



Assessment March Office Hours

**Presented by:
The Assessment Team**

Today's Agenda

- ❖ General Updates
- ❖ WIDA ACCESS, WIDA Alternate ACCESS & WIDA ACCESS for Kindergarten
- ❖ Maine Through Year Assessment
- ❖ National Assessment of Educational Progress
- ❖ Multi-State Alternate Assessment
- ❖ Maine Science Assessment
- ❖ Q&A

Meet the Team

Janette Kirk, Interim Director of Assessment

Krista Averill, Assessment Coordinator

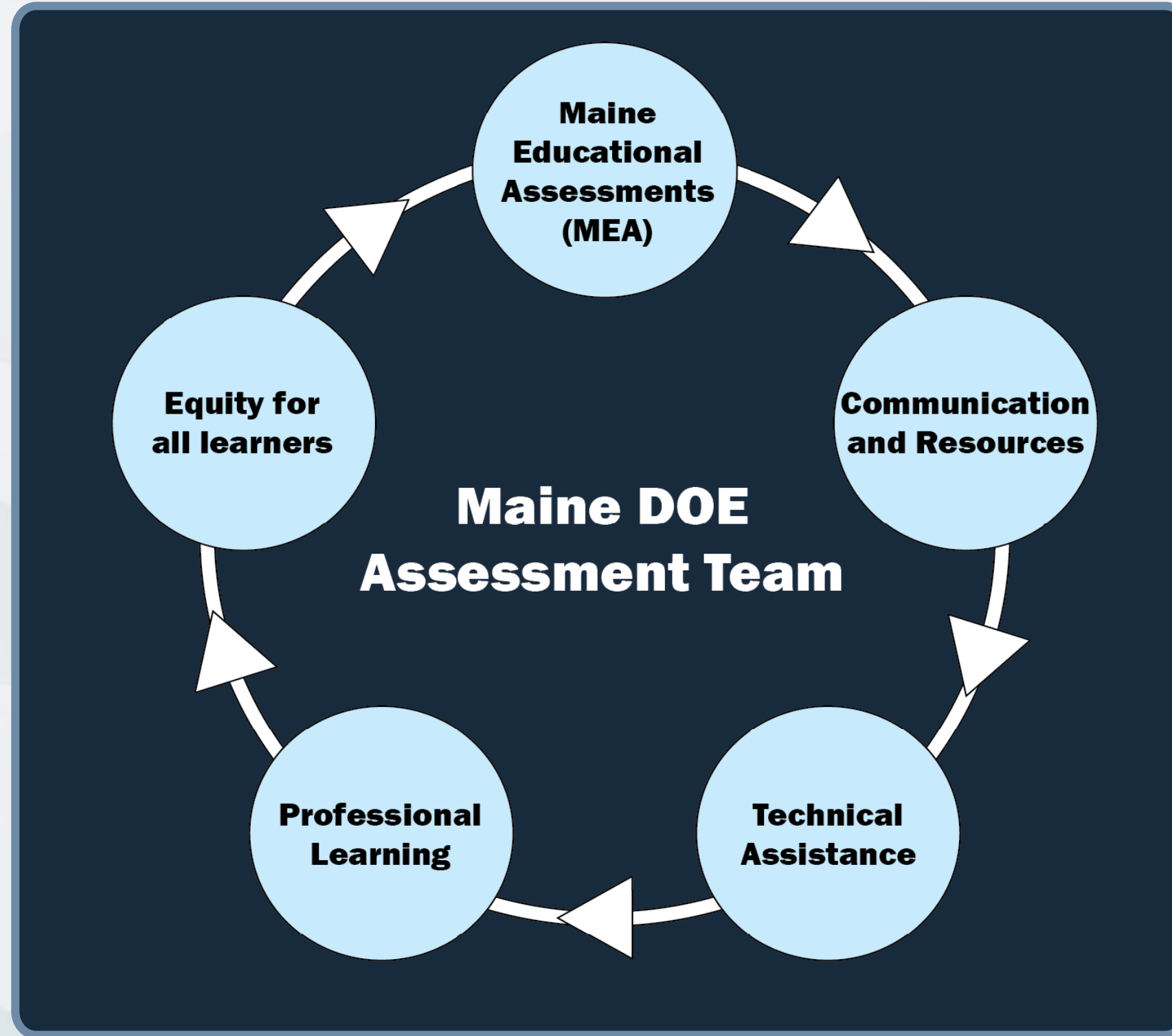
Mechelle Gangfinger, Assessment Coordinator

