#)
  2. Assessment Technical Assistance Plan 2024 -2025 linked here: [Technical Assistance](#)
  3. Assessment Security Handbook 2024-2025 and resources linked here: [Assessment Security](#)
  4. SY2024-2025 Assessment Calendar can be found below and is also linked here: [Maine Assessment Calendar | Department of Education](#)

### Important General Reminders

- ✓ **Keep student enrollment data up to date!** Enrollment data in Synergy is utilized to populate the NEO, assessment reports, add students to the assessment platforms, etc.
- ✓ **Keep staff data up to date in NEO** – Teams and offices across the Maine DOE utilize the SAU contact information in NEO when sending out targeted information about upcoming events and trainings.
- ✓ **Do you have challenges with Synergy, NEO, or just have a data-related question? The MEDMS Helpdesk is here to help: [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov) or (207) 624-6896**  
Hours:  
Mon - Wed: 8am - 4pm  
Thursday: 8am - Noon  
Friday: 8am - 4pm

## NWEA Maine Through Year Assessment

Maine DOE Assessment Coordinator: **Krista Averill**

Contact Krista at [Krista.Averill@maine.gov](mailto:Krista.Averill@maine.gov) or 207-215-6528.

### The Optional Winter Administration: Important Dates

**Now – February 28:** Acacia – MAP Growth sync is on

**February 7 at 4:00 PM:** Last day to [request an assessment reset](#)

**February 13 at 8:00 PM:** Last daily change roster file is generated based on student information in Synergy. Any student demographic changes that are made in Synergy after this date/time will need to be submitted to [Krista.Averill@maine.gov](mailto:Krista.Averill@maine.gov) to be updated manually.

**February 14:** Last day of the administration window

**February 24-28:** [SAU Data Cleanup](#) Window

**March 14:** Last day to run Operational Reports (except for the Student Score Data File) for the Winter 2025 admin

**March 24:** Winter 2025 Student Score Data File CSV becomes available for each SAU

### Professional Learning Opportunities

#### NWEA Professional Learning Opportunities

Maine DOE and NWEA have developed several professional learning (PL) opportunities for the 2024-25 school year. Below are the remaining offerings for this school year. Visit the [NWEA PL registration website](#) for more information.

#### *Applying Classroom Assessment Standards\** ([Registration Link](#))

- Session 1: What existing frameworks can guide teachers' classroom assessment practices and inform decisions?
  - March 20, 3:00-4:30 PM
- Session 2: What are the main components of quality assessment practices?
  - February 10, 3:00-4:30 PM
  - April 3, 3:00-4:30 PM

#### *Using Achievement Level Descriptors to Ensure Classroom Rigor* ([Registration Link](#))

- February 27, 3:00-4:30 PM

#### *Balanced Assessment Systems for Leaders\** ([Registration Link](#))

- Session 1: What are the main definitions and attributes of an effective, balanced assessment system?
  - March 5, 11:30 AM -12:30 PM
  - March 11, 3:30-4:30 PM
- Session 2: What are best practices for comprehensive assessment planning and improving student outcomes?

- March 25, 3:30-4:30 PM
- April 2, 11:30 AM – 12:30 PM

*Triangulating Data for Instructional Insights* ([Registration Link](#))

- March 24, 3:00-4:30 PM

\*Attendance at session 1 is not necessary for attendance at session 2.

## Maine Science Assessment

Maine DOE Assessment Coordinator: **Krista Averill**

Contact Krista at [Krista.Averill@maine.gov](mailto:Krista.Averill@maine.gov) or 207-215-6528.

### Access to ADAM

Access to ADAM, the Assessment Delivery and Management platform, opens for District Assessment Coordinators on February 5. On that date, an email will be sent to all District Assessment Coordinators, as identified in NEO, with login instructions.

### Important Dates

**February 5:** Access to ADAM opens for District Assessment Coordinators

**February 25:** Assessment Coordinators can begin assigning supports/accommodations and access test tickets for high school students

*Note: It is recommended to wait to print test tickets until closer to the administration window as enrollments may change and tickets are considered secure assessment materials.*

**March 3:** All manuals, guides, and training modules become available at the [Maine Science Support page](#). Several manuals and guides are already available at this time.

