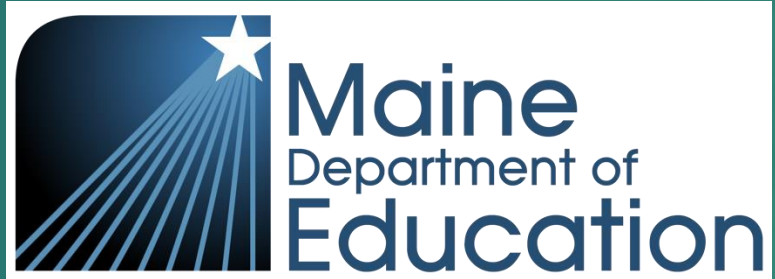




New Meridian

**Science Exchange**



# Maine Science Assessment Training Module: **Student Accessibility**

Sponsor: Krista Averill, Assessment Coordinator, Maine DOE

Presenter: Science Assessment Technical Support



New Meridian

School Year 2024-2025

# Session Overview

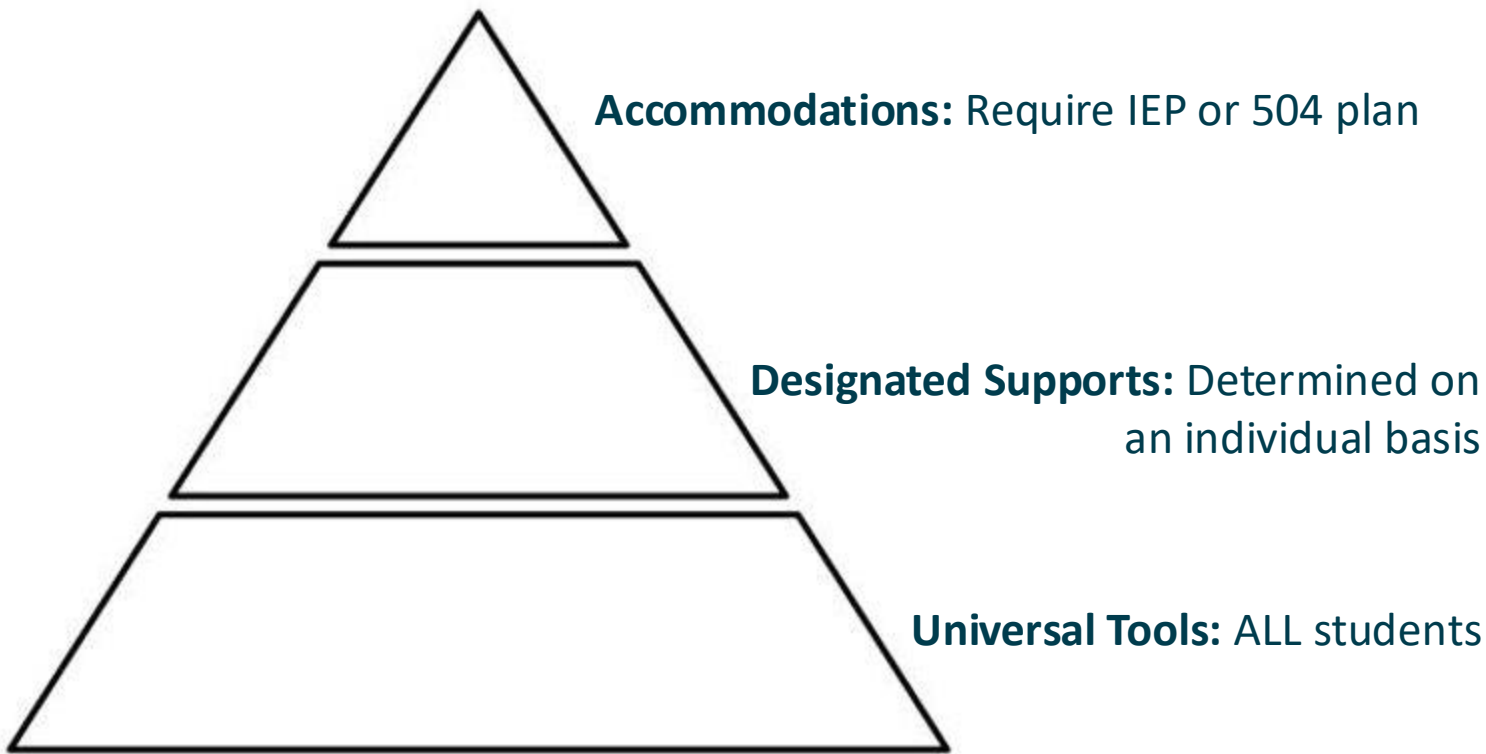
- Accessibility Features
  - Universal Tools
  - Designated Supports
  - Accommodations
- Managing Supports/Accommodations in ADAM