Dr. Regina Lewis, NAEP State Coordinator

Daniella Crone, Office Specialist

Leah Jarvis, Business Analyst

Mission & Vision



The **Maine DOE Assessment Team** works to provide high quality technical assistance to Maine SAUs and schools around the Maine Education Assessments (MEA)

Helping Educators, Students, & Schools Thrive



Level 2 Technical Assistance

SAUs selected for Level 2 Technical Assistance have been notified via email. Drop-in / open office hours available at the following times.

- [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](#)

To support the completion of the assessment observation, a PDF version is available. Assessment observations must be completed and submitted by **June 5, 2026**.

WIDA ACCESS & Alternate ACCESS

Maine's general and alternate assessments of
English language Proficiency

Coordinator: Mechelle Ganglfinger

January 5 – March 10, 2026

WIDA ACCESS Timeline

Assessment Window closed on March 10th 2026

March 10, 2026 - SAU deadline for return of secure and test materials to DRC.

Reports become available in WIDA AMS on April 29, 2026.

Printed reports available in SAUs between May 15 and May 18, 2026.

For additional information on WIDA ACCESS and WIDA Alternate ACCESS reports please see the Wida AMS Knowledge Article:

[What are the different types of ACCESS Reports?](#)

Monitor the completion of testing in WIDA AMS by utilizing the Operational Dashboard in Reporting Services

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.

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.

Returning Materials

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.

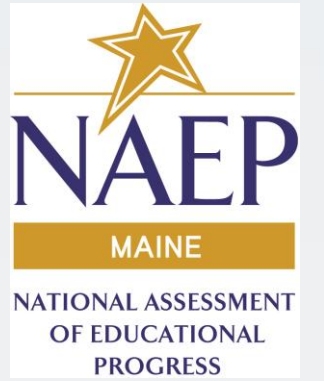
Mark your calendar: March WIDA Assessment Webinars

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

WIDA ACCESS 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)

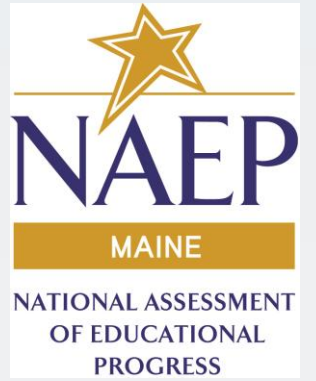
National and International Assessments



Coordinator: Dr. Regina Lewis

NAEP: January 26 – March 20, 2026

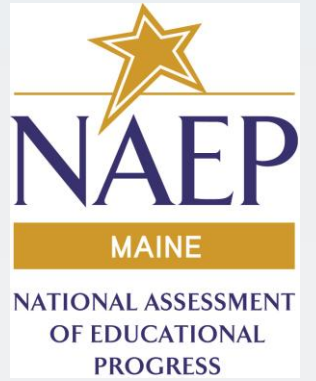
NAEP March Priorities



- **NAEP School Coordinator Guidance**
 - [Instructional Guidance Document for Maine School Devices](#)
 - [Instructional Guidance Document for NAEP Devices](#)
- **All schools prior to the assessment:**
 - *Provide missing student demographics and assign accommodations*
 - *Review student list on "Add New Students" tile*
 - *Provide assessment logistics including assessment day specifics*
 - *Notify Parents/Guardians –*
- **School Device Schools only -**
 - *Complete technical logistics*
 - *Identify a NAEP App Installer*
 - *Install app and confirm device readiness*

