The Maine Through Year Assessment

Assessment Coordinator Training

Spring 2024

Welcome

+ Krista Averill, Maine DOE Assessment Coordinator

+ Fred Valenzuela, NWEA Sr. Program Manager

+ Mindy Stobbe, NWEA Program Manager

+ Hailey Westphal, NWEA Sr. Solution Delivery Consultant

+ Ricky Foust, NWEA Director of Program Management

Sections Covered

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Maine Through Year Assessment Overview

Subjects, Grades, and Delivery

+ Content Areas

  – Mathematics (3 – 8 and 2nd year of High School)

  – Reading (3 – 8 and 2nd year of High School)

+ Administration Windows

  – Fall: October 2 – November 3, 2023

  – Winter (Optional): January 2 – February 16, 2024

  – **Spring: April 22 – May 31, 2024**

+ Modes of Delivery

  – Online

  – Paper-Based Accommodated Forms

    + Standard (Print on Demand)

    + Braille & Large Print (Order)

    + **All paper-based forms require Maine DOE approval**

+ Scores

  – Fall/Winter: RIT

  – **Spring: Maine-Specific Scale Score and RIT**

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Testing Time & Scheduling Recommendations – Spring 2024

| Grade level	Content area	Number of assessment questions*	Recommended scheduled assessment-taking time
3 – 5	Mathematics	50	2 hours total, 2 - 3 sessions
3 – 5	Reading	46	2.5 hours total, 3 - 4 sessions
6 – 8	Mathematics	50	2 hours total, 1 - 2 sessions
6 – 8	Reading	46	2 hours total, 1 - 2 sessions
2nd Year of High School	Mathematics	54	1.5 hours, 1 session
2nd Year of High School	Reading	49	1.5 hours, 1 session

*All students in the same grade, given the same assessment, will receive the same number of assessment items.

+ SAUs / Schools have flexibility in scheduling the assessment

- Student needs should be prioritized when developing the assessment schedule.

- Assessments can be worked on over multiple days.

- The assessments are untimed. Proctors should not pace students.

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Day of Assessment

+ Estimated assessment time does not include:

   – System check test

   – Test ticket distribution

   – Launching the secure browser

   – Student log in

+ Students' assessment can be paused by logging out.

+ Students will automatically be logged out of the assessment after 15 minutes of inactivity.

   Note: *No proctor action required for the student to resume the assessment, students must log back in using the information on the test ticket*

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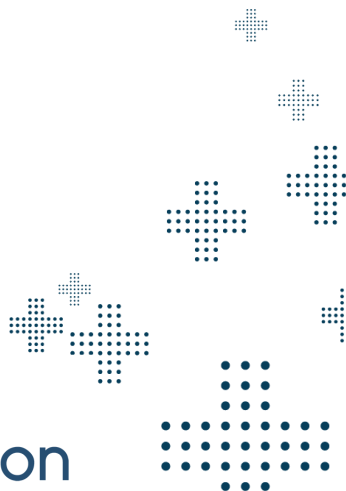
Student Tutorial

+ An interactive video for the Maine Through Year Assessment is available for students to learn how to use the online assessment platform. During this tutorial, the student will be shown the following:

 − How to use the online tools

 − How to navigate through the assessment

 − How to respond to different items types

 − Tips for taking the assessment

Resource and Link: Maine Through Year Student Tutorial

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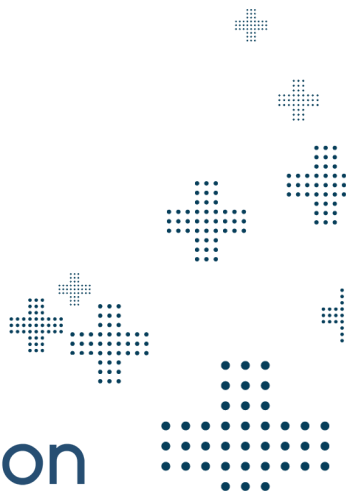
Item Type Sampler

+ An item type sampler or *practice assessment* will provide students an opportunity to practice each item type and gain familiarity with the platform.

+ Includes all item types and tools for each grade and subject.

+ Accessible by the Maine Connections Page, the Maine DOE webpage, or a link in the secure browser.

+ Paper item type samplers are also provided as PDFs for schools to download and print (including answer keys).

+ **Utilizing the item type sampler in the secure browser is also a great way to ensure that devices meet all the system requirements before the actual day of the assessment.**

Resource and Link: [Maine Online Item Type Sampler](#)

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Item Type Sampler vs Through Year Assessment

+ The Item Type Sampler *(practice assessment)* contains 15 questions in Math and 17 questions in Reading.

+ A test ticket is not needed to take the Item Type Sampler.

+ Rarely, a student may mistakenly open the Item Type Sampler within the secure lockdown browser rather than the actual Through Year Assessment.

  – When in the Item Type Sampler, "Test Student Name" appears where the student's name should appear.

+ Always refer to Manage Online Testing to confirm the student's test status and their response progress.

Resource and Link: Maine Online Item Type Sampler

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Item Type Sampler

Resource and Link: Maine Online Item Type Sampler

Questions from the Maine Through Year Overview section?

FAQ document and slide deck will be shared out after training session.

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Technology Readiness

State Solutions Secure Testing Browser

+ System Requirements

– Check to make sure the Operating System is currently supported before any updates are made.

– NWEA State Solutions Secure Browser – REQUIRED for all devices.

https://securebrowser.state.nwea.org

Note: This is a different Secure Testing Browser than what was used for MAP Growth.

For those using Chromebooks, devices that are not managed will be unable to download the secure browser.

Resource and Link: [NWEA State Solutions System and Technology Guide](#)

Device and Application
Mac Secure Testing Browser
Windows Secure Testing Browser
Chromebook App
iPad App

State Solutions Secure Browser

MAP Growth Secure Browser

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Tips for Installing the State Secure Browser

+ Partner Code: ME

+ Multiple Device Management (MDM) Installation available

+ Secure Browser can be downloaded from the Management System or via NWEA provided link.

   − **Reminders:**

      + Be sure to turn off auto updates on student devices during the administration window.

      + Previous versions of the State Solution Secure Browser must be uninstalled before the new version is installed.

      + *MAP Growth Secure Browser is a different application and does not need to be uninstalled/reinstalled.*

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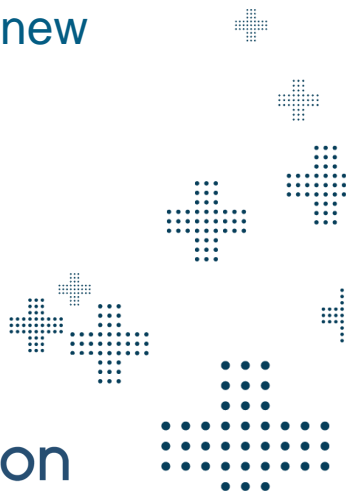
Updated Version for macOS

+ New secure browser for macOS for the Spring 2024 Admin available [here.](#)

+ Additional macOS installation steps and bulletin are available on the Maine Connections page.
  - [macOS NWEA State Solutions Secure Browser Bulletin March 2024](#)
  - [macOS Installation Steps](#)

+ We highly recommend updating to version 4.3.1 for a smooth testing experience.

- **Reminders:**
  + Be sure to turn off auto updates on student devices during the administration window.
  + The previous macOS versions of the State Solution Secure Browser must be uninstalled before the new version is installed.
  + *MAP Growth Secure Browser is a different application and does not need to be uninstalled/reinstalled.*

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Supported Devices

+ NWEA State Solutions Secure Browser

| Device	Supported OS Versions
Windows PC	Windows 10 and Windows 11
macOS	macOS 12, macOS 13, and macOS 14
Chromebook	Release Channel Only – version 109 or later
iPads	iOS 15 and iOS 16

Resources and Links:
NWEA State Solutions System and Technology Guide and
NWEA State Solutions System Requirements Guide

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Minimum System Requirements for Acacia

+ The Acacia Management and Reporting System is supported on the latest versions of the following browsers:

  – Google Chrome

  – Mozilla Firefox and Firefox LTS

  – Microsoft Edge

  – Safari

  – Safari on iPad

Note: Internet Explorer is no longer supported
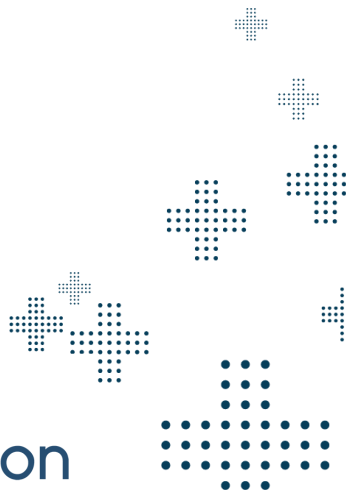
Technology Readiness

+ [NWEA State Solutions System and Technology Guide](#)

  – IT Readiness

  – Network and System Requirements

  – State Solutions Secure Browser Installations

  – Allowed Lists

+ [Online Readiness Tools](#)

  – Upon launching the Secure Browser

  – Additional site available for checks
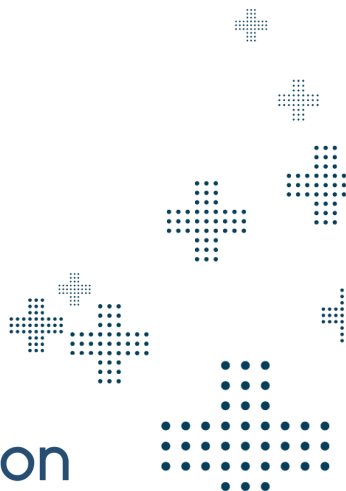
Online Readiness Tools

+ [Online Readiness Tools](#)

   — Upon launching the Secure Browser

   — Additional site available for checks

+ The System Check Test should be performed prior to students taking the assessment to confirm there are no issues with connectivity and your network is ready for simultaneous testers.

+ If there are reports of connectivity issues, please be ready to provide NWEA Partner Support with a screenshot of the results from the System Check Test.

System Maintenance & Releases

+ Periodically, systems are unavailable due to platform and software maintenance.

+ There is a software release scheduled for the weekend of April 13 but currently no other planned software releases or hardware maintenance during the Spring 2024 Testing Window starting on April 22nd and ending on May 31st.

+ A reminder window will also pop up upon logging into MARC, which is used for the single sign on to Acacia.

– **Reminder:** Turn off auto updates on student devices during the Assessment Administration Window.

Resource and Link: Platform and Software Maintenance Windows

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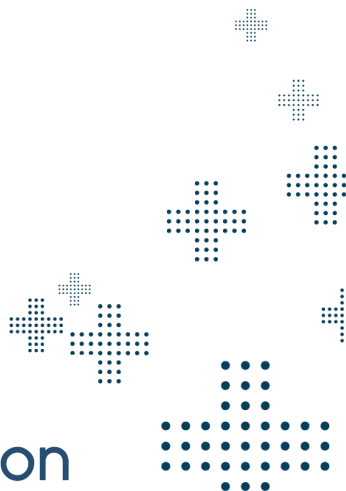
Questions from the Technology Readiness section?

FAQ document and slide deck will be shared out after training session.

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Assessment Management in Acacia™

NWEA Platforms & Terminology

+ Acacia is the assessment platform used to deliver and manage the Maine Through Year Assessment.

+ MAP Growth (teach.mapnwea.org) is the platform used for Single Sign On (SSO) to access Acacia.

  – The MAP Growth platform is also where users are managed and where MAP Growth Reports with RIT score data from the Through Year Assessment can be accessed.

    + **Reminder:** Students must also be rostered by the SAU in MAP Growth *for each administration, by the last day of the assessment window,* to have MAP Growth Reports with Through Year Assessment RIT score data.

+ Assessments are delivered to students within the state solutions secure browser, unless they are taking a paper-based assessment.

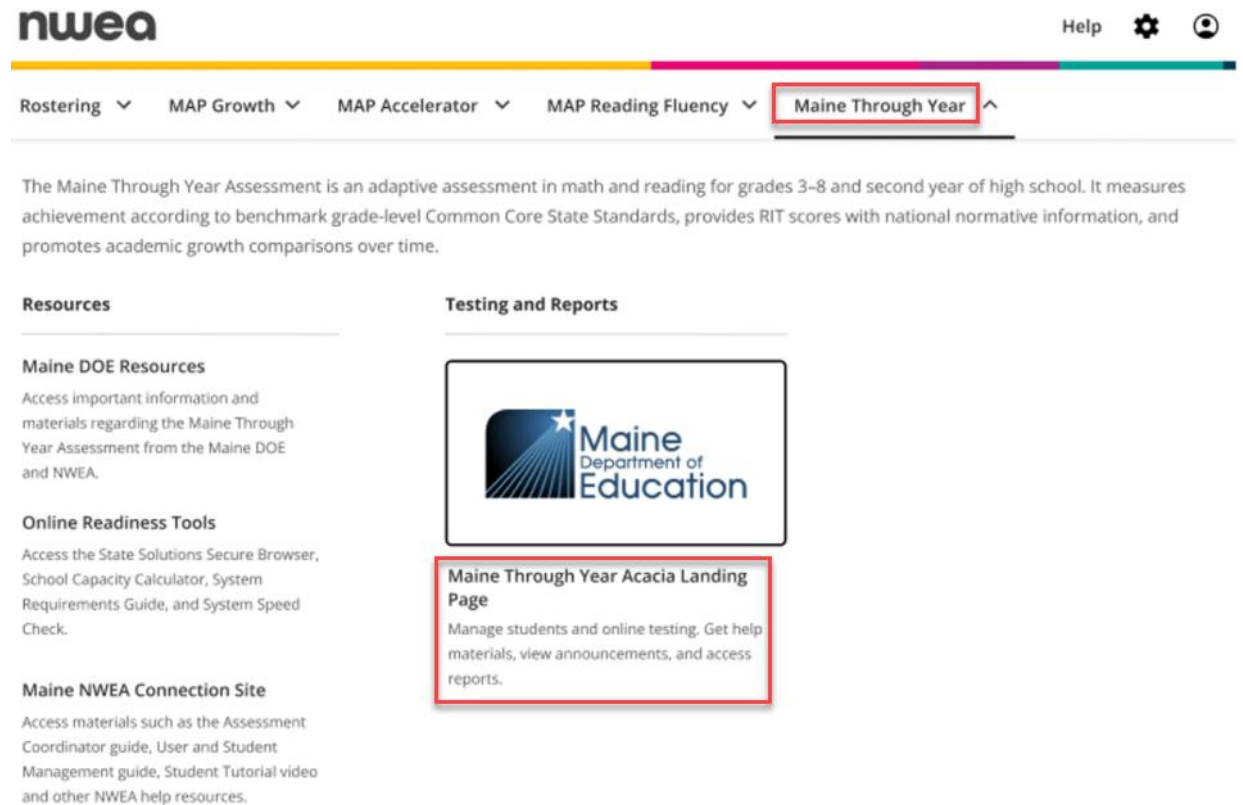 – The Item Type Sampler is also available within the secure browser.

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Acacia™ Components

+ Acacia™ Manage

  – The management system allows administrators and teachers to smoothly manage the entire assessment process including managing students, online test assignments, monitor test status, analyze data reports, and much more – all in one place!

+ Acacia™ Assess

  – The online test delivery platform that delivers assessments to students, more commonly known as the state solutions secure browser.

+ Acacia™ Reports

  – The online reporting suite (ORS) provides a dynamic, *real-time, easy-to-use reporting for assessments.