**April 2:** Assessment Coordinators can begin assigning supports/accommodations and access test tickets for students in grades 5 & 8

*Note: It is recommended to wait to print test tickets until closer to the administration window as enrollments may change and tickets are considered secure assessment materials.*

**April 2-17:** High school administration window

**May 12-23:** Grades 5 & 8 administration window

Please see the [Key Dates](#) document for a complete list of important dates.

## Multi-State Alternate Assessment (MSAA) and MSAA Science

Maine DOE Assessment Coordinator: **Mechelle Ganglfinger**

[Contact Mechelle](#) or 207-242-4244

The MSAA (ELA & math) and MSAA Science are Maine’s alternate assessments based on alternate academic achievement standards, designed for students with the most significant cognitive disabilities who have been found eligible by the IEP Team utilizing state guidance resources. To learn more about these assessments including eligibility and federal requirements, please visit the [Maine DOE 1% Resource Page](#).

## TC Survey

Each year, the Maine DOE Assessment Team reaches out to Directors to identify the contact information for the SAU’s alternate assessment coordinator (MSAA & MSAA Science Test Coordinator). If you have not already done so, please take 1-2 minutes to complete the survey below at your earliest convenience, either within the embedded link or utilizing the QR code. All SAUs with students eligible for alternate assessments must have a coordinator identified. The survey data will be used to create MSAA Platform accounts as well as targeted communications before, during and after the administration window.



**There are two ways to complete the survey!**

[Take the survey here](#)

*or*

use the QR Code

## Important Dates:

**2/10/2025** - Maine DOE creates SAU Test Coordinator (TC) accounts within the MSAA Platform. TCs can login to the MSAA platform to complete various tasks such as: creating Test Administrator (TA) accounts, checking student rosters, and creating classrooms beginning 2/10/25. Information about creating TA accounts can be found in the Test Coordinator User Guide.

**2/18/2025** - MSAA Training Modules become available and will remain open throughout the administration window. Please keep in mind all TCs and TAs must complete the required training modules, including the end of series quiz with a qualifying score of 80% or higher. TCs who are also serving as TAs do not need to complete both the TA and TC training module series. These TCs should complete the following:

- All six TC training modules
- TA training module #5, “Accessibility and Accommodations”
- TA quiz with a qualifying score
- MSAA Science module (if administering science)

**3/10/2025 - 4/25/2025** - Administration window for the MSAA in ELA/Literacy, Math, and Science.

## Upcoming Professional Learning Opportunity

### MSAA Training for Alternate Assessment Test Coordinators (TCs) and Test Administrators (TAs)

Monday, February 24, 2025, 3:15pm-4:15pm

**Presentation Description:** TCs and TAs will develop understanding of the various components of the MSAA and MSAA Science. Participants will learn responsibilities before, during and after assessment. Participants’ questions related to administrative tasks and platform features will be addressed.

[Registration Link: MSAA Training for Alternate Assessment TCs](#)

## National Assessment of Educational Progress (NAEP)

Maine DOE Assessment Coordinator: **Dr. Regina Lewis**

[Contact Regina](#)

### **NAEP 2024 Reporting**

The NAEP 2024 Mathematics and Reading results were released as the [Nation's Report Card](#) on January 29, 2025. The National Assessment Governing Board and the National Center for Education Statistics (NCES) held a town hall event during which a great conversation of the complicated context of our national assessment took place. Currently, there is not a posted recording of the events.

As a reminder, SAU, school, and student level performance data is not available for NAEP assessments, but this does not mean the results are irrelevant or that they should be dismissed. Assessment results are a starting point for questioning and investigating. The data, including scores, should not be used to determine the cause of any success or failure. The educators and administrators of each school and/or classroom are best equipped to review all the data, both qualitative (observational and contextual) and quantitative (assessment scores, grades, ratings, proficiency/achievement levels and more) to examine and reflect on possible root causes. Use caution to compare phenomena and not scores when comparing data from different assessments.

Please take advantage of the wealth of information and the resources that are available on the Nation's Report Card website. When reviewing these resources please note that NAEP Achievement Levels are not equivalent to grade level proficiency or state level expectations. NAEP offers a great deal more than assessment scores. These resources are public and available for use by everyone and anyone. Three of these tools can be of great use for SAUs, schools, and teachers. These resources are listed and linked below.

[The NAEP Data Explorer](#) – This resource contains student scores and information, including demographics and locations, about all jurisdictions as well as contextual data collected through the school, teacher, and student surveys. Use this resource to create and export reports with tables, graphics, and maps for a customized investigation by grade and content area.

