Quick Guide – Starting Your Maine Science Assessment

MAINE SCIENCE ASSESSMENT

SPRING 2024

ADAM
Assessment Delivery and Management

Table of Contents

Introduction

This Quick Guide can be used along with the tutorial, explaining from a student's perspective

1. How to sign in to the science assessment in the lockdown browser.
2. How to navigate the assessment from the Welcome page through the Review page.
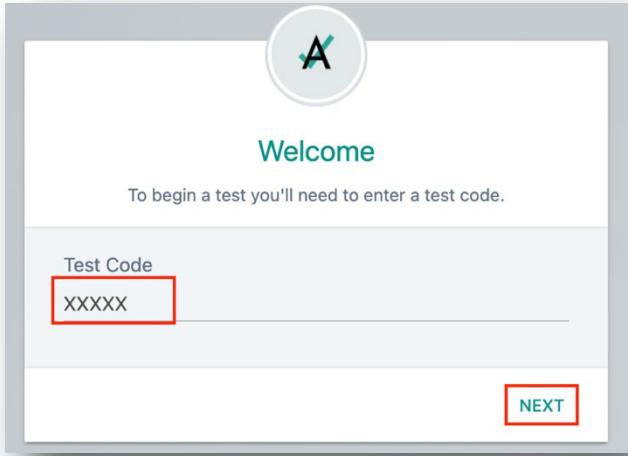3. The tools you can use while taking the assessment.

This document is part of a suite of guides and manuals available at https://mescience.zendesk.com for the Spring 2024 Maine Science Assessment, including:
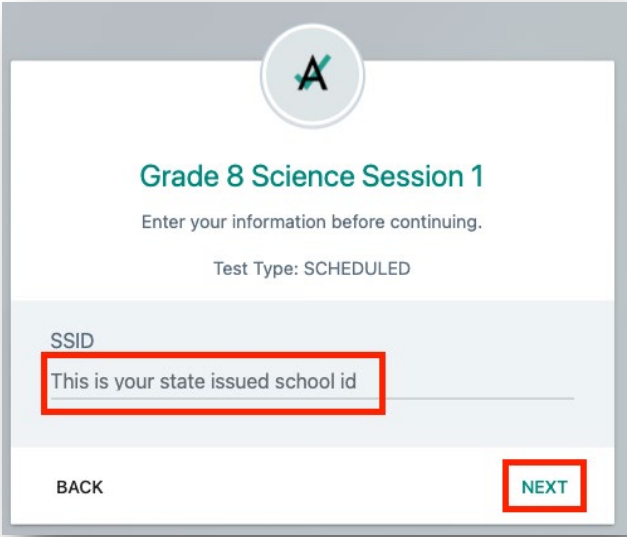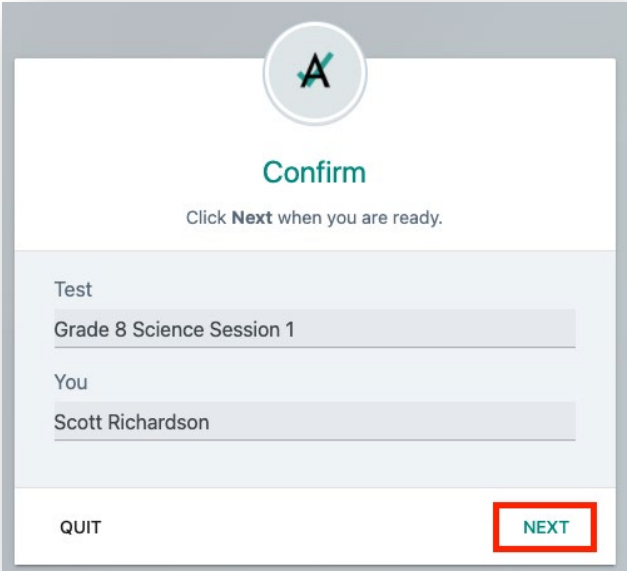
- o ADAM Platform User Guide
- o Assessment Administration Manuals, one each for grade 5, grade 8, and 3rd year of high school
- o Device, System, and Lockdown Browser Installation Guide
- o Accessibility Guide
- o Principal and Assessment Coordinator Manual
- o Proctor User Guide
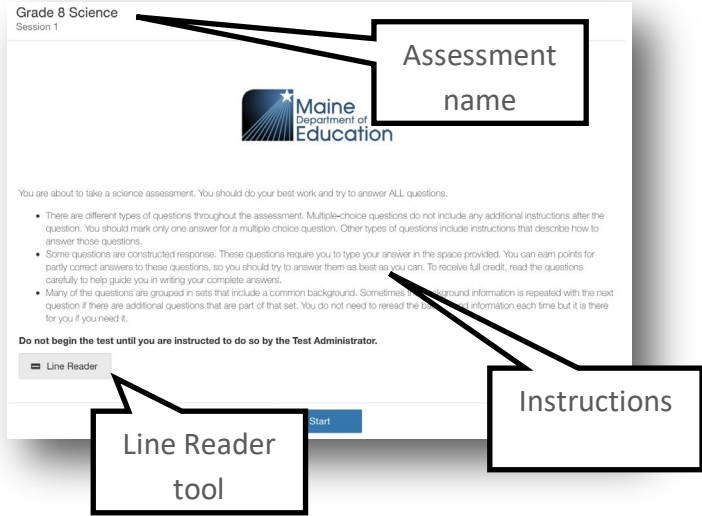- o Quick Guide – Starting your Maine Science Assessment (**THIS DOCUMENT**)

