The Maine Through Year Manage Online Testing Guide

2024–2025 Maine Through Year Assessment
Reading and Mathematics

March 2025

Contributors

The Maine Through Year Assessment is administered by the Maine Department of Education (DOE).

23 State House Station
Augusta, Maine 04333-0023

207.624.6600

The assessment contractor is NWEA. NWEA can be reached by calling Partner Support at 855.430.1777.

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Part 1—General Information

About the Maine Through Year Assessment

The Maine Through Year Assessment assesses all publicly funded Maine students in grades 3 through 8 and second year of high school in the content areas of Reading and Math. Students with significant cognitive disabilities who qualify for the alternate assessment to the Maine Through Year Assessment participate in the MSAA.

The Maine Through Year Assessment in Reading and Mathematics was developed to provide teachers, students, and parents with information on student learning strengths and needs throughout the year, as well as student progress in mastering college and career-ready skills based on Maine's accountability standards, the Common Core State Standards.

NWEA is the provider of the printed and online versions of the Maine Through Year Assessment through NWEA's assessment platform, Acacia.

Who Should Read This Guide?

The Maine Through Year Assessment: Manage Online Testing guide is intended for use by proctors and assessment coordinators responsible for managing and monitoring online testing using Acacia.

Part 2—Navigating the Maine Through Year Management Platform: Acacia

Access Acacia

To access the Maine Through Year Assessment management platform, Acacia:

1. Log in to MAP at https://start.mapnwea.org using your MAP login credentials.

2. Select the **Maine Through Year** link in the top navigation menu.
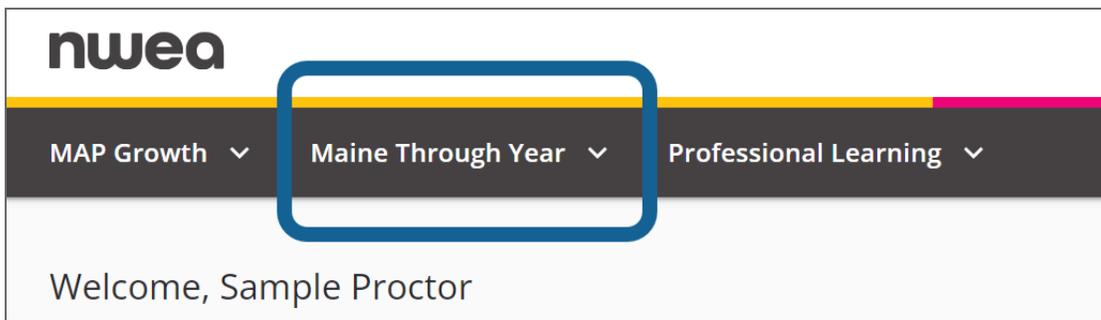
3. Select **Maine Through Year Assessment Acacia Landing Page**.

   You will be automatically directed to Acacia.
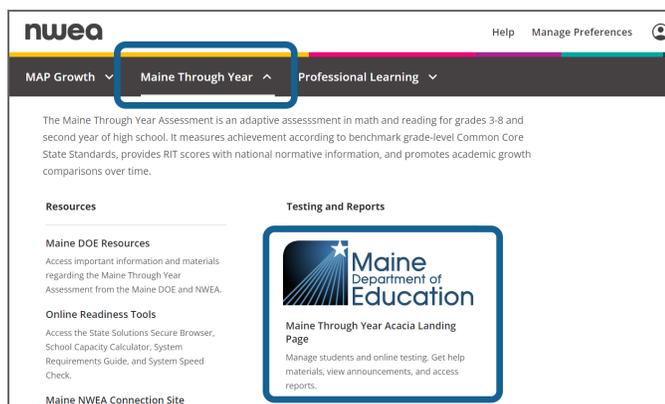
If you do not have a MAP Growth account, please contact your School Assessment Coordinator or District Assessment Coordinator.

