New Meridian
Science Exchange

Maine Department of Education

Maine Science Assessment Training Module:
Setting Up Accounts in ADAM

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New Meridian

School Year 2024-2025

Module Overview

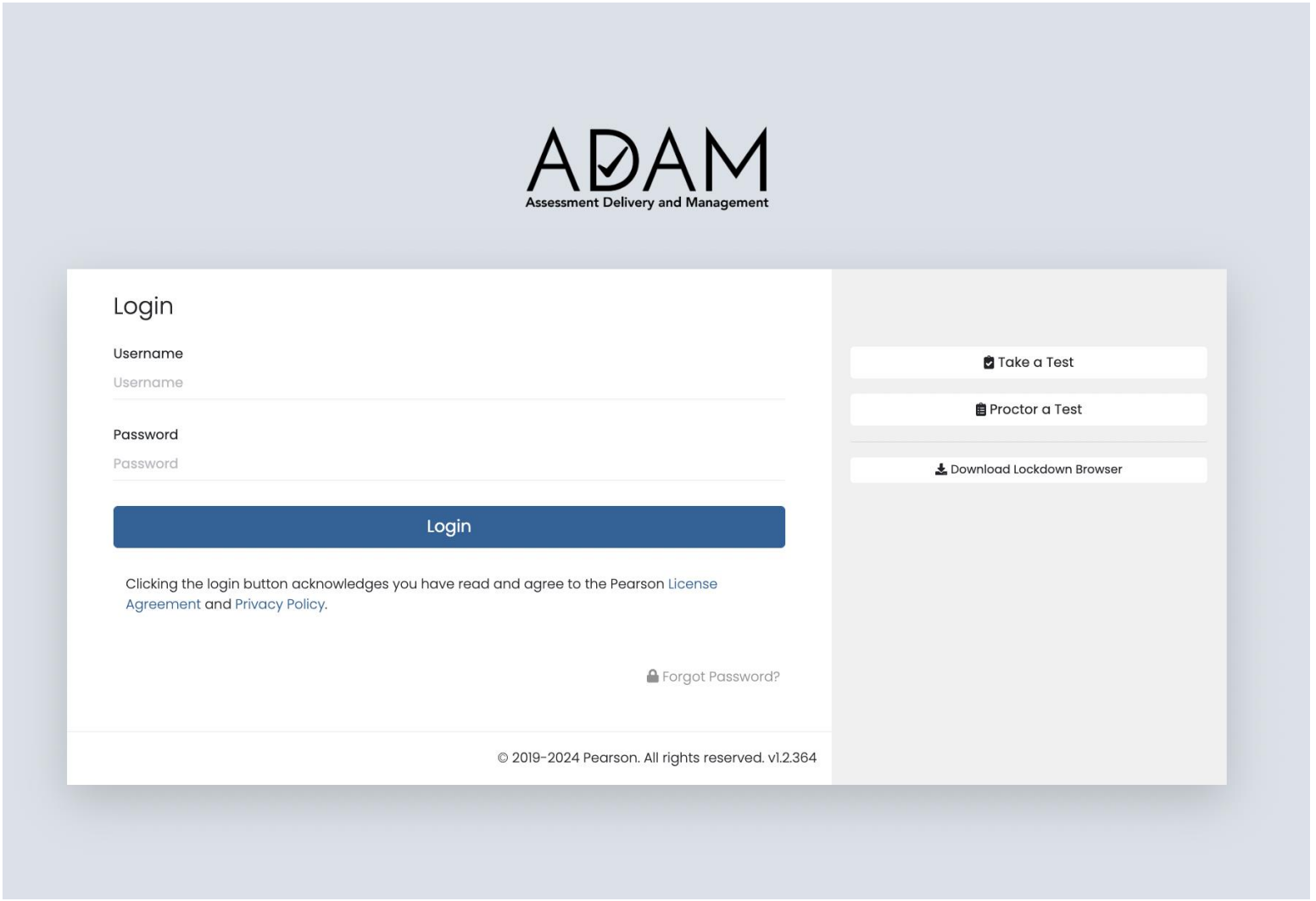
- User accounts in ADAM
- How to access your account for 2024 - 2025
- Roles and Permissions overview
- Access timeline
- How To: DACs create accounts for School Assessment Coordinators (SACs)
- Access checklist
- How to get help