  – *Real-time reports available within 24-72 hours after test has been submitted.*

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Accessing Acacia - Single Sign On

+ Single Sign On (SSO) connects your access from MAP Growth (aka MARC) to Acacia Manage.

  - One less username and password to remember.

  - User roles will be managed through MARC.

  - Same user roles in MARC and Acacia, permissions may vary slightly.

  - *Having a missing or incorrect **School State Code** may prohibit you from accessing Acacia.*

  - After logging into MARC, users will see the 'Maine Through Year' tab and the 'Maine Through Year Acacia Landing Page'.

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Acacia Home Screen

Note: What you will see on this screen is determined by your role.

+ Help ?

+ Profile 👤

+ Logout ➡

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Roles for Acacia Setup

	Manage Users (in MAP Growth)	Roster Students (in MAP Growth)	View Students (in MAP Growth)	View Student Registrations (in Acacia)	View students and Accommodations (in Acacia)	Manage Online Testing (in Acacia)
District Assessment Coordinator	X	X	X	X	X	X
Data Administrator	X	X	X	X	X	
Proctor				X		X
School Assessment Coordinator			X	X	X	X

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Roles for Testing Students

	District Assessment Coordinator	**School Assessment Coordinator**	**Proctor**	**Maine DOE**
Assign Accommodations	X	X		X
Assign Not Tested Codes **(Maine DOE Only)**				X
Create and Manage Student Groups	X	X		X
View Manage Online Testing Dashboard	X	X	X	X
Print Test Tickets	X	X	X	X
Proctor Assessments			X	

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Acacia Rostering

+ Maine DOE will be responsible for rostering students in Acacia prior to the assessment window.

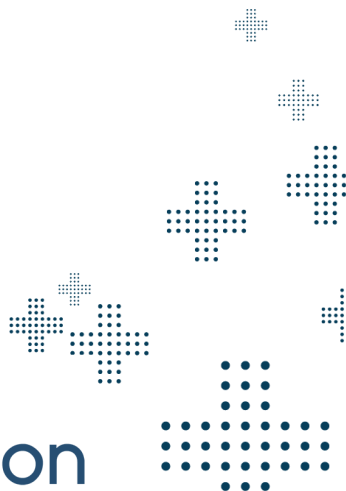+ Students will be rostered to their "Reporting School," which is the school they attend and at which they receive their instruction.

+ NEO is the source of truth for which students are rostered. NEO rosters are based on student information entered by the SAU into Synergy.

  – SAUs should ensure that student demographics are correct in Synergy.

+ Each weekday morning during the assessment administration window, Maine DOE will upload daily delta/roster file for any changes made in Synergy the prior weekday.

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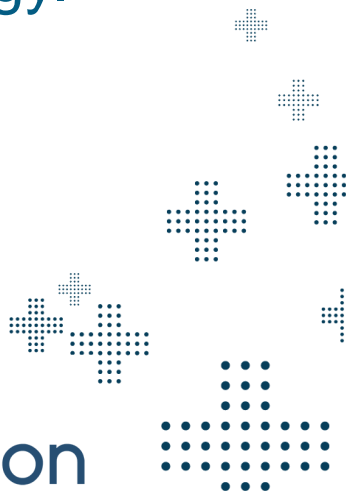
Registration

+ Test registrations are created automatically when students are rostered.

+ Any needed edits to registrations will be done by SAUs.

  – Upload into Acacia via the registration report or update within a student's profile.

+ Edits to registrations include adding supports and accommodations.

+ Students will have a line for each subject in the registration report.

+ Registration Report template and Registration Report Upload and Report Format are available in the Acacia Help Resources.

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Maine Through Year Assessment: SAU Tasks

+ Confirm School State Codes (SchoolOrgID) in MAP Growth are correct.

+ Add/confirm supports and accommodations to student registrations, as needed.

+ Print test tickets.

+ Monitor student progress.

+ *Optional action to receive MAP Growth reports*.

  – Import of Student Roster will need to be done by the SAU in MAP Growth.

+ Data clean up.

+ Access reports via Acacia and MAP Growth*
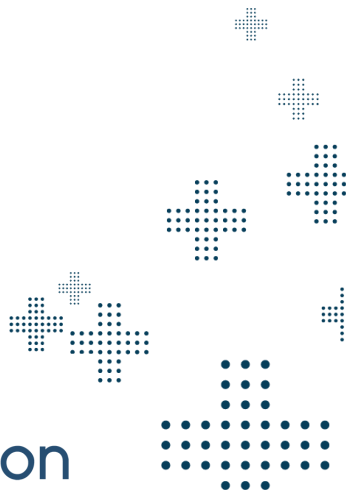
MAP Growth School State Codes

+ School State Codes are an important part of the SSO connection between MAP Growth and Acacia.

+ Having a missing or incorrect code may prohibit you from accessing Acacia.

+ School State Codes need to align with the **School Org IDs** in the Infrastructure Data for 2023/2024 SY located on the Maine DOE website.

   – Maine School State Codes 2023/2024 SY

+ Leading zeroes should not be included in the School State Code (School Org ID).

+ The District Code and the School State Code are different codes, please be sure the same code is not being used in both fields.

+ School State Codes should be reviewed before and during each assessment window.

   – Users that can make these changes will have a role of System Administrator or District Assessment Coordinator (DAC).

   – This can be done in MARC. Select Modify Preferences > Modify MAP District > Select the bubble next to your school in the Schools table > Edit Name and State Code.

Rostering with Clever

+ Rostering with Clever

   – If Clever is being used, confirm that Clever is sharing the **State_ID** field with NWEA; this can be located under the school you will be sharing.

   – The **State_ID** field maps to the School State Code in NWEA

   – In Infinite Campus the field shared with Clever is **sch_number.**

   Note: *If Clever is used for rostering and the school state code is only updated in MARC, the nightly Clever sync will override those updates.*

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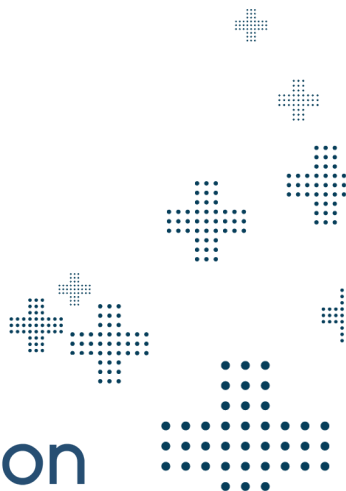Department of
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Rostering for MAP Growth Reports

+ MAP Growth reports are available in MARC **for RIT scores** from the Maine Through Year Assessment.

+ For these reports to be available, student rostering will need to be done in both MAP Growth and Acacia.

  – Maine DOE will roster for the Maine Through Year Assessment.

  – SAUs will need to roster in MAP Growth *by the last day of the assessment window,* to have RIT data from the Maine Through Year Assessment in MAP Growth reports.

  – Student State ID must be the same in both platforms – this is the connector / unique identifier for MAP Growth reporting.

    + We recommend having this unique ID populated in both the Student ID and the Student State ID field in MAP Growth. The Student State ID field is needed for Acacia. If you would like to use your local ID in the Student ID field, you may do so in the MAP Growth Roster File template.

Resource and Link: MAP Growth Rostering Quick Guide

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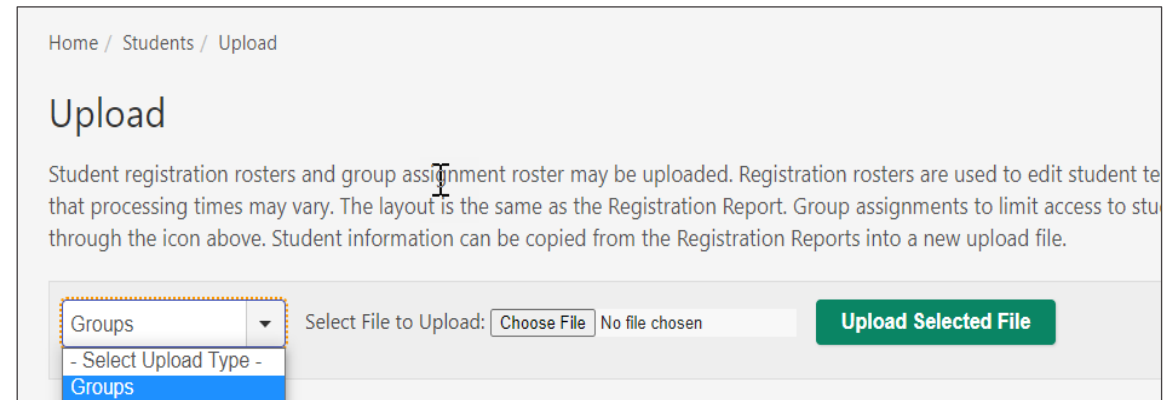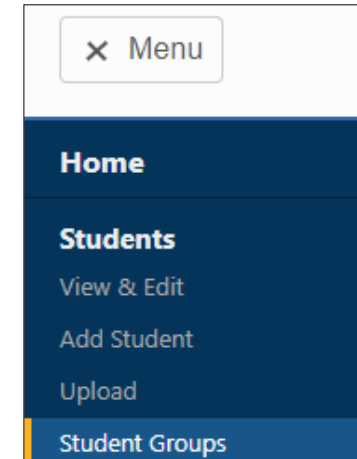Education
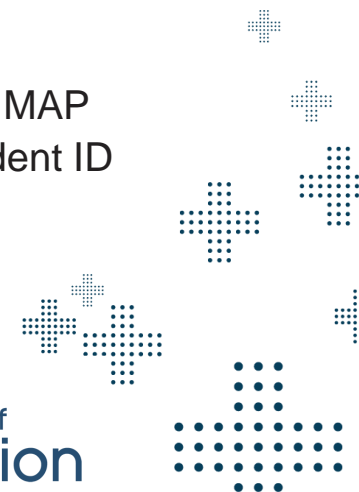
Student Groups – Online Testing and Reporting

+ Online Testing groups are optional, but Reporting groups **are required for each administration** for instructors to be able to see their student results.

+ Students can be **grouped by grade** by their **teacher (with a group name) or grouped by assigned test administered (with a group name).**

+ **Online Testing Groups**
  – Allow proctors to view smaller groups of students in Manage Online Testing in Acacia.
  – Test tickets can be printed by grade by these assigned groups.

+ **Reporting Groups**
  – Provide educator access to students' score reports.

+ A student does **not** need to be in the same **testing** and **reporting** group.
  – Students can be assigned to multiple groups.

+ Groups can be added for previous administrations **within** the same school year.

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Creating Student Groups

+ Located under Students section in the Menu.
  - Visibility based on user role permissions.

+ Select Student Groups to create, view & edit to create a Student Group manually.

+ Select Upload in the Menu to create and upload Student Groups in bulk.

× Menu

Home

Students
View & Edit
Add Student
Upload
Student Groups

Home / Students / Upload

Upload

Student registration rosters and group assignment roster may be uploaded. Registration rosters are used to edit student te that processing times may vary. The layout is the same as the Registration Report. Group assignments to limit access to stu through the icon above. Student information can be copied from the Registration Reports into a new upload file.

Groups ▾   Select File to Upload: Choose File | No file chosen   **Upload Selected File**
- Select Upload Type -
Groups

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Viewing Student Groups

+ You can view Student Groups in Manage Online Testing.

+ Find the group you are looking for and select the magnifying glass.

+ You can then view students within that group for info on students test status, response progress, etc.

Questions from the Assessment Management in Acacia section?

FAQ document and slide deck will be shared out after training session.

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Accessibility

Universal Tools, Designated Supports, and Accommodations

Accessibility Features

Accommodations
IEP or 504 Plan ONLY

Designated Supports
Determined on an Individual Basis

Universal Tools
All Students

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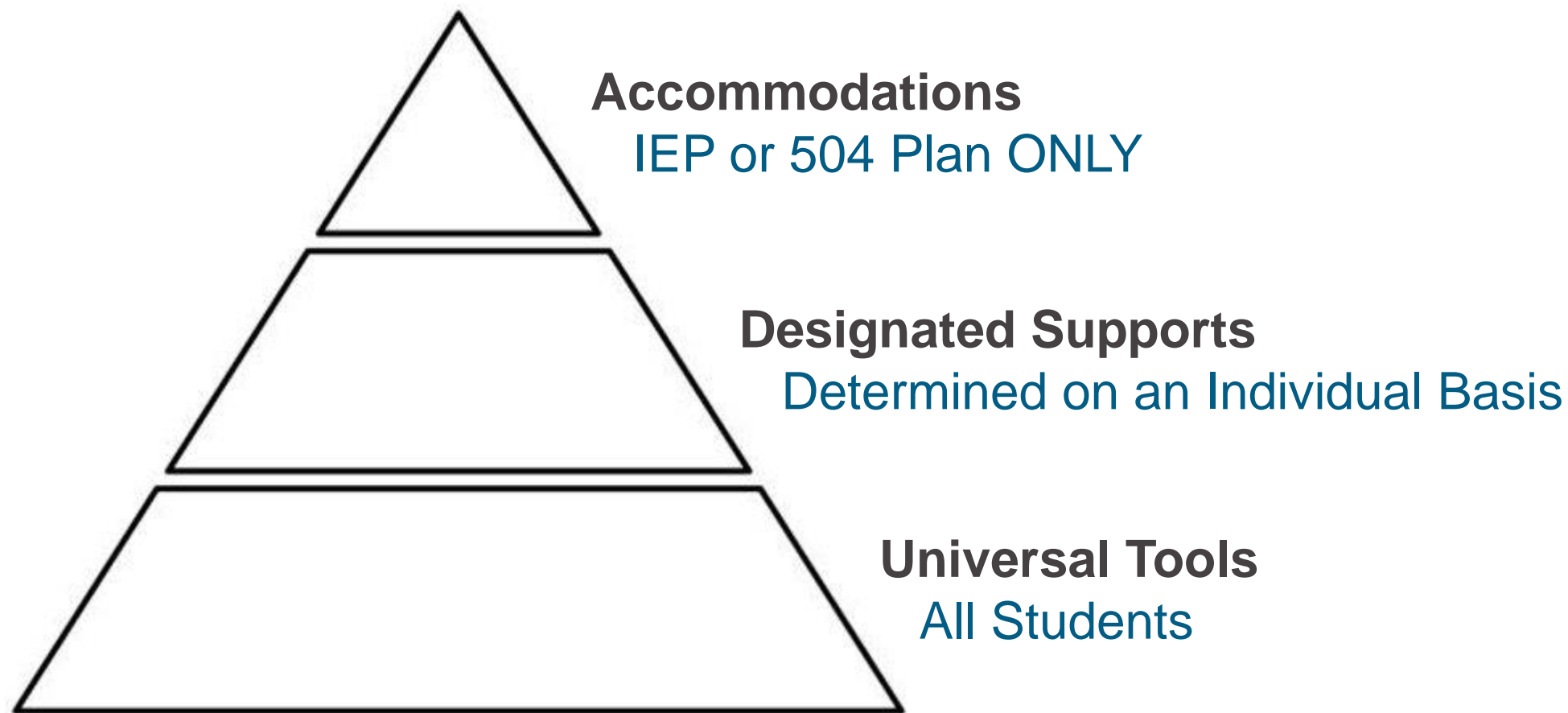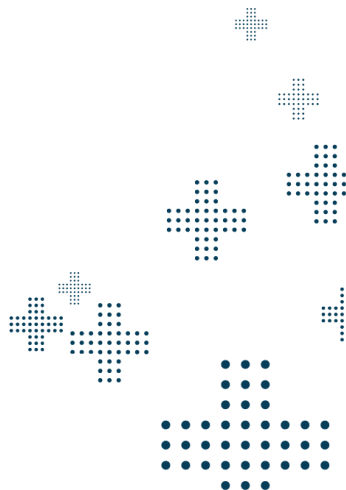
Types of Accessibility Features

+ **Non-embedded**: Features provided locally that do not change the assessment within the platform.

