



## Assessment Team Monthly Update March 2026

Connect with the Assessment Team at monthly office hours, held the first Wednesday of each month at 12:00 PM. [[Register](#)]

To view and register for other Maine DOE professional learning sessions, please visit the [Maine Department of Education Event Calendar](#).

As you may be aware, Jodi Bossio-Smith has recently left the role of Assessment Director at the Maine Department of Education. During this interim period, please direct any questions that were previously handled by Jodi to Janette Kirk, Chief of Federal Programs, at [Janette.Kirk@maine.gov](mailto:Janette.Kirk@maine.gov).

### Technical Assistance

SAUs selected for Level Two (2) Technical Assistance were recently notified via email. Drop-in office hours have been added to the calendar on the following dates:

- [April 8, 2026 12 noon – 1 pm](#)
- [April 28, 2026 12 noon – 1 pm](#)
- [May 7, 2026 2:30 pm – 3:30 pm](#)
- [May 19, 2026 12 noon – 1 pm](#)

Additionally, a PDF version of the assessment observation is now located on the [assessment webpage](#). Please ensure all observations are submitted via Qualtrics by June 5, 2026.

### 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.

### Optional Winter 2026 Administration: Important Dates

**March 18:** Last day to run Operational Reports for the winter administration (not including the Student Score Data File)

**March 25:** Winter 2026 Student Score Data File becomes available

### Looking Ahead: Spring 2026 Administration

**March 30:** Acacia assessment management platform opens for the Spring 2026 administration

**April 13 – May 29:** Spring 2026 administration window

## Professional Learning Session

### Maine Through Year Assessment: A Balanced Approach

Description: This session examines the Maine Through Year Assessment in Reading and Mathematics as part of a balanced assessment system that includes both interim and summative components. Participants will consider the purpose of the assessment and how results can be used to support teaching and learning.

Date/Time: Monday, March 16, 2026 at 3:15 PM [[Registration Link](#)]

### Who do I contact for Maine Through Year Assessment support?

<b>NWEA Partner Support</b> (855) 430-1777 <a href="mailto:techsupport@nwea.org">techsupport@nwea.org</a>	<b>Maine DOE MEDMS Support Team</b> (207) 624-6896 <a href="mailto:MEDMS.Support@maine.gov">MEDMS.Support@maine.gov</a>	<b>Maine DOE Assessment Team</b> (207) 215-6528 <a href="mailto:Krista.Averill@maine.gov">Krista.Averill@maine.gov</a>
Provides support for: <ul style="list-style-type: none"><li>• Technical issues with the Acacia platform</li><li>• Technical issues with the State Solutions Secure Browser</li><li>• Technical issues with the MAP Growth platform, including rostering in MAP</li><li>• Requesting changes to students' chosen names in the Acacia platform</li></ul>	Provides support for: <ul style="list-style-type: none"><li>• Updating student enrollment information in Synergy</li><li>• Updating staff information in NEO</li></ul>	Provides support for: <ul style="list-style-type: none"><li>• Questions related to assessment content, accessibility, scoring, reporting, and policy</li><li>• Any problems that NWEA Maine Partner Support or the MEDMS Support Team are not able to resolve – <u>if you have a case number (NWEA) or ticket number (MEDMS Support), please provide.</u></li></ul>

## 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.

## Spring 2026 Administration: Important Dates

**February 25:** [ADAM \(adamexam.com\)](http://adamexam.com), the Assessment Delivery and Management platform, opened to District and School Coordinators

**February 25:** High school student rosters became available in [ADAM](http://adamexam.com). Test tickets become available once high school students are added to classes, or default proctor groups.

*The Maine DOE Assessment Team recommends waiting to print test tickets until closer to the administration, as test tickets are considered secure assessment materials.*

**February 25:** [Accommodated, paper-based order form](#) became available for all grade levels

**March 24:** Grades 5 and 8 rosters become available for creating classes (i.e., default proctor groups) and adding supports/accommodations.