District and School Coordinator Accounts in ADAM

- Returning District Assessment Coordinators (DACs) and School Assessment Coordinators (SACs) will have their accounts retained for Spring 2025.
- DACs/SACs can access their accounts by entering their SAU/school email at https://adamexam.com, and password. If password is forgotten, then select "Forgot Password" to create a new password for Spring 2025.
- New DAC accounts will be created by Maine DOE.
- DACs will create accounts in ADAM for their new District Technology Coordinators (DTCs) and SACs and **remove previous DTC and SAC accounts as necessary**.
- SACs will create accounts in ADAM for new School Technology Coordinators (STCs) and **remove previous STC accounts as necessary**.
- **Teachers and Proctors do not have individual account logins.** They will use Test Codes and Proctor Codes to administer assessments.

How to Log In to ADAM

https://adamexam.com



Roles

District Assessment Coordinators and School Assessment Coordinators

- Access the proctor dashboard through the test admin cards when logged in to ADAM
- View and manage multiple proctor groups in their school or district
- Have authority to pause, resume, and reseat student test sessions
- Create and manage proctor groups

Teachers and other Proctors

- Access the proctor dashboard with a test code and proctor code unique to each proctor group per session
- View and manage only the students in that specific proctor group and session
- Have authority to pause, resume, and reseat student test sessions
- Cannot create or manage proctor groups

Roles and Permissions

	DAC	DTC	SAC	STC	Teacher	Proctor
User access						
Make user accounts for district users	x					
Make user accounts for school users	x	x	x			
Student rostering						
Change student preferred name	x	x	x	x		
Add/remove/edit students' accommodations	x	x	x	x		x - TTS only
Request paper accommodation	x					
Create/delete/edit a class	x	x	x	x		
Add/remove/change students class assignment	x	x	x	x		
Test assignment						
View test assignments/test admins	x	x	x	x		
Change student test assignment	x	x	x	x		
View/print test tickets	x	x	x	x		x
View/print roster lists	x	x	x	x		x
Test proctoring						
View test progress	x	x	x	x		x
Reseat a student	x	x	x	x		x
Unsubmit a test						
Request to unsubmit a test	x					
View student test progress	x	x	x	x		x
Add/remove TTS for student's current session	x	x	x	x		x
Activity reports						
View/export activity/progress for district	x	x				
View/export activity/progress for schools	x	x	x	x		