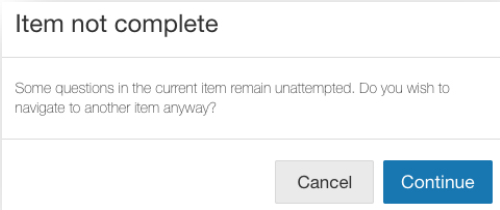If questions arise, or if any situation occurs that could cause any part of the science assessment administration to be compromised, assessment coordinators should contact **Krista Averill, Assessment Coordinator at the Maine Department of Education** at krista.averill@maine.gov OR 207-215-6528.

If after reading this guide, you still need assistance, contact the Maine Science Support Desk at: https://mescience.zendesk.com.

How to Log in to the Assessment
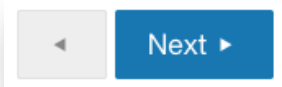
1	When your teacher/proctor instructs you to open the lockdown browser, select the Adam Lockdown Browser icon.	
2	When your teacher/proctor provides you with the assessment card, type the test code into the open Test Code field. Select the NEXT button to continue.	

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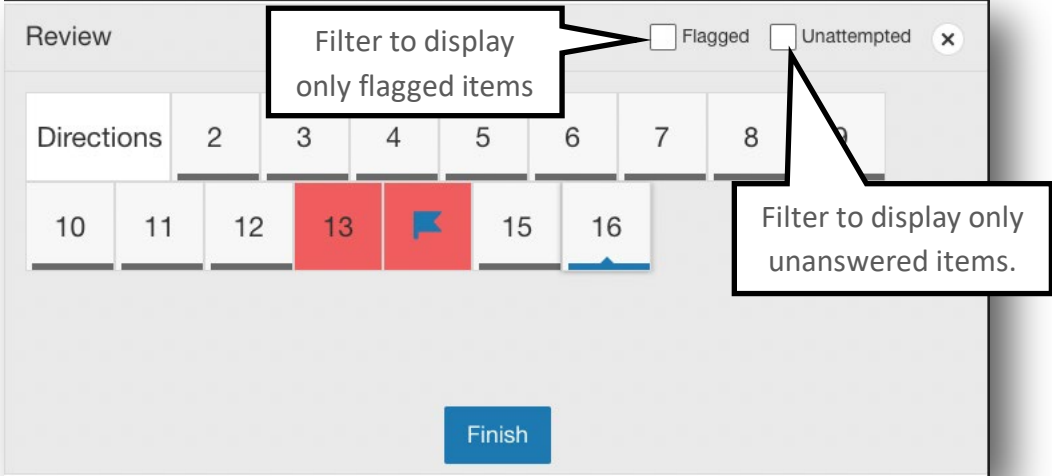| 3	Enter your Student State ID as it appears on your assessment card. Select the NEXT button to continue.	
4	Verify the assessment name in the Test field and your name in the You field. Select the NEXT button to continue.	