**March 31:** Grades 5 and 8 admin cards and test tickets in ADAM become available for students who have already been added to a class (i.e., default proctor group). Additional proctor groups may be created, if needed.

*The Maine DOE Assessment Team recommends waiting to print test tickets until closer to the administration, as test tickets are considered secure assessment materials.*

**April 1-17:** 3<sup>rd</sup> Year of High School Administration Window

**May 11-22:** Grades 5 and 8 Administration Window

## Pre-Administration Activities and Resources

- 1. District and School Assessment Coordinators: Review preparation checklists, participation requirements, and scheduling information.**

Manual: [Assessment Coordinator Manual](#)

- 2. Establish access to the [ADAM platform](#).**

a. District Assessment Coordinators already have accounts created in ADAM.

b. Accounts from last school year have been retained in ADAM, except for users with duplicate accounts or users at re-organized schools/School Administrative Units.

Training Module Video: [Setting Up Accounts in ADAM](#)

Resource Article: [Create, Edit, and Remove Other ADAM Users](#)

- 3. Download the TestNav lockdown browser onto student testing devices. If applicable, remove the old ADAM lockdown browser.**

Training Module Video: [TestNav Lockdown Browser](#)

Resource Article: [TestNav Lockdown Browser Installation](#)

- 4. Create classes, or default proctor groups, in ADAM.**

Training Module Video: [Rostering](#)

Resource Article: [Quick Class Upload](#) (Recommended Method)

Resource Article: [Update Class Enrollment](#) (Adding Individual Students)

- 5. Add student supports/accommodations in ADAM.**

Training Module Video: [Student Accessibility](#)

Guide: [Accessibility Guide](#)

Resource Article: [Update Individual Student Supports and Accommodations](#)

Resource Article: [Updating Multiple Student Supports/Accommodations at Once](#)

- 6. Confirm admins and print test tickets in ADAM.**

Training Module Video: [Preparing for the Administration](#)

Resource Article: [Print Student Assessment Cards \(Test Tickets\)](#)

## Professional Learning Session

### Understanding the Maine Science Assessment: Structure and Reports

Description: This session provides an overview of the Maine Science Assessment, with a focus on its alignment to the three-dimensional design of the Next Generation Science Standards. Participants will explore how science and engineering practices, crosscutting concepts, and disciplinary core ideas are integrated within the assessment's structure. The session examines assessment blueprints, released items, and the types and purposes of Maine Science Assessment reports.

Date/Time: Monday, March 23, 2026 at 3:15 PM [[Registration Link](#)]

### Maine Department of Education Text-to-Speech Policy

For the Maine Science and Maine Through Year Assessments, text-to-speech (TTS) is a designated support. All students with text-to-speech or read-aloud accommodations in an IEP, 504 plan, or ILAP **MUST** be assigned TTS for the online assessments.

For other students, **utilization of designated supports is determined on an individual basis by at least two education professionals familiar with the student's performance and supports must be consistent with the student's regular classroom instruction and assessment practices.**

TTS is an approved designated support for students who are offered the opportunity to access text-to-speech and/or read aloud as part of their normal routine during classroom instruction and assessment. Students should be able to navigate assessments independently with confidence, to the greatest degree possible. As a result, the Maine DOE has developed domain-specific word lists that schools can utilize to determine if TTS is an appropriate support for individual students. TTS should be assigned if a student struggles to decode two or more words from their grade-level list or any previous grade-level list. If TTS is determined to be an appropriate support, it must be enabled within the assessment platform.

For the complete domain-specific word lists for each grade level and content area, please see the [Text-to-Speech Guidance for the Maine Through Year and Maine Science Assessments](#).

Note: Word lists are guidance tools and do not indicate which words will appear on specific assessments.