ACCESS TO ADAM TIMELINE – HIGH SCHOOL ADMINISTRATIONS

HIGH SCHOOL

FEBRUARY 4

2025

DACS / SACS ACCESS TO ADAM IS ENABLED

MANAGE (CREATE / REMOVE) OTHER DISTRICT AND SCHOOL ACCOUNTS

FEBRUARY 4

2025

STUDENT ROSTERS ARE AVAILABLE IN ADAM FOR HIGH SCHOOL

MANAGE (CREATE / EDIT) CLASSES FOR HIGH SCHOOL

MANAGE STUDENT SUPPORTS AND ACCOMMODATIONS FOR HIGH SCHOOL

FEBRUARY 25

2025

TEST ADMINS ARE AVAILABLE IN ADAM FOR HIGH SCHOOL

CONFIRM STUDENT TEST ASSIGNMENTS AND SUPPORTS/ ACCOMMODATIONS

MAKE ADDITIONAL PROCTOR GROUPS

APRIL 2

2025

SPRING 2025 ASSESSMENT WINDOW OPENS FOR HIGH SCHOOL

ACCESS TO ADAM TIMELINE – GRADES 5 AND 8 ADMINISTRATIONS

GRADES 5 AND 8

FEBRUARY 4
2025

DACS / SACS ACCESS TO ADAM IS ENABLED

MANAGE (CREATE / REMOVE) OTHER DISTRICT AND SCHOOL ACCOUNTS

APRIL 2
2025

STUDENT ROSTERS ARE AVAILABLE IN ADAM FOR GRADES 5 AND 8

MANAGE (CREATE / EDIT) CLASSES FOR GRADES 5 AND 8

MANAGE STUDENT SUPPORTS AND ACCOMMODATIONS FOR GRADES 5 AND 8

APRIL 2
2025

TEST ADMINS ARE AVAILABLE IN ADAM FOR GRADES 5 AND 8

CONFIRM STUDENT TEST ASSIGNMENTS AND SUPPORTS/ ACCOMMODATIONS

MAKE ADDITIONAL PROCTOR GROUPS

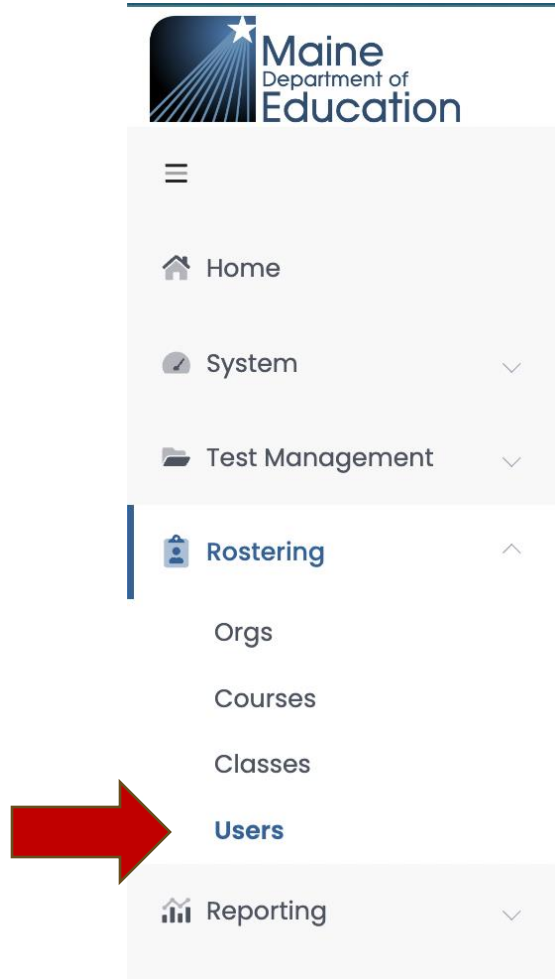
MAY 12
2025

SPRING 2025 ASSESSMENT WINDOW OPENS FOR GRADES 5 AND 8

How To Manage User Accounts in ADAM

STEPS

1. Log in to your DAC or SAC account at adamexam.com
2. From your Home Page find the navigation menu on the left side of the screen
3. Select Rostering
4. From the Rostering submenu select Users



How To Manage User Accounts in ADAM (continued)

