

The Maine Through Year Assessment Proctor User Guide

**Maine Spring 2023
Reading and Mathematics**

Contributors

Maine Through Year Assessments are administered by the Maine Department of Education (Maine DOE)

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The assessment contractor is NWEA. NWEA can be reached by calling Partner Support: 1-855-430-1777.

Assessment Year: Spring 2023

Last Update Date and By:

Date	By
January 2023	NWEA
February 2023	NWEA and Maine DOE

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Introduction

About the Maine Through Year Assessment

The Maine Through Year Assessment in Reading and Mathematics is developed to provide teachers, students, and parents with information on student learning strengths and needs throughout the year, as well as student performance according to Maine's accountability standards—the Common Core State Standards.

Students in grades 3–8 and second year of high school participate in the Maine Through Year Assessment. The exception to participation would occur in cases involving students with the most significant cognitive disabilities who have been found eligible for alternate assessments via the IEP Team Process. Only about one percent of all publicly funded Maine students in grades eligible for assessment participate in an alternate assessment. The rest of the student population (approximately 99%) participate in the Maine Through Year Assessment.

NWEA is the provider of the printed and online versions of the Maine Through Year Assessment through NWEA's assessment platform. The Spring 2023 assessments are available both online and in paper/pencil format. Paper-based forms are an accommodation per the student's IEP or 504 Plan; they are assigned via the student registration process and entered in the online platform by a proctor or scribe. NWEA will provide electronic copies of paper forms in Reading and Mathematics for schools to download and print and will ship braille forms requested via student registration. For more information, refer to the [ME Through Year Assessment User and Student Management Guide](#).

Who Should Read This Guide?

The Maine Through Year Assessment Proctor Guide is intended for use by proctors responsible for administering the Maine Through Year Reading and Mathematics Assessments to students. This guide provides the following details:

- assessment security
- proctor responsibilities
- how to navigate the Maine Through Year Administration Portal
- embedded accessibility features
- administering paper-based assessments (such as print on demand and braille)

Assessment Security

Assessment security refers to the established policies and defined procedures to ensure the integrity of the state assessment system, including maintaining the confidentiality of assessment items and answers. Assessment security is important to ensure the integrity, validity, and standardized delivery of the assessment. District and school personnel responsible for administering assessments should carefully adhere to assessment security regulations described in the [Maine Assessment Security Handbook](#). In particular, all Maine assessment materials must be kept secure. Do not photocopy or duplicate any portion of the assessment materials at any time; this includes photographs or screenshots. All district staff involved with administering the assessment must agree to follow all regulations by reading and signing an [Assessment Security and Data Privacy Agreement](#).

Proctor Responsibilities

Proctors are trained district employees who administer the Maine Through Year Assessments to students. It is the Proctor's responsibility to:

- review this entire manual *prior* to assessment administration, as well as the [ME Through Year Assessment Administration Guide](#);
- collect and return applicable assessment materials (test tickets, scratch paper and accommodated paper materials) to the School Assessment Coordinator, maintaining assessment security throughout;
- read and sign the [Assessment Security and Student Data Privacy Agreement](#);
- prepare the room for the assessment;
- provide students with the required universal tools, if applicable (scratch paper, pencils, erasers, etc.);
- ensure standardized assessment conditions in which no coaching or prompting occurs;
- follow the instructions in this manual as well as the [ME Through Year Assessment Administration Guide](#);
- when administering the assessment to students;
- report and document any issues that arise during assessment; and
- administer make-up assessments for students absent from scheduled assessment sessions, as directed.

Before you begin the Assessment, make sure you have

- completed all assessment administration trainings;
- printed the Student Test Tickets;
- provided each student with a pencil, eraser, and scratch paper;
- ensure no student is in possession of an electronic device other than their testing device;
- familiarized yourself with any support/accommodation needs of students in the room; and
- reported any obvious technology issues to the appropriate staff.

Navigating the Maine Through Year Management Platform - Acacia

System Requirements

The Maine Through Year management platform, Acacia, is supported on the latest versions of the following browsers:

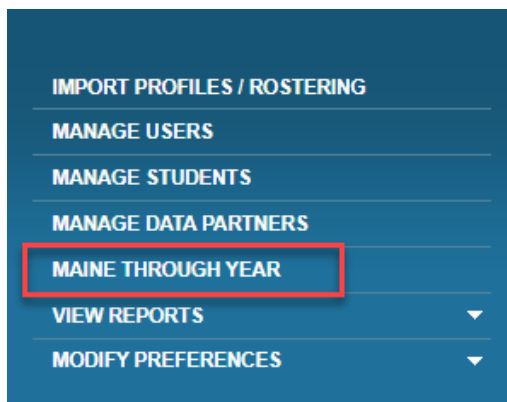
- Google Chrome™
- Mozilla Firefox
- Mozilla Firefox LTS
- Microsoft® Edge®
- Safari®
- Safari on iPad®

The website is optimally viewed using a 1280 x 1024 screen resolution. System functionality and screens may display, operate, or appear differently in different browsers and operating systems.