NAEP 2026 Resources

(located on [Maine DOE NAEP webpage](#))



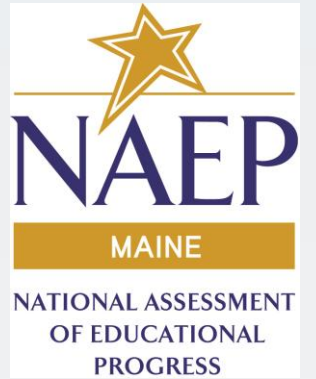
Parent letters:

<u>Arabic</u>	<u>Lingala</u>
<u>Chinese</u>	<u>Portuguese</u>
<u>English</u>	<u>Spanish</u>
<u>French</u>	<u>Somali</u>
<u>Kinyarwanda</u>	<u>Vietnamese</u>

NAEP 2026 Inclusion & Accommodation Policies

- [Maine Students with Disabilities Inclusion Policy Operational](#)
- [Maine English Learners Inclusion Policy Operational](#)

NAEP 2026 – Other resources



Experience Elements of NAEP

- [NAEP Assessment Tutorials](#)
- [Take NAEP Now Pop Quiz](#)
- [NAEP Survey Questionnaires](#)

For School Device administration

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

The new NAEP 2026 frameworks

- [NAEP 2026 Reading Framework](#)
- [NAEP 2026 Mathematics Framework](#)

For information on Student Performance:

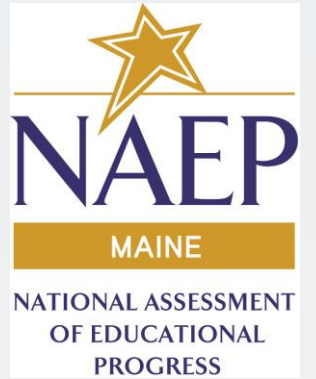
- the [NAEP Data Explorer](#)
- the [NAEP Questions Tool](#)
- the [NAEP Item Maps](#)

Pre-assessment guidance:

School provided Devices: <https://westat.box.com/s/66rfz7xh59hgydgvwoz6yavz7gakzjng>

NAEP provided Devices: <https://westat.box.com/s/6ikfffoh53bigdnz8xycqjr1ana6e5wx>

National and International Assessments - NAEP



Whom do I contact?

NAEP Field Representative

Contact using information provided in NAEP AMS and via Email

- School Delay or closing
- Need to reschedule
- Change in Assessment Logistics

Maine DOE NAEP Coordinator

(207) 530-1355

Regina.Lewis@maine.gov

- AMS account creation
- **Assessment date change requests**
- Acquiring AMS access for additional staff
- Questions related to assessment accessibility, exclusion, and refusals
- Policy related questions
- Any problems that NAEP Field Representative and NAEP Helpdesk are unable to answer

NAEP AMS and eNAEP Helpdesk

(800) 283-6237

naephelp@westat.com

- Technical issues with AMS
- Password recovery not working
- Unable to select or manage tiles
- Student name changes
- [eNAEP Download Center](#)

Multi-State Alternate Assessment (MSAA)

Maine's alternate assessments based on alternate academic achievement standards in reading, math and science (AA-AAAS)

Coordinator: Mechelle Ganglfinger

March 9 – April 24, 2026

2026-2026 Important Dates - MSAA

2/17/26 – MSAA Training Modules became available

3/9/26 – 4/24/2026 – Administration Window

*Daily Office Hours will be held from 1-2pm throughout the assessment window.
To set up an office hours appointment, please reach out to [Mechelle Ganglfinger](#).*