STEPS…

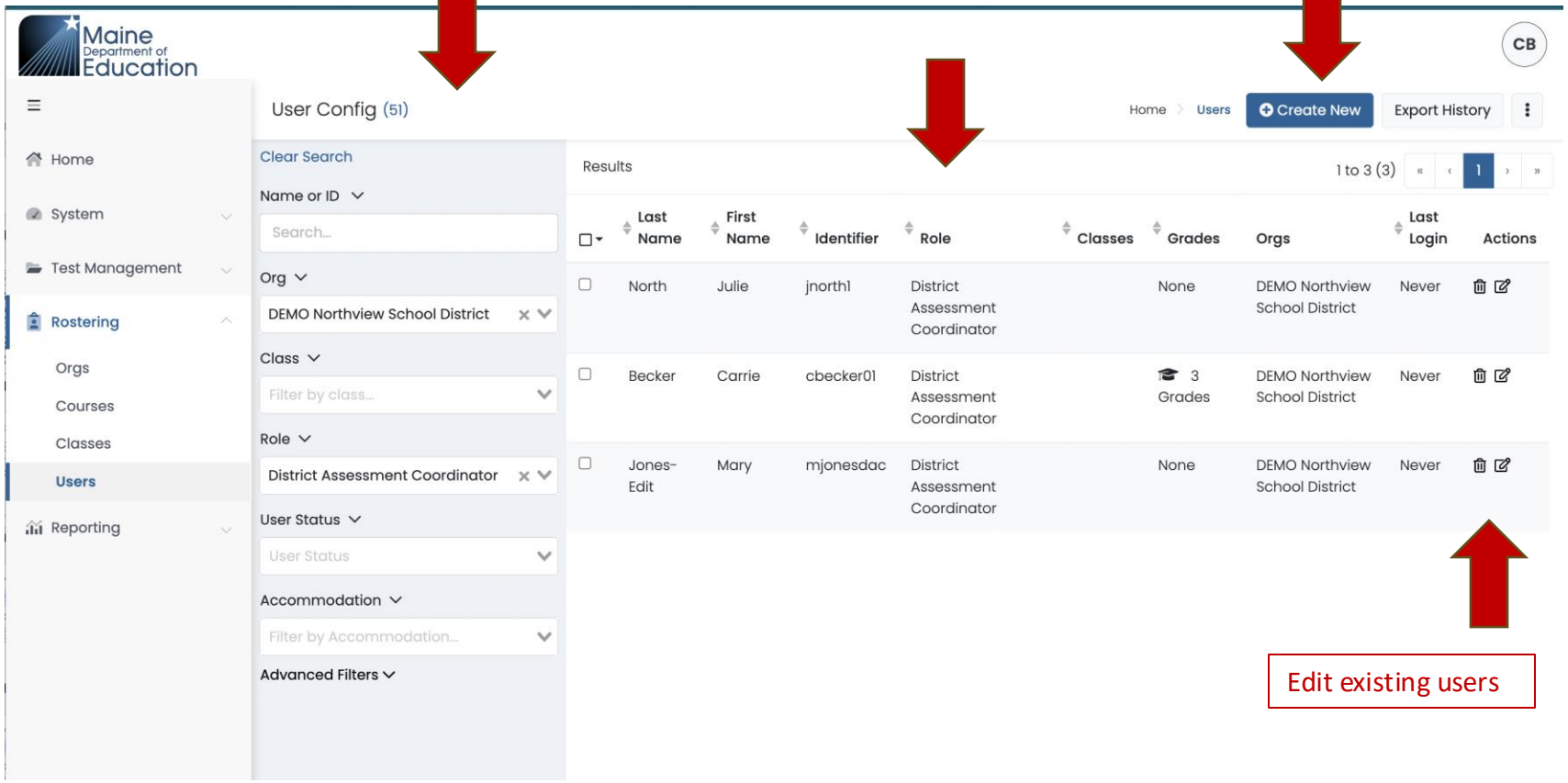
5. Search for existing users to edit or create a new school or district user (depending on your own role permissions)

Search for DACs, DTCs, SACs, and STCs by Name, Org, Role

Find and sort by user details including Name, Role, Org

Create a new user based on your own role permissions

Open "User Config" page from the Users option under Rostering in the left navigation bar



Edit existing users

How To Manage User Accounts in ADAM (continued)

STEPS…

6. User Setup Page: Add or Edit user information for DTCs, SACs, STCs

Create new user

Home > Users | Create New | Export History

1 to 3 (3) « ‹ 1 › »