## Reminder about DAC and SAC 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.

# Maine Science Assessment 2025 Accessibility Features



Embedded	Non-Embedded
Impacts delivery of the assessment within the ADAM platform	Features provided locally that do not change the assessment within the ADAM platform

# Embedded Universal Tools

Embedded Universal Tools for All Students	
Tool	Description
Provided within online assessment platform to all students automatically	
Review	Review page shows flagged items for review and items not attempted.
Accessibility	Accessibility options of Color Scheme / Font Size / Zoom enlargement
Flag or Bookmark	Ability to flag or bookmark an item to return to for review.
Line Reader	The line reader tool helps focus on reading one line of text at a time.
Response Masking	Ability to hide/cover an answer choice – not available on all item types such as technology enhanced.

# Non-Embedded Universal Tools

Non-Embedded Universal Tools for All Students	
Tool	Description
Provided by the proctor to all students	
Scrap/Scratch Paper	The student uses scratch paper, an individual erasable whiteboard, or an assistive technology device to make notes or record responses. Scratch paper can be lined, blank, or graph. All scratch paper must be collected and securely destroyed at the end of each test to maintain test security.

# Designated Supports

Designated supports may provide increased accessibility within the assessment.

**Utilization and implementation of supports are determined on an individual basis by a team of two or more education professionals with knowledge of the student's performance, and supports must be consistent with the student's normal routine during classroom instruction and assessment.**

Provision of supports does not alter the construct of any test item.



# Designated Supports

Embedded Support	
Tool	Description
Support provided within the platform that must be assigned to an individual student	
Text-to-Speech (TTS)	Text is read aloud to the student via (embedded) TTS technology. TTS should be consistent with the student’s normal routine during classroom instruction. Headphones/earbuds are necessary unless tested individually in a separate setting.

Text-to-speech (TTS) is an approved designated support for students who are offered the opportunity to access text-to-speech or read-aloud as part of their normal routine during classroom instruction and assessment.

When considering the appropriateness of text-to-speech for an individual student, educators should consider the student’s ability to decode both general vocabulary terms as well as domain-specific academic vocabulary.

(See Appendix A of the [Accessibility Guide](#).)



# Designated Supports

Non-Embedded Designated Support	
Tool	Description
<b>Supports provided outside the platform that must be indicated in ADAM</b>	
<b>Breaks</b>	Multiple or frequent breaks may be required by students whose attention span, distractibility, physical and/or medical condition require shorter working periods.
<b>Extended Time</b>	Extended time is time beyond the required 60 minutes per session for grades 5 & 8 and 50 minutes per session for 3 <sup>rd</sup> year high school. Students with extended time <u>must complete the assessment session on the day it starts</u> ; the session will auto-submit at 11:59 PM.
<b>Small Group or Individual Setting</b>	This designated support is used to minimize distractions for students whose test is administered out of the classroom or so that others will not be distracted by supports/accommodations being used.
<b>Bilingual Word Glossary for MLs</b>	A bilingual/dual language word-to-word glossary is provided to students who are multilingual learners (MLs) as a language support as per ILAP.