7/13/26 - 9/18/26 – Online reporting window for 2026 MSAA and MSAA Science

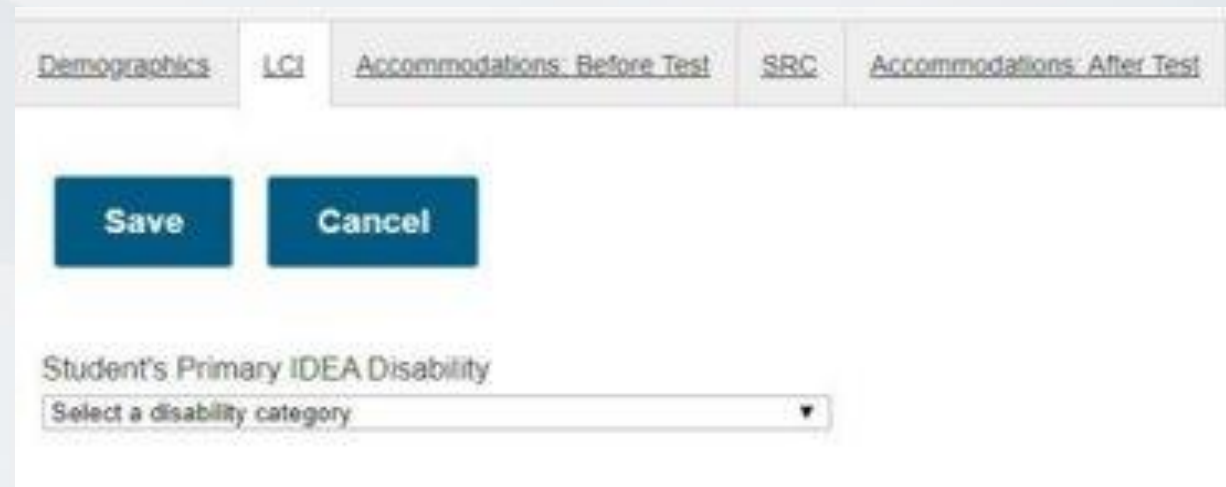
New This Year

MSAA Refresher Training Modules

Module Title	Approximate Time
Navigating the MSAA Online Assessment System	31 minutes
Test Administrator and Test Coordinator Responsibilities	21 minutes
The Writing Prompt	17 minutes
Student Response Check and Early Stopping Rule	21 minutes
	1.5 hours

All TAs must complete the final quiz with at least an 80% accuracy score to gain access to the Directions for Test Administration (DTA).

Learner Characteristics Inventory (LCI)



Demographics LCI Accommodations Before Test SRC Accommodations After Test

Save Cancel

Student's Primary IDEA Disability
Select a disability category

Information from the LCI provides a description of the educational, communication, and linguistic characteristics of the student. To complete the LCI, follow the steps below.

Click on the LCI tab and answer the questions by selecting the options that best describe the student. Please preview the LCI questions before answering them, so you may obtain information from school records, if necessary, prior to completing the LCI.

- All fields are required. You must enter a selection for each topic.
- Only one response per topic is allowed.

Accommodations Before Testing

The Accommodations: Before Test tab must be completed before you start the student test.

Note: All accommodations documented in the student's IEP should be selected.

If the student does not need any accommodations, please select the last option: "Check this box if the student does not need any accommodations."

After you have completed this tab, click Save

Demographics LCI Accommodations: Before Test SBC Accommodations: After Test

Save Cancel

Accommodations: Before Test

Before administering the test to a student, select the accommodations on the list below that the student must receive. If the student does not need any accommodations, please select the last box in the list below.

- Assistive Technology
- Braille
- Paper Version
- Scribe
- Sign Language
- Check this box if the student does not need any accommodations.

Save Cancel

Student Response Check (SRC)

The purpose of the Student Response Check (SRC) is to ensure that the TA clearly understands a response the student has indicated for a test item.

The SRC is a content-neutral task during which a student is asked to demonstrate their preferred mode(s) of communication. A student may use as many, or as few, communication modes as they are comfortable with and use on a daily basis.

Student answers to the items on the Student Response Check are not scored.

Important Documents



Multi-State Alternate Assessment
Directions for Test Administration
Mathematics
Grade 3 Sample Items



Multi-State Alternate Assessment
Directions for Test Administration
English Language Arts- Reading
Grade 8 Sample Items

Multi-State Alternate Assessment

Whom do I contact?