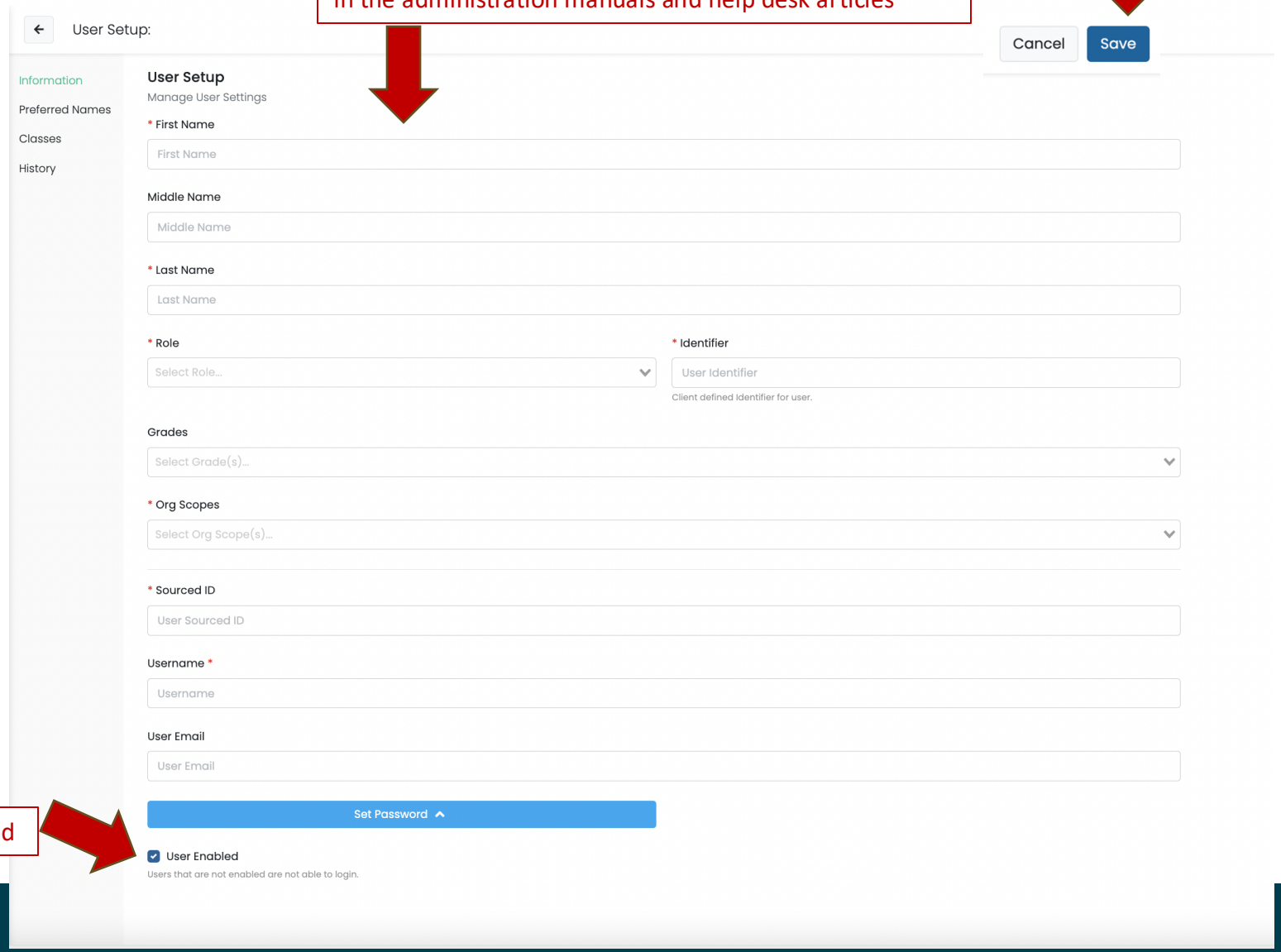
Classes	Grades	Orgs	Last Login	Actions
	None	DEMO Northview School District	Never	

Edit existing user

On the “User Config” page select “Create New” or click on the Edit action button in an existing user’s row of information to get to the “User Setup” page

Add or edit information. Detailed directions are available in the administration manuals and help desk articles