# Designated Supports

Examples of supports that can be provided to students and do not need to be indicated in the assessment platform include the following:

- Assistive technology
- Medical devices
- Visual aids (e.g., magnification devices, external monitors, reduction of visual print by blocking or other techniques, student privacy shields)
- Auditory devices (e.g., special acoustics, amplification, noise buffers, whisper phones, calming music)
- Student reads assessment aloud to self in individual setting
- Directions clarification



# Accommodations

Non-Embedded Accommodations	
Tool	Description
Provided Outside of the Platform Based on IEP or 504 Plan	
American Sign Language	Text is translated via sign language interpreter to student by Test Administrator as documented in the IEP/504 plan.
Scribe	The student may dictate answers to a human scribe in an individual setting as indicated by a student's IEP/504 plan. Human scribe records verbatim what a student dictates and must give the student an opportunity to review scribed text. Scribed answers must be entered into the online testing platform - no paper submissions accepted.
Paper Based + Large Print	For students with an IEP/504 plan that requires assessments to be paper-based and not administered online. <a href="#">Request for Paper-Based Science Assessment</a>
Braille	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.
Human Reader (Paper-Based Test Only)	This accommodation is only allowed for students that have a documented need for paper/pencil. The student will have those parts of the test that have text-to-speech support in the computer-based version read by a qualified human reader in English.

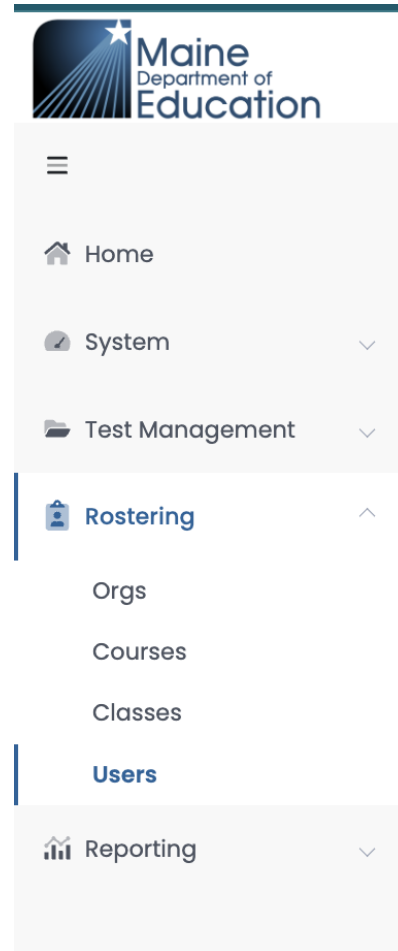
# Accessibility- Related Roles and Permissions

				DAC	DTC	SAC	STC	Teacher	Proctor
<b>User access</b>									
Make user accounts for district users				x					
Make user accounts for school users				x	x	x			
<b>Student rostering</b>									
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		
<b>Test assignment</b>									
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
<b>Test proctoring</b>									
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
<b>Activity reports</b>									
View/export activity/progress for district				x	x				
View/export activity/progress for schools				x	x	x	x		

# Updating Individual Student Supports/ Accommodations

## STEP 1.

From the main menu, select **"Rostering"** and then from the submenu, select **"Users"**



## STEP 2.

Search for the student by name, ID, org, and/or other information

A screenshot of the 'User Config (644)' search interface. It features a 'Clear Search' link at the top. Below it are several filter fields: 'Name or ID' with a text input containing 'Renzo'; 'Org' with a dropdown menu showing 'DEMO Northview Elementary'; 'Class' with a dropdown menu showing 'Filter by class...'; 'Role' with a dropdown menu showing 'Student Role'; 'Grade' with a dropdown menu showing 'Filter by grade...'; 'Course' with a dropdown menu showing 'Filter by course...'; 'User Status' with a dropdown menu showing 'User Status'; and 'Accommodation' with a dropdown menu showing 'Filter by Accommodation...'. There is also an 'Advanced Filters' link at the bottom.

## STEP 3.

Select Edit from the Actions menu for the selected student

A screenshot of the 'Results' table showing a list of users. The table has columns for selection, last name, first name, identifier, role, classes, grades, orgs, last login, and actions. One user, Chavez Renzo, is selected. The actions column for this user contains icons for edit, delete, and add. A red arrow points to the edit icon.