MSAA Service Desk

866-834-8879

MSAAServiceCenter@cognia.org

[Live Chat available](#)

- Issues with the platform
- Questions around account permissions/creation
- Mandatory training modules and quiz
- Help logging in

Maine DOE Assessment Team

(207) 242-4244

Mechelle.Ganglfinger@maine.gov

- Questions related to assessment coordination, administration, and accessibility
- Policy-related questions
- Fixing a student who appears on your assessment roster in NEO but does not appear in the MSAA Platform
- Please wait at least 36 hours after making the update in Synergy.
- Any problems that MSAA Service Desk is unable to answer

Maine Science Assessment

Coordinator:

Krista Averill

Email: Krista.Averill@maine.gov

Phone: 207-215-6528

3rd Year of High School: April 1-17, 2026

Grades 5 & 8: May 11-22, 2026

Important Dates

February 25:

- ADAM (adamexam.com), the Assessment Delivery and Management platform, opened to District and School Coordinators
- High school student rosters became available in ADAM. Test tickets become available once high school students are added to classes, or default proctor groups.
- [Accommodated, paper-based request 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.

April 1-17: 3rd Year of High School Administration Window

May 11-22: Grades 5 and 8 Administration Window

Preparation Tasks:

Technology Coordinators

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

Training Video: [TestNav Lockdown Browser](#)

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

Preparation Tasks:

Assessment Coordinators

1. Review preparation checklists, participation requirements, and scheduling information.
[Assessment Coordinator Manual](#)
2. Establish access to the [ADAM platform](#), and create others' accounts as needed.
 - a. District Assessment Coordinators have accounts created in ADAM by Maine DOE.
 - 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 Video: [Setting Up Accounts in ADAM](#)
Resource Article: [Create, Edit, and Remove Other ADAM Users](#)
3. Determine the local administration schedule.

A complete list of Assessment Coordinator tasks is found on pages 6-7 of the [Assessment Coordinator Manual](#).

Scheduling the Assessment

The Maine Science Assessment consists of three sessions.

These sessions can be completed on the same day or across two to three days.

Assessment Session Order and Time Allowances:

Session	Total Time (Grades 5 & 8)	Total Time (High School)
Material Distribution and Instructions	10–15 minutes	10–15 minutes
Session 1	60 minutes	50 minutes
Session 2	60 minutes	50 minutes
Session 3	60 minutes	50 minutes
TOTAL (not including distribution/instructions)	180 minutes	150 minutes

IMPORTANT:
Each session auto-submits at 11:59 PM on the day it is started.

Preparation Tasks:

Assessment Coordinators, continued

4. Create classes, or default proctor groups, in ADAM.
Training 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 Video: [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 Video: [Preparing for the Administration](#)
Resource Article: [Print Student Assessment Cards \(Test Tickets\)](#)

A complete list of Assessment Coordinator tasks is found on pages 6-7 of the [Assessment Coordinator Manual](#).

Preparation Tasks: Proctors

1. Watch the [Maine Science Assessment Proctor Training Video](#).
2. If you have not already proctored another state assessment this school year,
 - a. Watch the two assessment security training webisodes:
 - i. [Assessment Security Overview](#)
 - ii. [Assessment Irregularities! What Now?](#)
 - b. Sign Appendix A: Maine Educational Assessment Security and Data Privacy Agreement, in the [Assessment Security Handbook](#), and provide to School Assessment Coordinator.

Maine's 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.

Maine's Text-to-Speech Policy, continued

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.