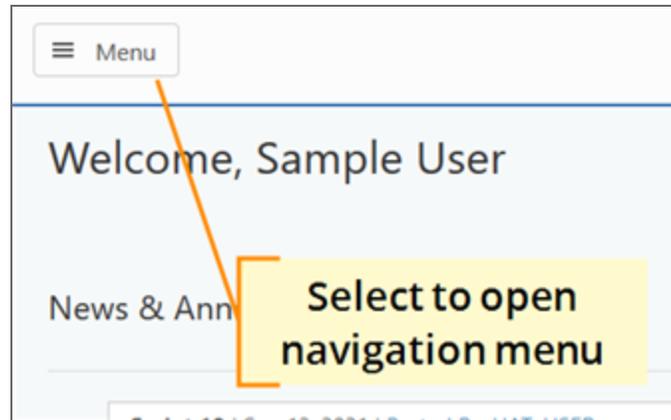## Acacia Home

Access the Acacia home page at any time by selecting **Home** at the top of the main menu on the left. The following information is available on the home page:

1. **Announcements**: The Announcements section contains announcements from the state or district.

2. **Shortcuts**: A set of links to commonly used functions in Acacia such as Add Student, Monitor Test, or View Reports. The links available vary by user role.

Navigation Menu

To show or hide the menu, select the **Menu** button at the top left. Menu options will vary for users based on their assigned user role.


Profile, Help, and Logout

At the top right of the Acacia home page are the Profile, Help, and Logout icons. Use the **Profile** icon to view your profile. Use the **Help** icon to access help documentation. Use **Logout** icon to close your current session and return to the login page.

Part 3—Online Testing

View Online Testing Groups

To view and manage a testing group, complete the following steps.

1. In the main menu, select **Online Testing** > **Manage**.

2. From the drop-down lists, select the **Test Administration**, **Subject**, **Testing Grade**, and **School**.

3. Select **Search**.
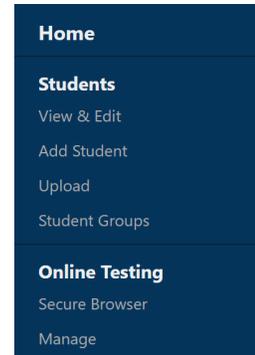
4. An overview of testing progress for the criteria you selected appears.

5. Below the test status icons, all students matching the search criteria are listed, or, if you've created groups, the available groups are listed with the number of students in each status. Refer to Monitor Test Status on page 10 for a definition of each test status icon.
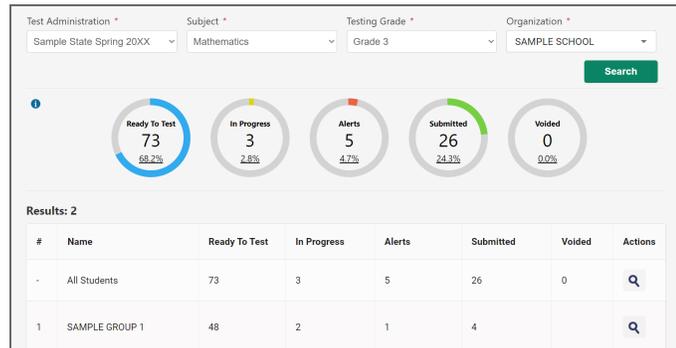
6. To view a student group, select the View Students icon 🔍 in the **Actions** column.

7. To view all students, select the View Students icon 🔍 in the **Actions** column for the **All Students** entry at the top of the results list.

8. A list of students in the group appears below the search filters.

9. Select filters to view students meeting specific criteria, or select one of the test status icons, such as **Ready to Test**, to view all students in that status.
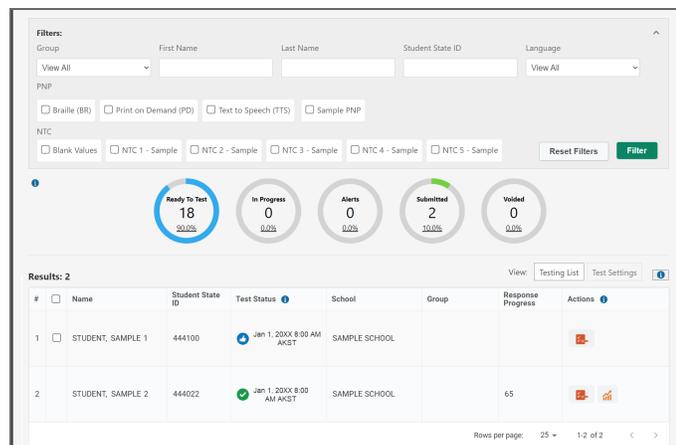
Download and Print Test Tickets

Proctors and Assessment Coordinators can print student test tickets.