+ **Embedded**: Impacts delivery of the assessment within the platform.

Universal Tools

+ Non-embedded: Scratch Paper

+ Embedded Universal Tools:
  – Calculator (Math only and with specific items)
  – Color Contrast
  – Graph Paper (Math only)
  – Guideline
  – Help Videos
  – Highlighter
  – Keyboard Navigation
  – Notepad
  – Protractor (Math only and with specific items)
  – Reference Sheet (Math only)
  – Ruler (Math only and with specific items)
  – Zoom (Zoom icon available on devices except iPads, iPads have a responsive zoom using the touch screen to zoom in and out)
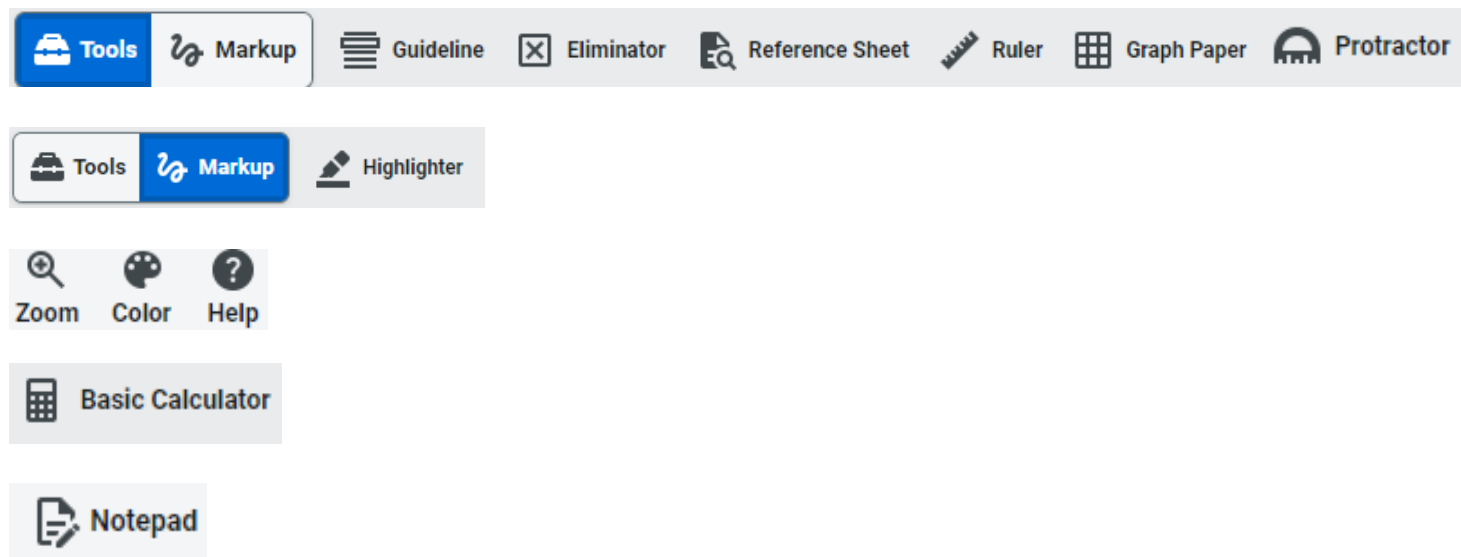
Designated Supports

+ Increase accessibility without altering the construct of any assessment item.

+ Determined on an individual basis by an educational team.

+ An educational team is two or more education professionals with knowledge of a student's performance.

+ Designated supports must be consistent with the student's normal routine during classroom instruction.

Non-Embedded Designated Supports

Non-embedded designated supports can be viewed and edited via both the registration file and student's profile.

+ Individual / Small Group Setting

+ Bilingual Word Glossary for Multilingual Learners

+ Mathematical Supports (for Math Assessment Only)

Examples of supports that can be provided to students and do **not** need to be indicated in the assessment platform include:

- Translated versions of the Mathematics Reference Sheet, which can be found on the Maine Through Year Assessment webpage

- Assistive technology

- Medical devices

- Visual aids

- Auditory devices

- Student reads assessment aloud to self in individual setting

- Directions clarification

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Embedded Designated Support: Text to Speech (TTS)

+ Available in English.

+ Guidance for Text to Speech is in the Accessibility Guide.

+ Need for this designated support will be indicated on the student's profile.

+ All text will be read aloud in Math.

+ Passages will not be read in Reading.

Resource and Link: Maine Through Year Accessibility Guide

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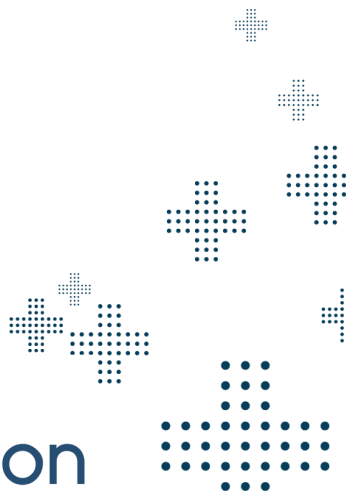
Embedded Designated Support: Text to Speech (TTS)

+ Assigning Text to Speech Manually.

+ Under Student's profile, select Accessibility Supports and the subject for TTS, be sure to Save changes at the bottom.

Adding TTS as a Designated Support after Starting the Assessment

+ What if a student has already started their assessment and needs to have TTS added?

  – TTS can be added by the SAU either before or during the assessment.

  – The Proctor should ask the student to log out of their assessment while they contact the DAC or SAC to go into the student's profile and add TTS. Once TTS has been added, the student can log back in and they will have TTS for the remainder of the assessment.

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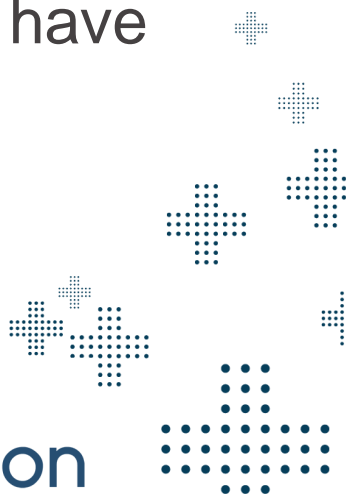
Accommodations

+ Accommodations are changes in procedures or materials that are used to increase equitable access during the assessment for students with documentation of the need on an Individualized Education Plan (IEP) or 504 Plan.

Non-Embedded Accommodations

Non-embedded accommodations can be viewed and edited via both the Registration File and the student's profile.

+ Human Reader (Paper-Based Tests ONLY).

+ Scribe

  – There are no constructed response questions on the Maine Through Year Assessment.

+ American Sign Language.

+ Calculator (for entire Math assessment).

+ Human Reader for Reading Passages (Students in grades 6+ with a documented print disability, Reading Assessment only).
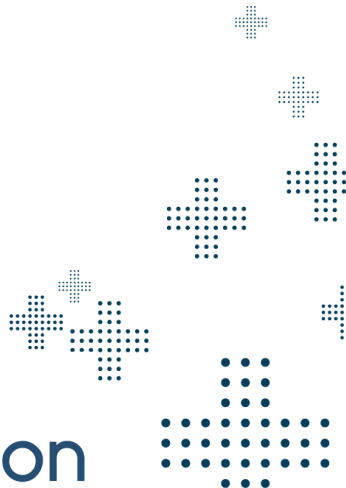
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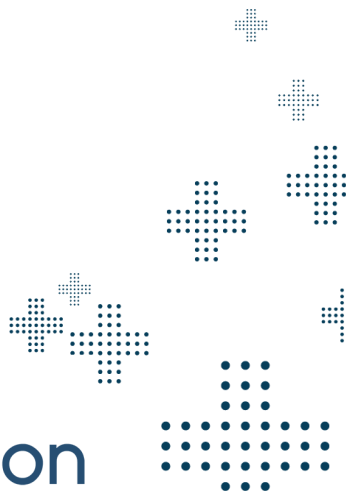
Embedded Accommodations: Paper-Based Forms

Embedded accommodations can be viewed and edited in both the Registration File and the student's profile.

+ Standard Print

+ Large Print

+ Braille

Note: Paper-based forms are not adaptive

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Paper-Based Forms: Overview

+ For standard and large-print forms, the student's IEP or 504 Plan requires assessments to be paper-based and not administered online.

+ Standard print (size 12 font) assessments are print-on-demand. Large print (size 18 font) and braille assessment forms are shipped to schools.

+ **The use of paper-based forms must be approved by the Maine DOE.**

+ To request a paper-based form, schools must **complete the request form**. The form opens for Spring '24 on April 1.

+ After paper-based forms are complete, the proctor (or scribe) must transcribe the responses into the online assessment delivery system exactly as student has responded.

+ Transcribing must be completed by the last day of the window.

+ All paper-based materials must be destroyed on-site by the last day of the administration window.

Note: Paper-based forms are not adaptive.
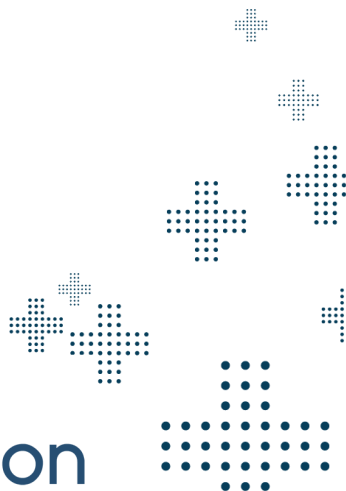
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Not Tested Codes

Not Tested Codes (NTCs)

+ Not Tested Codes (NTCs) are used solely by the Maine DOE to track special circumstances in which students' assessment data will not be included in an SAU's or school's aggregated data.

+ Only Maine DOE will enter NTCs into the Acacia platform. SAUs should not enter NTCs, and any NTCs entered by SAUs will be removed.

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Questions from the Accessibility and Not Tested Codes sections?

FAQ document and slide deck will be shared out after training session.

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Preparing for and Monitoring the Assessment

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Print Student Test Tickets

+ Available in these formats:
  – PDF Format (one per page).
  – PDF Format (four per page).
  – CSV Export (for bulk printing, can export 100 students).

+ Ability to print in two ways.
  – Manage Online Testing page.
  – Individual Student Profile > Test Registrations tab > View Test Session under Actions > PDF icon under Actions.

+ Proctors can print on demand!

+ Students don't have to be in an online testing group to take their tests, they just need their test tickets.

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Student Test Tickets

+ Online Testing > Manage

+ Multiple student test tickets can be printed at once or printed individually.

Testing Progress

+ Testing progress can be viewed at the group, SAU, or school level.
  - Ease of use to allow proctors to more efficiently monitor students.
  - Select the info icon to see what each test status indicates

+ The page will retain your filter selections when you refresh the page.

+ Testing Status Report in Operational Reports can also help understand where your students are in the assessment as a file export.
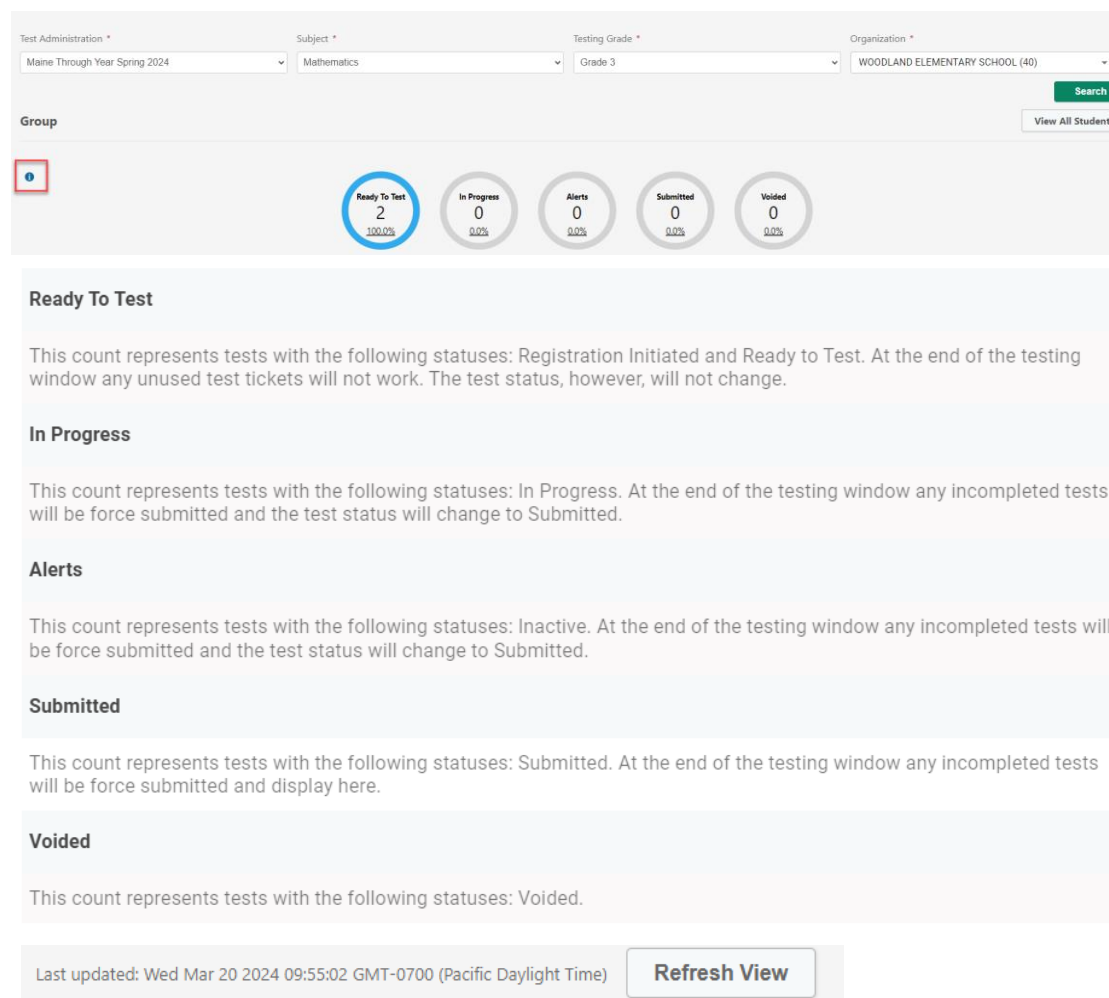
Test Resets and Maine DOE Policy

Any assessment that needs to be reset must be approved by the Maine DOE.

