

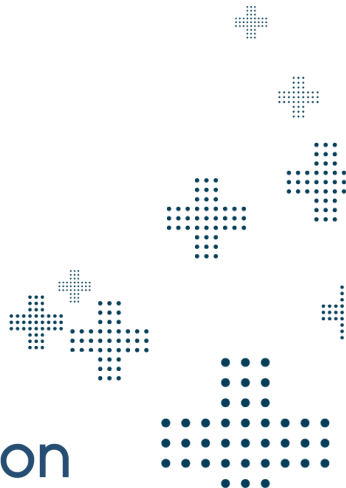


# **The Maine Through Year Assessment**

**Assessment Coordinator Training  
2023-24**

# Welcome

- + Krista Averill, Maine DOE Assessment Coordinator
- + Fred Valenzuela, NWEA Sr. Program Manager
- + Mindy Stobbe, NWEA Program Manager
- + Alex Luisi, NWEA Sr. Delivery Consultant



# Sections Covered

- + Maine Through Year Assessment Overview
- + Technology Readiness
- + Assessment Management in Acacia™
- + Accessibility
- + Not-Tested Codes
- + Preparing and Monitoring the Assessment
- + Regional and Out-of-State Programs
- + Proctor / Student Experience
- + Operational Reports
- + Data & Reporting
- + Preparation, Resources, and Tips
- + Communication and Partner Support
- + Questions and Answers



# Maine Through Year Assessment Overview



# Subjects, Grades, and Delivery

## + Content

- Mathematics (3-8 and 2<sup>nd</sup> year of High School)
- Reading (3-8 and 2<sup>nd</sup> year of High School)

## + Administration Windows

- Fall: October 2 – 27, 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)

## + Scores

- Fall/Winter: RIT
- Spring: Maine-Specific Scale Score and RIT



# Testing Time and Scheduling Recommendations: Fall/Winter

Grade level	Content area	Number of assessment questions	Recommended scheduled assessment-taking time
3–8, 2 <sup>nd</sup> Year of High School	Mathematics	42	1 hour
3–8, 2 <sup>nd</sup> Year of High School	Reading	36	1 hour

- + 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, if needed.
  - The assessments are untimed. Proctors should not pace students.



# Testing Time and Scheduling Recommendations: Spring

*Based on Spring 2023 empirical data*

Grade level	Content area	Approximate number of assessment questions*	Recommended scheduled assessment-taking time
3–5	Mathematics	52	2 hours, 2-3 sessions
3–5	Reading	48	2.5 hours, 3-4 sessions
6-8	Mathematics	52	2 hours, 1-2 sessions
6-8	Reading	48	2 hours, 1-2 sessions
2 <sup>nd</sup> Year of High School	Mathematics	52	1.5 hours, 1 session
2 <sup>nd</sup> Year of High School	Reading	47	1.5 hours, 1 session

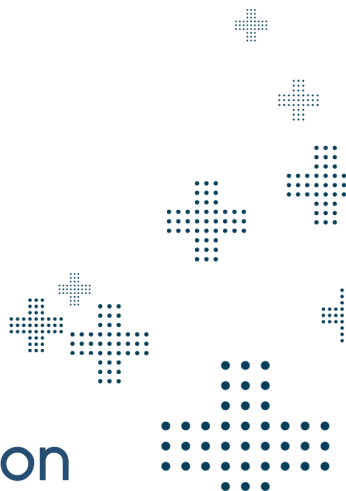
\*All students in the same grade, given the same assessment, will receive the same number of assessment items.



# Testing Time and Scheduling Recommendations

- + Estimated assessment time does not include:
  - 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*

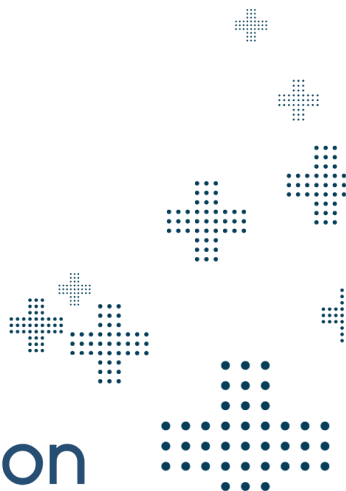




# Student Tutorial

- + 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

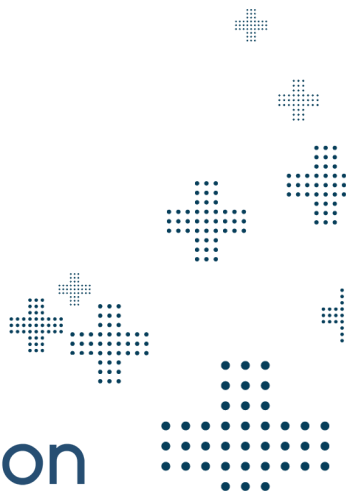
Resource and Link: [Maine Through Year Student Tutorial](#)



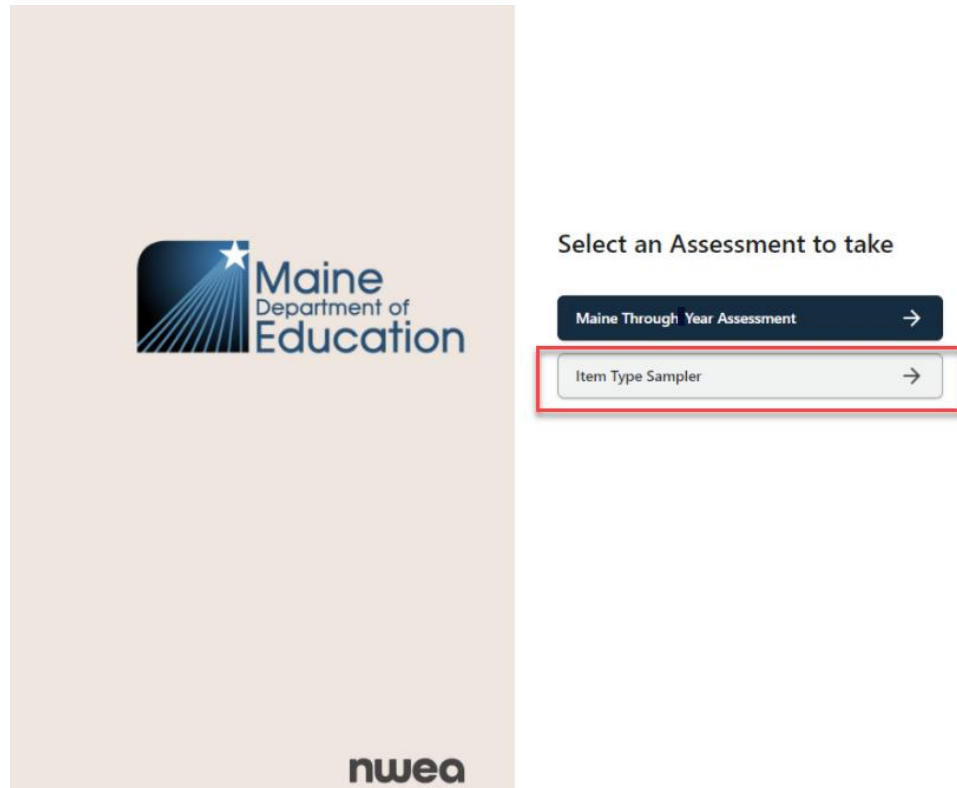
# Item Type Sampler

- + 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 NWEA assessment portal, 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)
- + This 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](#)



# Item Type Sampler



[← Back](#)

### Practice Using the Software

You must select an option for each field in order, from first to last.

**Year**

**Grade**

**Subject**

**Accommodation/PNP**

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

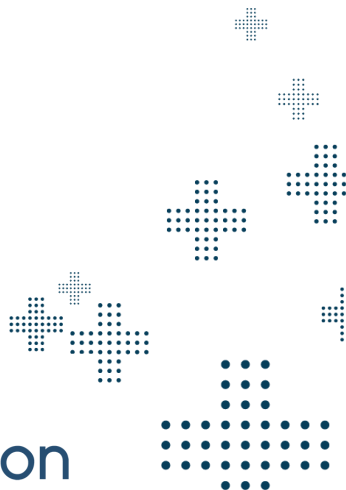
# Technology Readiness



# Tips for Installing the State Secure Browser

- + Partner Code: ME
- + Multiple Device Management Installation available
- + Secure Browser can be downloaded from the new platforms Management System or via NWEA provided link
- + Reminder: Turn off auto updates on student devices during the administration window

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

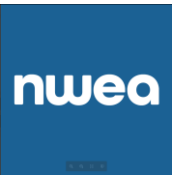


# State Solutions Secure Testing Browser

- + System Requirements
  - NWEA State Solutions Secure Browser – REQUIRED for all devices  
<https://securebrowser.state.nwea.org>  
***Note:** This is a different Secure Testing Browser then what was used for MAP Growth*

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

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



State Solutions  
Secure Browser



MAP Growth  
Secure Browser

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



# Minimum System Requirements

## Minimum System Requirements for Proctors, Teachers and Staff

System functionality and screens may display, operate, or appear differently in different web browsers and operating systems. The application is optimally viewed using a 1280 x 1024 screen resolution. The system is supported on the following web browsers.

Web Browser	Requirements
Mozilla® Firefox®	Latest version
Microsoft Edge®	Latest version
Safari®	Latest version
Google Chrome™	Latest version
Safari on iPad	Latest version
NOTE: Internet Explorer® is not supported.	





# Supported Devices

+ NWEA State Solutions Secure Browser



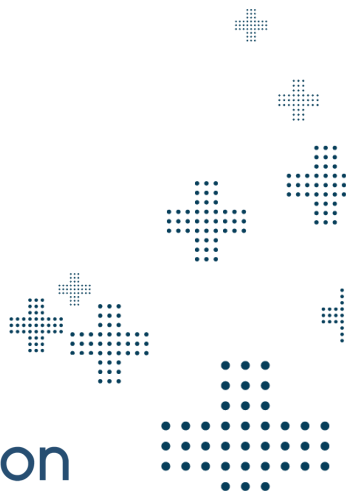
Device	Supported OS Versions
Windows PC	Windows 10, Windows 11
Mac OS	11, 12, 13 (Mac OS 10 is longer supported. Mac OS 11 will no longer be supported after Fall 23-24)
Chromebook	Release Channel Only – Current Version + previous 5 versions
iPads	iOS 15, 16 (iOS 14 no longer supported)

Resources and Links:  
[NWEA State Solutions System and Technology Guide](#) and  
[NWEA State Solutions System Requirements Guide](#)



# Technology Readiness

- + [NWEA State Solutions System and Technology Guide](#)
  - IT Readiness
  - Network and System Requirements
  - State Solutions Secure Browser Installations
  - Allowed Lists
- + [Online Readiness Check](#)
  - Upon launching the Secure Browser
  - Additional site available for checks



# Online Readiness Checker



## Online Readiness Tools

Check your system to see its level of readiness for testing implementation.

### System Requirements

Your Operating System	Windows NT 10.0
Your Browser Version	Chrome 92.0.4515.131

Find the minimum system requirements, including hardware and software, for your platforms and devices in our requirements document:



### Download the Secure Browser

Download the Secure Browser for your platform below. Refer to the [System Technology Guide](#) for documentation on the application for every platform.

Platform	Download
Windows	Installer (.msi)
macOS	Installer (.pkg)
MDM configuration profile (macOS)	Config file
iOS	App Store
Chrome	Chrome Web Store

### System Check Test

Resource and Link: [Online Readiness Checker](#)

### School Capacity Calculator

Use this calculator tool to estimate a school or test center's capacity to conduct online testing. Choose the option you would like to calculate below.

Select Calculation Type

Maximum Student Capacity

# of Computers

# of Test Sessions Available per Day

# of Days Allowed for Testing

Calculate

### System Check Test

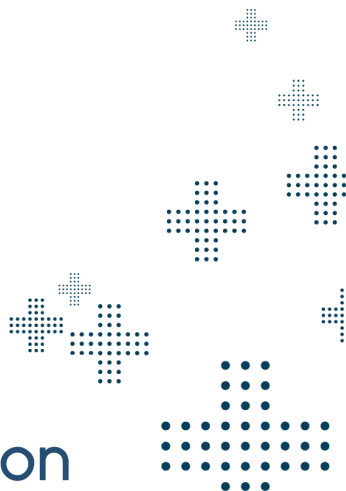
Run this network speed test to determine the maximum number of simultaneous testers your network can handle. Select the button below to start the test.

SPEEDTEST

# System Maintenance & Releases

- + Periodically, systems are unavailable due to platform and software maintenance.
- + Reminder: Turn off auto updates on student devices during the Assessment Administration Window

Resource and Link: [Platform and Software Maintenance Windows](#)



# Assessment Management in Acacia™



# NWEA Platforms & Terminology

- + Acacia is the assessment platform used to deliver the Maine Through Year Assessment
- + MAP Growth ([teach.mapnwea.org](https://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* in order to have MAP Growth Reports with Through Year Assessment RIT score data.