### Who do I contact for Maine Science Assessment support?

<b>Kite Support Desk</b> (855) 277-9752 <a href="mailto:Kite-support@ku.edu">Kite-support@ku.edu</a>	<b>Maine DOE Assessment Team</b> (207) 215-6528 <a href="mailto:Krista.Averill@maine.gov">Krista.Averill@maine.gov</a>	<b>Maine Science Support</b> (855) 544-0842 <a href="https://mescience.zendesk.com/hc/en-us">https://mescience.zendesk.com/hc/en-us</a>
Provides support for: <ul style="list-style-type: none"><li>• Accessing reports</li><li>• DACs creating user accounts for other staff within their SAU</li></ul>	Provides support for: <ul style="list-style-type: none"><li>• Questions related to assessment content, accessibility, scoring, reporting, and policy</li><li>• Creating user accounts for DACs in Kite</li></ul>	Provides support for: <ul style="list-style-type: none"><li>• Technical issues with the TestNav secure browser</li><li>• Technical issues with ADAM, the online assessment delivery and management platform</li><li>• Assistance ordering accommodated, paper-based forms</li></ul>

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

Maine DOE Assessment Coordinator: **Mechelle Ganglfinger**

Contact Mechelle at: [Mechelle.Ganglfinger@maine.gov](mailto:Mechelle.Ganglfinger@maine.gov) or (207) 242-4244

### 2025-26 MSAA Test Administration Important Dates

<b>2/17/2026 – 4/24/2026</b>	MSAA Platform open, TC and TA training modules available
<b>3/9/2026 - 4/24/2026</b>	MSAA Administration Window

This week we have been inundated with questions around the upcoming MSAA administration. Thank you for being proactive and reaching out. Here are some FAQs and additional information that we hope will be helpful.

❖ **How do I access the platform if I am the school level Test Coordinator (TC) or Test Administrator (TA)?**

In the MSAA Platform, TC and TA user accounts do not carry over from year to year. Therefore, each January Maine DOE sends a survey to all Special Education Directors requesting the name and email of the person serving as SAU-level TC for MSAA this year. Based on the returned 2026 survey data District TC (DTC) accounts were created the week of 2/9/26.

School TC and TA accounts are then created by the DTC. If you are the DTC, you can locate the information about how to create accounts beginning on [p.22 of the TC User Guide](#), and in training module #5 of the **Test Administration Training for Test Coordinators** in the MSAA Platform (training module 1 of the Refresher Training).

If you are the DTC and do not yet have an account, please email alternate assessment coordinator [Mechelle Ganglfinger](mailto:Mechelle.Ganglfinger@maine.gov) as soon as possible with the subject line: *DTC account*.

❖ **Where can I find the updated Test Administration Manual (TAM) and User Guides for this year?**

These resources can be found on the Maine DOE MSAA webpage under “**Assessment Training**” : [MSAA | Department of Education \(maine.gov\)](#)

❖ **How are missing students added to the platform?**

If students who have been determined eligible to participate in the alternate assessment via the IEP team process are missing on the platform they need to be added through the following process:

1. Student’s alternate assessment flag is checked at the SAU level.
2. An upload is done to Maine DOE.
3. Maine DOE runs a daily change file to catch these changes
4. Maine DOE adds the student to the platform

❖ **When will the mandatory training modules be available?**

The mandatory training modules for TC and TA are now live in the MSAA Platform.

### Helpful Website Links

[Multi-State Alternate Assessment \(MSAA\) | Department of Education](#): The Maine DOE MSAA webpage includes information related to preparing for the assessment, assessment training and security, technical assistance, and assessment reports.

[1% and Maine's Alternate Assessments Based on Alternate Academic Achievement Standards \(AA-AAAS\)](#): The Maine DOE 1% webpage holds a wealth of information related to the alternate assessment with links to a variety of resources and topics related to Maine’s alternate assessment.

## Requesting Technical Assistance for the MSAA & MSAA Science

SAUs and schools are welcome to request technical assistance for Maine’s alternate assessments based on alternate academic achievement standards, the MSAA and MSAA Science, including but not limited to building foundational understandings about alternate academic achievement standards, interpreting scores, and accessing reports within the MSAA Platform. As the spring administration window approaches, available technical assistance will also include pre-administration activities within the MSAA platform for Test Coordinators and Test Administrators.