– *A reset is when a student will receive a new test ticket and upon logging into the assessment will start at the beginning. All previous answers and results are deleted.*

Below are some situations in which a student's assessment may be reset:
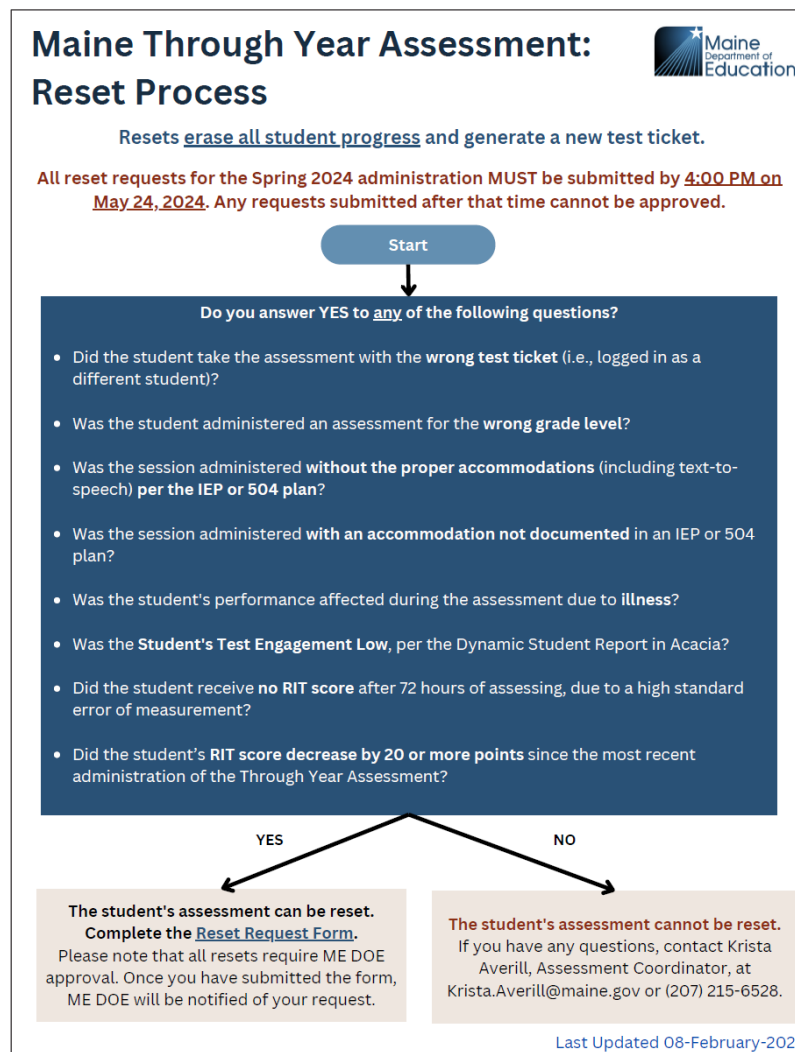
+ The student took the assessment with the **wrong test ticke**t (i.e., logged in as a different student).

+ The student began or completed assessment for the **wrong grade level**.

+ The student began or completed assessment **without the proper accommodations** per the IEP or 504 plan.

+ The student began or completed assessment **with an accommodation not documented** in IEP or 504 plan.

+ The student's performance was affected during the assessment due to **illness**.

+ After completion of the assessment, the Engagement Metric in the Dynamic Student Report shows **low engagement** for the assessment.

+ The student received **no RIT score** after 72 hours of assessing, due to a high standard error of measurement.

+ The student's **RIT score decreased by 20 or more points** since the most recent administration of the Through Year Assessment.

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Reset Process Flow Chart

+ Refer to the Process Flow Chart to see if a student can have their assessment reset.

+ If the student can have a reset done, you will submit the following form to kick off the approval process.

  – [Maine Reset Requests](#)

+ **Resets for Spring 2024 must be submitted via the form by 4:00pm EST on May 24, 2024.**

  – *Requests submitted after that time cannot be approved.*

Maine Through Year Assessment: Reset Process

Resets erase all student progress and generate a new test ticket.

All reset requests for the Spring 2024 administration MUST be submitted by 4:00 PM on May 24, 2024. Any requests submitted after that time cannot be approved.

Start

Do you answer YES to any of the following questions?

- Did the student take the assessment with the **wrong test ticket** (i.e., logged in as a different student)?
- Was the student administered an assessment for the **wrong grade level**?
- Was the session administered **without the proper accommodations** (including text-to-speech) **per the IEP or 504 plan**?
- Was the session administered **with an accommodation not documented** in an IEP or 504 plan?
- Was the student's performance affected during the assessment due to **illness**?
- Was the **Student's Test Engagement Low**, per the Dynamic Student Report in Acacia?
- Did the student receive **no RIT score** after 72 hours of assessing, due to a high standard error of measurement?
- Did the student's **RIT score decrease by 20 or more points** since the most recent administration of the Through Year Assessment?

YES — The student's assessment can be reset. Complete the Reset Request Form. Please note that all resets require ME DOE approval. Once you have submitted the form, ME DOE will be notified of your request.

NO — The student's assessment cannot be reset. If you have any questions, contact Krista Averill, Assessment Coordinator, at Krista.Averill@maine.gov or (207) 215-6528.

Last Updated 08-February-2024

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Form for Resets

+ Assessments that need a reset must be done by submitting a request via the form found on the right-side pane of the Maine Connections Page.

Maine: Reset requests

- Form to request reset
- Reset process flow

Maine Reset Requests

District/SAU Information
Missing or incorrect information will hold up the reset process.

Your Name *
Your name as the requestor

Your email address *
Your email address as requestor to receive updates on status

District/SAU *
Enter District/SAU name, not the code

School *
Enter reporting school name, not the code

School State Code (School Org ID) *
Enter the school state code (School Org ID)

What is your Role?

Student Information
Please provide information about the student requiring the action. Missing or incorrect information will hold up the reset process.

ME SSID *
This is the student's 9 digit ID and needs to match what is in Synergy and Acacia

Student First Name *
Name needs to match what is in Synergy and Acacia

Student Last Name *
Name needs to match what is in Synergy and Acacia

Subject *
○ Reading   ○ Math

Grade *
○ 3   ○ 4   ○ 5   ○ 6   ○ 7   ○ 8   ○ HS

# of Questions Completed
This is available in Manage Online Testing

Reason for Reset *
Please provide the reason for the RESET. If your reason is not listed, please contact the Maine Department of Education for guidance.
Select or enter value ▼

DOE comments

Submit

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Reset Form Fields

+ Please be sure you are providing the correct information in the fields.

  – **Your Name:** The person completing the reset form.

  – **Your email address:** Email address where you can receive updates on status.

  – **District/SAU:** Name of district/SAU - this is not a code.

  – **School:** Name of school – this is not a code.

  – **School State Code (School Org ID):** This is the **school** code.

  – **Student's First & Last Name:** Names need to be what is reflected in Synergy and Acacia.

  – **ME SSID:** This is the student's nine-digit ID

+ Incorrect or missing information will hold up the reset process.

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Testing School

+ The Reporting School field will populate the Testing School.

  – **Reminder:** Reporting School is the school the student attends and at which they receive instruction.

+ The Testing School can be changed should the student be taking the assessment at a location other than the Reporting School.

  – Student reports will go to the Reporting School.

+ Testing School is located by going to the Student Profile > Tests tab > Testing School

Rostering for Students at Regional and OOS Programs

+ Students will be rostered to their attending school. This is known as the "Reporting School".

+ All student reports will be provided to the attending school.

+ This will allow educators and staff at the program location to administer the assessment and have access to student assessment results to inform instruction.

+ The attending school will share student testing status and/or performance information with the responsible SAU at the request of the responsible SAU.

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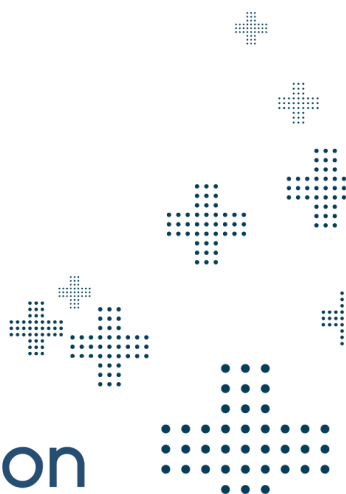
SAU Transfer Process in Acacia

+ Student Mobility

 – Students who move into a school must be enrolled in Synergy by the new attending school immediately after being exited from the previous school.

 – Maine DOE will upload a daily roster/delta file directly to Acacia.

 – It is the responsibility of the new school to ensure that students have the opportunity to finish incomplete portions of the assessment.

   + The new school will need to contact the Maine DOE Assessment Team or the student's old school to get the student's test ticket information if a test is already in progress. This information will be provided to the new school in a secure manner.

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SAU Transfer Process in MAP Growth

+ Student Mobility

    – The transfer will also need to be done in MAP Growth.

        + The old SAU would remove **current term** from Students profile in MAP Growth.

        + The new SAU would roster the student as normal within MAP Growth.

        + If the same Student State ID is in two different SAUs within MAP Growth, student data from Acacia will not be updated until the conflict is resolved.

+ **The steps above are crucial to ensure that the Student State IDs in MAP Growth and Acacia match.**

+ For information on removing a testing term from a Student Profile, see the NWEA Connections Article linked here:

    – [Can a testing term be removed from a student profile? (nwea.org)](nwea.org)

SAU Transfers and MAP Growth Errors

- Users with a System Admin, Data Admin or Assessment Coordinator (DAC) in Acacia will have access to 'Student Import Errors' in the Operational Reports section.

  + Starting in Spring 24, this report will be available throughout the admin windows through the last day of the SAU Cleanup Window.

- If a student has transferred from one SAU to another, it's crucial that both Synergy and MAP Growth reflect the current roster details or the MAP Growth Error of 'This student is duplicated in the upload file' will occur.

  + Error occurs when the student is rostered to both their prior SAU/school and their current SAU/school.

  + To resolve this error, the student must be rostered to the correct reporting SAU/school and term in MAP Growth.

- If one SAU/school needs to know which other SAU/school also has the student on their roster, NWEA Partner Support can provide the school and school state code (i.e. SchoolOrgID) so that the partner can coordinate the correction needed.

- **It is the responsibility of the prior SAU/school to remove the student from the MAP Growth roster for the current term.**

SAU Transfer Process & Historical Data in MAP Growth

+ Student Mobility

  – To maintain historical data, SAUs can refer to this process and submit form:

    + [How to move students between districts](#)

  – Clever users, if you stop sharing the student as part of your regular Clever sync for that term, this will automatically unenroll them and you won't need to manually do it within the system.

Assessment Coordinator

Resources for Assessment Coordinators for the Maine Through Year Assessment

General Resources

- How do I create an account and sign in to NWEA Connection?
- What is a Computer Adaptive Test
- Achievement Level Explorer

MAP Growth Resources

- How to move students between districts
- MAP Growth Information from the Maine Through Year Assessment - *Overview*
- MAP Growth Information from the Maine Through Year Assessment - *Frequently Asked Questions (FAQ)*
- ME Through Year Assessment, MAP Growth Reports Portfolio
- How to manage users in MAP Growth
- MAP Growth report details
- ME MAP Growth Rostering Quick Guide

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Questions from the Preparing for and Monitoring the Assessment section?

FAQ document and slide deck will be shared out after training session.

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Proctor and Student Experience
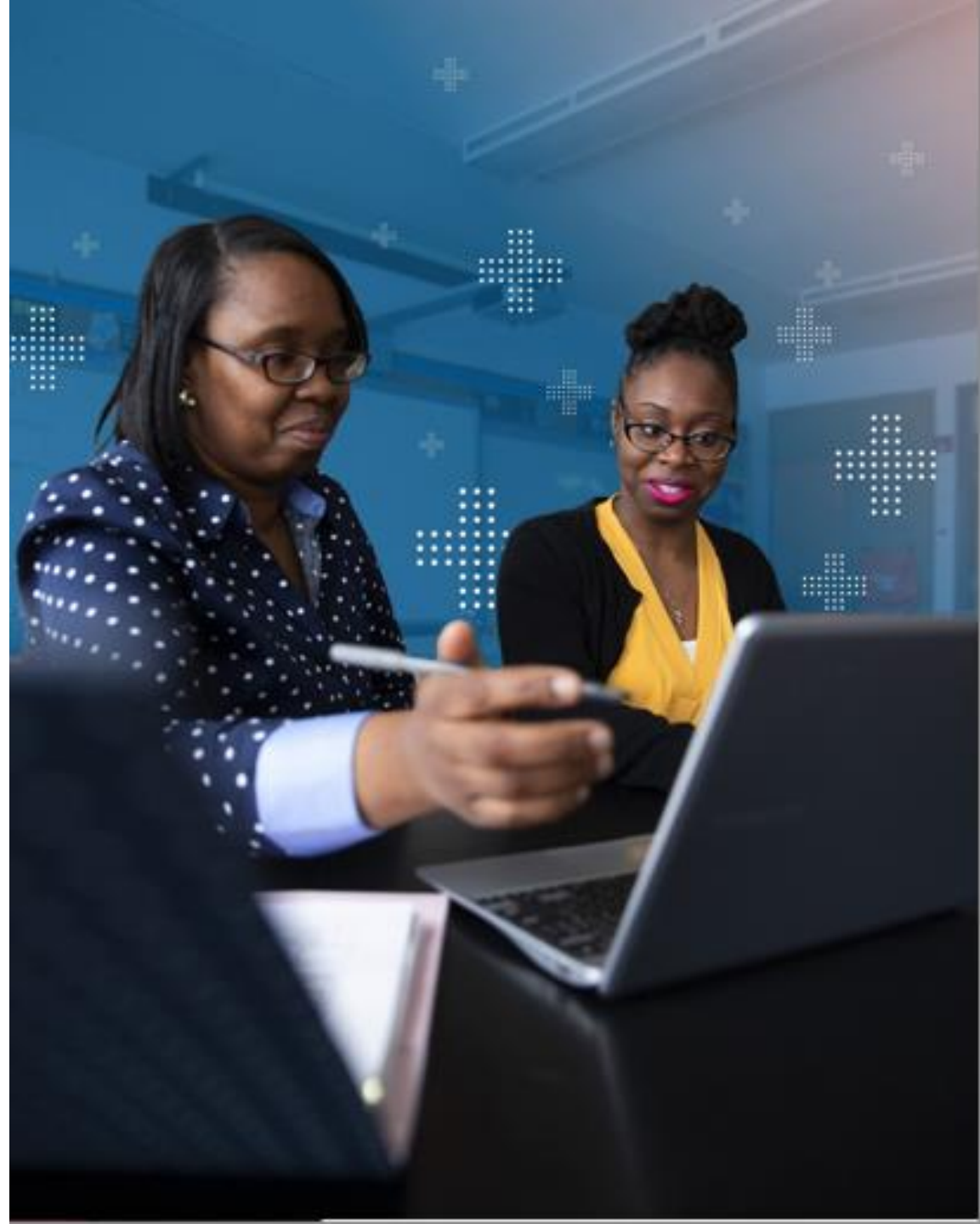
Student Experience - Login

+ **Step 1:** Student launches Secure Browser.

+ **Step 2:** Communicate that the student should be selecting the

  Maine Through Year Assessment option and not the

  Item Type Sampler option.

+ **Step 3:** From Test Ticket, student enters username, password,

  and Session ID.

+ **Step 4:** Student verifies text on screen is accurate while Proctor

  monitors.