# Acacia™ Components

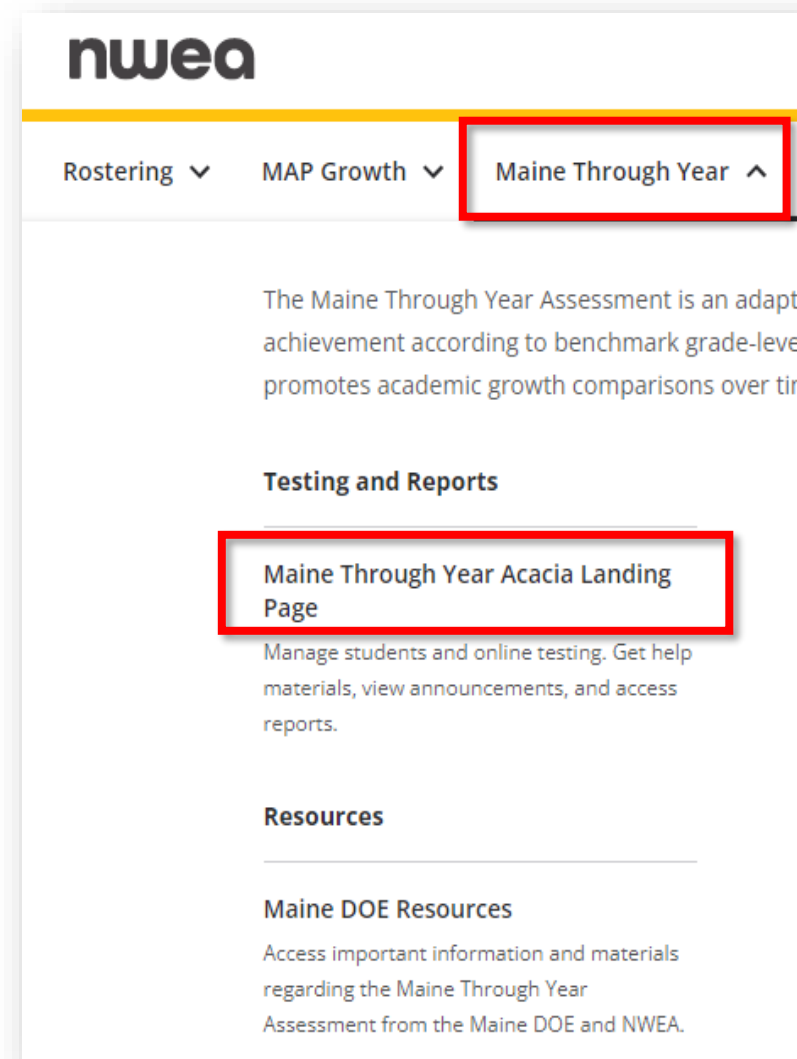
- + Acacia™ Manage
  - The management system allows administrators and teachers to smoothly manage the entire assessment process including managing students, online test assignments, monitor test status, analyze data reports, and much more – all in one place!
- + Acacia™ Assess
  - The online test delivery platform that delivers assessments to students
- + Acacia™ Reports
  - The online reporting suite (ORS) provides a dynamic, \*real-time, easy-to-use reporting for assessments
  - *\* Real-time reports will be available starting in Fall 23*






# 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 will error out and prohibit you from accessing Acacia*
  - After logging into MARC, users will see the 'Maine Through Year' link



# Acacia Home Screen

Menu



?

Welcome, 

Jul 19, 2023

Welcome to your assessment management system. Here you can manage students, assign test administrations, and view score reports.  
For more information, view your [Help documents](#) or visit [https://www.maine.gov/doe/Testing\\_Accountability/MECAS/NWEA](https://www.maine.gov/doe/Testing_Accountability/MECAS/NWEA).

Announcements

Create/Edit

Test Windows

Maine Through Year Fall 2023

R 01 Jun - 13 Dec

Shortcuts

Add Student

Find Student

Monitor Test

View Groups

View Reports

nwea

[NWEA](#) [Privacy](#)

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- + Help ?
- + Profile
- + Logout

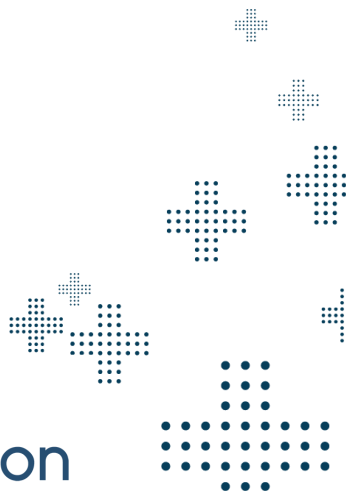
nwea State Solutions

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

The image shows the Maine Department of Education logo, which consists of a stylized sunburst or starburst graphic to the left of the text "Maine Department of Education". To the right of the logo is a decorative graphic made of blue dots and lines, resembling a network or a stylized map of Maine.

# Maine Through Year Assessment: SAU Tasks

- + Add supports and accommodations
- + Print test tickets
- + Monitor student progress
- + *Optional action to receive MAP Growth reports:* Import of Student Roster will be done by the SAUs in MAP Growth
- + Data clean up
- + Access reports via Acacia and MAP Growth



# Roles for Acacia Setup

	Manage Users (in MAP Growth)	Roster Students (in MAP Growth)	Register Students	Manage Students (in MAP Growth)	Manage Sessions / Accommodations	Manage Online Assessment Dashboard
District Assessment Coordinator	X	X	X	X	X	X
Data Administrator	X	X		X	X	
Proctor						X
School Assessment Coordinator			X	X	X	X

# Roles for Testing Students

	District Assessment Coordinator	School Assessment Coordinator	Proctor	Maine DOE
Assign Accommodations	X	X		
Assign Not-Tested Codes <b>(Maine DOE Only)</b>				X
Create Optional Student Groups	X			
View Manage Online Testing Dashboard	X	X	X	
Print Test Tickets	X	X	X	
Proctor Assessments			X	



# 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 will error out and prohibit you from accessing Acacia
- + School State Codes need to align with the School State Codes in the Infrastructure Data for 2023/2024 SY located on the Maine DOE website
  - [Maine School State Codes 2023/2024 SY](#)
    - Note:** Leading zeroes should not be included in the School State Code (School Org ID)*
- + 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 from the gear icon in the top right corner, from there select Modify Maine District and under Modify Preferences > Modify District > Edit Name and School State Code under Schools Sections

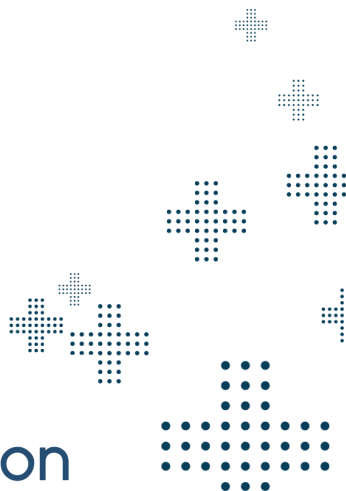


# MAP Growth School State Codes

## + 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.*





# 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.
- + Maine DOE and Synergy/NEO are the source of truth for which students are rostered.
- + Each weekday morning during the assessment administration window, Maine DOE will upload daily delta/roster files for any changes made in Synergy the prior day.



# Rostering for MAP Growth Reports

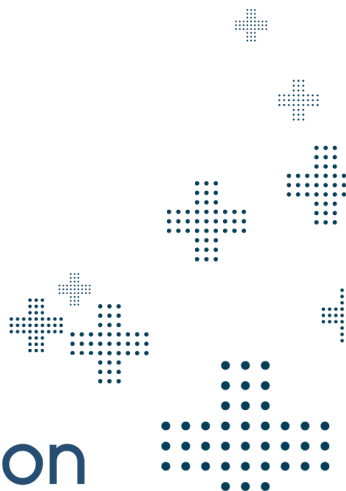
- + MAP Growth reports are available in MARC **for RIT scores** from the Maine Through Year Assessment
- + For these reports to be available, student rostering will need to be done in both MAP Growth and Acacia
  - Maine DOE will roster for the Maine Through Year Assessment
  - SAUs will need to roster in MAP Growth *before the last day of the administration window*, to have RIT data from the Maine Through Year Assessment in MAP Growth reports
  - Student ID must be the same in both platforms – this is the connector for MAP reporting

Resource and Link: [MAP Growth Rostering Quick Guide](#)



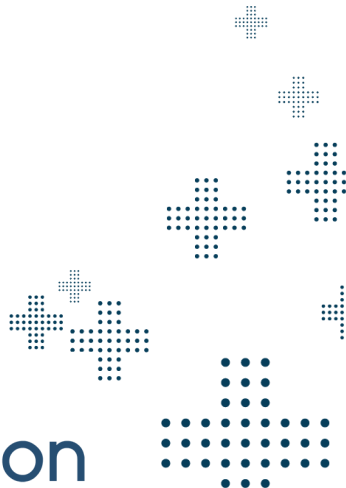
# Registration

- + 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 will be in the Acacia Help Center.



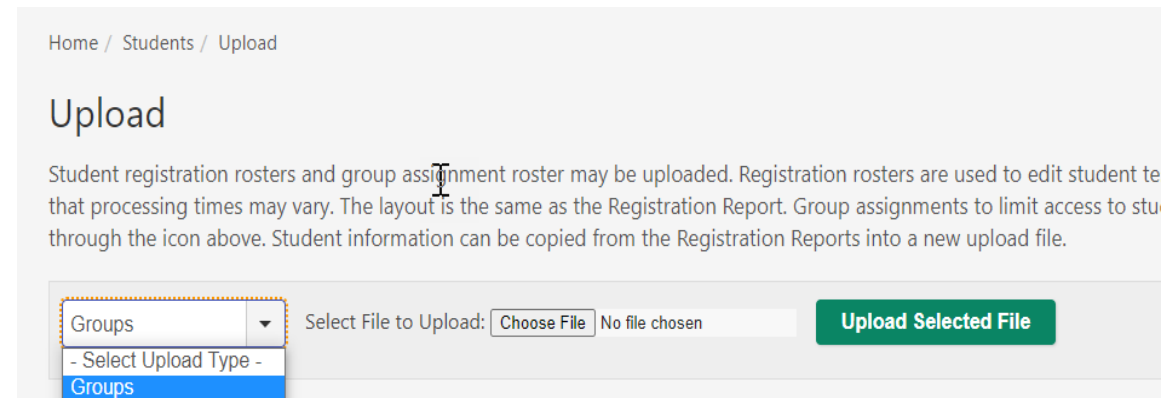
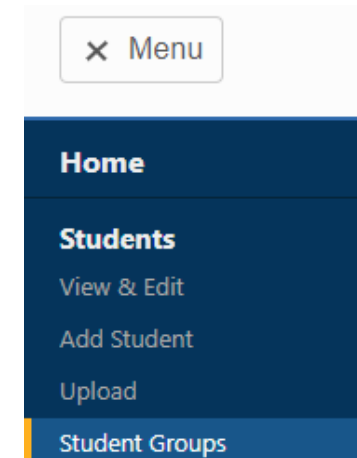
# Student Groups – Online Testing and Reporting

- + 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 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
- + Online Testing groups are optional, but Reporting groups are required for educators to be able to see student results.