Although every effort is made to accommodate the date/time requested for technical assistance, Tuesday and Thursday afternoons and meeting times prior to 8:30 AM are unavailable due to recurring commitments with external partners. Generally, virtual sessions are easier to accommodate than in-person sessions due to travel time.

Please reach out to Mechelle Ganglfinger, Alternate and English Language Proficiency Assessments Coordinator, to request technical assistance: [Mechelle.Ganglfinger@maine.gov](mailto:Mechelle.Ganglfinger@maine.gov).

## Who do I contact for Multi-State Alternate Assessment support?

<b>MSAA Service Desk</b> (866) 834 8879 <a href="mailto:MSAAServiceCenter@cognia.org">MSAAServiceCenter@cognia.org</a>	<b>Maine DOE Assessment Team</b> (207) 242-4244 <a href="mailto:Mechelle.Ganglfinger@maine.gov">Mechelle.Ganglfinger@maine.gov</a>
Provides support for: <ul style="list-style-type: none"><li>• Account access</li><li>• Accessing district, school, classroom, and student reports</li></ul>	Provides support for: <ul style="list-style-type: none"><li>• MSAA professional learning</li><li>• Questions related to assessment content, accessibility, scoring, reporting, and policy</li></ul>

## National Assessment of Educational Progress (NAEP)

Maine DOE Assessment Coordinator: Dr. Regina Lewis  
Contact Regina at: [Regina.Lewis@maine.gov](mailto:Regina.Lewis@maine.gov) or (207) 530-1355

## NAEP 2026

The **NAEP 2026 administration window opened January 26, 2026**. *NAEP is now in week six of the eight week window. The window will close on **March 20, 2026***. Scheduled assessment dates are viewable in the NAEP Assessment Management System (AMS).

Should the schools experience a weather delay or closure, please reach out to the NAEP Field Representatives directly. NAEP Field Representative contact information is located on the school page in the NAEP AMS.

**\*\*Priority activities for schools scheduled to participate in March.** Principals and/or school coordinators should confirm access to NAEP AMS and complete the following:

- Complete the following Pre-Assessment Activities
  - Provide Student Information: Student Demographics
  - Provide Student Information: SD and EL Students
    - Identify and provide the appropriate accommodations for students in the NAEP AMS using the [Maine Students with Disabilities Inclusion Policy](#), the [Maine English Learners Inclusion Policy](#) (MLs in Maine), and the appropriate School Coordinator Guidance on the Maine DOE Assessment Team [National & International Assessment webpage](#).
    - Refer to the NAEP Inclusion and Accommodation Policies in the AMS or on the Maine DOE Assessment Team [National & International Assessment webpage](#).
  - Add New Students – provide demographics and accommodations for any newly selected students (mid-January) using the School Coordinator Guidance on the Maine DOE Assessment Team [National & International Assessment webpage](#).
  - Assessment and/or Technical Logistics – including assessment day details
  - Notify Parents/Guardians – the letter is posted on the Maine DOE Assessment Team [National & International Assessment webpage](#). [An English version of the letter is available using this direct link](#). Letters in additional languages can be accessed by scrolling down to the National Assessment of Educational Progress (NAEP) dropdown.
    - Certify that this activity has been completed for students in the original sample
    - If necessary, certify for any newly added students
  - Manage Questionnaires - Identify respondents and provide contact information for the school and teacher optional questionnaires.

### **Reminders & Considerations:**

NAEP representatives will continue to schedule makeup sessions whenever possible if student participation is less than 90%.

- Field representatives may be delayed in responding to requests for assistance on the days they are administering assessments through the open window.
  - Please keep the contact information for the NAEP Field Representative in a place that is easy to locate in the event of a weather delay or closure.
- NAEP representatives can provide guidance on completion of the NAEP Pre-assessment tasks.