Access the Maine Through Year Management Platform

To access the Maine Through Year management platform:

1. Log in to MAP at <https://teach.mapnwea.org> using your MAP login credentials.
2. Select the **Maine Through Year** link in the left navigation menu.

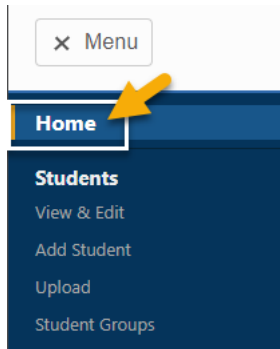


3. You will be automatically directed to the **Maine Through Year** management platform. Your user information and roles will be automatically synced from MAP Growth to the Maine Through Year management platform.

If you do not have a MAP Growth account, please contact your School or District Assessment Coordinator.

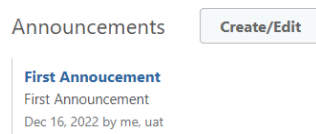
Maine Through Year Management Platform Home

Access the Maine Through Year management platform home page at any time by clicking **Home** at the top of the main menu on the left.



Find the following on the home page:

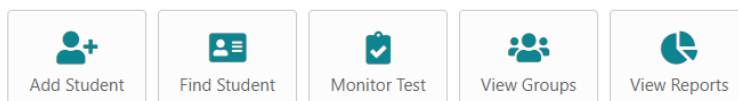
- **News & Announcements:** The left section of the home page contains announcements from the state and district.



- **Shortcuts:** Towards the bottom of the home page, find quick links to commonly used functions, such as Add Student, Monitor Test, or View Reports.

Note: Available shortcuts will vary based on assigned user roles.

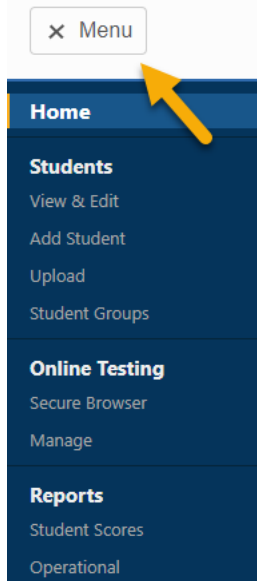
Shortcuts



Navigation Menu

To show or hide the menu, select the **Menu** button at the top left.

Note: Menu options for users will vary based on their assigned user role.



Profile, Help, and Logout

Next to the **Profile** icon are the **Help** and **Logout** icons.

The **Help** icon directs users to where they can find help documentation. Help documentation is a document library that will include PDF type files for common help topics.

The **Logout** icon closes your current session and redirects the web browser to the login page.



View Organization Information

Each SAU and school are categorized as an organization and have information associated with them, such as addresses. Permission to view this information is based on your role. For example, District Assessment Coordinators can view information at both the district and school level, while School Assessment Coordinators can only view information at the school level.

To view the organizations, you have permission to access:

1. In the main menu, select **Organizations > View & Edit Orgs.**
2. On the **View & Edit Organizations** page, enter the search criteria (organization type, name, code, or city).
3. Select **Search** to view the results.

Home / Organization / View & Edit Organizations

View & Edit Organizations

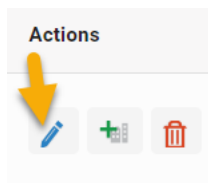
To view or edit an organization, complete the selections below and click the Search button. The matching results will display in the table below. To view or edit the organization, click the organization name or the edit icon. To add a new organization below the one that you are viewing, click the Add Organization icon. Please note that most users will not have edit access. but for Maine

Find Organization

Organization Type *	Organization Name	Organization Code
<input type="text" value="- Select -"/>	<input type="text"/>	<input type="text"/>
City		
<input type="text"/>		



Search

4. To view organization information, select the **Edit** icon in the **Actions** column. A profile page for the organization appears.



5. In the top right, four tabs are available: **General Info**, **Addresses**, **Users**, and **Structure**. Select the tab containing the information you want to view. Functionality varies based on your user role.