Don’t forget to save

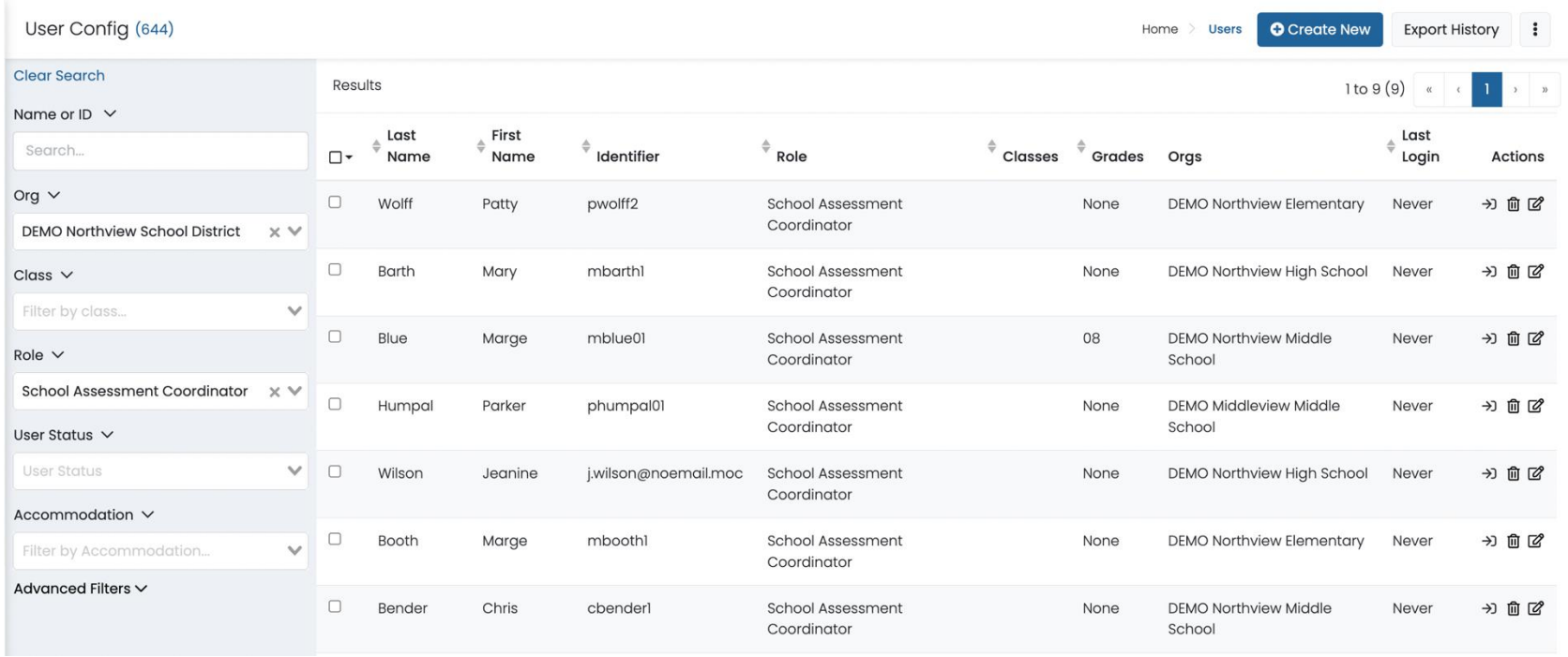


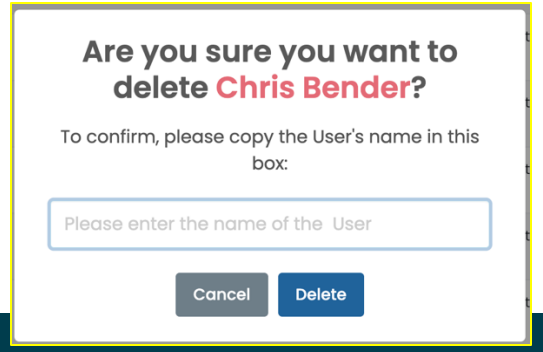
Make sure user is enabled

How To Manage User Accounts in ADAM (continued)

STEPS…

7. Delete the accounts of any DTCs, SACs, or STCs that are still in the system from last year who are no longer authorized to those roles for your organization.





Delete existing accounts using the trash can icon and complete the confirmation box that will appear

Account Access Checklist

DACs

- ❑ Returning DACs– Log into ADAM with your email and last year's password when ADAM opens for Spring 2025 in February. Reset your password if necessary.
- ❑ New DACs – Log in to ADAM after receiving email that an account has been created for you (by MDOE), when ADAM opens for Spring 2025 in February.
- ❑ All DACs - Check your district (DTC) and school coordinator (SAC) accounts. Add new or edit existing accounts as necessary.
- ❑ All DACs – Delete any DTCs or SACs from last year who are no longer authorized to those roles.
- ❑ All DACs – When rosters and admins become available in ADAM, review and manage classes, student supports/accommodations, and test assignments before testing windows open.