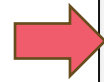
<input type="checkbox"/>	Last Name	First Name	Identifier	Role	Classes	Grades	Orgs	Last Login	Actions
<input checked="" type="checkbox"/>	Chavez	Renzo	ssid048	Student Role	1	05	DEMO Northview Elementary	Never	

# Updating Individual Student Supports/ Accommodations

(continued)

**STEP 4.**

On the student's information page, select "Accommodations"



← User Setup: **Chavez, Renzo**

Information

Preferred Names

Accommodations

Parents/Guardians

Classes

Administrations

History

**User Setup**  
Manage User Settings

\* First Name

Renzo

Middle Name

Middle Name

\* Last Name

Chavez

\* Role

Student Role

\* Grades

**STEP 5.**

The student's Accommodations page will display currently enabled accommodations and supports

**STEP 6.**

Select "Edit" to add or delete accommodations and supports



← User Setup: **Chavez, Renzo** Cancel Save

Information

Preferred Names

Accommodations

Parents/Guardians

Classes

Administrations

History

View Edit

**Accommodations**

**Text to Speech**

If checked the student's assessment will be enabled for Text to Speech

Default

**Extended Time (Support)**

If checked the student will be indicated for Extended Time

Default

**Frequent Breaks (Support)**

If checked the student will be indicated for Frequent Breaks

Default

**Small Group or Individual Setting (Support)**

If checked the student will be indicated for Small "group" Setting

Default

User Setup: Chavez, Renzo

CancelSave

Information

Preferred Names

Accommodations

Parents/Guardians

Classes

Administrations

History

ViewEdit

Filter by Accommodation...

Expand/Collapse All

Default

Text To Speech

Text to Speech

If checked the student's assessment will be enabled for Text to Speech

☒

Form-Based

Braille

If checked the student will receive Braille assessment delivery

☐

Large Print

If checked the student will receive Large Print assessment delivery

☐

Paper-Based Form

If checked the student will receive Paper assessment delivery

☐

Sign Language

If selected the student should receive the corresponding sign language accommodation

None

Local Accommodations

Human Reader (Paper-Based Tests Only)

If checked the student will be indicated for Read Aloud/Human Reader

☐

Scribe

If checked the student will be indicated for Scribe

☐

Custom

Bilingual Word Glossary for MLs (Support)

If checked the student will be indicated for Bilingual Word Glossary for MLs

☐

Extended Time (Support)

If checked the student will be indicated for Extended Time

☒

Frequent Breaks (Support)

If checked the student will be indicated for Frequent Breaks

☒

Small Group or Individual Setting (Support)

If checked the student will be indicated for Small "group" Setting

☒

## STEP 7.

Add or delete accommodations and supports by clicking on the check boxes to enable or disable

Note that Braille, Large Print, and Paper-Based Forms cannot be enabled or disabled by district or school personnel. Requests must be submitted via the [Request for Paper-Based Science Assessment form](#).

Form-Based

Braille

If checked the student will receive Braille assessment delivery

☐

Large Print

If checked the student will receive Large Print

☐

Paper-Based Form

If checked the student will receive Paper assessment delivery

☐

Changes to this accommodation require approval



# Updating Multiple Student Supports/ Accommodations at Once

Go to Rostering  
> Users

Filter and search  
to identify your  
students

Select those you  
want to update  
by making sure  
the checkbox  
next to the  
names is  
checked – either  
one at a time,  
select all, or  
select page

The screenshot shows the 'User Config (37683)' interface. On the left is a sidebar menu with options: Home, System, Learnosity Authoring, Test Management, Test Publishing, Rostering (expanded), Roster Upload, Academic Sessions, Orgs, Courses, Classes, Users, and Reporting. The 'Rostering' section is active, showing a list of sub-items: Roster Upload, Academic Sessions, Orgs, Courses, Classes, and Users. The main content area has a 'Clear Search' button and several filter sections: 'Name' with a search box, 'Org' with a dropdown set to 'DEMO Northview Elementary', 'Class' with a dropdown set to 'Filter by class...', 'Role' with a dropdown set to 'Student Role', 'Grade' with a dropdown set to '05', and 'Course' with a dropdown set to 'Filter by course...'. To the right of the filters is a 'Results' table with columns for checkboxes, Last Name, First Name, and Identification Number. The table contains several rows of student data, with the first row being 'Study17', 'Align', 'alignst'. Below the table are buttons for 'Select All (78)', 'Select Page (20)', 'Deselect Page', and 'Deselect All'.