# 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



# Student Groups

+ View Student Groups in Manage Online Testing

Home / Online Testing / Manage Online Testing

Manage Online Testing

Search for student testing groups or individual students below. All available groups will be displayed as well as aggregate information about testing progress. Use the graphs to filter students by testing status. Use the magnifying glass to review each group, but for Maine

Search Sessions

Test Administration \*  
Maine Through Year Fall 2023

Subject \*  
Mathematics

Testing Grade \*  
Grade 3

Organization \*  
MAINE (0000)

Search

+ Under Actions column, View All Students, you will see a column for Group

School	Group
ALBERT S HALL SCHOOL	
TRAINING SCHOOL 1	



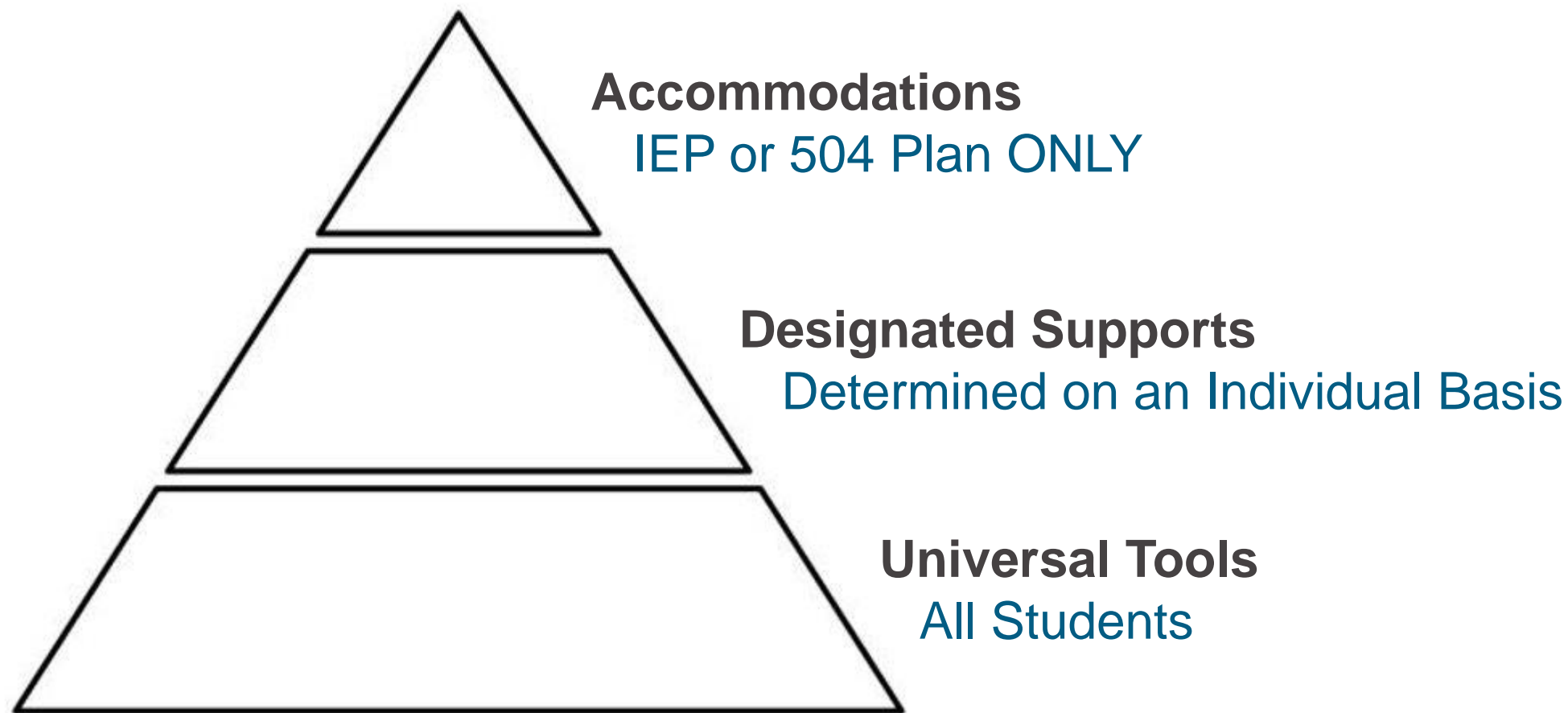
# Accessibility

Universal Tools, Designated Supports, and Accommodations



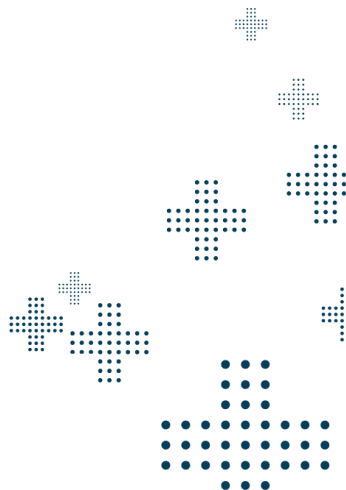


# Accessibility Features



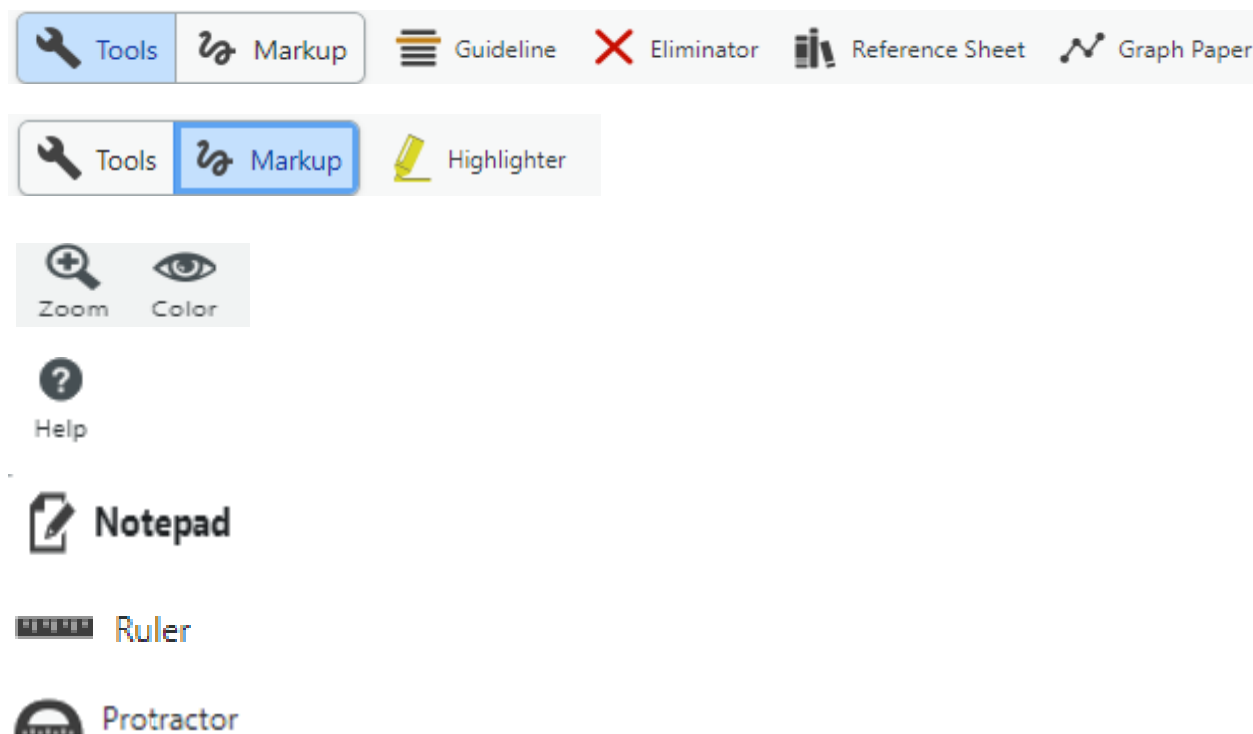
# Types of Accessibility Features

- + **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



# Calculator

- + A calculator will not be needed for Grades 3-5 in Math
- + Grades 6-8 and HS will have a basic, scientific, and/or graphing calculator
  - The calculator will only be displayed in the toolbar for items where a calculator may be used.
- + Paper-Based Forms for Grades 6-8 and HS in Math: A calculator will only be allowed on the first part of the assessment.



# 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.



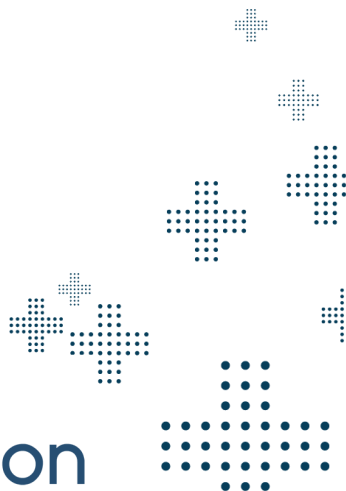
# Non-Embedded Designated Supports

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:

- Assistive technology
- Medical devices
- Visual aids
- Auditory devices
- Student reads assessment aloud to self in individual setting
- Directions clarification








# 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](#)

# 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



Home / Students / Student Profile

The Student Profile page includes student demographics, accommodation assignments and test information. Any edits made here must also be made at the data's source (for example, the Student Information System). but for Maine

Back to Results

DAVID JONES

Profile  
Manage student demographics

Accessibility Supports  
Manage PNP accommodations

Tests  
Manage test registrations

Student's Accessibility Supports

Test Administration \*

Maine Through Year Fall 2023

View Supports

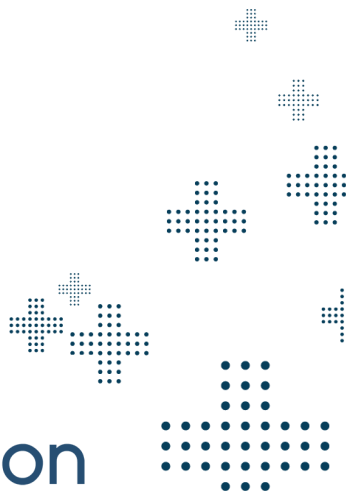
Maine Through Year Fall 2023 Embedded Accommodations and Designated Supports

	[EN] Reading High School	[EN] Mathematics High School
Text to Speech - Designated Support (TTS)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Large Print - Accommodation (LP)	<input type="checkbox"/>	<input type="checkbox"/>
Braille - Accommodation (BR)	<input type="checkbox"/>	<input type="checkbox"/>
Paper Pencil - Accommodation (PP)	<input type="checkbox"/>	<input type="checkbox"/>



# Accommodations

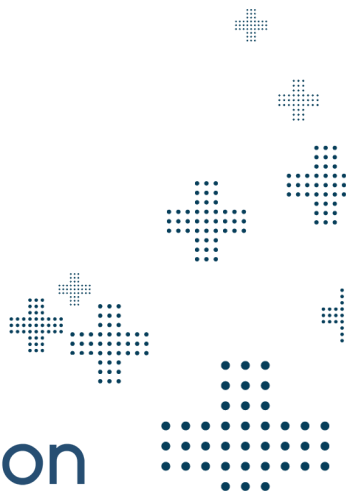
- + Accommodations are changes in procedures or materials that are used to increase equitable access during the assessment for students with documentation of the need on an Individualized Education Plan (IEP) or 504 Plan



# Non-Embedded Accommodations

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

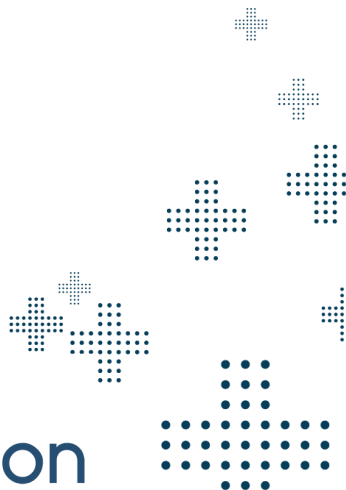
- + Human Reader (Paper-Based Tests ONLY)
- + Scribe
  - There are no constructed response questions on the Maine Through Year Assessment.
- + American Sign Language
- + Calculator (for entire Math assessment)
- + Human Reader for Reading Passages (Students in grades 6+ with a print disability, Reading Assessment only)



# 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



# 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 will be need to be ordered
- + To request a paper-based form, schools must indicate the accommodation in the student's profile and complete the [request form](#) **before the first day of the administration window.**
- + 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.*

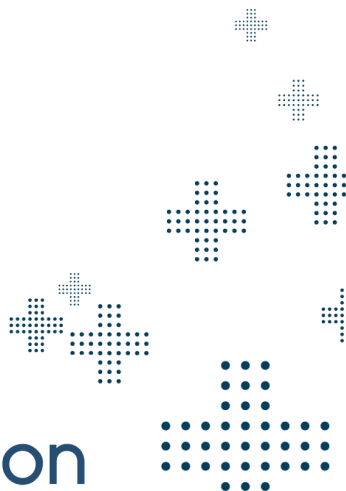


# Not-Tested Codes



# 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.**



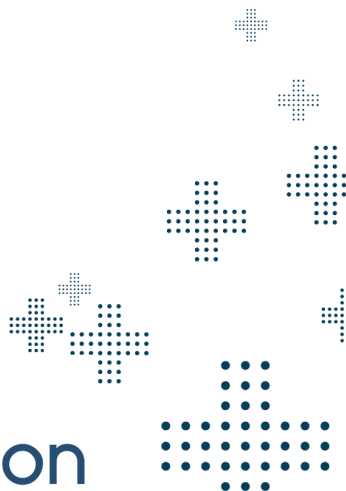


# Preparing for and Monitoring the Assessment



# Print Student Test Tickets

- + Available in two 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
- + Proctors can print on demand!
- + There is a roster in a PDF format that shows the list of test tickets that have been printed
- + Students don't have to be in a test group to access a test ticket





# Student Test Tickets

- + Online Testing > Manage
- + Multiple student test tickets can be printed at once or printed individually

Print All TicketsPrint Selected TicketsGenerate CSV for Selected Tickets

Results: 7

#	<input type="checkbox"/>	Name	State Student ID	Test Status	Language	ES
1	<input type="checkbox"/>	ALPHA BENJAMIN	220602	Oct 26, 2022 3:07 PM CDT	EN	-
2	<input type="checkbox"/>	ALPHA BETTY LOU	220628	Nov 9, 2022 4:27 PM CDT	EN	-
3	<input type="checkbox"/>	DELTA EMILY	220601	Nov 9, 2022 4:27 PM CDT	EN	-
4	<input type="checkbox"/>	HOTEL RRS	220609	Oct 26, 2022 3:07 PM CDT	EN	-
5	<input type="checkbox"/>	NOVEMBER OLIVIA	220615	Oct 28, 2022 3:36 PM CDT	EN	-