5	Read the assessment introduction and instructions. Select the **Start** button to begin.	 Assessment name Instructions Line Reader tool
6	The **Next** button moves you forward through the questions. You may use the back arrow to move to previous questions.	
7	You can see the item number you are on by looking in the upper right part of each page.	
8	If you move to another question without first answering the question you are on, you will receive a warning message. NOTE: You can come back to these questions later.	

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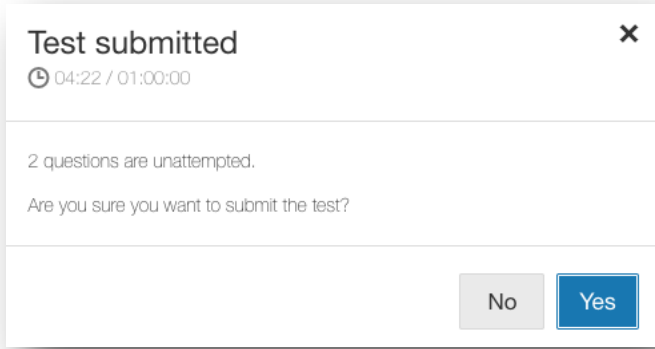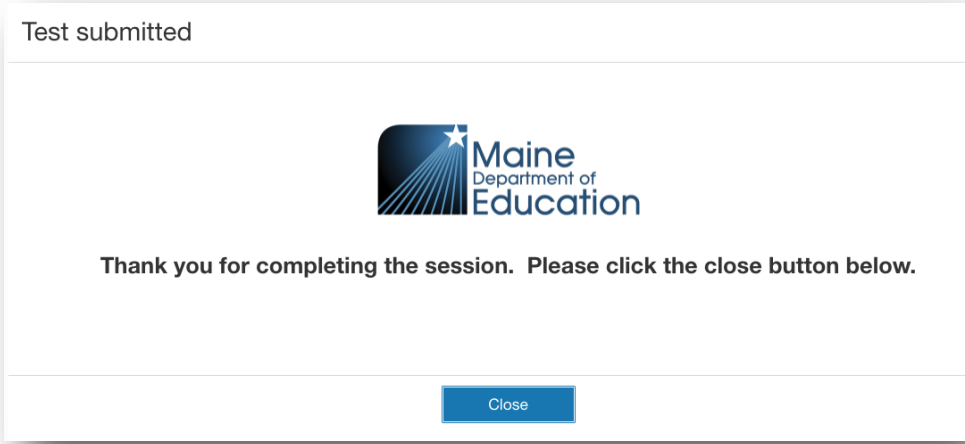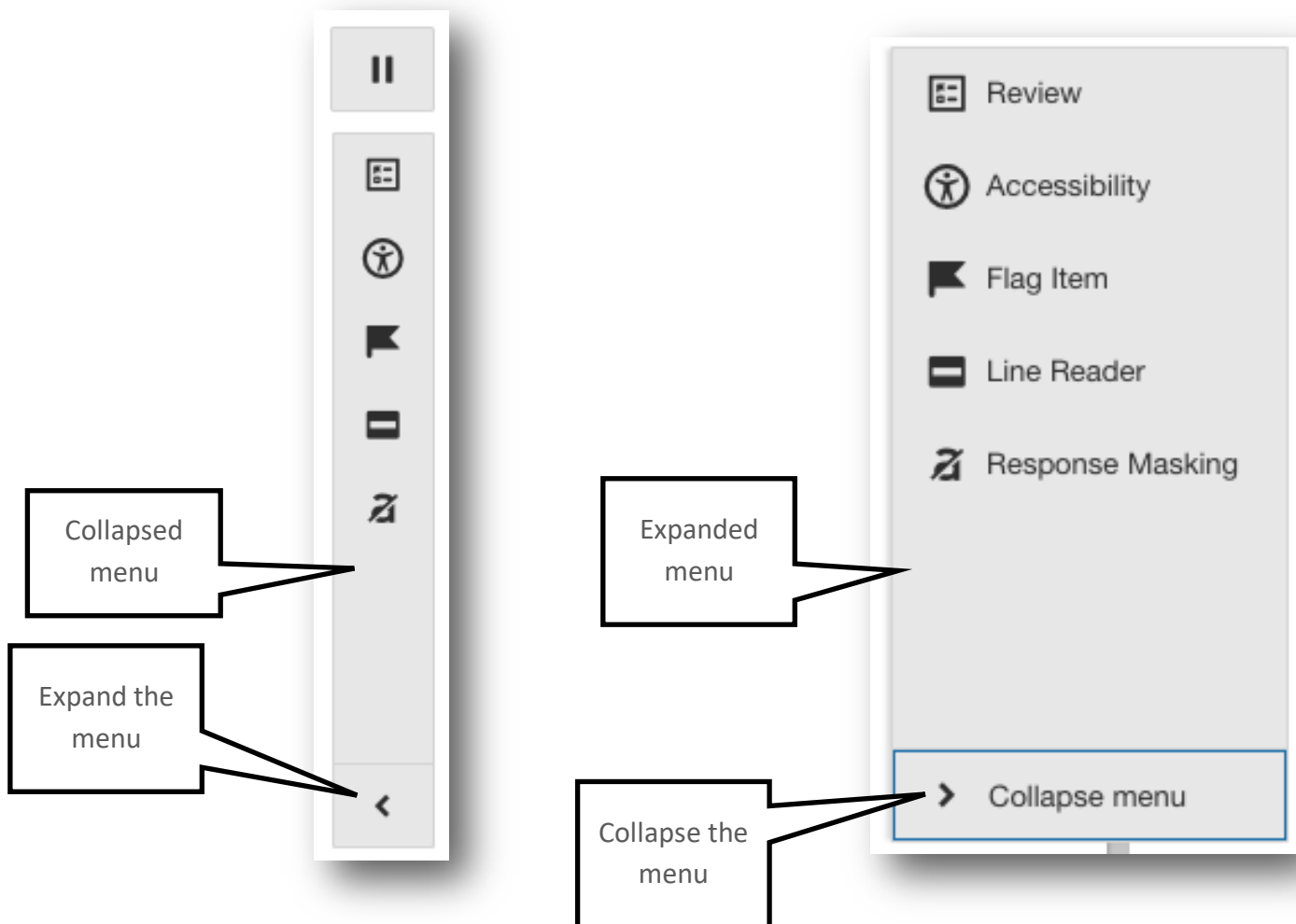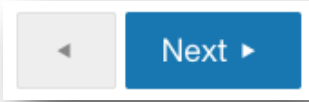| 9	After answering the last question, the **Next** button takes you to the Review page. Note: You can navigate back to unanswered or flagged questions from the Review page.	
10	 The review screen (on the Review page) is presented at the end of the assessment, even if all items have been answered. In this review screen, we see two unanswered questions (questions 13 and 14). You can also see that question 14 has been flagged by the student. You can select any item number and review the item before submitting the assessment. More information about flagged items can be found on the table on page 9. Select the **Finish** button to submit the assessment.	

