

Maine Through Year Assessment

Quick Reference Guide

This document is intended to be a Quick Reference Guide to help locate documentation and guides that contain guidance and information on some of the most asked questions. We recommend saving this document to a place that is easily accessible or referring to the [Maine Connections Page](#) for repository of documentation and guides.

Maine DOE Policy Questions or Missing Students in Roster should be directed to the Maine DOE, all other questions related to the Maine Through Year Assessment should be directed to NWEA Partner Support: 1-855-430-1777, Monday – Friday from 7:00am to 8:00pm EST.

- [State Solutions Secure Browser](#) Setup with Systems Requirement Guide and [ME System and Technology Guide 23-24 SY](#).
- School State Codes – must be correct code and match in Acacia and MAP Growth
 - ME Through Year Assessment Coordinator Training - Spring 2024, slide 33.
 - Refer to School State Codes for 23/24 SY [here](#) by finding your School Org ID.
- Logging into Acacia via MAP Growth
 - [ME Through Year Manage Online Testing](#), page 5.
- Missing Students in Acacia
 - If a student is missing in Acacia but enrolled to the correct school in Synergy, please follow-up directly with the Maine DOE. Wait at least 36 hours after updating the record in Synergy, excluding Saturday and Sunday. **Maine DOE Contact:** Krista.Averill@maine.gov or 1-207-215-6528.
- MAP Growth Quick Reference Rostering Guide
 - [MAP Growth Quick Rostering Guide](#)
- Creating Student Groups for Testing and Reporting
 - [ME Through Year User and Student Management Guide](#), pages 16 and 17.
- Reporting in Acacia for Through Year Assessment
 - [Maine Through Year Reports Interpretive Guide](#).
- Transferring Students
 - [ME Through Year User and Student Management Guide](#), page 15.
- Item Type Sampler vs Maine Through Year Assessment
 - ME Through Year Assessment Coordinator Training - Spring 2024, slides 9, 10, and 11.
- Request for Paper Based Form
 - Found on the right side of the [Maine Connections Page](#) or [click here](#) to request paper-based forms (standard print or large print).
- Request a Test Reset
 - Found on the right side of the [Maine Connections Page](#) or [click here](#) to request a test reset based on this [process flow](#).