To download and print student test tickets, follow these instructions:

2. In the main menu, go to **Online Testing** > **Manage** and select the test administration, subject, testing grade, and organizations from the drop-down lists.

3. Select **Search**. You can then filter by group, first name, last name, state student ID, or by students in Ready to Test.

4. To check student accommodations, select **Test Settings** and confirm accommodations for all students have been assigned as needed. If accommodations are not assigned as needed, update the student record before moving on to the next step.

5. To print tickets for all eligible students, select **Generate All Tickets** at the top of the student list. Select **PDF: One Ticket Per Page**, **PDF: Four Tickets per Page**, or **CSV**.

6. To print test tickets for a set of students, select the checkbox next to the students you want to print tickets for, then select **Generate All Tickets** at the top of the student list. Select **PDF: One Ticket Per Page**, **PDF: Four Tickets per Page**, or **CSV**.

   Note: For paper pencil, large print, and braille assessments, if test tickets are printed before accommodations are assigned, a new test ticket will be needed after necessary accommodations are assigned.

7. To print a ticket for a single student, select the PDF icon in the **Actions** column for that student.


8. A printable PDF document appears, which includes a roster and test tickets for the student or students selected.

Student Login Instructions

Students should double click on the NWEA State Solutions icon that appears on their screens.

	Windows® desktop:	Mac® *desktop:*	Chromebook™ or iPad™:
nwea	From the Start menu, choose NWEA State Solutions Secure Browser.	Double-click the NWEA State Solutions Secure Browser icon on your desktop.	Start the NWEA State Solutions Secure Browser app.

A login screen will appear.
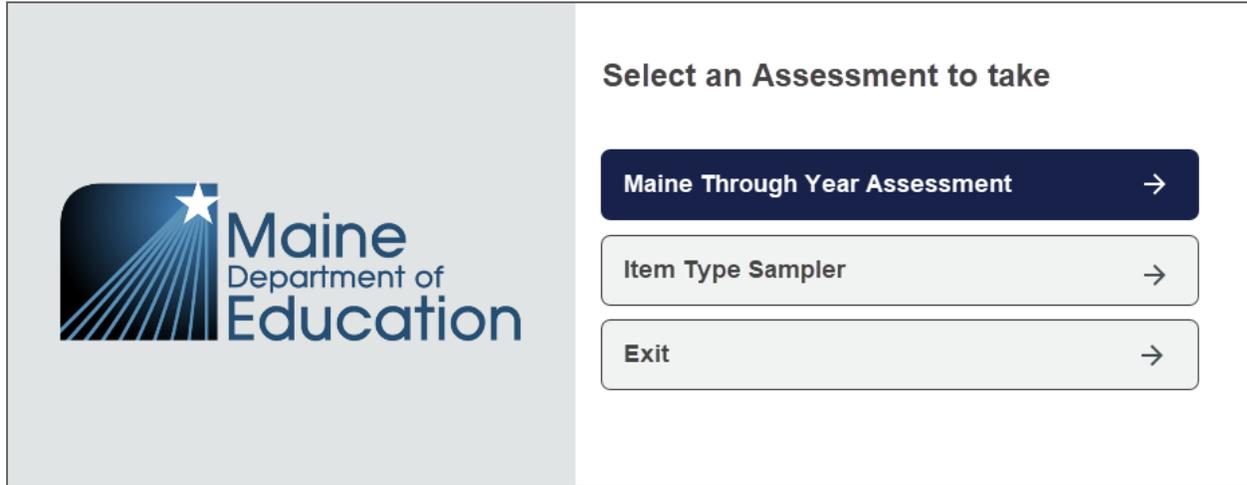
When all students are ready, students will select the **Maine Through Year Assessment** button.
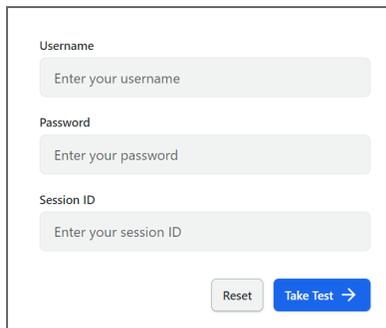
On the next screen, students enter their username, password, and session ID exactly as it appears on their test ticket in the spaces provided on the screen.