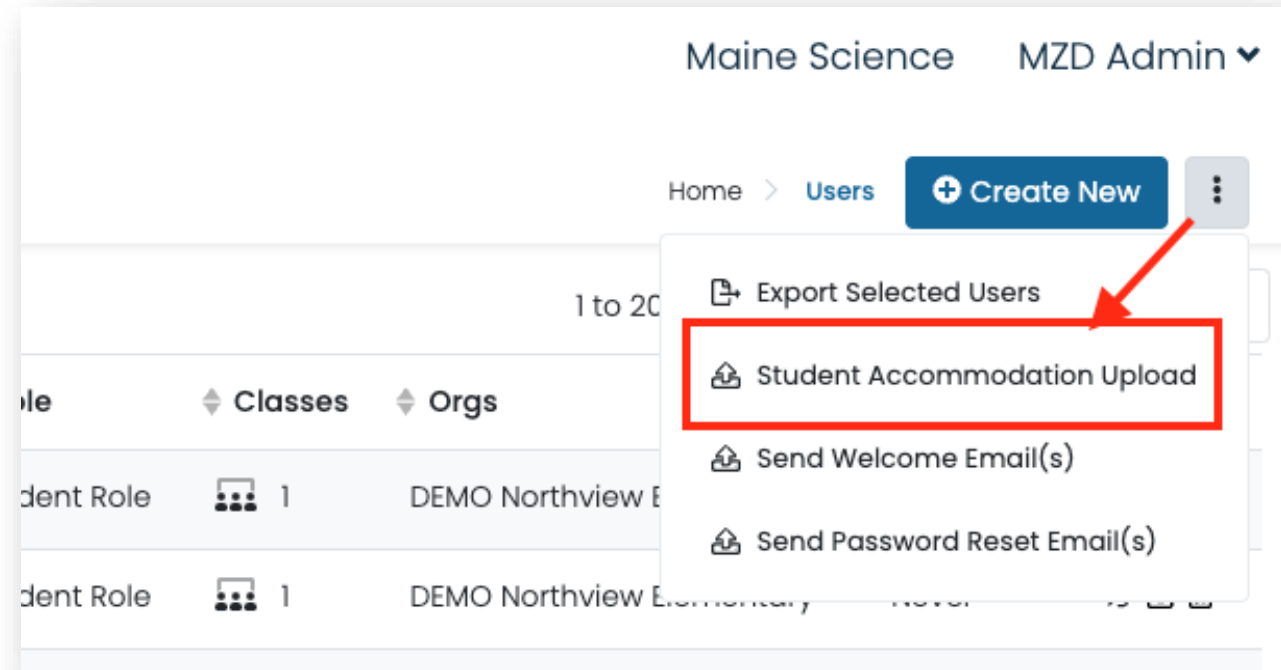
	Last Name	First Name	Ident
<input type="checkbox"/>	Study17	Align	alignst
<input type="checkbox"/>	Study18	Align	alignst
<input type="checkbox"/>	Sweetser	Amy	ss_000
<input type="checkbox"/>	Wright	Jennifer	ss_000
<input type="checkbox"/>	Ash-Curhbert	Krystal	ss_000

# Updating Multiple Student Supports/ Accommodations at Once

(continued)

## Student Accommodation Upload

Using the kabob (three dots) menu, select "Student Accommodation Upload"



# Updating Multiple Student Supports/ Accommodations at Once

(continued)

Follow the directions on the Student Accommodations Upload screen to add or delete accommodations and supports

**STEP 1.**  
Select the "Click to create template" button

Student Accommodation Upload

Home > Users > Student Accommodation Upload

Template History Upload History

### Student Accommodation Upload and Update Students via CSV

Follow the instructions to modify accommodations on students in ADAM.