General Info Addresses Users Structure

6. **General Info:** View the organization name, code, type, and responsible organization (for example, the “responsible organization” for a school is an SAU).
7. **Addresses:** View the mailing address and billing address.
8. **Users:** View a list of users at the organization, including their email, role, and status. Select the **View & Edit** icon  in the **Actions** column to view or edit a user. Refer to the *User and Student Management Guide* for details.
9. **Structure:** View a list of child organizations (for example, a school is a “child organization” of a district). Select the **View & Edit** icon  in the **Actions** column to view a child organization.

Student Login Instructions



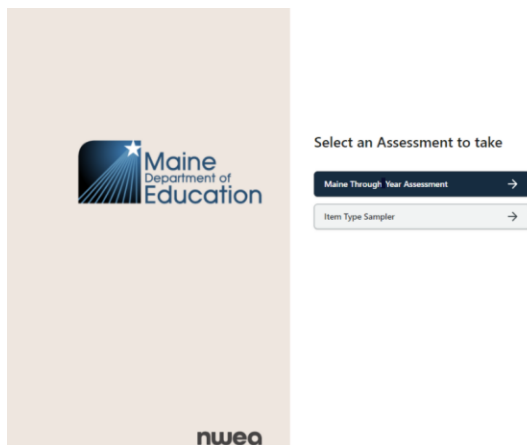
Students should double click on the NWEA State Solutions icon that appears on their screens.

Windows® desktop:
From the Start menu, choose NWEA State Solutions Secure Browser.

Mac® desktop:
Double-click the NWEA State Solutions Secure Browser icon on your desktop.

Chromebook™ or iPad:
Start the NWEA State Solutions Secure Browser app.

A login screen will appear.

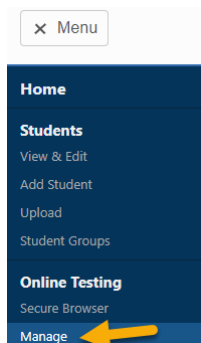


Students enter their Username, Password, and Session ID from their test ticket in the spaces provided on the screen. When all students are ready, students will select the **Maine Through Year Assessment** button.

Managing Online Testing

Use the **Manage Online Testing** page to monitor student testing status. To view and manage an Assessment session, complete the following steps.

1. In the main menu of the Maine Through Year Administration Portal, select **Online Testing> Manage**.



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

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 * Subject * Testing Grade * Organization *

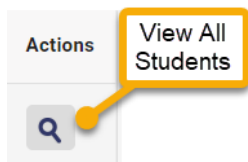
- Select - - Select - - Select - - Select or Type Organization -

Search

3. An overview of Testing progress for the criteria you selected appears. Below the Assessment status icons, the available Assessment session groups are listed, including the number of students in each status.













4. To view an Assessment session, click the **View Session** icon in the **Actions** column. To view all students, click the **View Session** icon for the **All Students** entry at the top of the results list.



5. A list of students in the session appears below the search filters.

View: Testing List Test Settings

Results: 2




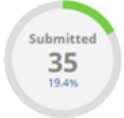
#	<input type="checkbox"/>	Name	State Student ID	Test Status ?	School	Group	Response Progress	Actions ?
1		PATH,HAPPY	229000006	 Nov 18, 2022 9:04 AM PST	TRAINING SCHOOL 1		<div><div></div></div>	   
2		TEST,TEST	229200003	 Nov 10, 2022 7:34 AM PST	TRAINING SCHOOL 1		<div><div></div></div>	   

Rows per page: 25 1-2 of 2 < >

6. Optionally, enter filters to view students meeting specific criteria, or select one of the Assessment status icons, such as **Ready to Test**, to view all students in that status.

Monitor Testing Status







When viewing a list of sessions or an individual session, the status monitor icons summarize the progress of students in that session or sessions. The available statuses are listed below.

Icon	Assessment Status Icon Description
	The Ready to Test icon displays the number and percentage of students who are enrolled and ready to take the assessment. It includes assessments in the Registered , Enrolled , and Ready to Test statuses. All assessments remaining in these statuses at the end of the assessment window are changed to Expired .
 	<p>The In Progress icon displays the number and percentage of students actively testing. It includes assessments in the In Progress status only.</p> <p>The Alerts icon displays the number and percentage of students who have logged out and have not completed an assessment or have an enrollment hold. These students need test ticket login information to log back in and complete an assessment. This count includes assessments in the Inactive and Enrollment Hold statuses.</p> <p>Note: If any assessment registrations are in the Enrollment Hold status during the week before the assessment starts, contact NWEA Partner Support to resolve the hold.</p>
	The Submitted icon displays the number and percentage of students who completed and submitted assessments. It includes assessments in the Submitted status only.