+ **Step 5:** Proctor gives verbal approval to begin assessment.
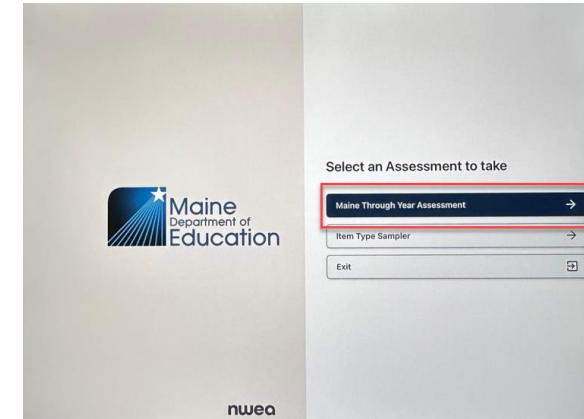
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Student Experience – Summary Screen
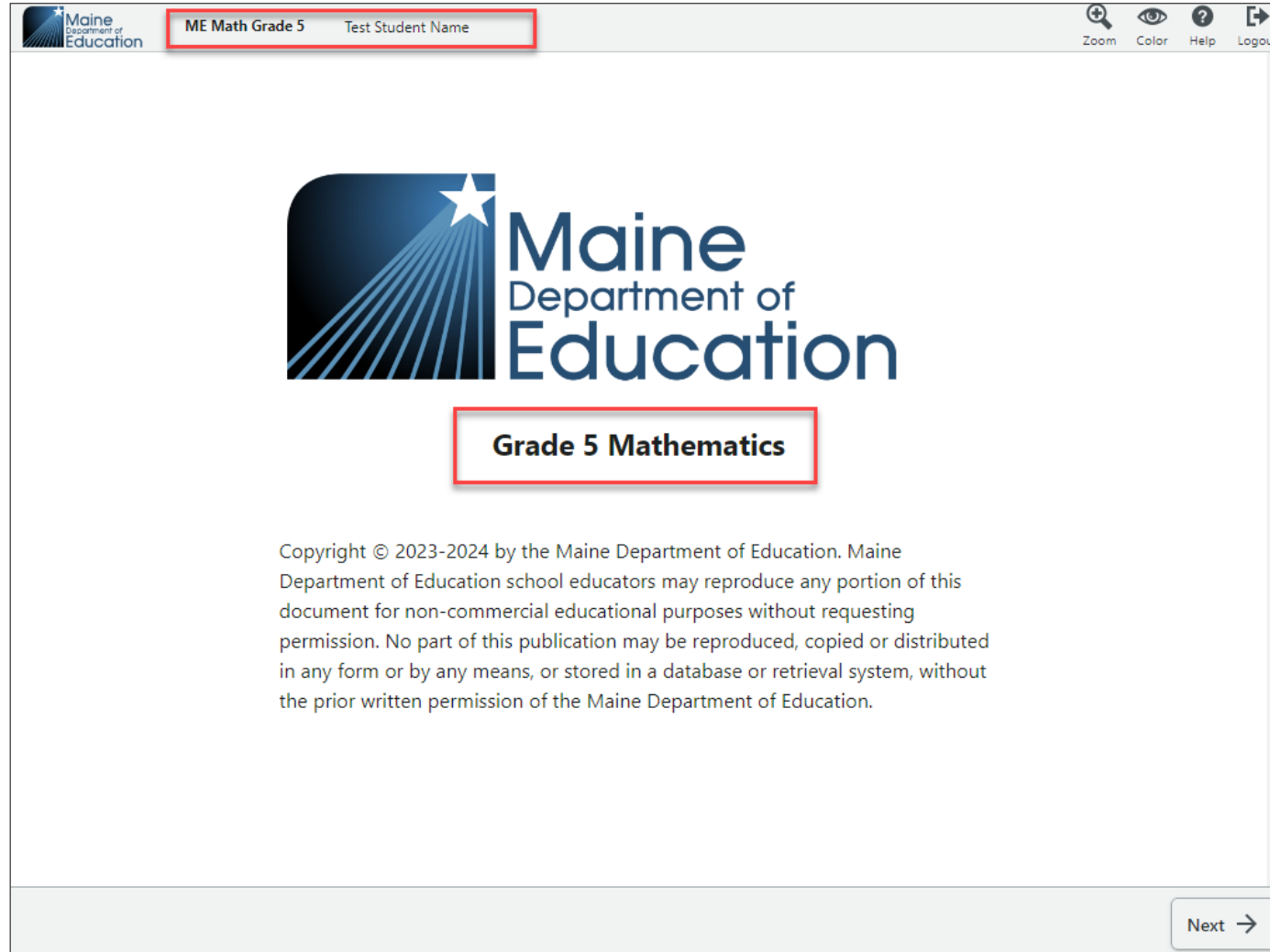
+ Student to verify name, grade, and subject on this screen is correct.

Student Experience – Proctor Screen
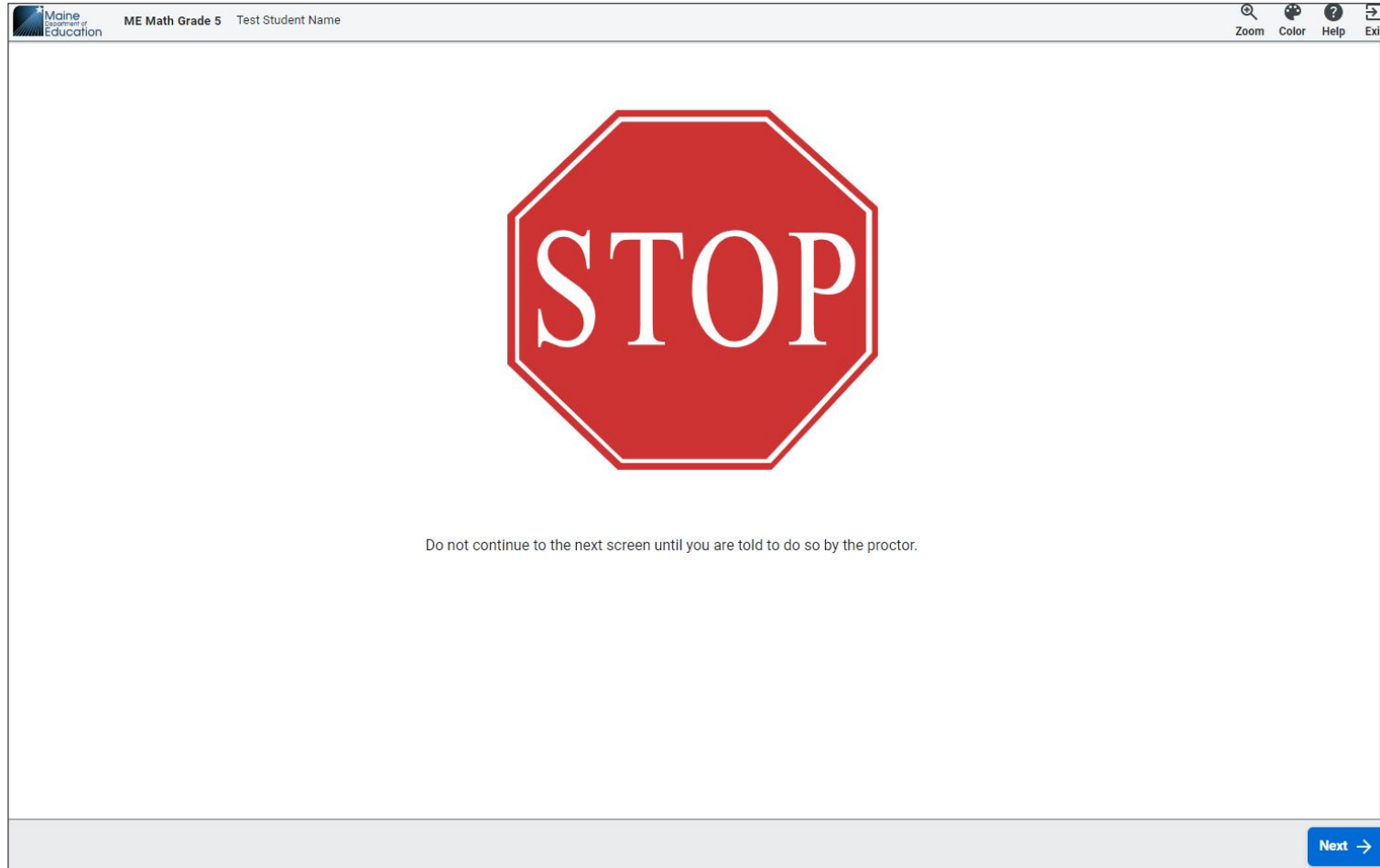
+ Student to wait on this screen until Proctor gives approval to select next to begin assessment.

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Student Experience - Logout

+ If a student needs to step away, they can exit/logout of the assessment.

+ Once they log back in, they will pick up where they left off and all questions previously answered will be saved.

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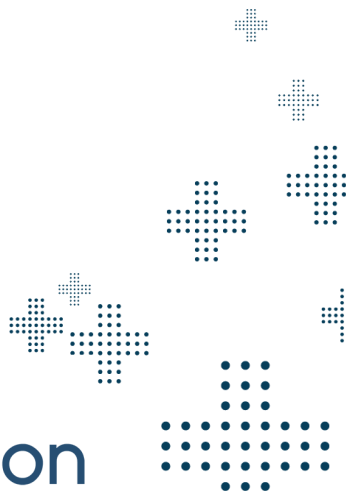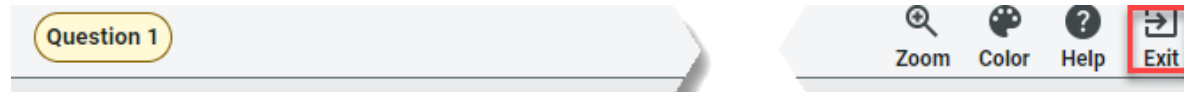
Student Experience - Inactivity

+ Message appears when student has been idle for 14.5 minutes.

+ If student doesn't click within the screen, then they will get the time out message.

+ Once they receive this message, clicking exit is their only option.

Time Warning

You have not interacted with the test for some time. You have 30 seconds to select okay before you will be exited from the test automatically.

→ OK

You have been logged out of the test due to inactivity. Please select **Exit** to return to the log-in page.

⊗ Exit

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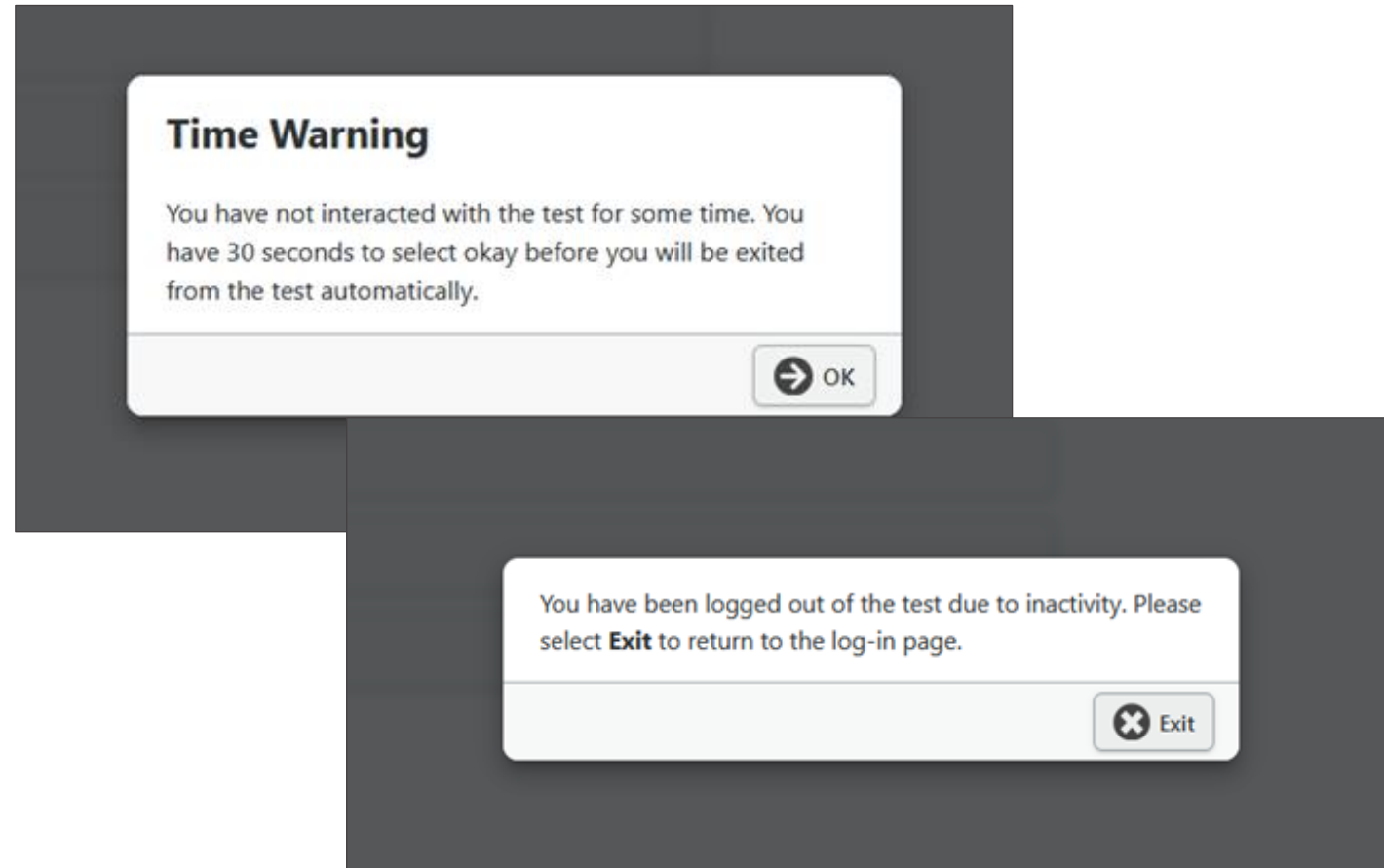
Student Experience – End of Assessment
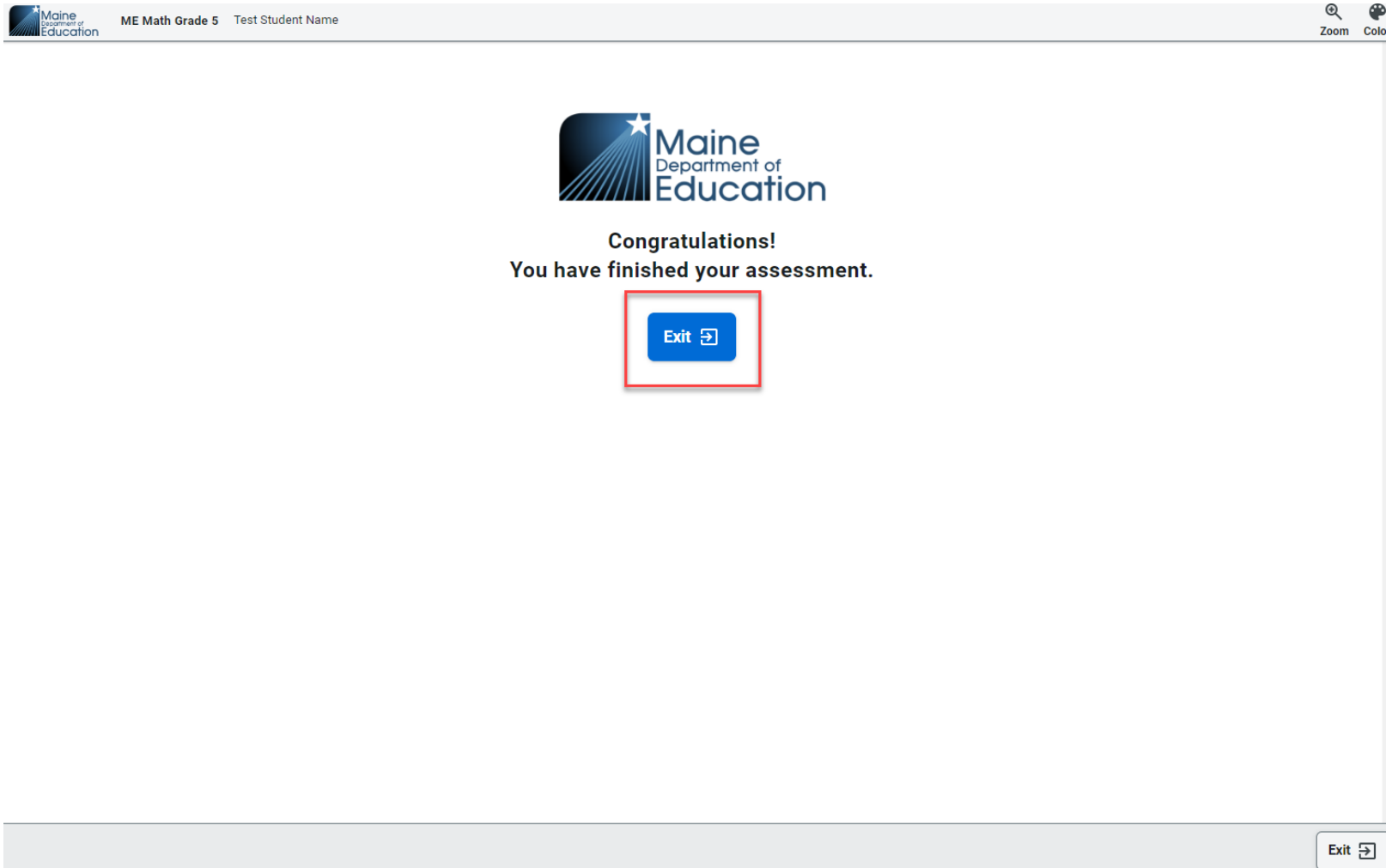
+ Starting in the Spring 24 admin, there will be a blue exit button in the middle of the 'Congratulations' page to ensure the test is being fully submitted by the student.