[The NAEP Questions Tool](#) – This resource contains released items from the various subjects and administration years of the suite of NAEP assessments. Many of these questions include state and regional student performance scores and percentages in addition to the national information. Constructed response items also provide exemplars of actual student responses as well as the associated scores for the responses. Teachers can use the items individually for instruction or administration. Anyone is welcome to try out the NAEP assessment items using this tool or the more streamlined Take NAEP Now tool located on the NAEP Questions Tool landing page. You may explore this tool and enjoy the resources or create an online quiz for students.

[The NAEP Item Maps](#) – This useful resource lists the measurement targets of the NAEP Items by difficulty for the available years and subjects. Direct links are provided to released items and student performance when available. You can identify a skill of interest from this resource and link directly to the item as it was administered to the student.

If you have any questions about the NAEP resources, release of the results, or would like to receive technical assistance related to either, please contact Dr. Regina Lewis at [regina.lewis@maine.gov](mailto:regina.lewis@maine.gov) or 207-530-1355.

### ***Notable changes for future NAEP administrations:***

- NAEP will begin the transition to a multi-stage adaptive assessment. Additional information is forthcoming.
- The transition to school devices will begin with the 2026 administration of the NAEP assessments. Schools with Windows and/or Chrome based devices will administer the NAEP in a similar manner as other state assessments.
- The NAEP 2026 Mathematics and Reading assessments have updated frameworks and new items.
- The NAEP 2028 Science assessment will be based on the updated NAEP 2028 Science Framework.

## **International Assessments**

Maine DOE Assessment Coordinator: **Dr. Regina Lewis**

[Contact Regina](#)

### ***What's up and coming with the International Assessments:***

There are no International Assessments scheduled for administration in Maine during the current academic year.

## **ACCESS and Alternate ACCESS**

Maine DOE Assessment Coordinator: **Mechelle Ganglfinger**

[Contact Mechelle](#) or 207-242-4244

### **Alternate ACCESS Characteristics Inventory**

The Individual Characteristics Questionnaire (ICQ), which is part of WIDA Alternate ACCESS, captures characteristics of students who take Alternate ACCESS. Test Administrators will fill out the ICQ for each student and that information will be reported on the Individual Student Report. ICQ information can help educator teams make program decisions for students. Prior to administering Alternate ACCESS, you may download and print an example ICQ and use it to consult with Individual Education Plan (IEP) team members about students. Final responses will be entered on the Student Response Booklet.

The Alternate ACCESS test forms will prompt Test Administrators to answer questions about the characteristics of the English learners with the most significant cognitive disabilities who participate in Alternate ACCESS. ICQ information will be reported on the individual student score report to help educators make reclassification decisions about students taking Alternate ACCESS. It will be important for educators to complete this information accurately and completely. For additional ICQ guidance, refer to Section 3: Test Security and Materials Management on page 18 of the [Test Administrator Manual](#).

As a reminder, any needed additional materials must be ordered at the SAU level by the ACCESS Coordinator through the DRC Insight Secure Portal. DRC will reach out to Maine DOE prior to processing any orders of alternate or paper-based full forms. For detailed instructions on submitting an additional materials order, please see the WIDA Knowledge Article in AMS: **My Applications>DRC Customer Service>WIDA Knowledge Articles>How do I order additional materials?** (Your WIDA AMS login information will be needed to access this article.

### **Important ACCESS & Alternate ACCESS Dates**

|                    |  |
|--------------------|--|
| 11/21/24 - 2/28/25 | WIDA AMS Test Setup Available for Registrations                      |
| 12/12/24 - 2/21/25 | Additional Test Material Ordering Window in WIDA AMS                 |
| 1/6/25 - 2/28/25   | Test Window  |
| 3/11/25            | Deadline for Shipping Completed Test Materials to DRC -Postmark date |
| 4/30/25            | ACCESS and Alternate ACCESS Reports and DAT Posted in WIDA AMS       |
| 5/16/25 - 5/19/25  | Printed Reports Received in Districts                                |
| 6/12/25            | Updated Access and Alternate ACCESS Data – Posted in WIDA AMS        |

### **Returning completed grades 1-3 Writing test materials**

As testing finishes, WIDA and DRC ask you to please return completed grades 1-3 ACCESS for ELLs Online Writing test booklets before the end of your test window when possible. Returning Writing test booklets to DRC early helps support the quality of ACCESS for ELLs scoring and ensures that score reports are not delayed.