Student Assessment Status

When viewing a list of students in an assessment session or other set of search results under **Online Testing**.

Manage the status of each student's assessment is shown in the Assessment Status column. The available statuses are listed below.

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

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 should click the **Log Out** button in the upper righthand corner of their screen.



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

Problem Item Reporting

As a reminder, it is never permitted to take pictures or capture video of items or to communicate about items on the assessment. This is an assessment security breach. There are stringent item-quality checks in the development process, but students may occasionally encounter items that they believe are problematic.

When a student encounters a possible problem item, the Proctor should:

1. Collect the following information about the item:
 - a. Student's state ID
 - b. Grade and subject
 - c. 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.
 - d. Item Sequence or Question Number: You can find this on the student's assessment screen.
2. Navigate to the [Assessment Portal](#) on NWEA Connection.
3. Select Contact Maine Partner Support.
4. Choose the Email Us Option.
5. In the Subject field, enter Maine Through Year Problem Item.
6. In the body of the email, enter the information gathered in step 1.

Following this process ensures the quality of the assessments. Every problem item report is reviewed by NWEA.

Embedded Accessibility Features

Accessibility features are used to support students during the administration of an assessment. These features do not alter the assessment “construct” (what the assessment is measuring) or change the reliability or validity of the assessment results. Accessibility features are broken out into three groups: universal tools, designated supports, and accommodations, which are described in this section. Outlined below are the embedded accessibility features that are part of the Maine Through Year Assessment platform. For more information on **all** accessibility features, including non-embedded features, please refer to the [ME Through Year Accessibility Guide](#).

Universal Tools for All Students

Universal tools are supports or preferences that are available to all students taking the Maine Through Year Assessment. Universal tools do not need to be activated or added to the student’s record; they are automatically available to the student.

Embedded Universal Tools


Feature	Description
Answer Eliminator	The Answer Eliminator is used as an assessment-taking strategy to cross out answer choices with the response still visible.
Calculator	An embedded basic, scientific, or graphing Calculator is available, depending on the assessment, grade, and item; tool is available only with the specific items for which the tool would be appropriate.
Color Contrast	Shows a variety of color contrasting options for students to choose during the assessment.
Glossary	Certain words or phrases in the item are underlined with dots, and information about that word or phrase will pop up when selected. These words and phrases are part of the assessment content and do not provide extra context for the answer.
Graph Paper	Graph paper pop-up to plot points and lines. Hard copy graph paper may also be provided.
Help Videos	Help videos are available within the secure assessment engine and show students how to respond to item types and use tools.
Highlighter	Highlight is used to mark words or numbers. This tool allows a student to highlight text and erase highlights that have been made.

Feature	Description
Keyboard Navigation	The student can navigate throughout assessment content by using a keyboard, e.g., arrow keys. This feature may differ depending on the assessment platform or device.
Line Reader	The student can use this feature as a guide when reading text.
Notepad	Notepad is used as an assessment-taking strategy to take notes on an item.
Protractor	The protractor is to measure angles in degrees.
Reference Sheet	Displays conversion tables, formulas, etc. as aids to the student.
Ruler	Customary Ruler and Metric Ruler are used to measure images within an item. Tool is available only with the specific items for which the tool would be appropriate.
Zoom	Students can magnify the entire screen; includes content of assessment as well as all tools.

Designated Supports for Some Students

Supports outlined below may provide increased accessibility within the assessment. Utilization and implementation of supports is determined on an individual basis by an educational team, for example as part of a multi-tiered system of supports (MTSS), Response to Intervention (RTI), Individual Language Acquisition Plan (ILAP), and/or Student Assistance Team. **Supports must be consistent with the student's normal routine during classroom instruction.**

Embedded Designated Support

Tool	Tool Icon	Description
Provision within online platform that must be assigned to individual student by DAC/SAC		
Text-to-Speech (TTS)		Text is read aloud to the student via (embedded) TTS technology. Audio is provided for directions, questions, and answer choices, but is not provided for passages in the Reading assessment. TTS should be consistent with the student's normal routine during classroom instruction. Headphones/earbuds are necessary unless tested individually in a separate setting.

Accommodations Requiring IEP/504 Documentation

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.