Proctor Experience - Testing Progress

+ Ease of use to allow proctors to more efficiently monitor students from the test group, school, or by looking up students individually.

+ Testing Status Report can help understand where your students are in testing.

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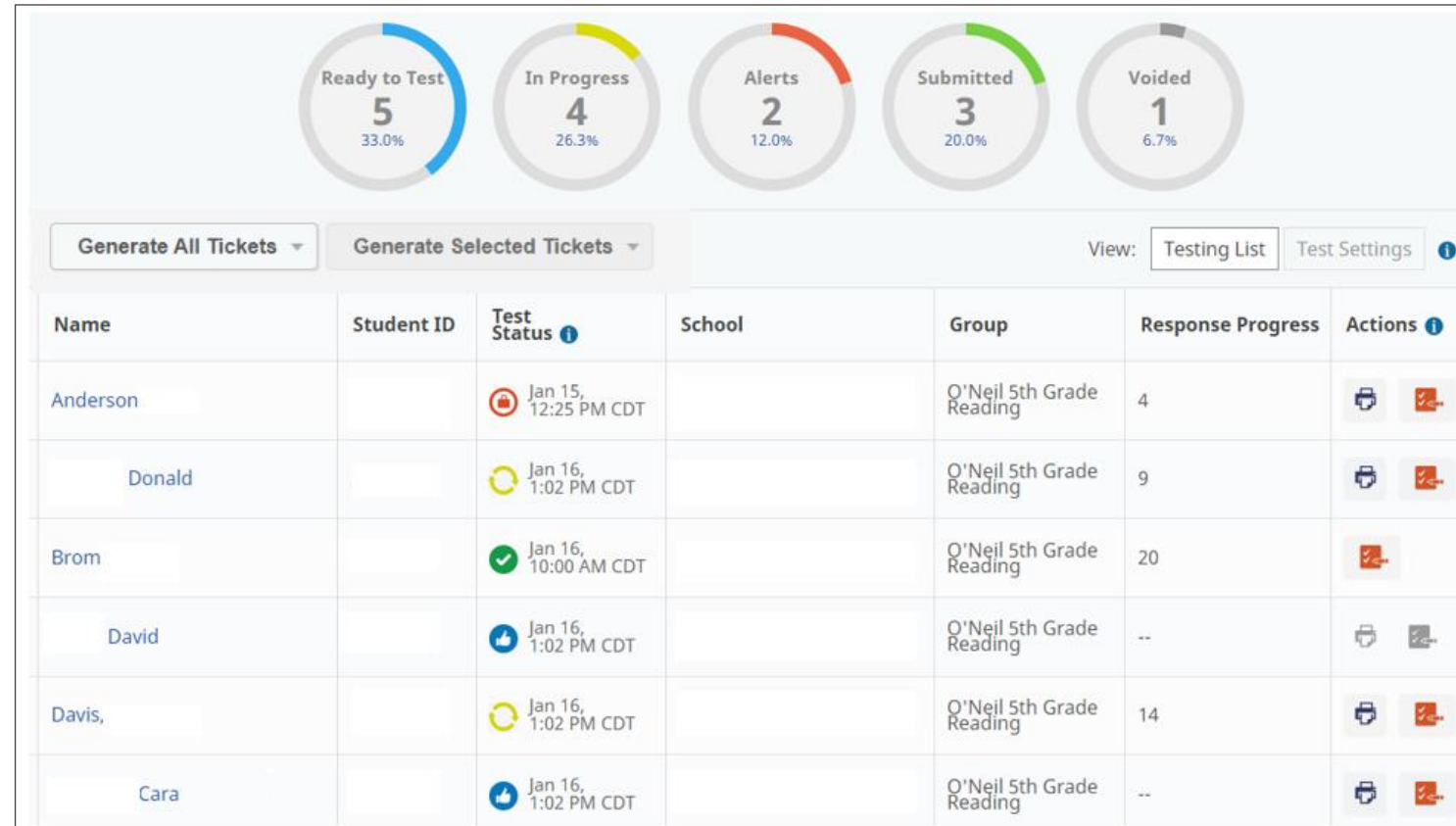
Proctor Experience - Testing Progress

+ Icons and Descriptions for monitoring testing progress.

+ Select the info icon next to Test Status to bring up the Test Status Icon Key.
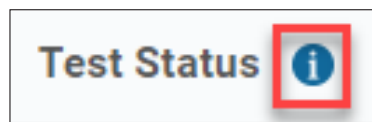
Test Status ⓘ

Test Status Icon Key

🔄	**In Progress**	Test session is currently active.
⛔	**Deactivated**	Registration has been deactivated and replaced.
⚠️	**Inactive**	Test session has become inactive.
✅	**Saved**	Score is saved and ready to view.
✅	**Finished**	Test has been submitted by student.
✅	**Expired**	Test session was submitted at end of testing window.
🔄	**Processing Reset**	Test session is being reset.
📇	**Registration Initiated**	Registration with testing platform has been initiated.
👍	**Ready To Test**	Test session is ready for student.

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Reporting Issues

+ Problem item reports

  – Should students experience an item that is potentially problematic, a problem item report can be submitted via the [Maine Connections Page](#).

  – Click Contact Maine Partner Support under Need Help? Section.

  – Choose the Email Us option.

  – The following information will be needed:

    + Subject Name: *Maine Through Year Problem Item*

    + State Student ID

    + Grade and Subject

    + Session Name

    + Item Sequence or Question Number

  Note: *Do not take photos or provide details around the content of the item.*

23-24 SY Testing dates

- Fall 2023: October 2 – 27, 2023
- Winter: January 1 – February 16, 2024
- Spring: April 22 – May 31, 2024

Need help?

- Contact Maine Partner Support
- To report a problem item in the Maine Through Year Assessment

  1) Collect ALL the following information about the item (taking pictures or capturing video of items is not permitted)
     - Student's state ID
     - Grade and subject
     - Session name: Refer to View online test sessions under the Manage Online Testing section of this guide if you need to find the session name
     - Item Sequence or Question Number: You can find this on the student's assessment screen

  2) Select Contact Maine Partner Support listed above
  3) Choose the Email Us Option
  4) In the Subject field, enter Maine Through Year Problem Item
  5) In the body of the email, enter the information gathered in Step 1

Questions from the Proctor and Student Experience section?

FAQ document and slide deck will be shared out after training session.

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Operational Reports

Operational Reports

+ Operational Reports are designed to help DACs and SACs monitor the testing status and the status of materials.

+ To access Operational Reports:

1. In the main menu, select **Reports > Operational.**
2. Select **Organization** and **Report Type** from the drop-down lists.
3. Select Find.
4. Information about the report will appear below. Select the icon in the Download column to download the report.
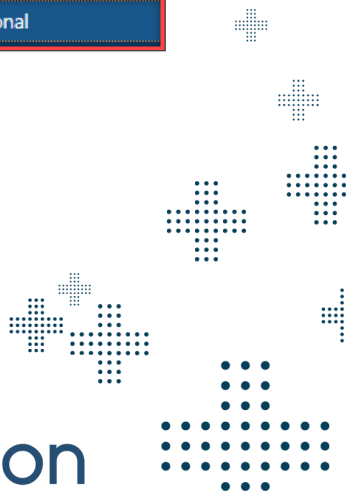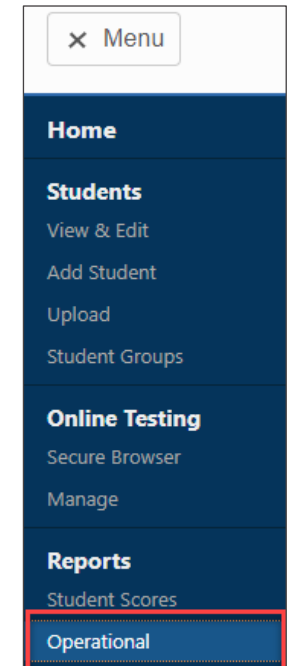
Operational Reports

Operational Report	Description
Registration Report	Report details the students that were rostered to the administration.
NTC Usage Report	Report details student assessments that have NTCs assigned.
Summary Test Status Report	Report is a summarization of testing statuses.
Testing Status Report	Report details the status of each student's assessment.
Student Mobility Report	Report details students that have been transferred from one school and/or district to another.
Material Orders Report	This report summarizes the quantity of assessments by school that were assigned a paper, large print, or braille accommodation.
Organization Report	This report details the organizational hierarchy data in the system; source of data is the state org file.
Student Score Data File	Student Score Data file will contain all valid test events for assessments completed within the administration by grade and content area.
MAP Growth Roster Errors	This report will contain all the MAP Growth Roster errors that did not sync from MAP Growth to Acacia. This will be at the organization level.

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Data and Reporting

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New Acacia Reporting Features for Spring 2024

+ Report download icons have been moved to the top of the page.

+ Report view icons within a report have been moved to the left side of the page in a tab format.

+ Demographic filters have been moved to the top of the page.

+ New pencil icon available on some reports to adjust filters more quickly.

+ Organization data export now available in csv format.

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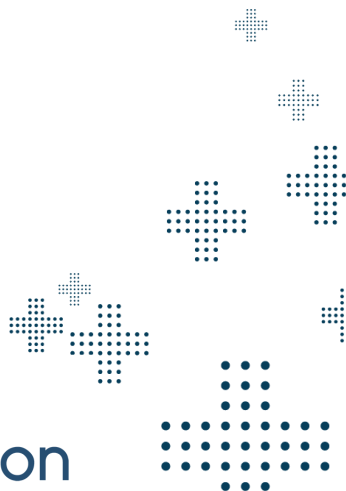
Accessing Reports

+ To access reports, go the Student Scores under the Reports section in the menu.

+ The top right tabs will show you the categories you can select.

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Maine Department of Education

Data and Reporting – What is Available

Report / File	Access	Description
Student Score Data File (SSDF)	State and SAU Level	• Will contain all valid test events for assessments completed within the administration by grade and subject • Will include Maine scale score, Maine scale score SEM, overall RIT for Math and Reading, RIT SEM, RIT Achievement Percentile for Math and Reading, Instructional Area sub scores
Organization Report – By District **SPRING ONLY**	DACs and Admins	• Demographic filters • Averages for the SAU • List view and histogram view
Organization Report – By School **SPRING ONLY**	SACs and Admins	• Average for the school • Graphic views of student performance • List view and histogram view
Organization Report – By Group **SPRING ONLY**	Instructors and above	• Will have averages for the group • Graphic views of student performance • Users will be able to create groups • List view and histogram view
Dynamic Student Report	Instructors and above	• Available on a rolling basis • Student performance data in an easy printable format focused on each content area separately • Item level information by standard, item type, and difficulty

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Organization Reports – SAU & School Level
Spring ONLY

What this report offers

+ Summative data by achievement level by group, school and district.

+ Includes number of students tested and percentages by achievement levels.

+ Individual student achievement data for students in a specific group.

Questions it helps answer

+ How are our students doing overall?

+ How are we performing compared to Maine benchmarks?

+ Which is our lowest reporting category? Our highest?

When to use & what to consider

+ After testing, to see results for Spring admins.

+ As part of instructional decision-making process.

+ When you want to use data to inform student grouping.

+ Displays data from a single session.

+ Can be downloaded as pdf or csv file.

+ Columns can be sorted.