Student Test Ticket

**State Student ID:** 1000000557

**Last Name:** JANE

**First Name:** MCCORD

**Middle Name:** --

**Subject:** Mathematics

**Test Grade:** 05

**School:** SAMPLE SCHOOL

**Username:** nsecond80

**Password:** corn123

**Session ID:** NQNXISOX

AMORSON Last Name ROBERTA First Name 09/05/2008 Date of Birth nsecond80 Username corn123 Password QRE729KC Session ID	BEADLE MIDDLE SCHOOL School Mathematics Subject UNCLIP Unclip EN Language TTS Untranslated Soundtrack
DANIELS Last Name AMARCUS First Name 09/05/2008 Date of Birth nsecond80 Username corn123 Password QRE729KC Session ID	BEADLE MIDDLE SCHOOL School Mathematics Subject UNCLIP Unclip EN Language TTS Untranslated Soundtrack
PAULSON Last Name ALDOA First Name 09/05/2008 Date of Birth nsecond80 Username corn123 Password QRE729KC Session ID	BEADLE MIDDLE SCHOOL School Mathematics Subject UNCLIP Unclip EN Language TTS Untranslated Soundtrack
THOMAS Last Name JACKSON First Name 09/05/2008 Date of Birth nsecond80 Username corn123 Password QRE729KC Session ID	BEADLE MIDDLE SCHOOL School Mathematics Subject UNCLIP Unclip EN Language TTS Untranslated Soundtrack



# 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
- + Testing Status Report can help understand where your students are in the assessment as a file export
- + The page will retain your filter selections when you refresh the page



# 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.*

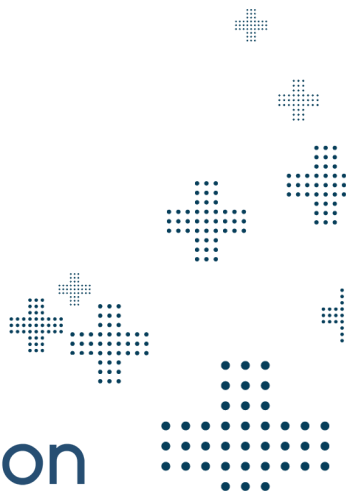
Below are some situations in which a student's assessment may be reset:

- + Did the student take the assessment with the **wrong test ticket** (i.e., logged in as a different student)?
- + Student began or completed assessment for the **wrong grade level**
- + Student began or completed assessment **without the proper accommodations** per the IEP or 504 plan
- + Student began or completed assessment **with an accommodation not documented** in IEP or 504 plan
- + Was the student's performance 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
- + Was the student's performance affected by **problems with technology** or connectivity?



# Adding TTS as a Designated Support After Starting the Assessment

- + What if a student has started their assessment and needs to have TTS added after the fact but does not need a full reset?
  - TTS can be added without Maine DOE approval 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.



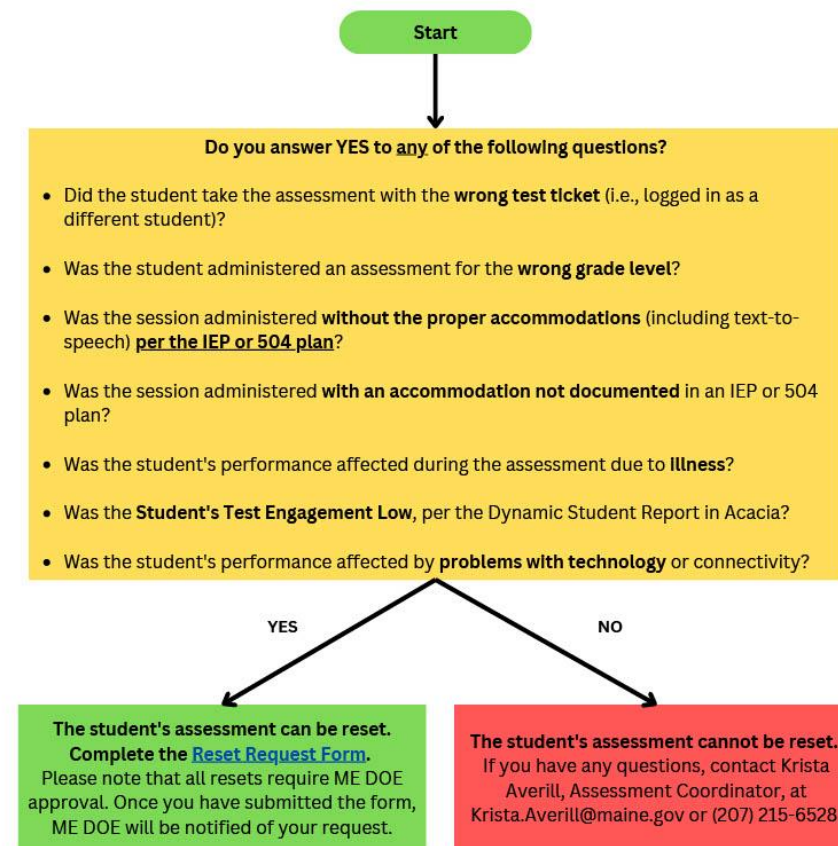
# Reset Process Flow Chart

- + 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](#)

## Maine Through Year Assessment: Reset Process

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



Last Updated: 17-August-2023

# SAU Transfer Process in Acacia

## + Student Mobility

- Students who move out of a school must be exited from Synergy on the last date of attendance. This must occur regardless of whether a request for records has been received from another school.
- 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 old school to get the students test ticket information if a test is already in progress. This information should be provided to the new school in a secure manner.
- If the student has not yet started an assessment, the new school will need to confirm that the Testing School field in the registration file has also been updated to reflect the new attending school, which can also be done manually in the management system



# Form for Resets

- + Assessments that need a reset can be done by submitting a request form (preferred method) or by contacting NWEA Partner Support, who would then obtain approval from the Maine DOE

### Maine Reset Requests

District Information

Please provide information about yourself and your district.

Your Name

Your email address

District/SAU

School

School State Code (School Org ID )

What is your Role?

Student Information

Please provide information about the student(s) requiring the action.

Student First Name \*

Student Last Name \*

Subject \*

☐ Reading ☐ Math

Grade \*

☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ HS

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.

DOE comments

ME SSID \*

Submit





# 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

DAVID JONES

Profile Manage student demographics Accessibility Supports Manage PNP accommodations **Tests Manage test registrations**

Student's Test Registrations

Test Administration \*  
Maine Through Year Fall 2023 View Registrations

Maine Through Year Fall 2023 Registrations: 2 Add Test Registration

▼	Status	Subject	Grade	Mode	Group	Supports	Actions
^	👍	Mathematics	High School	Computer Based	--		☑️ 🗑️

Testing School \* ADAMS SCHOOL (126) Subject \* Mathematics Testing Grade \* High School Mode \* Computer Based

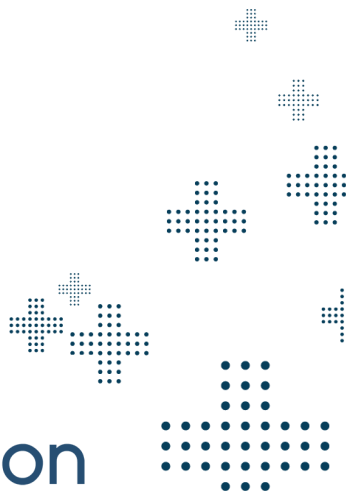
Language \* English Group Accessibility Supports

Save Updates



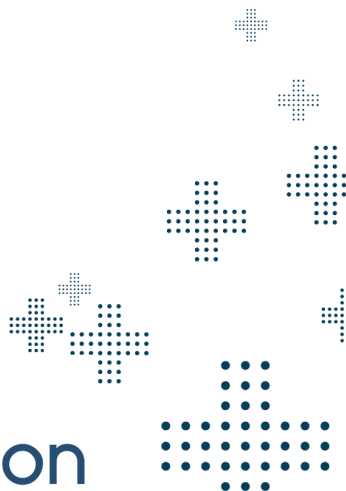
# SAU Transfer Process in MAP Growth

- + 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.
  - In order to maintain historical data, SAUs can refer to this process and submit form:
    - + [How to move students between districts](#)
  - If you use Clever, 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.

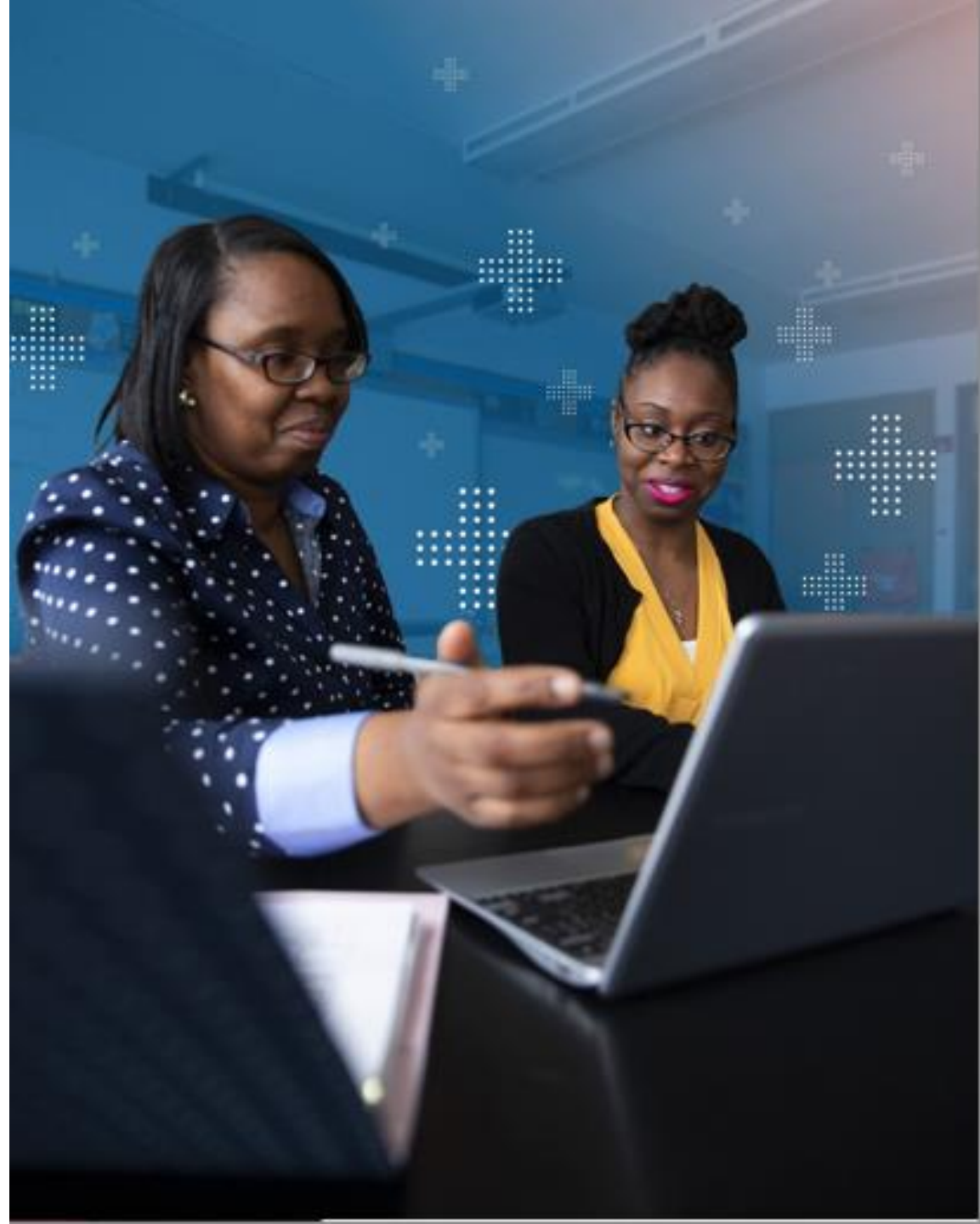


# Rostering for Students at Regional and OOS Programs


- + 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.
- + NWEA is currently **exploring** possibilities for reporting student testing information to both the attending and responsible school/SAU for future administrations

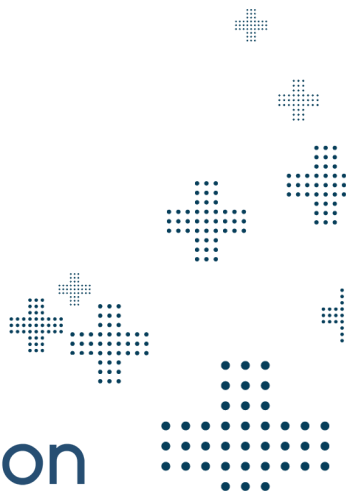


# Proctor and Student Experience



# Student Experience - Login

- + Step 1: Student launches Secure Browser. 
- + Step 2: From Test Ticket, student enters username, password, and Session ID.
- + Step 3: Student verifies text on screen is accurate while Proctor monitors.
- + Step 4: Proctor gives verbal approval to begin assessment.