SACs

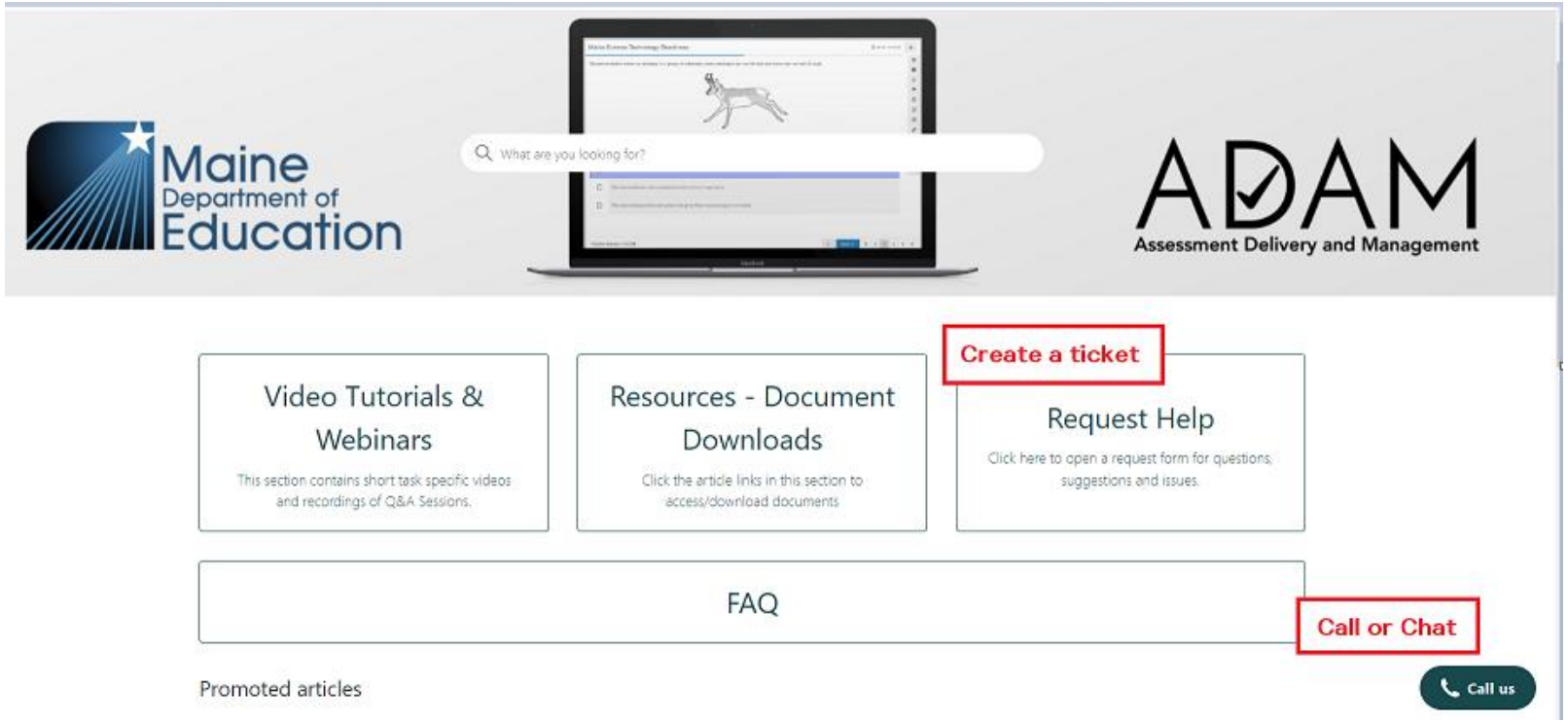
- ❑ Returning SACs– Log into ADAM with your email and last year's password when ADAM opens for Spring 2025 in February. Reset your password if necessary.
- ❑ New SACs – Log in to ADAM after receiving email that an account has been created for you (by your DAC), when ADAM opens for Spring 2025 in February.
- ❑ All SACs - Check your school coordinator (SAC, STC) accounts. Add new or edit existing accounts as necessary.
- ❑ All SACs – Delete any STCs or SACs from last year who are no longer authorized to those roles.
- ❑ All SACs – When rosters and admins become available in ADAM, review and manage classes, student supports/accommodations, and test assignments before testing windows open.

Account Access Resources at the Maine Science Support Desk

Maine Science Support Desk is Full of Up-to-Date Information

Toll Free Number: 855-544-0842 *or*

Online Self-Service: https://mescience.zendesk.com



SAU Science Assessment Administration Support

* *Note the New Meridian/MZD Help Desk contact information provided here is unique to Maine Science.*

Math and Reading assessments have a separate, different help desk.

Maine Department of Education

Science Assessment Coordinator

Krista.Averill@maine.gov or 207-215-2568

- Maine Science | Department of Education – Resource Page
- Accommodations, irregularities, assessment content, and policy questions

MEDMS Support Team

MEDMS.Support@maine.gov or (207) 624-6896

- Questions regarding assessment rosters in NEO

New Meridian/MZD

Toll Free Number: 855-544-0842 *or*

Online Self-Service: https://mescience.zendesk.com

- Lockdown Browser (LDB) installation issues, LDB not working
- Log in credentials & support
- Rostering information and support
- ADAM Platform

New Meridian
Science Exchange

Thank you!