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Organization Reports – SAU & School Level
Spring ONLY
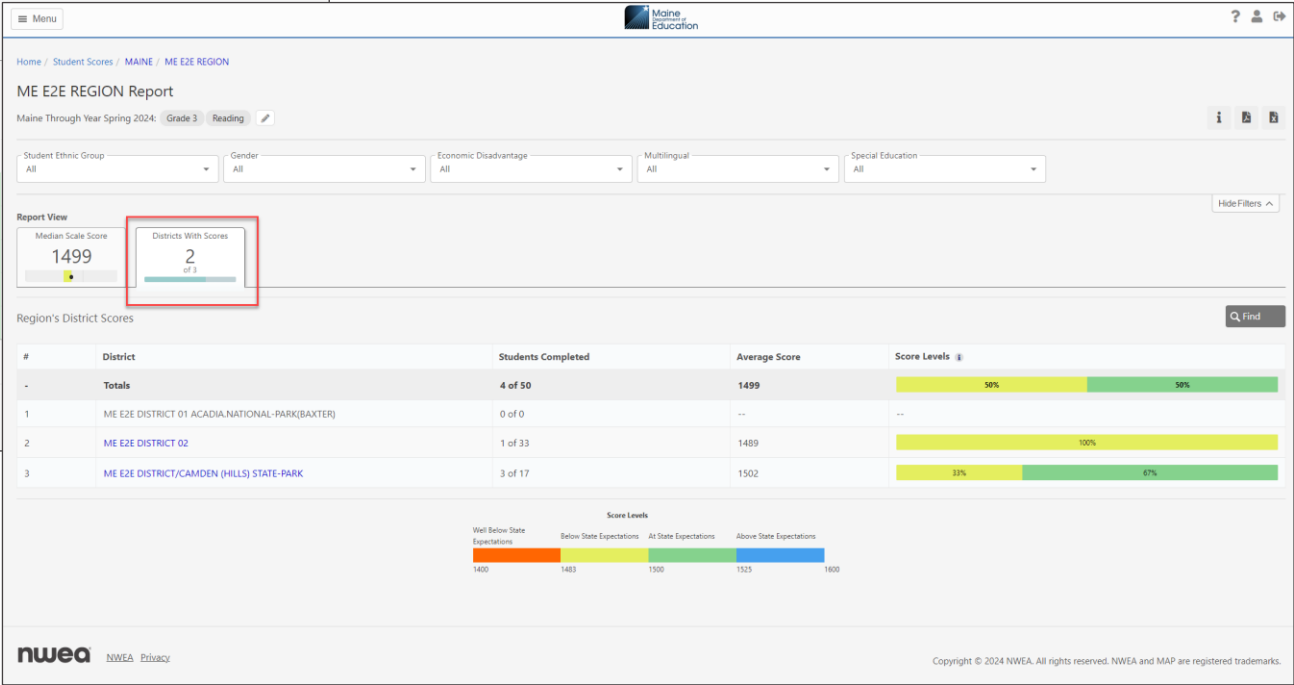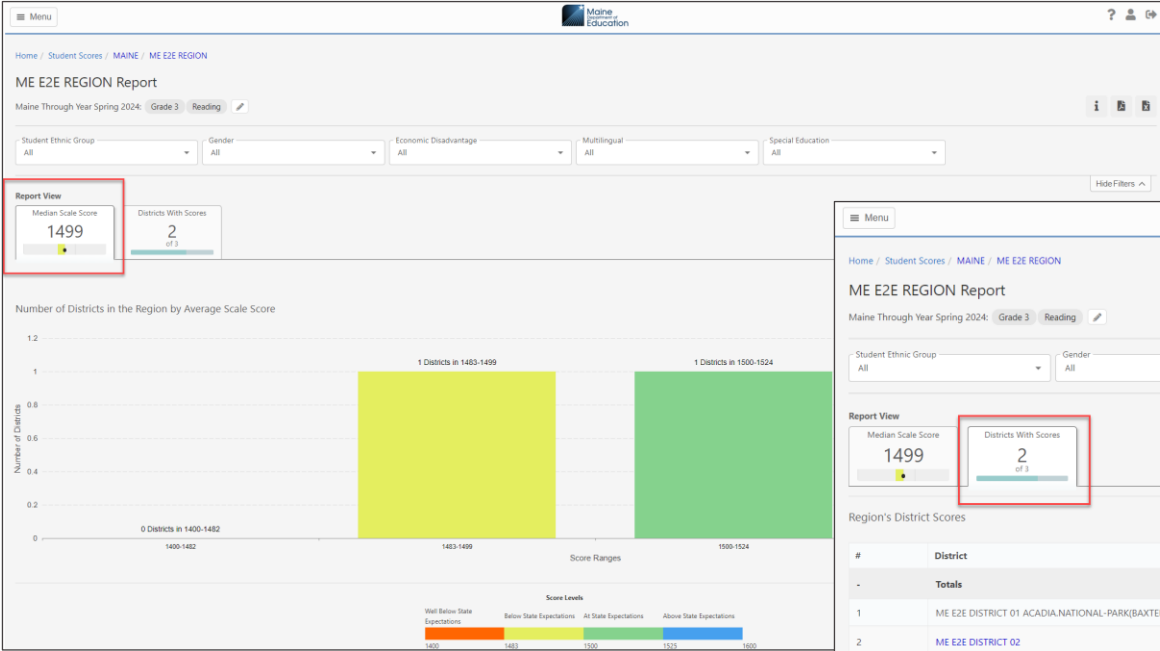
Dynamic Student Reports – Key Information

What this report offers

+ Student-level data to support each student's progress.

+ Identifies which standards students were able to successfully answer questions relating to.

+ Test details around student engagement, test duration, and tools used.

Questions it helps answer

+ Is this student on track?

+ What are this student's relative strengths and suggested areas of focus?

+ How can I leverage those relative strengths and suggested areas of focus to help this student?

When to use & what to consider

+ Can be downloaded as a pdf file and printed.

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Dynamic Student Report

PAULSON, ALICIA M Report
123456789

Maine Through Year Spring 2024: [Grade 3] [Mathematics] ✏️

Overall Mathematics Score

1533 (±6)

1533
Above State Expectations

District Average Mathematics Score: 1533

Current Achievement Level

Above State Expectations

On this assessment, students at this achievement level demonstrate advanced understanding of the knowledge and skills necessary at this grade level, as specified in the Common Core State Standards.

Math RIT
223

Achievement Percentile
94th

Test Details

Student Test Engagement ℹ️
High

Students with "Medium" or "High" engagement took the typical amount of time to answer test questions.

Test Duration
00:20:01

Tools Used by Item Count ℹ️

✕ Ans. Eliminator: 3 of 33 items
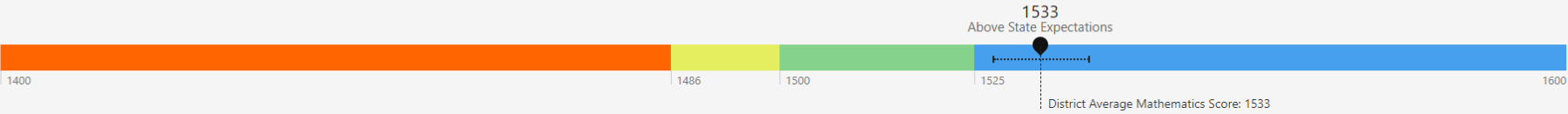
Math Instructional Areas RIT Scores

Operations and Algebraic Thinking	Numbers and Operations	Measurement and Data	Geometry
Students represent and solve problems involving the four operations and build skills related to patterns. Students also gain understanding of factors, multiples, the properties of multiplication, as well as the relationship between multiplication and division.	Students compare the values of numbers and build place value understanding of whole numbers and decimals. Students also perform operations with whole numbers, fractions, and decimals to solve real-world and mathematical problems.	Students represent and interpret data. Students also solve problems involving measurement and conversion of measurements. Lastly, students understand concepts of area, perimeter, volume, and angles.	Students classify shapes by their properties and graph points on the coordinate plane to solve real-world and mathematical problems.
RIT Score: **230**	RIT Score: **218**	RIT Score: **218**	RIT Score: **233**

Student's Item Responses By Instructional Area

Operations and Algebraic Thinking

Standard ↑	Student Response	Item Type	Item Difficulty ℹ️	Response Time ℹ️	Tools Used ℹ️
CCSS.Math.Content.3.OA.A.1.WB	✔️ Correct	Choice - Single	HARD	--	--
CCSS.Math.Content.3.OA.A.2.Ab	✖️ Incorrect	Choice - Single	HARD	--	--

Note: Maine-Specific Scale Score is only available in Spring.

Data and Reporting – What is Available

Report / File	Access	Description
RIT Report	Instructors and above	• Will contain RIT scores for students in an organization (SAU and school) organized by student group • Will include Overall RIT for Math and Reading, along with the Achievement Percentile and RIT score for each reporting category
Demographic Report **SPRING ONLY**	Instructors and above	• Will contain the Average Scale Score in Math and Reading for students in various demographic or targeted groups • Helps educators identify achievement trends for specific genders, ethnicities, or other groups such as Limited English or Economically Disadvantaged
Individual Student Report **SPRING ONLY**	Instructors and above Parents and families	• Designed to show a student's achievement on the Maine Through Year Assessment in Math and Reading to parents and families • Educators will be able to print these reports in batches, making it easier to distribute after Spring testing is complete

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RIT Reports

What this report offers

+ RIT information for all students matching the search criteria.

+ Includes RIT score achievement percentile and reporting category RIT.

Questions it helps answer

+ How is the reporting group doing overall?

+ How does the achievement percentile compare for this student?

+ What is the lowest and highest instructional area?

When to use & what to consider

+ After testing, to see achievement data.

+ As part of the instructional decision-making process.

+ When you want to use data to inform student grouping.

+ All columns can be sorted for flexibility in looking at data.

Maine Department of Education

RIT Reports

Demographic Report – **Spring ONLY**

What this report offers

+ Average scale scores.
+ Average reporting category scores.
+ Distribution of scale scores for demographic groups such as gender, ethnicity/race, and targeted groups.

Questions it helps answer

+ Are there any trends or differences among genders, ethnicities, or other groups such as Multilingual Learners or Economically Disadvantaged?

When to use & what to consider

+ The Demographic Report will only be available with your Spring results and will not be available in the Fall and Winter.

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Demographic Reports – **Spring ONLY**

Individual Student Reports (ISRs) - **Spring ONLY**

What this report offers

+ Student-level data to support each student's progress.

Questions it helps answer

+ How is the student performing relative to grade-level expectations in reading and math?

+ What are this student's relative strengths and suggested areas of focus?

When to use & what to consider

+ ISR's will only be available for the Spring admins.

+ Printed and distributed by SAUs/Schools after administration.

+ To provide to parents and families to provide student performance.

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Maine Department of **Education**

ISR
Available in Spring Only

Maine Department of Education

2024 Individual Student Report
Maine Through Year Assessment

PAULSON, ALICIA
ID: 123456789
Grade: 05
School: ABILENE MIDDLE SCHOOL
District: PLEASANT VALLEY USD

What is this report?
This report provides a summary of how your student performed on the state academic assessment, the Maine Through Year Assessment. The Maine Through Year Assessment is based on the Common Core State Standards.

What is the Maine Through Year Assessment?
The Maine Through Year Assessment focuses on important grade level expectations from the Common Core State Standards in Reading and Mathematics. The Maine Through Year Assessment is required for all Maine public school students in grades 3 through 8 and the 2nd year of high school.

Why is my child taking the Maine Through Year Assessment?
Educators use student results to inform instruction, establish supports for students, and to share information about academic achievement with families.

> ⚠ To create a more complete understanding of what your student knows and can do in relation to grade level standards, information from this report should be used alongside additional sources, such as school assessments and classroom learning. Looking at all of these things together will give you a more complete picture of your student's skills.

Achievement Levels

Well Below State Expectations	Below State Expectations	At State Expectations	Above State Expectations
On this assessment, students at this achievement level demonstrate limited understanding of the knowledge and skills necessary at this grade level, as specified in the Common Core State Standards.	On this assessment, students at this achievement level demonstrate partial understanding of the knowledge and skills necessary at this grade level, as specified in the Common Core State Standards.	On this assessment, students at this achievement level demonstrate the knowledge and skills necessary at this grade level, as specified in the Common Core State Standards.	On this assessment, students at this achievement level demonstrate advanced understanding of the knowledge and skills necessary at this grade level, as specified in the Common Core State Standards.

Overall Student Performance
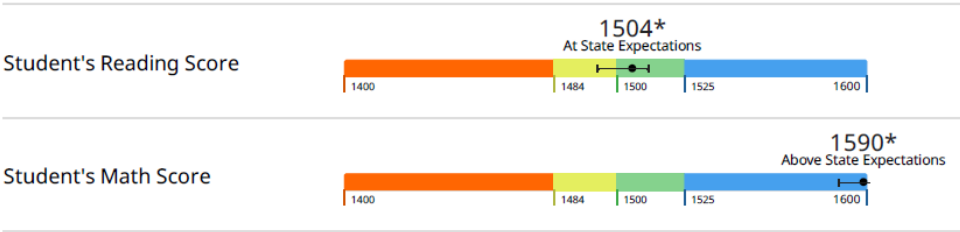
Student's Reading Score
1504*
At State Expectations
1400   1484   1500   1525   1600

Student's Math Score
1590*
Above State Expectations
1400   1484   1500   1525   1600

* If tested again under similar circumstances, we would expect the student's scores to fall within the the range shown by the ⊢—⊣

1 of 2

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ISR
Available in Spring Only

Maine Department of Education

2024 Individual Student Report
Maine Through Year Assessment

PAULSON, ALICIA
ID: 123456789
Grade: 05
School: ABILENE MIDDLE SCHOOL
District: PLEASANT VALLEY USD

Your Student's Reading Achievement Level

1504*
At State Expectations

| | 1400 | 1484 | 1500 | 1525 | 1600 |

Scale Score Average Comparisons   **# Tested**

	# Tested	Score
This Student		1504
School Average Score	7	1500
District Average Score	567	1496
State Average Score	6,233	1492

Reading Instructional Area Scores

Literary Text	Informational Text	Vocabulary
Students read literary texts closely to determine key ideas and details, inferences, theme, and literary elements. Students will also analyze author's purpose, text structure, points of view, and texts with similar topics/themes.	Students read informational texts closely to determine key ideas and details, inferences, central ideas, and to summarize main ideas. Students will also analyze and compare how texts are structured, various representation of ideas, claims and supporting evidence, and author's purpose and/or point of view.	Students will focus on using context, Greek and Latin affixes, and reference materials in order to find the meaning of words, including general academic and domain-specific vocabulary. Students will interpret figurative language, understand the relationship between words, and distinguish between connotations and denotations.
Student Score: 254	Student Score: 264	Student Score: 252

Your Student's Math Achievement Level

1590*
Above State Expectations

| | 1400 | 1484 | 1500 | 1525 | 1600 |

Scale Score Average Comparisons   **# Tested**

	# Tested	Score
This Student		1590
School Average Score	7	1496
District Average Score	567	1494
State Average Score	6,233	1493

Math Instructional Area Scores

Operations and Algebraic Thinking	Numbers and Operations	Measurement and Data	Geometry
Students represent and solve problems involving the four operations and build skills related to patterns. Students also gain understanding of factors, multiples, the properties of multiplication, as well as the relationship between multiplication and division.	Students compare the values of numbers and build place value understanding of whole numbers and decimals. Students also perform operations with whole numbers, fractions, and decimals to solve real-world and mathematical problems.	Students represent and interpret data. Students also solve problems involving measurement and conversion of measurements. Lastly, students understand concepts of area, perimeter, volume, and angles.	Students classify shapes by their properties and graph points on the coordinate plane to solve real-world and mathematical problems.
Student Score: 284	Student Score: 276	Student Score: 285	Student Score: 265

* If tested again under similar circumstances, we would expect the student's scores to fall within the the range shown by the ├─┤

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Data and Reporting – **New Reports!**

Report / File	Access	Description
Comparison Summary Report **SPRING ONLY**	State, SAU, and School Level	• View summary of student performance at one or more organizations • Aggregated State, District, and School comparison reports based on overall scale score • Ability to select organizations, school years, test administrations, grade(s), and subject(s) • Once report is created, ability to drill down to student demographics: gender, student ethnic group, economic disadvantage, multilingual, and special education • Ability to save reports for easy access to frequent queries
Student Results File	State and SAU Level	• Reportable student-level assessment results for an organization • All grades and subjects for a district or state in one file • Includes: student data (enrollment, demographics, etc.), test event data (including Student Engagement Metrics), overall scale score and reporting category data, RIT score and instructional area data, and accommodations

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Comparison Summary Report – **Spring ONLY**

What this report offers

+ Report creator form to create reports that compare aggregate student performance at one or more orgs based on the Maine scale score.

+ Compares aggregate student performance by org.

+ Ability to view by multi-grade and subject.

+ Ability to filter results by student demographics.

Questions it helps answer

+ Number of students tested within the org by grade and subject.

+ Average score of students within the org by grade and subject.

+ Visual of score level percentages within the org by grade and subject.

When to use & what to consider

+ Ability to rerun saved report queries by utilizing the bookmark feature.

+ Report will be available starting in the Spring 24 admin and available for the Spring admins only (including Spring 23).

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Comparison Summary Report Builder

Comparison Summary Report

Comparison Summary Report Bookmark

+ Once a Summary report has been run, a bookmark option will be available.
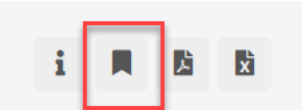
+ Name your bookmark and save.

+ Access your saved reports from the Report Builder screen.

+ View your list of saved reports.

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Student Results File

What this report offers

+ Report creator form for downloadable reports.

+ Student results file can be regenerated several times throughout the day during the admin window.