# Student Experience – Login

## Take the Maine Through Year Assessment

Username

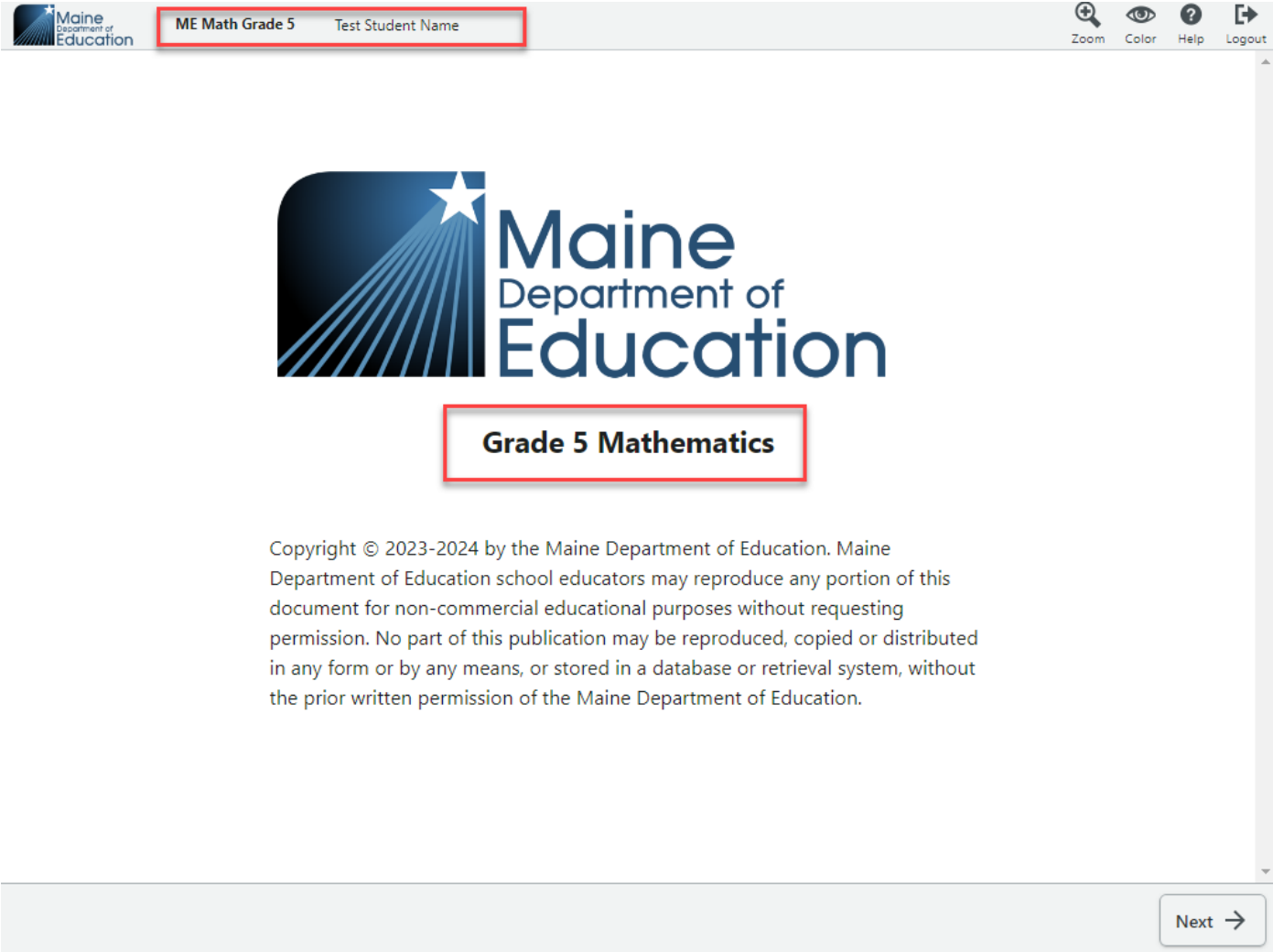
Password

Session ID

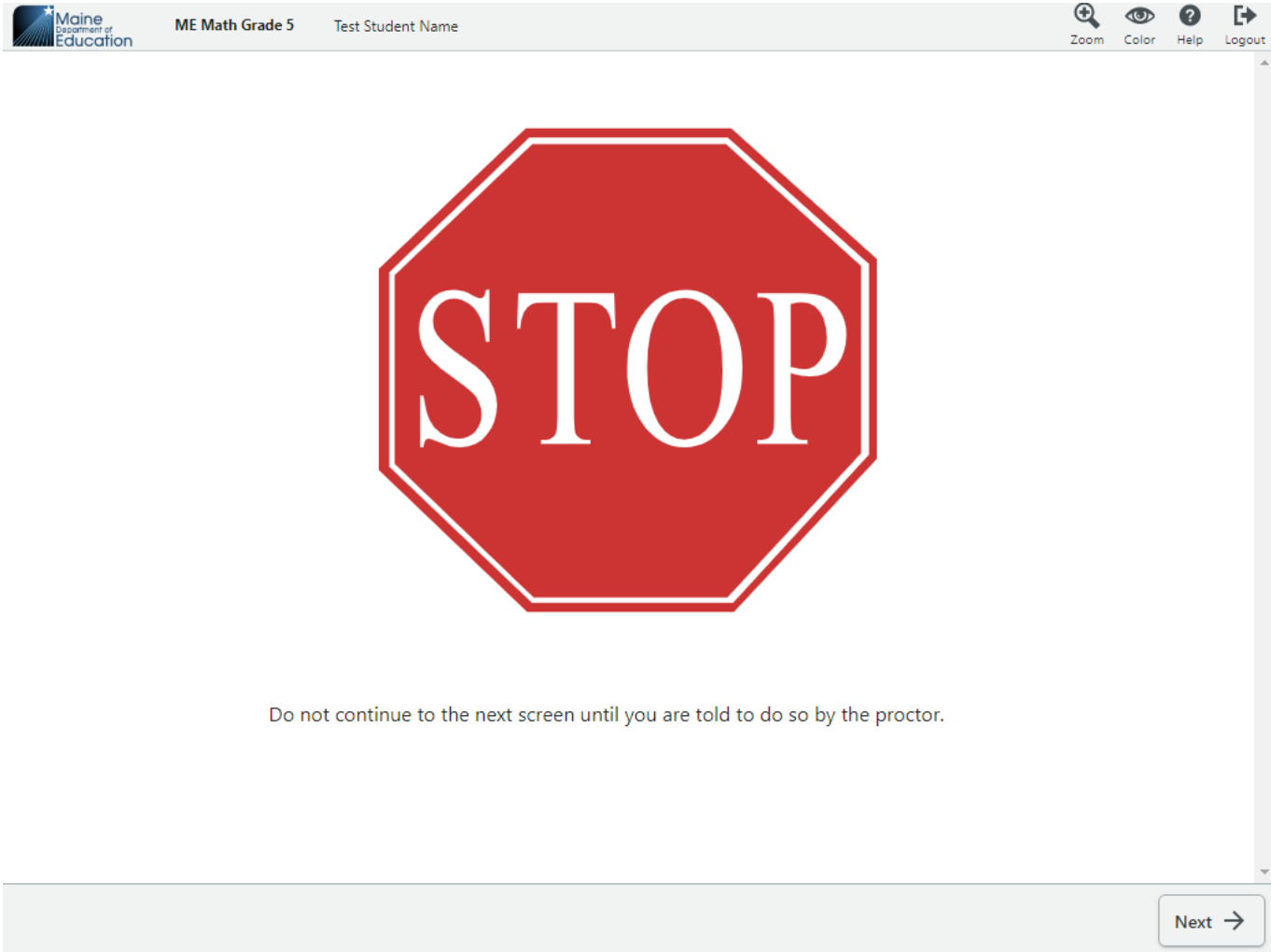
Reset

Take Test →

# Student Experience – Summary Screen

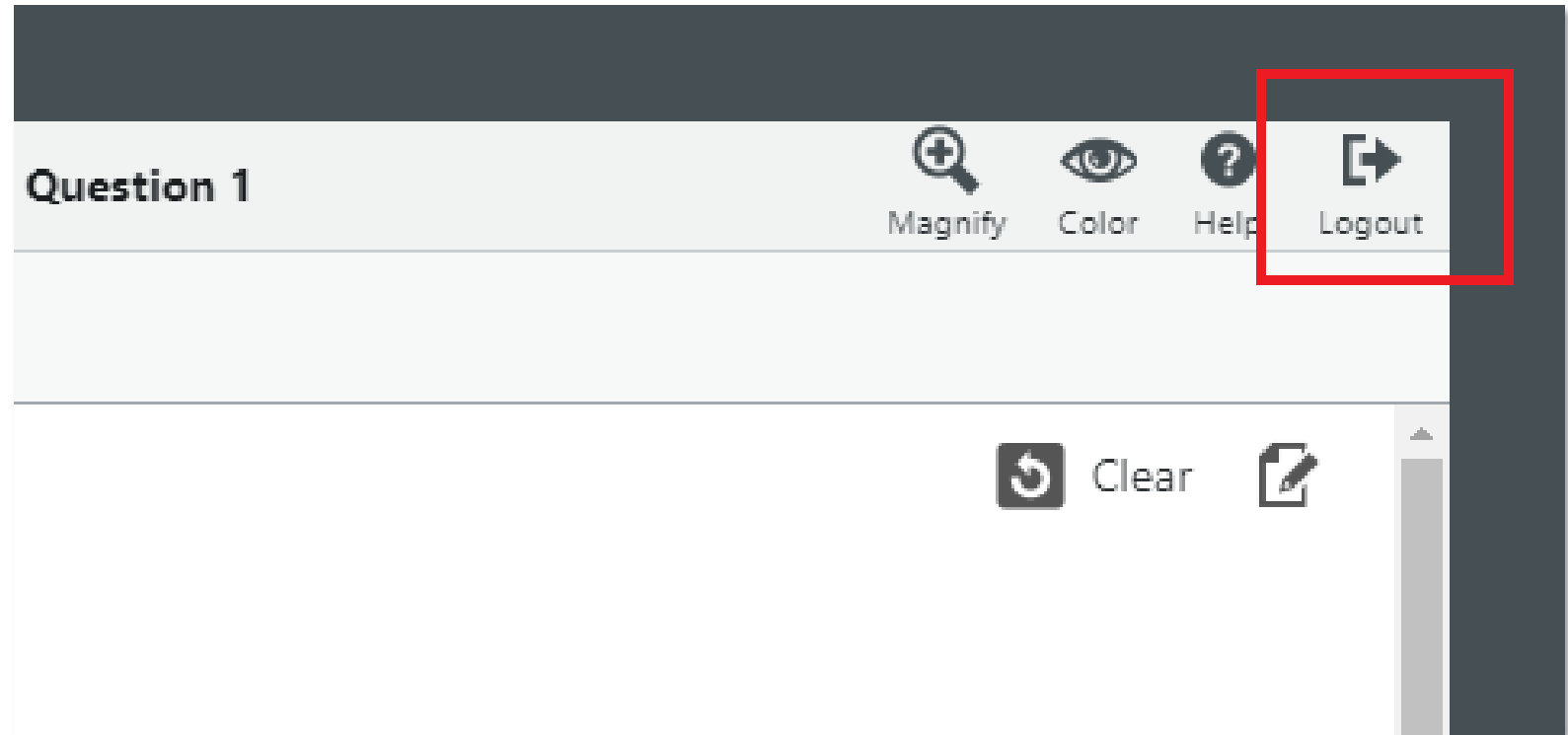


# Student Experience – Proctor Screen



# Student Experience - Logout

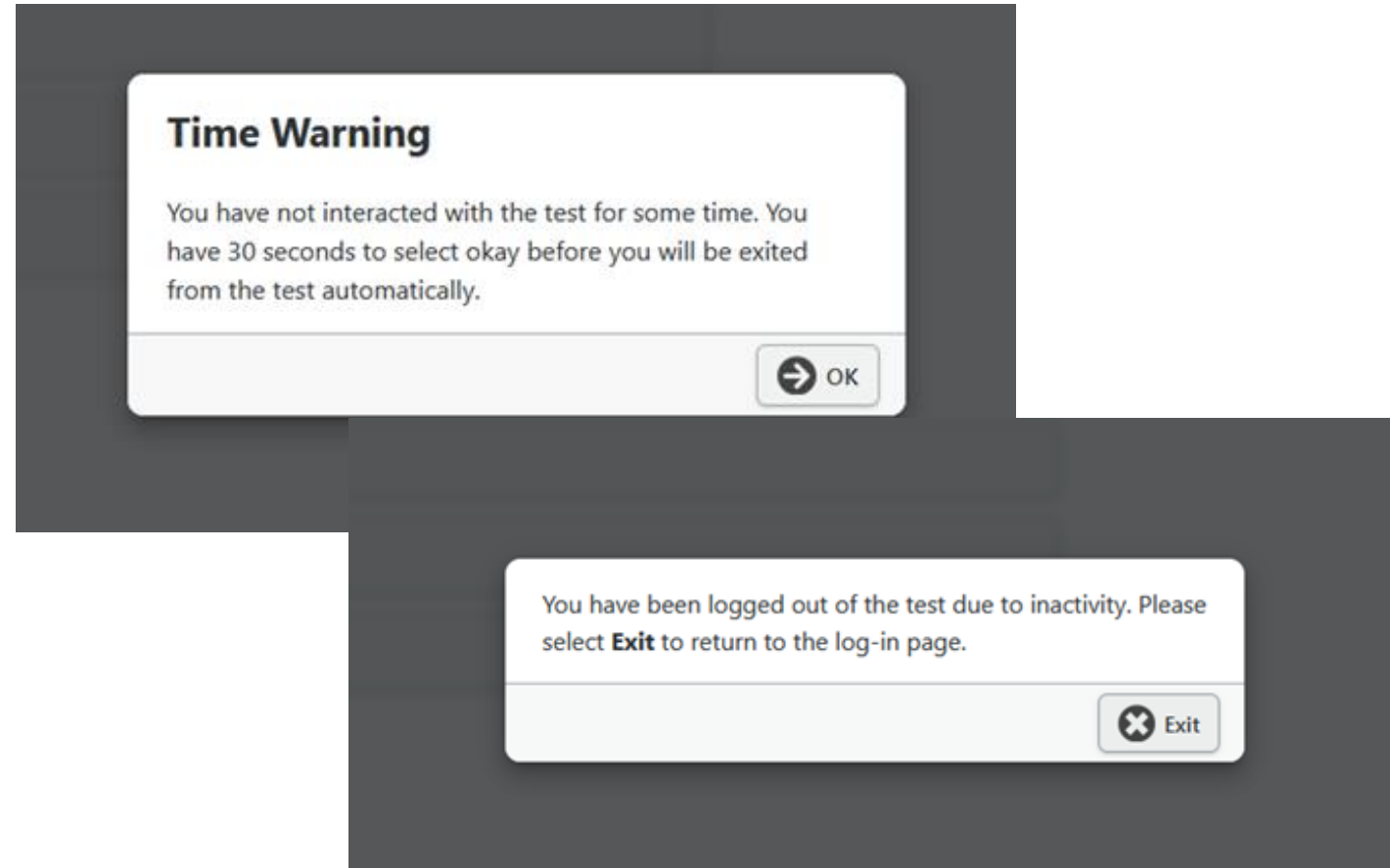
- + If a student needs to step away, they can logout of the assessment
- + Once they log back in, they will pick up where they left off and all questions previously answered will be saved