Please reach out to Dr. Regina Lewis, Coordinator of NAEP & International Assessments, to request information, answer any questions, or assist with the rescheduling of the NAEP administration. Dr. Lewis may accompany the NAEP Field Representatives on the date of the assessment to conduct observations of assessment administration.

### **For schools with students participating on school managed devices**

Ensure that the NAEP Application is installed and verified in advance of the scheduled assessment date.

## NAEP 2026 School Technology Resources

- [NAEP 2026 School Device Technical Requirements](#)
- NAEP 2026 [eNAEP Download Center for NAEP APP](#)

As a reminder, the NAEP 2026 Mathematics and Reading assessments have updated frameworks and new items. Additional new items will be administered via pilot assessments during the 2026 assessment window. **For NAEP 2026 the assessment will be administered using school Wi-Fi when the assessment is administered on school devices.** When NAEP devices are used the assessments will be administered using a NAEP Private Network.

## Other NAEP Resources:

NAEP provides [NAEP Assessment Tutorials](#), released cognitive items as a part of the [Take NAEP Now Quiz](#), and the publicly available optional [NAEP Survey Questionnaires](#) to assist with the communication and understanding of the NAEP experience.

For more detailed information, contextual information collected from the NAEP Questionnaires, or a peak at student performance by assessment subscales, please visit the [NAEP Data Explorer](#). To view items from student assessments or the [NAEP Questionnaires](#) please visit the [NAEP Questions Tool](#), [NAEP Item Maps](#), or the [NAEP Survey Questionnaire webpage](#).

## Who do I contact for support related to the National Assessment of Educational Progress?

<p><b>NAEP Field Representative</b>  <i>Contact using information provided in NAEP AMS and via Email</i></p>	<p><b>Regina Lewis</b>  <b>Maine DOE NAEP Coordinator</b>          (207) 530-1355  <a href="mailto:regina.lewis@maine.gov">regina.lewis@maine.gov</a></p>	<p><b>NAEP AMS or eNAEP Helpdesk</b>          (800) 283-6237  <a href="mailto:naephelp@westat.com">naephelp@westat.com</a></p>
<p>Provides support for:</p> <ul style="list-style-type: none"> <li>• School Delay or closing</li> <li>• Need to reschedule</li> <li>• Change in Assessment Logistics</li> </ul>	<p>Provides support for:</p> <ul style="list-style-type: none"> <li>• AMS account creation</li> <li>• <b>Assessment date change requests</b></li> <li>• Acquiring AMS access for additional staff</li> <li>• Questions related to assessment accessibility, exclusion, and refusals</li> <li>• Policy related questions</li> <li>• Any problems that NAEP Field Representative and NAEP Helpdesk are unable to answer</li> </ul>	<p>Provides support for:</p> <p>Technical issues with AMS          Password recovery not working          Unable to select or manage tiles          Student name changes          eNAEP Download Center</p>

## WIDA ACCESS, WIDA Alternate ACCESS & WIDA ACCESS for Kindergarten

Maine DOE Assessment Coordinator: **Mechelle Ganglfinger**  
Contact Mechelle at: [Mechelle.ganglfinger@maine.gov](mailto:Mechelle.ganglfinger@maine.gov) or (207) 242-4244

### 2025-2026 WIDA ACCESS, WIDA Alternate ACCESS, & WIDA ACCESS for Kindergarten Important Dates

<b>11/20/2025 - 3/10/2026</b>	WIDA AMS Test Setup Available for Registrations
<b>1/5/2026 - 3/10/2026</b>	WIDA ACCESS Administration Window in Maine
<b>3/10/2026</b>	Deadline for Shipping Completed Test Materials to DRC -Postmark date
<b>4/29/2026</b>	Districts Receive ACCESS and Alternate ACCESS Reports and Data - Posted in WIDA AMS
<b>5/15/26 - 5/18/26</b>	Districts Receive Printed ACCESS and Alternate ACCESS Reports

For additional information pertaining to Maine specific WIDA information please visit: [WIDA Maine State Page](#)

**Important Reminder: The testing window for ACCESS for ELLs and WIDA Alternate ACCESS ends this Tuesday, March 10, 2026. Please make sure that all students scheduled to test have done so by this date.**

You can monitor the completion of testing in [WIDA AMS](#) by utilizing the Operational Dashboard in Reporting Services.