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

Example of Grade 5 Domain-Specific Word Lists from the [Text-to-Speech Guidance for the Maine Through Year and Maine Science Assessments](#)

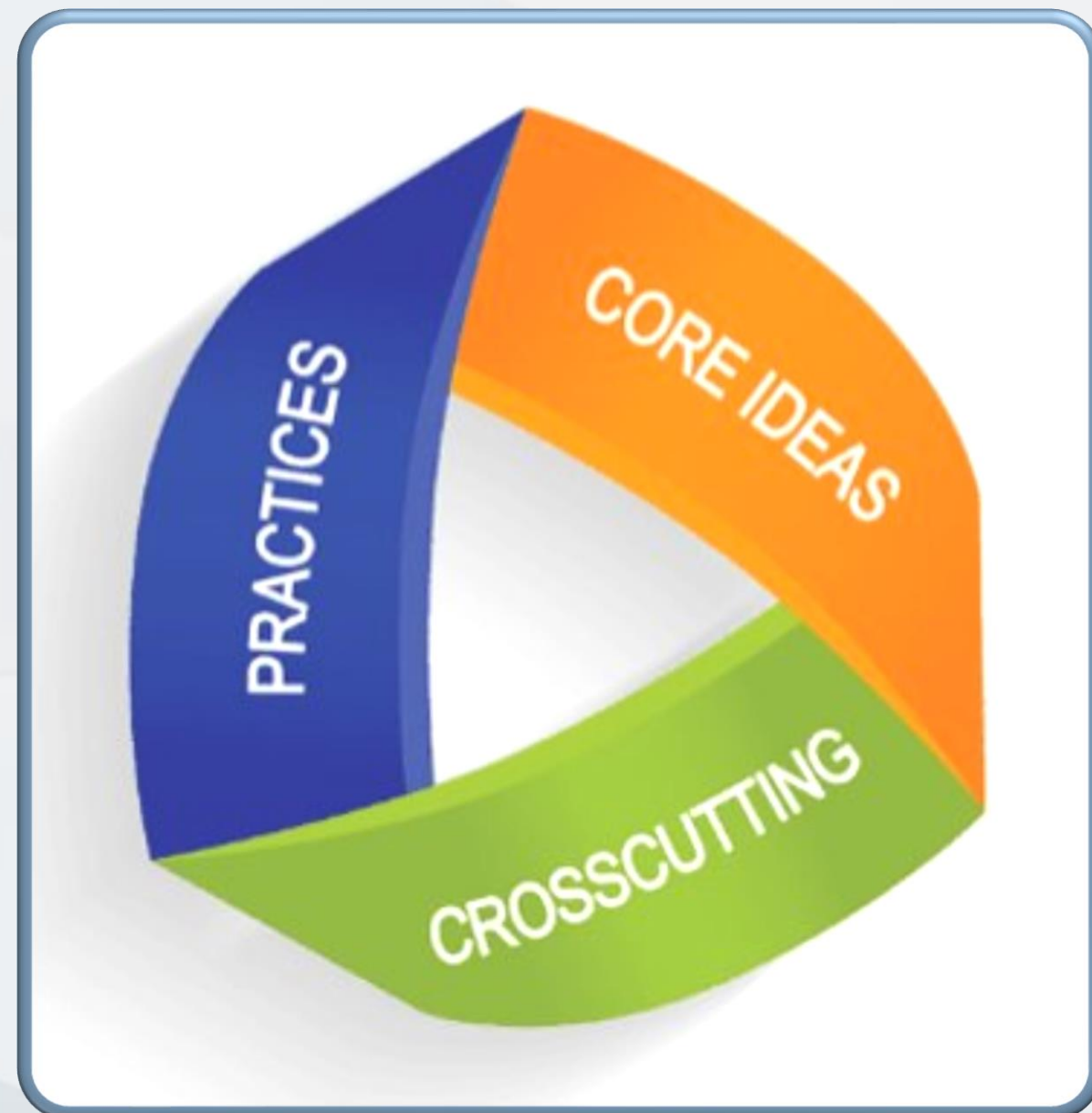
Grade 5

Remember to also consider the student's ability to decode Grades 3 and 4 words in Reading and Math when determining whether TTS is an appropriate support.