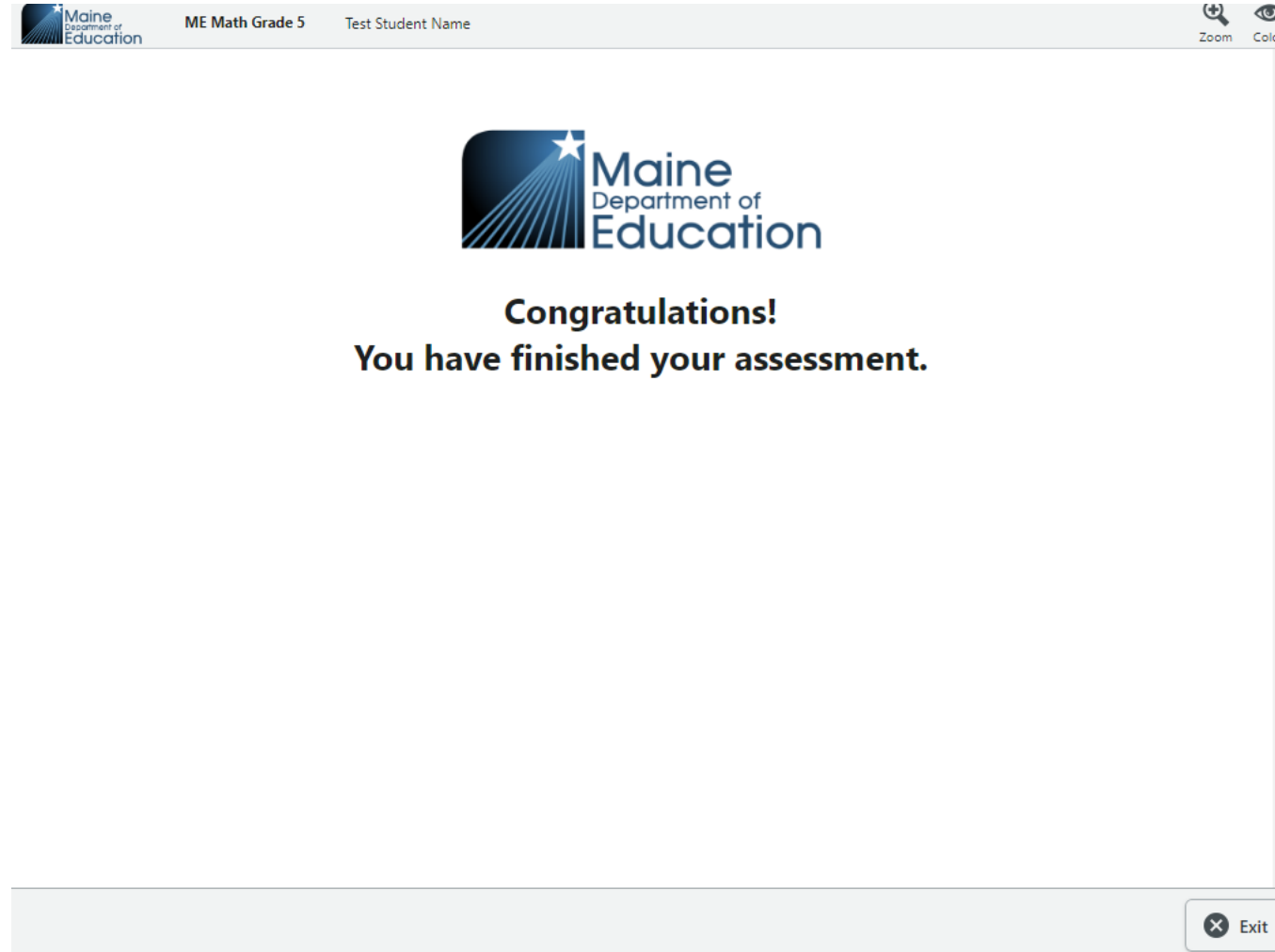


# Student Experience - Inactivity

- + 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



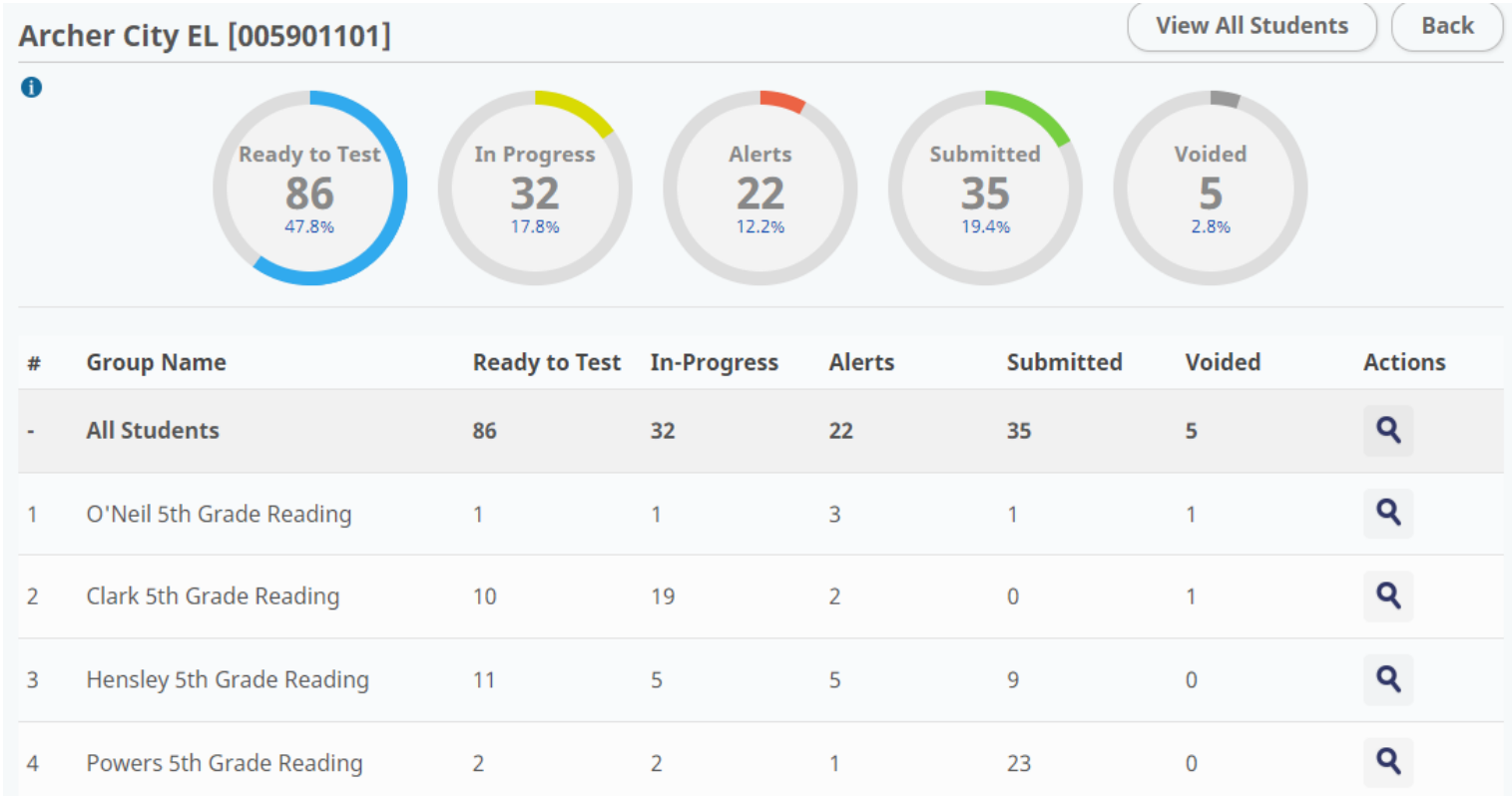
# Student Experience – End of Assessment



**Note:** *RIT score will no longer populate on the screen as it did for MAP Growth*

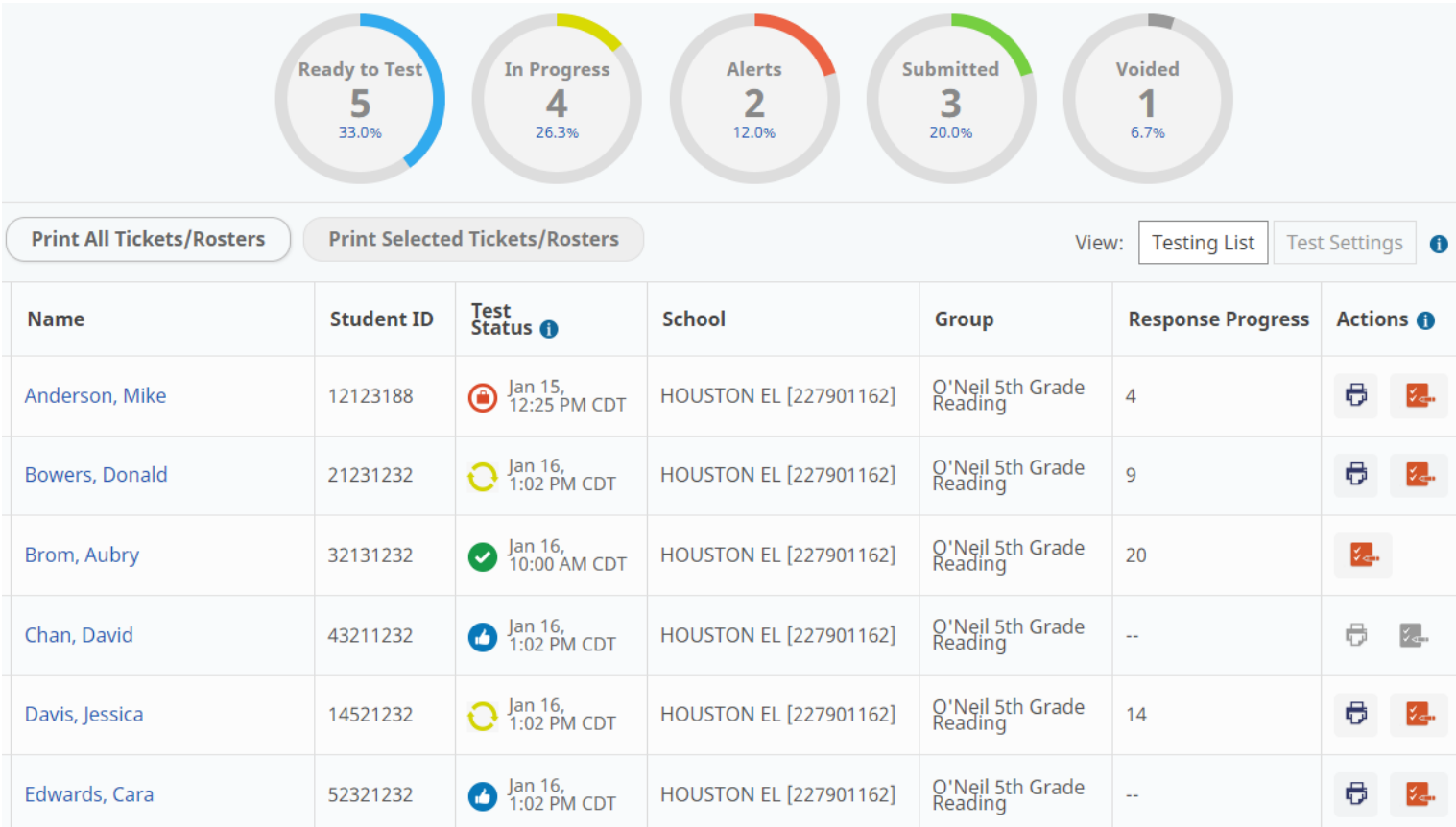
# Proctor Experience - Testing Progress

- + Ease of use to allow proctors to more efficiently monitor students
- + Testing Status Report can help understand where your students are in testing