**1. Test Status** - Allows user to see the daily and weekly online test status and percentage complete for the selected administration. This can be helpful to see the overall Not Started, In Progress, and Completed tests.

- Log in to [WIDA AMS](#).
- Select the **Download Student and Status Reports** tile on the landing page, or select **My Applications**, then **Reporting Services**.
- Select **Operational Dashboard**, then **Test Status**.
  - If you do not see these options, the menu may be collapsed. Select the three-line icon (hamburger button) in the top left of the screen to expand the menu.
- Enter the Registration Window, District, and School, if applicable.

**2. Student Status** - Displays all students with an online registration. This view provides the test status for each registered student, along with other related testing information, including student demographics, accommodations, and test start and end dates/times.

- Log in to [WIDA AMS](#).
- Select the **Download Student and Status Report** tile on the landing page, or select **My Applications**, then **Reporting Services**.
- Select **Operational Dashboard**, then **Student Status**.

- *If you do not see these options, the menu may be collapsed. Select the three-line icon (hamburger button) in the top left of the screen to expand the menu.*
- Enter the Registration Window, District, and School, if applicable.
- Use the filters and the search bar to further refine the list, if needed.
- This report can also be downloaded by selecting the **xlsx** button to export the data to Excel.

### March 10, 2026: Returning Materials Deadline

For information on returning materials to DRC, please review the **Returning Materials** page in *Module 2: Planning & Logistics*, located in the WIDA ACCESS Online Administration or the WIDA ACCESS Paper: Administration training course. Log in to the [WIDA Secure Portal](#) and select the **Assessment Training** tab. Locate and enter or enroll in the correct course. On the training course home page, click Modules on the left side of the page and scroll down to **Returning Materials**.

### Mark your calendar: March WIDA Assessment Webinars

Please join WIDA and DRC to learn about the following assessment topics:

- **WIDA ACCESS Data Validation** Tuesday, March 3 at 2:00pm.
- **WIDA ACCESS Scores and Reports** Tuesday, March 10 at 2:00pm.

Learn more and add these upcoming 1-hour webinars to your calendar on the WIDA [Webinars](#) page (login required).

### Who do I contact for support related to the WIDA ACCESS and WIDA Alternate ACCESS?

<p><b>Maine DOE Assessment Team</b> (207) 242-4244 <a href="mailto:Mechelle.Ganglfinger@maine.gov">Mechelle.Ganglfinger@maine.gov</a></p>	<p><b>Data Recognition Corps</b> (855) 787-9615 <a href="mailto:WIDA@datarecognitioncorp.com">WIDA@datarecognitioncorp.com</a></p>	<p><b>WIDA Client Services Center</b> (866) 276-7735 <a href="mailto:help@wida.wisc.edu">help@wida.wisc.edu</a></p>
<p>Provides support for:</p> <ul style="list-style-type: none"> <li>• Maine English language proficiency assessment professional learning</li> <li>• Questions related to assessment content, accessibility, scoring, reporting, and policy</li> </ul>	<p>Provides support for:</p> <ul style="list-style-type: none"> <li>• WIDA AMS accounts</li> <li>• Additional test materials</li> <li>• Student transfer requests</li> <li>• Test tickets and tiers</li> <li>• Accessing reports</li> </ul>	<p>Provides support for:</p> <ul style="list-style-type: none"> <li>• WIDA Secure Portal accounts</li> <li>• WIDA Screener and WIDA ACCESS</li> <li>• Training and certification</li> <li>• Content of score reports</li> <li>• Standards and Can-Do Descriptors</li> </ul>