Questions it helps answer

+ Report will include student results, student engagement data, instructional areas, demographics, etc.

When to use & what to consider

+ Can be downloaded as a csv file.

+ Real time report available throughout the admin window.

+ Report will be available starting in the Spring 24 admin.

+ Report also available for Fall 23 and Winter 24, however the scale score columns will be blank.

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Student Results File Creator

Student Results File

Reports at SAU Level

Reports at School Level

Results: 20 Schools

#	School	Students Completed	Average Score	Score Levels ⓘ			
1	Anderson Middle	24 of 24	2477	18%	30%	32%	20%
2	Thomasville Middle	202 of 202	2478	16%	30%	34%	20%
3	Bethany East Middle	54 of 54	2480	20%	32%	30%	18%
4	Williams Middle	30 of 30	2480	18%	30%	32%	20%
5	Coli Lake Middle	14 of 14	2486	16%	30%	34%	20%
6	Davton Middle	41 of 41	2490	20%	32%	30%	18%
7	Doristi Middle	244 of 244	2496	18%	30%	32%	20%
8	Eastview Middle	182 of 182	2496	16%	30%	34%	20%
9	Everton Middle	168 of 168	2500	20%	32%	30%	18%
10	Harris Middle	24 of 24	2508	18%	30%	32%	20%

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Reports at School Level
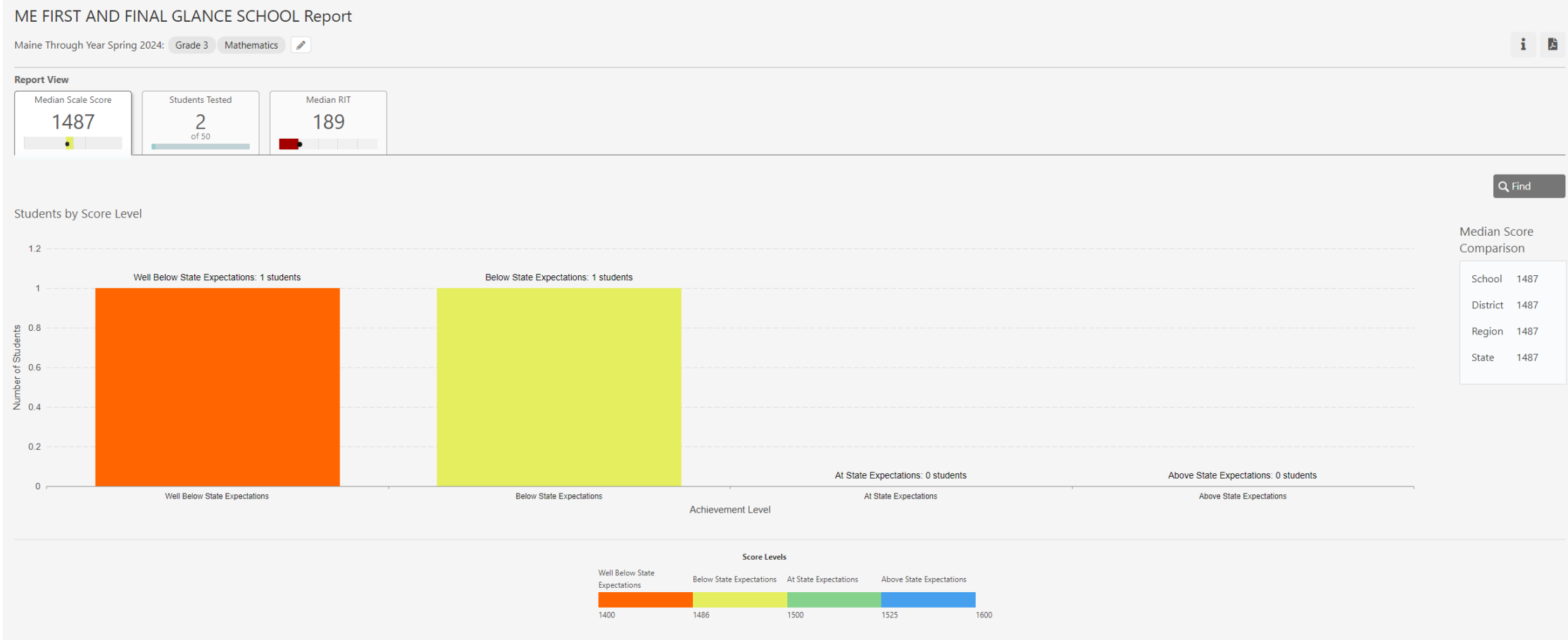
Reports at School / Group Level
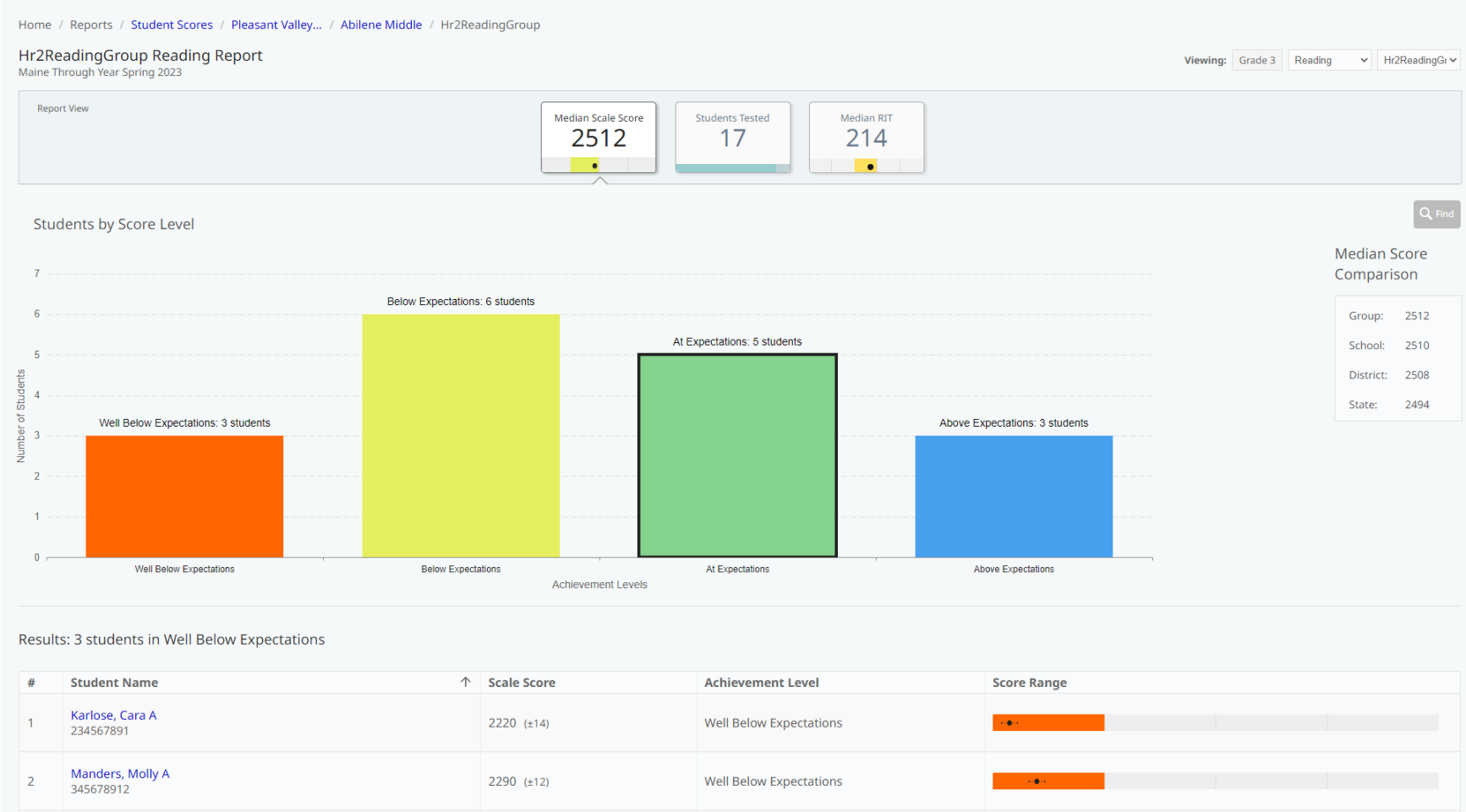
When Reports Become Available

+ **Operational Reports** are available throughout the assessment window.
  - Exceptions:
    + Student Score Data File will be available on 7/15/24, after the cleanup windows and all test events have been reconciled. SSDF's from prior admins will continue to be available.

+ Data and Reporting in Acacia will be available within 24-72 hours from when an assessment is completed.
  - ISRs for Spring 24
    + ISR's will be available on 7/22/24.

+ Starting in Spring 24, MAP Growth Reports with RIT from the Through Year Assessment will be available 24-72 hours from when an assessment is completed **if** the student has been rostered in MAP Growth.

Questions from the Operational Reports and Data & Reporting sections?

FAQ document and slide deck will be shared out after training session.

Preparation, Resources, and Tips

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Preparation

+ Review technical requirements for the Maine Through Year Assessment.

   – Run the System Check Test to test your network leading up to a testing day and on testing days.

+ Confirm you are on the latest version of NWEA State Solution Secure Browser.

     Note: *Previous versions of the State Solution Secure Browser **must be uninstalled** before the new version is installed.* Reminder, that the MAP Growth Secure Browser is a different application and does not need to be uninstalled/reinstalled.

+ Review Maine DOE guidelines for accessibility and identify students in need of specific accommodations / supports.

+ Review Scheduling Guidance from Maine DOE.

+ Review Maine DOE Assessment Security Handbook.

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Resources

Resources for Spring 2024 should be updated by no later than 4/8/24 and available on the [Maine Connections Page](#).

+ **For Assessment Coordinators:**
  – ME Through Year Assessment Checklist
  – ME Through Year Assessment Coordinator Guide
  – ME Through Year User and Student Management Guide
  – ME Through Year Accessibility Guide

+ **For Educators:**
  – Item Type Samplers (Online and Paper Form)
  – Online Student Tutorial Video
  – ME Reports Interpretive Guide (Acacia Reports)

+ **For Proctors:**
  – ME Through Year Assessment Administration Guide
  – ME Through Year Manage Online Testing

Spring 2024 Info & Training Resources
- Spring 2024 Professional Learning Opportunities
- ME Through Year Quick Reference Guide - 23/24 SY
- ME MAP Growth Rostering Quick Guide
- January 2024 Secure Browser Bulletin - macOS 14
- March 2024 Secure Browser Bulletin macOS
- March 2024 Additional macOS secure browser installation steps

Quick Reference Videos:

View Students *(YouTube link)*	View Students *(Vimeo link)*
Operational Reports *(YouTube link)*	Operational Reports *(Vimeo link)*
Registration Upload *(YouTube link)*	Registration Upload *(Vimeo link)*
Group Upload *(YouTube link)*	Group Upload *(Vimeo link)*
Manage Online Testing *(YouTube link)*	Manage Online Testing *(Vimeo link)*

Select your role to access your resources

Assessment Coordinator	Technology Coordinator
Teacher/Proctor	Parent/Student

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Technology & Security Resources

+ NWEA State Solutions System and Technology Guide

 – [NWEA State Solutions System and Technology Guide](#)

+ [NWEA Online Readiness Tools](#)

 – System Requirements Guide

 – Downloads for the Secure Browser

 – System Check Test

 – School Capacity Calculator

+ Maine Assessment Security Handbook

 – [Assessment Security Webpage](#)

Suggestions for a Smooth Assessment Experience

+ Enable audio on devices used for TTS and provide headphones.

+ Ensure all students have appropriate accessibility features assigned, as needed.

+ Validate School Proctor roles have been assigned and Instructor roles are active in MARC.

+ Use the Manage Online Testing Dashboard to monitor testing progress through the assessment window.

  – **Reminder:** Simply refresh the dashboard to see updated information.

Troubleshooting Tips

+ In Acacia, the student's assessment is saved after every answer.

+ If a student runs into issues, the first step would be to log out, close app, and log back in.

+ Second step would be a full device reboot.

   Note: *Proctor action is not needed to log students back in.*

+ If the first two steps do not resolve issue, contact Partner Support at (855) 430-1777.

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Communication and Support

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NWEA Maine Partner Support

Phone: (855) 430-1777

Days & Hours: Monday – Friday, 7:00am – 8:00pm EST

Maine Connections Page

+ Technical issues with the Acacia platform.

+ Technical issues with the State Solutions Secure Browser.

+ Technical issues with the MARC (MAP Growth) platform, including rostering and accessing MAP Growth reports.

+ Support with pre-administration activities in the Acacia platform (e.g., creating groups or assigning accommodations).

+ Support administering the online assessment.

+ Information regarding procedures for students taking accommodated paper-based forms.

+ SAU data clean-up tasks.

Maine DOE MEDMS Helpdesk

MEDMS.Helpdesk@maine.gov

(207) 624-6896

+ Fixing a student who incorrectly appears or does not appear in your assessment roster in NEO.

+ For help determining if a student is eligible for the Maine Through Year Assessment, based on information entered by the SAU into Synergy.

Maine DOE Assessment Team

Krista Averill

krista.averill@maine.gov

(207) 215-6528

- Questions related to assessment content, accessibility, scoring, and reporting.
- Policy-related questions.
- Fixing a student who appears on your assessment roster in NEO but does not appear in Acacia.
  - *Please wait at least 36 hours after making the update in Synergy.*
- Any problems that NWEA Maine Partner Support or MEDMS Helpdesk are not able to resolve.

Spring 2024 Important Dates

+ **April 1st:** Acacia Management system opens.
  - SAUs can begin to roster students in MAP Growth.
  - Begin management activities in Acacia.
  - Paper-based accommodated forms (standard, large print, and braille) requests can begin.

+ **April 22nd – May 31st:** Spring 2024 Assessment Window.

+ **May 31st:** Last day to roster students in MAP Growth for Through Year RIT scores in MAP Growth reports.

+ **June 7th:** Last day to update supports/accommodations and fix MAP Growth rostering errors.

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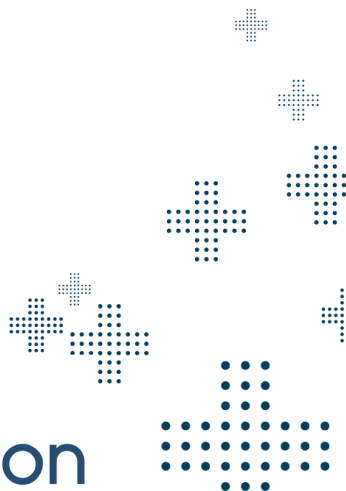
Spring 2024 SAU Cleanup Window & Tasks

+ **June 3rd – June 7th:** June 7th will be the last day to update supports/accommodations and fix MAP Growth rostering errors.

+ Tasks to complete during SAU cleanup window.

  – Confirm that the school state code in MARC is correct.

  – Update any student demographic information that is missing or incorrect with the MAP Growth Roster Errors report.

    + Student ID is the connection between MAP Growth and Acacia and must match. This could indicate that a student needs to be unenrolled from a MAP Growth Term. Note: This action is taken in the MAP Growth (MARC) platform, not Synergy.

  – **Refer to the SAU Spring 2024 Cleanup Window Checklist** available on the [Maine Connections page](#) under Spring 2024 Info & Training Resources section on the home page.

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Questions from the Preparation, Resources, & Tips and Communication & Support sections?

FAQ document and slide deck will be shared out after training session.

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Thank you for your time!