# Proctor Experience - Testing Progress

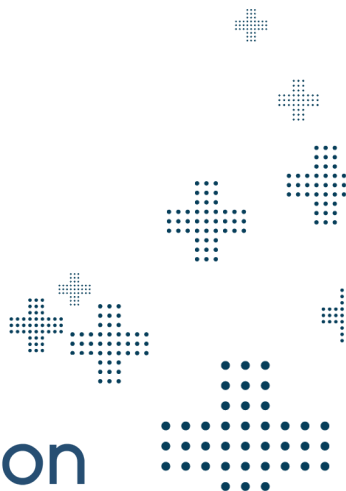
- + Proctors will be able to monitor status from the test group, school, or can look up students individually



# Proctor Experience - Testing Progress

## + Icons and Descriptions for monitoring testing progress

Icon	Description
	The <b>Registered</b> icon indicates that the student is registered for a test, but the online test is not yet available.
	The <b>Enrollment Hold</b> icon indicates that the student's enrollment is not yet processed. Please contact the Support Center.
	The <b>Ready to Test</b> icon appears before the initial login to an available test or after a submitted test has been reopened. The student can log in using the information on the student test ticket.
	The <b>In Progress</b> icon indicates that the student is logged in and actively testing or has paused the test.
	The <b>Inactive</b> icon indicates that the student has logged out of the test or has been logged out due to inactivity. The student can log back in to the test using the information on the student test ticket.
	The <b>Completed</b> icon indicates that the student has submitted the test. The student will no longer be able to log in to the test.



# 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*



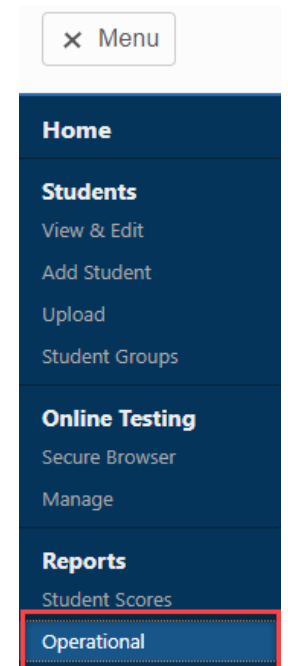
# Operational Reports





# 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 Errors	This report will contain all the Map Growth Roster errors that did not sync from Map Growth to Acacia. This will be at Organization level.



# Data and Reporting



# Data and Reporting – What is Available

Report / File	Access	Description
Student Score Data File (SSDF)	State and SAU Level	<ul style="list-style-type: none"> <li>Will contain all valid test events for assessments completed within the administration by grade and subject</li> <li>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</li> </ul>
Organization Report – By District	DACs and Admins	<ul style="list-style-type: none"> <li>Available on a rolling basis</li> <li>Demographic filters</li> <li>Averages for the SAU</li> <li>List view and histogram view</li> </ul>
Organization Report – By School	SACs and Admins	<ul style="list-style-type: none"> <li>Available on a rolling basis</li> <li>Average for the school</li> <li>Graphic views of student performance</li> <li>List view and histogram view</li> </ul>
Organization Report – By Group	Instructors and above	<ul style="list-style-type: none"> <li>Available on a rolling basis</li> <li>Like class level view of MAP Growth reports</li> <li>Will have averages for the group</li> <li>Graphic views of student performance</li> <li>Users will be able to create groups</li> <li>List view and histogram view</li> </ul>
Dynamic Student Report	Instructors and above	<ul style="list-style-type: none"> <li>Available on a rolling basis</li> <li>Student performance data in an easy printable format focused on each content area separately</li> <li>Item level information by standard, item type, and difficulty</li> </ul>

# Organization Reports – SAU & School Level

## 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
- + 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 file
- + Columns can be sorted

# 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

## 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



**What is this report?**

This report provides a summary of how your student performed on the state academic assessment, the Maine Through Year Assessment, aligned to grade-level standards.

**What is the Maine Through Year Assessment?**

The Maine Through Year Assessment is an assessment that adapts to your student's responses in real time to measure your student's skill level in relation to the Common Core State Standards.

**Why is my child taking the Maine Through Year Assessment?**

Scores on the Maine Through Year Assessment provide a measure of both achievement and growth. Educators utilize student results to inform instruction, establish supports for students, and to share information about academic growth and grade level achievement with families.

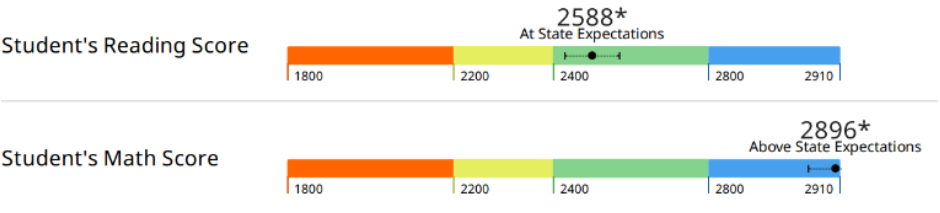


To create a more complete understanding of what your student knows and can do in relation to grade level standards, information from this report should be used alongside additional sources, such as school assessments and classroom learning.

**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. The students need substantial academic support to be prepared for the next grade level and to be on track for college and career readiness.	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. The students need additional academic support to be prepared for the next grade level and to be on track for college and career readiness.	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. The students are prepared for the next grade level and are on track for college and career readiness.	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. The students are well prepared for the next grade level and to be on track for college and career readiness.

**Overall Student Performance**



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

# Individual Student Reports (ISRs)

## What this report offers

---

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

## Questions it helps answer

---

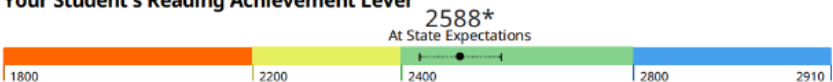
- + How is the student performing relative to grade-level expectations in reading and math?
- + What are this student's relative strengths and suggested areas of focus?

## When to use & what to consider

---

- + Printed and distributed by SAUs/Schools after administration (For Spring 2023 this is delayed.)
- + To provide to parents and families to provide student performance

Your Student's Reading Achievement Level

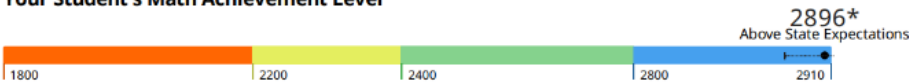


Scale Score Average Comparisons		# Tested
This Student		2588
School Average Score	7	2380
District Average Score	567	2378
State Average Score	6,233	2376

Reading Instructional Area Scores

<b>Literary Text</b> 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.  Student Score: 254	<b>Informational Text</b> Student 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.  Student Score: 264	<b>Vocabulary</b> 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: 252
---	--	---

Your Student's Math Achievement Level



Scale Score Average Comparisons		# Tested
This Student		2896
School Average Score	7	2510
District Average Score	567	2502
State Average Score	6,233	2500

Math Instructional Area Scores

<b>Operations and Algebraic Thinking</b> 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.  Student Score: 284	<b>Numbers and Operations</b> 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.  Student Score: 276	<b>Measurement and Data</b> 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.  Student Score: 285	<b>Geometry</b> Students classify shapes by their properties and graph points on the coordinate plane to solve real-world and mathematical problems.  Student Score: 265
--	--	---	---

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



# 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

The screenshot displays the NWEA State Solutions interface. On the left is a dark blue sidebar menu with a 'Menu' button at the top. The menu categories are: Home, Students (with sub-items: View & Edit, Add Student, Upload, Student Groups), Online Testing (with sub-items: Secure Browser, Manage), Reports (with sub-items: Student Scores, Operational), and the 'Student Scores' item is highlighted with a red box. The main content area is titled 'Student Scores' and 'View Student Score Reports'. At the top right of this area are tabs: Organization (highlighted with a red box), Student, RIT, Demographic, and ISR Bulk Print. Below the tabs is a 'Select Report Criteria' section with four dropdown menus: Organization \* (with '- Select or Type Organization -'), Grade \* (with '- Select Grade -'), Subject \* (with '- Select Subject -'), and School Year (with '- Select Year -'). A green 'Find' button is located at the bottom right. A small note at the bottom right states '\* denotes required fields'.