Rarely, a student may mistakenly open the Item Type Sampler in the NWEA State Solutions Secure Browser rather than the actual Maine Through Year Assessment. When in the Item Type Sampler, "Test Student Name" appears where the student's name should appear at the top.
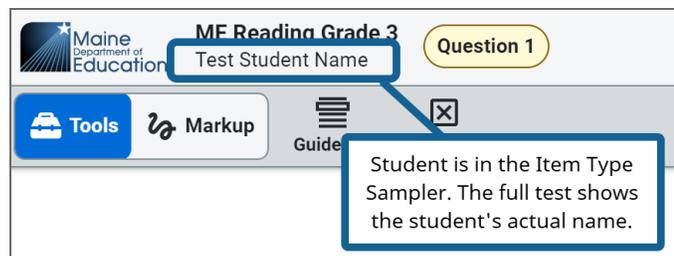
Monitor Test Status

Status monitor icons

When viewing a list of sessions or an individual session, the status monitor icons summarize the testing progress of students in that session or sessions. The available statuses are listed in Table 1: Status Monitor Icons below.

Table 1: Status Monitor Icons

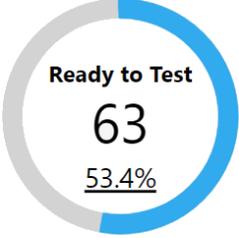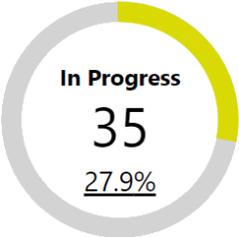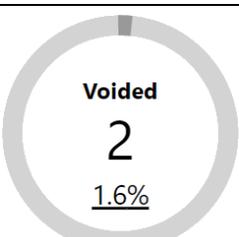| Icon	Test Status Icon Description
Ready to Test 63 53.4%	The **Ready to Test** icon displays the number and percentage of students who are enrolled and ready to take the test. It includes tests in the **Ready to Test** and **Registration Initiated** statuses.
In Progress 35 27.9%	The **In Progress** icon displays the number and percentage of students actively testing. It includes tests in the **In Progress** status only.
Alerts 5 4.2%	The **Alerts** icon displays the number and percentage of students who have logged out and have not completed a test or have an enrollment hold. These students need test ticket login information to log back in and complete a test. This count includes tests in the **Inactive** and **Registration Hold** statuses. Any tests in the **Inactive** status when the test window ends will change to the **Submitted** status. **Note**: If any test registrations are in the **Registration Hold** status during the week before testing starts, contact NWEA Partner Support to resolve the hold.
Submitted 13 11.0%	The **Submitted** icon displays the number and percentage of students who completed and submitted tests. It includes tests in the **Finished**, **Saved**, and **Expired**, statuses.
Voided 2 1.6%	The **Voided** displays the number and percentage of voided tests. It includes tests in the **Voided** status.

Student test status

When viewing a list of students in a group or other set of search results under **Online Testing** > **Manage**, the status of each student's test is shown in the **Test Status** column. The available statuses are listed in Table 2: Student Test Status below.

Table 2: Student Test Status

Icon	Status	Description
	Registration Initiated	The student is registered for an assessment, but the online assessment is not yet available.
	Ready to test	The student's test is available and the student has not yet logged in, or the student's submitted test has been reopened. The student can log in using the information on the test ticket.
	In Progress	The student is logged in and actively testing or has paused the test.
	Processing reset	The session is being reset and a new test ticket will need to be printed.
	Inactive	The student has logged out of the test or has been logged out due to inactivity. The student can log back into the test using the information on the test ticket.
	Deactivated	The registration has been deactivated and replaced.
	Finished	The student has submitted the test. The student will no longer be able to log in to the test.
	Expired	The test was submitted at the end of the testing window.

Logging Students Out and Resuming Assessments

In the assessment platform, proctors do not pause or resume student assessments from the **Manage Online Testing** page. Instead, students who need to leave their computer for any reason can log out of the assessment. To do this, the student can select the **Exit** button in the upper-right corner of their screen.

Exit

To resume an assessment, the student can open the NWEA State Solutions Secure Browser and enter the information from their test ticket. The assessment will continue from where the student left off.