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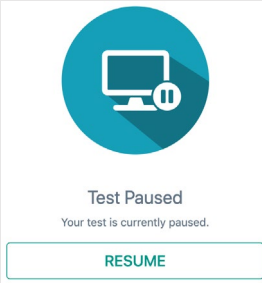| 11	This is the final screen asking for your permission to submit. ● Select the **Yes** button to submit. ● Select the **No** button to return to the Review screen.	**Test submitted** ✕ 🕐 04:22 / 01:00:00 2 questions are unattempted. Are you sure you want to submit the test? [No] [Yes]
12		**Test submitted** Maine Department of Education **Thank you for completing the session. Please click the close button below.** [Close] Select the **Close** button to exit the lockdown browser.

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Tools Available During the Assessment
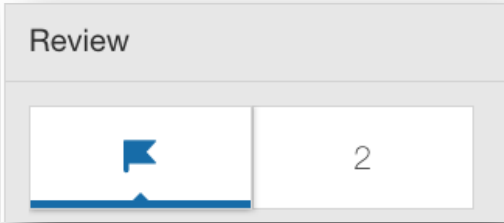
There are many tools available to assist you during the test. Not all are available for all tests. The applicable tools will be reviewed prior to the start of the test.

Collapsed menu

Expand the menu

Expanded menu

Review

Accessibility

Flag Item

Line Reader

Response Masking

Collapse menu

Collapse the menu

The question navigation is displayed at the bottom of the page.
You may move forward through the questions by selecting the **Next** button.
You can move to previous questions using the back arrow button.
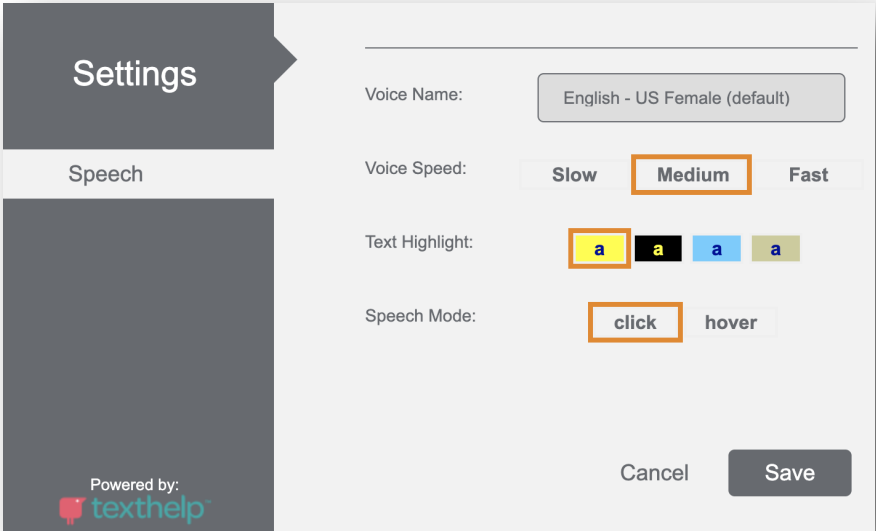
	The **Pause** button allows you to "pause" your test session. This should be used when you need to leave your workstation momentarily. The proctor is notified when your test is paused.
	You will see the RESUME button once you select the pause button. To resume the assessment, you should select the RESUME button.
Accessibility	The accessibility menu option gives you the option to • Change the color of the background and text. • Change the font size. • Read the instructions for using built-in browser zoom.

Flag Item	If you set a flag on a question, the lockdown browser displays it on the Review page. It is reminding you to look again at this question. In this example, question 1 is flagged. Review [flag icon] 2
Unflag item	You can remove the flag by selecting **Unflag item**.
Response Masking	When response masking is on, answer options can be shaded on the screen to help you think through your response. Mask an answer option by selecting it. To remove the masking, you select the answer option again.
Highlight ▼	Apply highlighting to a section of text by first selecting the text, then choosing the highlight color using the pop-up Highlight drop-down menu.
Remove	After highlighting text, the highlight can be removed by first selecting the highlighted text. Then select the remove option from the pop-up.
Text to Speech	When Text to Speech (TTS) is enabled, this option toggles the TTS player (found at the top of the page) on and off. Only students with an assigned accessibility tool will be able to use TTS for the Science Assessment.

	Select to collapse or expand the TTS toolbar.
	Select to start TTS, then select anywhere in the text to start reading aloud.
	Speak (read aloud) the current selection.
	Pause speech.
	Stops speech playback.

The text to speech player enables features for TTS.

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⚙️	Change TTS settings. **Settings for Text to Speech** **Settings** Speech Voice Name: [English - US Female (default)] Voice Speed: Slow **Medium** Fast Text Highlight: a a a a Speech Mode: click hover Powered by: texthelp Cancel Save
✛	Select, hold, and drag to move the toolbar.

END OF GUIDE