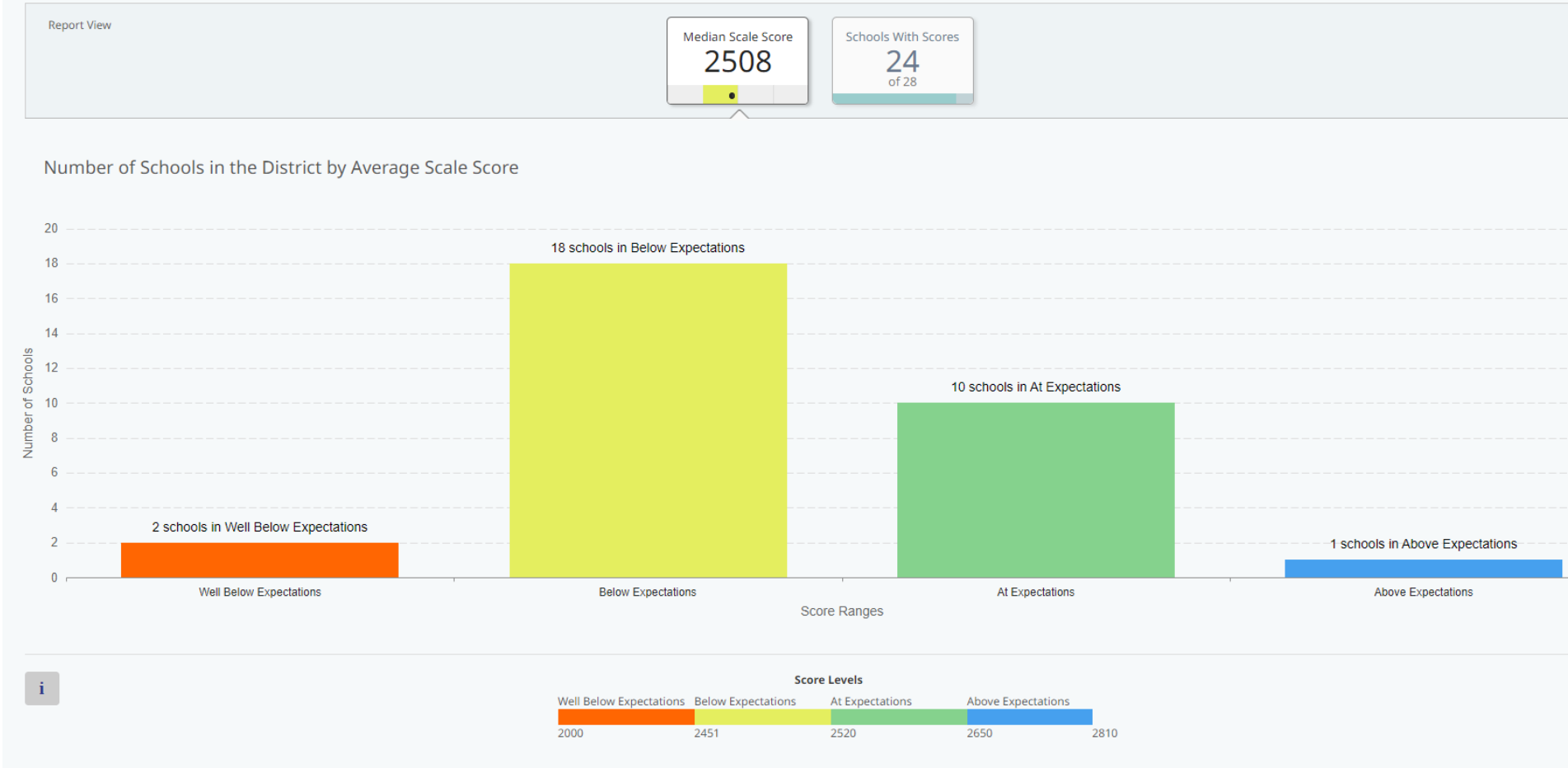
# Reports at School Level

Results: 20 Schools

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



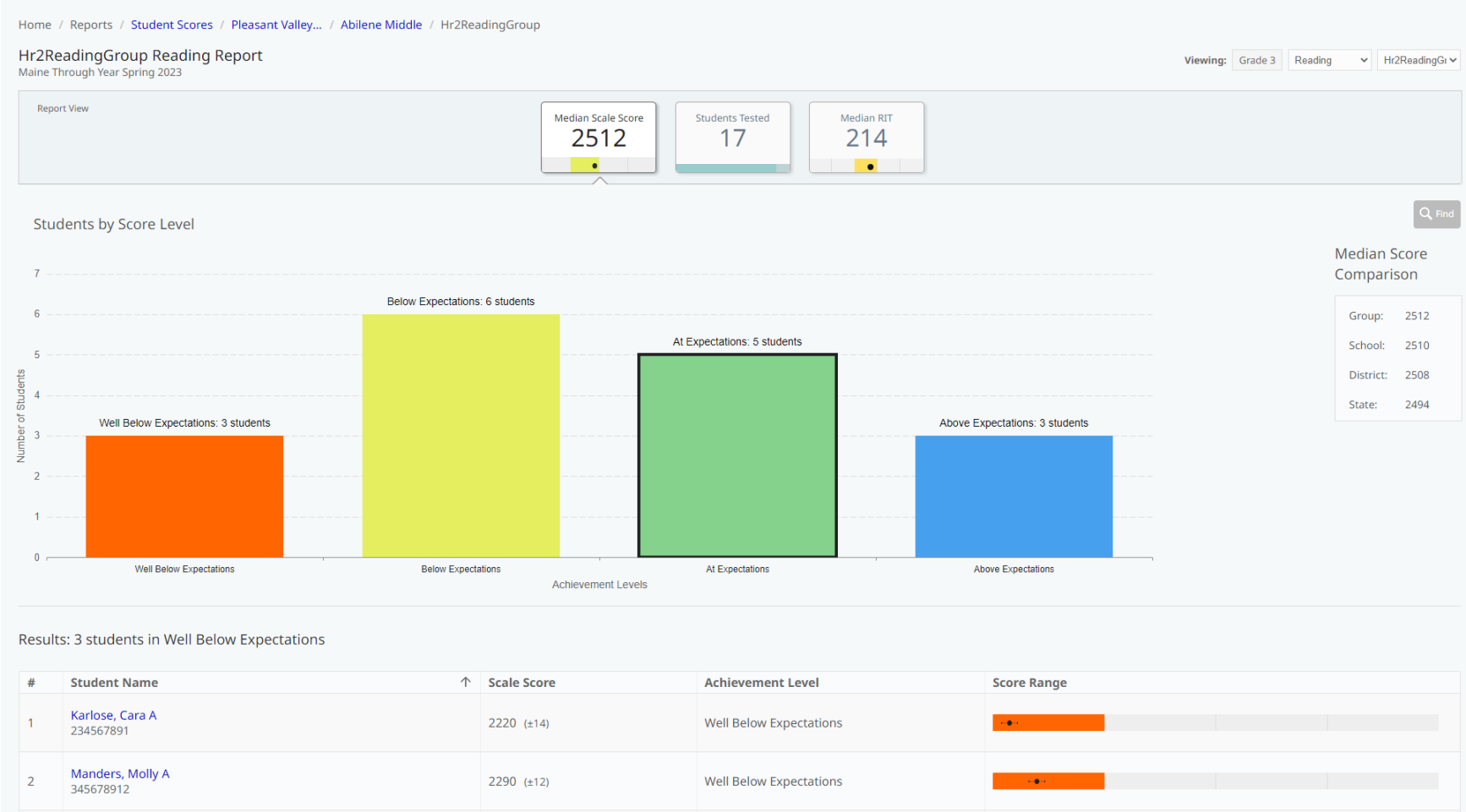
# Reports at SAU Level



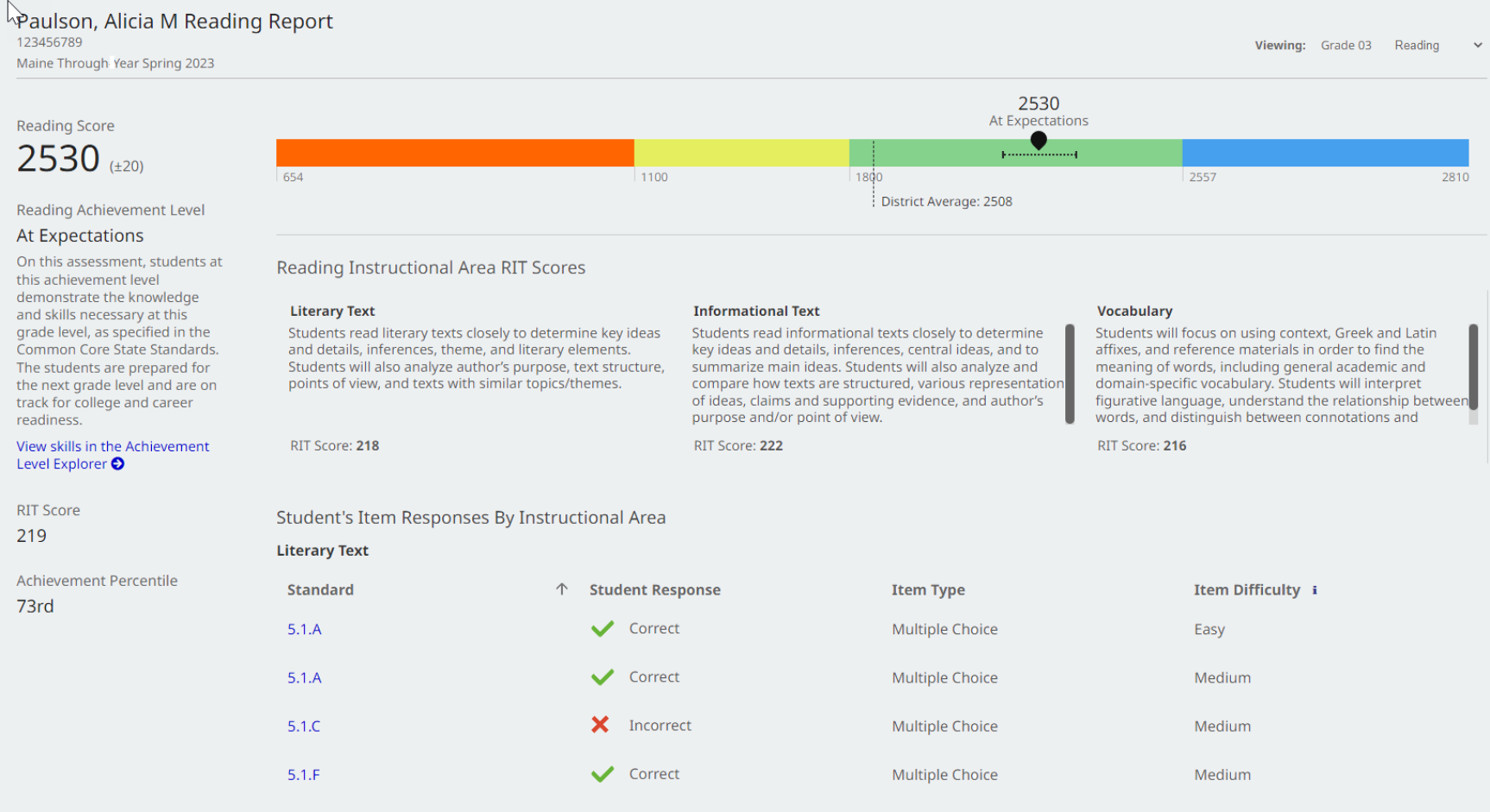
# Reports at School Level



# Reports at School / Group Level



# Reports at Student Level



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

# When Reports Become Available for 2023-24

- + **Operational Reports** are available throughout the assessment window.
  - Exceptions:
    - + Student Score Data File becomes available after the state data clean up window.
    - + MAP Growth Roster Errors report becomes available after the last day of the administration window
- + Data and Reporting in Acacia will be available within 48 hours from when an assessment is completed.
- + MAP Growth Reports with RIT from the Through Year Assessment will be available after the assessment window has closed and the MAP Growth sync has been turned on.



# Preparation, Resources, and Tips





# Preparation

- + Review technical requirements for the Maine Through Year Assessment
- + Update the NWEA State Solution Secure Browser

**Note:** *Previous versions of the State Solution Secure Browser must be uninstalled before the new version is installed.*  
Please note 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



# Resources

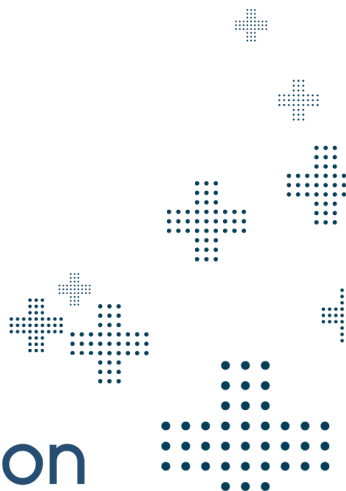
Resources are available on the [Maine Connections Page](#)

- + 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
  - NEW for 23/24SY! ME Reports Interpretive Guide (Acacia Reports) - Available in late September
- + For Proctors
  - ME Through Year Assessment Administration Guide
  - ME Through Year: Manage Online Testing



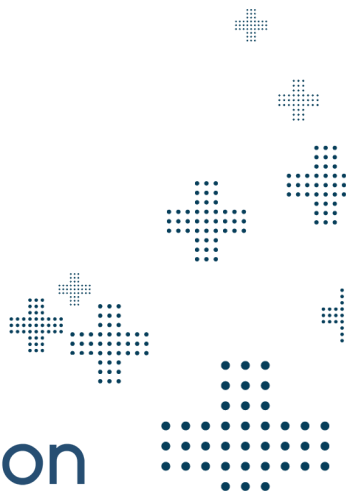
# Technology & Security Resources

- + NWEA State Solutions System and Technology Guide
  - [NWEA State Solutions System and Technology Guide](#)
- + 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 in MARC.
- + Use the Manage Online Testing Dashboard to monitor testing progress through the assessment window
  - Reminder: Refresh the dashboard to see updated information.



# Troubleshooting Tips

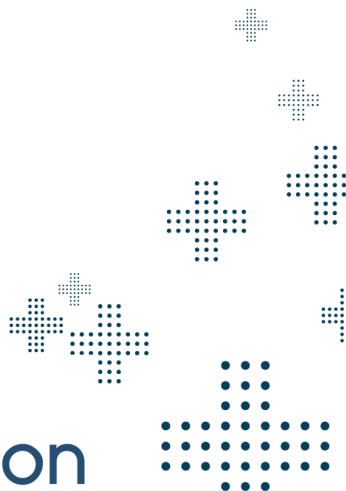
- + In Acacia, the student's assessment is saved after every answer.
- + If a student runs into issues, the first step would be to log out, close app, and log back in.
- + Second step would be a full reboot.  
*Note: Proctor action is not needed to log students back in*
- + If the first two steps do not resolve issue, contact Partner Support at (855) 430-1777.

# Communication and Partner Support



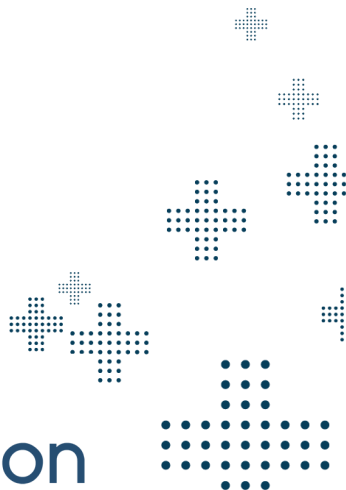
# Maine DOE Policy Support

- + Policy Questions
  - Contact Krista Averill at the Maine DOE
  - Email: [krista.averill@maine.gov](mailto:krista.averill@maine.gov)
  - Phone: (207) 215-6528
- + Additional information and materials can also be found on the Maine DOE website:
  - [https://www.maine.gov/doe/Testing\\_Accountability/MECAS/nwea](https://www.maine.gov/doe/Testing_Accountability/MECAS/nwea)



# NWEA Partner Support

- + Maine Through Year Assessment Technical Support
  - Contact NWEA Partner Support
  - Phone: (855) 430-1777
  - Days & Hours: Monday – Friday, 7:00am – 8:00pm EST
- + [Maine Connections Page](#)





# Fall 2023 Important Dates

- + **Now:** Management system is open.
  - Districts 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

***Note: Paper-based accommodated forms requests are due before the administration window.***

- + **October 2<sup>nd</sup> – 27<sup>th</sup>:** Fall 2023 Assessment Window
- + **October 19<sup>th</sup>:** Students enrolled after this date are not required to assess
- + **November 3<sup>rd</sup>:** Last day to update supports/accommodations and fix MAP Growth rostering errors



# Questions and Answers

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