Embedded Accommodations

Tool	Description
Braille	<p>Both contracted and un-contracted Braille (English Braille, American Edition or Unified English Braille) are available as indicated by a student's IEP/504 Plan. Students who require a Braille assessment will be sent a transcribed paper-based assessment.</p> <p>All of the student's answers are entered by the assessment administrator or proctor directly into the assessment platform. Once the student's answers have been entered into the platform, the braille forms are destroyed on-site.</p>
Paper Based + Large Print	<p>For students with an IEP/504 plan that requires assessments to be paper-based and not administered online.</p> <p>Paper-based and large print forms are print-on-demand, and all answers are entered by the assessment administrator or proctor directly into the assessment platform. Once the student's answers have been entered into the platform, the paper forms are destroyed on-site.</p>

Administering Accommodated Paper-Based Forms, Large Print and Braille

Proctor Responsibilities: Paper-Based and Large Print Forms

In addition to the tasks listed in Proctor Responsibilities, proctors must do the following when administering Paper-Based and Large Print Assessments:

- receive Assessment booklets from the School Assessment Coordinator;
- distribute Assessment booklets to students;
- verify that each student has a pencil, eraser, and scratch paper available;
- ensure students have access to the appropriate universal tools, including a calculator for the applicable grade levels and assessment parts;
- fill in the student's name on the front of the assessment book;
- make sure students are working in the correct place in the book;
- return all assessment materials to the School Assessment Coordinator when assessment is complete; and
- if assigned to transcribe student answers, take student responses from the assessment book, and transcribe the answers into the online assessment engine.

Braille Assessments

Maine Through Year Assessment booklets are available in braille as an accommodation for students who require this format. These students may need assistance indicating their responses. If so, proctors will need to provide the appropriate response accommodation for students using this format (e.g., students indicate their answers directly in the formatted braille assessment booklets or respond using a braille writer).

When braille materials are ordered through the registration file, all materials will be shipped to the School Assessment Coordinator at the school mailing address on file with Maine DOE. The paper accommodated assessment could be used as a reference for proctors who administer the braille versions of the assessments. Braille responses must be transcribed into the online assessment engine following the procedures outlined in the Transcribing Paper Accommodated Assessments section of this manual.

Transcribing Paper Accommodated Assessments

During or immediately following assessment administration, student responses for paper-based accommodated assessment **must** be transcribed into the online assessment engine. To transcribe responses requires the proctor or other designated and authorized district or school personnel to log in to the NWEA State Solutions Secure Browser using the student's test ticket.

Follow these steps to transcribe student answers:

1. Obtain the student's test ticket from the School Assessment Coordinator.
2. After the student has completed the paper accommodated assessment, use a device that has the NWEA State Solutions Secure Browser software installed and use the student's test ticket to log in to the student's assessment.
3. For security reasons, Maine DOE recommends a second trained staff member be present to verify all transcriptions, when feasible.
4. Begin transcribing student responses. Once you have finished, submit the assessment. The Proctor should then return all printed assessment materials to the School Assessment Coordinator.

Transcribing is the process of moving the student's assessment response to another medium by a district employee. Transcribe the student's responses as faithfully and as completely as possible and follow the qualifications and procedures outlined below:

- The transcriber must be a current employee of the school district.
- The transcriber must be trained in assessment administration and sign an [Assessment Security and Data Privacy Agreement](#).
- Transcription must take place in a secure location.
- The assessment is transcribed exactly as the student answered the assessment items.

Technology Challenges and Additional Questions

Technology Challenges During the Assessment

Although every effort has been made to ensure that the Maine Through Year Assessment will function properly at all sites, it is possible that some schools might experience circumstances that prevent or interrupt the assessment session. Proctors should follow local procedures for reporting technology issues and receiving assistance.

Proctors should also follow local procedures for alternate plans in case students are not able to take the assessment as planned. Check with your School Assessment Coordinator.

As a rule, students should sit no more than 10–15 minutes at a non-working device. If the technology issue is affecting the entire group in the assessment session, the students should return to an instructional activity after 10–15 minutes, and the assessment session should be rescheduled. If the technology issue is affecting only one student, the student should be given an alternate device to complete the assessment. If there is no device available, the student should return to an instructional activity and will need to attend a make-up session.

When significant technology issues occur, such as many students unable to log in, the Assessment engine is not responding, or other issues that cannot be resolved by site-based technology staff, District Assessment Coordinators should call NWEA Maine Customer Service immediately. In the case of unresolvable technology failures, District Assessment Coordinators should also call the DOE to determine the next steps.

Additional Questions

If you have additional questions about Assessment procedures or policies, please contact **Krista Averill, Assessment Coordinator, at the Maine Department of Education** at Krista.Averill@maine.gov or 1-207-215-6528.

If you have any questions about technology setup and installation, NWEA can be reached by calling Partner Support at 1-855-430-1777.

Customer Service representatives will make every attempt to answer your questions and escalate issues when appropriate. All contacts with the support team are tracked and documented.

Representatives are available from 7:00 a.m. to 8:00 p.m. EST, Monday through Friday.