Reading	Math	Science
1. Quote	1. Perpendicular	1. Evaporate/evaporation
2. Structure	2. Axis/axes	2. Quantity
3. Inference	3. Coordinate	3. Reflectivity/reflective
4. Fiction/fictional	4. Intersection	4. Conductivity/conductive
5. Summarize/summary	5. Quadrant	5. Electrical
6. Conclusion	6. Attribute	6. Thermal
7. Contrast	7. Classification	7. Solubility/soluble
8. Narrator	8. Polygon	8. Investigation
9. Genre	9. Isosceles	9. Gravity/gravitational
10. Similarity	10. Scalene	10. Ecosystem
11. Difference	11. Hierarchy	11. Organism
12. Figurative	12. Convert/conversion	12. Decomposer
13. Simile	13. Rectangular	13. Geosphere
14. Metaphor	14. Parentheses	14. Biosphere
15. Definition	15. Symbol	15. Hydrosphere
16. Dictionary	16. Evaluate	16. Atmosphere
17. Glossary	17. Numerical	17. Percentage
18. Thesaurus	18. Corresponding	18. Reservoir
19. Synonym	19. Exponent	19. Distribution

Professional Learning Opportunity

Understanding the Maine Science Assessment: Structure & 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 Science: Whom to Contact

<p>Maine Science Support Desk (855) 544-0842 https://mescience.zendesk.com/hc/en-us <i>Click the “Request Help” button.</i></p>	<p>Kite Service Desk (855) 277-9752 Kite-support@ku.edu</p>	<p>Maine Education Data Management System (MEDMS) Support Team (207) 624-6896 MEDMS.Support@maine.gov</p>	<p>Maine DOE Assessment Team, Krista Averill (207) 215-6528 Krista.Averill@maine.gov</p>
<ul style="list-style-type: none"> • Technical issues with the TestNav secure browser • Technical issues with ADAM, the online assessment delivery and management platform • Assistance ordering accommodated, paper-based forms 	<ul style="list-style-type: none"> • Accessing reports • DACs creating user accounts for other staff within their SAU 	<ul style="list-style-type: none"> • Updating student enrollment information in Synergy • Updating staff information in NEO 	<ul style="list-style-type: none"> • Questions related to assessment content, accessibility, scoring, and reporting • Policy-related questions • Help with the creation of accounts in ADAM and Kite (requires DAC approval) • Any problem that MEDMS or Maine Science Support is unable to resolve – If you have a ticket number, please provide.

Maine Through Year Assessment in Reading and Mathematics

Coordinator:

Krista Averill

Email: Krista.Averill@maine.gov

Phone: 207-215-6528

Grades 3-8 and 2nd Year of High School: April 13 – May 29, 2026

Important Dates

Wrapping Up the Optional Winter 2026 Administration

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

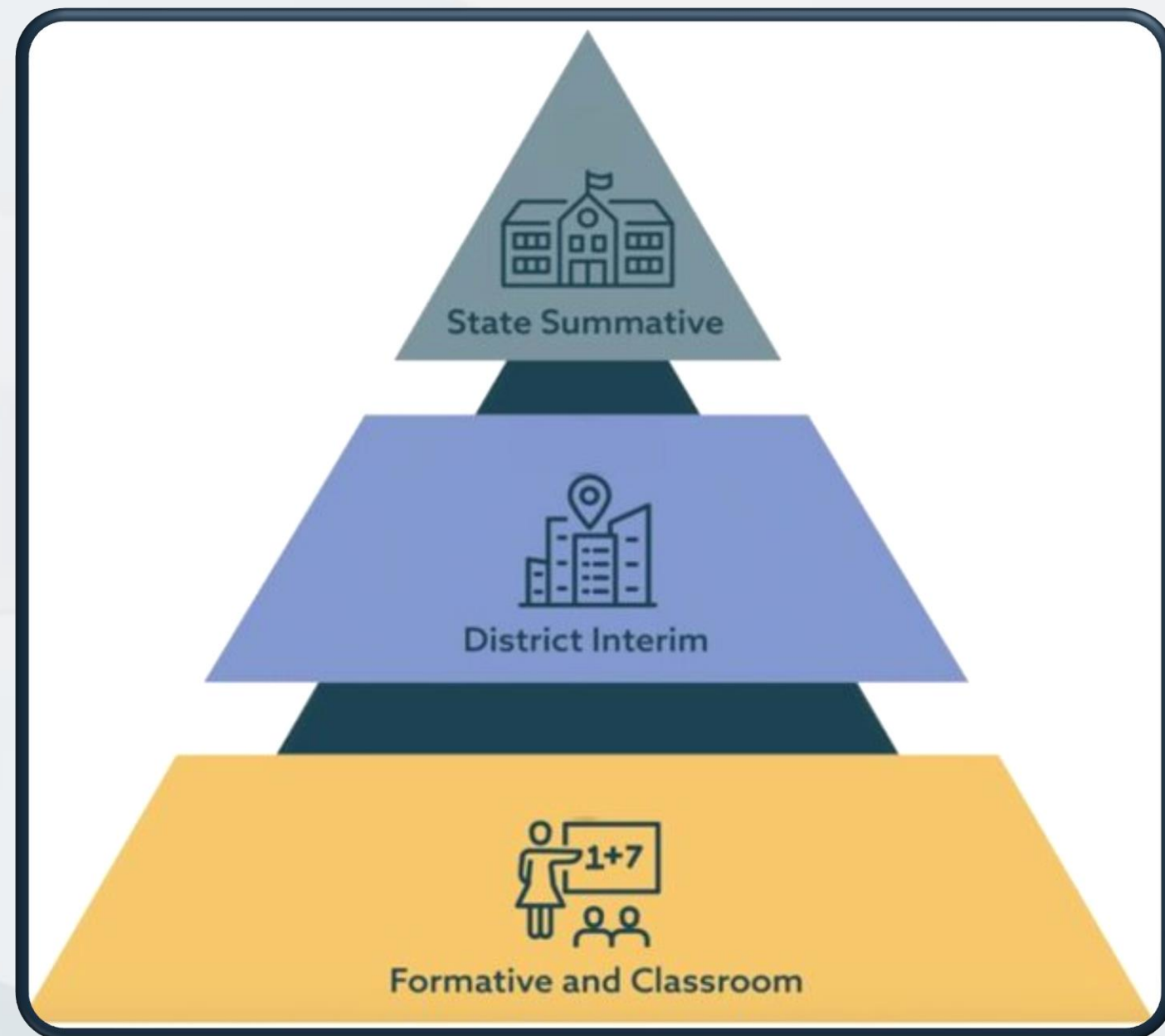
Preparation Tasks: Proctors

At least once annually, proctors of the Maine Through Year Assessment must:

1. Watch the [Maine Through Year Assessment Proctor Training Video](#).
2. Watch the two assessment security training webisodes:
 - a. [Assessment Security Overview](#)
 - b. [Assessment Irregularities! What Now?](#)
3. Sign Appendix A: Maine Educational Assessment Security and Data Privacy Agreement, in the [Assessment Security Handbook](#), and provide to School Assessment Coordinator.

Professional Learning Opportunity

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

[\[Registration Link\]](#)

Maine Through Year: Whom to Contact

<p>NWEA Maine Partner Support (855) 430-1777 techsupport@nwea.org</p>	<p>Maine Education Data Management System (MEDMS) Support Team (207) 624-6896 MEDMS.Support@maine.gov</p>	<p>Maine DOE Assessment Team, Krista Averill (207) 215-6528 Krista.Averill@maine.gov</p>
<ul style="list-style-type: none">• Technical issues with the Acacia platform• Technical issues with the State Solutions Secure Browser• Technical issues with the MAP Growth platform, including rostering in MAP	<ul style="list-style-type: none">• Updating student enrollment information in Synergy• Updating staff information in NEO	<ul style="list-style-type: none">• Questions related to assessment content, accessibility, scoring, and reporting• Policy-related questions• Any problems that NWEA Maine Partner Support or the MEDMS Support Team are not able to resolve – If you have a case number (NWEA) or ticket number (MEDMS Support), please provide.

Questions?



Thank You!



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