**Step 1:**  
Click the button to download the template file.

Visible Accommodations

1. Bilingual Word Glossary for MLs (Support)
2. Braille
3. Extended Time (Support)
4. Frequent Breaks (Support)
5. Human Reader (Paper-Based Tests Only)
6. Large Print
7. Paper-Based Form
8. Scribe
9. Sign Language - American Sign Language
10. Small Group or Individual Setting (Support)
11. Text to Speech

[Click to create template](#)

When your template has been created it can be downloaded from the Template History Button at the top of the page. The template is named using the format Template\_<<uid>>.csv (e.g., Template\_9f7a5376-3f32-4ff6-92bf-f0351565c38c.csv)

**Step 2:**

- Open the file using Sheets, Numbers, or Excel.
- Each student has a row for each of the Profile types.
- Place a 1 in the cell to enable the accommodation.
- Place either a 0 or set the cell to blank to turn off the accommodation.
- If an accommodation type has multiple columns associated with it e.g. Closed Caption - English and Closed Caption - Spanish...only one of the columns can be enabled.
- Save the modified file as a .csv (comma separated values)

**Step 3:** Upload the modified file into ADAM.

Choose a file or drop it here... [Browse](#)

**STEP 1b.**  
Locate your template in the Template History

# Updating Multiple Student Supports/ Accommodations at Once

(continued)

## STEP 1c.

After selecting the “Click to create template” button, locate your template from the Template History based on date created, and then click the download button next to the file name. Save the file to your computer. You can change the name at that point to make it easier to find on your local device.

Template History

Close

File Name

Search

Refresh

1 to 2 (2)

«

<

1

>

»

Name	Download	No of Profiles	Status	Percentage	Created by	Created
Template_9e6db900-8a28-493c-8c25-c4666f812396.csv		8	Success	100	Van Gundy, Susan	2024-10-31 03:05:58 pm
Template_58bc7fa8-5abd-4e66-b0db-4a33032b5ada.csv		8	Success	100	Van Gundy, Susan	2024-10-31 03:03:43 pm

## STEP 2.

Open the file on your local device. The file will be a .CSV spreadsheet with a list of the students you selected and their name and ID and other information. In the columns that list the possible accommodations, add a “1” to enable. Remove an existing “1” to disable this accommodation or support for that student. Save the file in CSV format.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	sourcedid	orgName	Identifier	familyName	givenName	middleName	grades	profileName	Bilingual Wor	Braille (requi	Extended Tir	Frequent Bre	Human Read	Large Print (r	Paper-Based Scribe		Sign Languag	Small Group	Text to Speech
2	SID030	DEMO North	SID030	Clayton	Tiernan		05	Default											1
3	SID032	DEMO North	SID032	Whitmore	Amber-Rose		05	Default							1				1
4	SSID010	DEMO North	SSID010	Martins	Lloyd		05	Default											
5	ssid050	DEMO North	ssid050	Valentine	Kaelan		05	Default							1				
6	ssid051	DEMO North	ssid051	Nixon	Haleema		05	Default											1
7	ssid054	DEMO North	ssid054	Ahmad	Viaan		05	Default											1
8	ssid201	DEMO North	ssid201	Winters	Joe		05	Default											
9	ssid212	DEMO North	ssid212	Murray	Dorothy		05	Default											1
10																			

# Updating Multiple Student Supports/ Accommodations at Once

(continued)

## STEP 3.

Upload the modified file. Select the “Browse” button to locate the file on your local device.

Template History

Upload History

### Student Accommodation Upload and Update Students via CSV

Follow the instructions to modify accommodations on students in ADAM.

#### Step 1:

Click the button to download the template file.

Visible Accommodations

1. Bilingual Word Glossary for MLs (Support)
2. Braille
3. Extended Time (Support)
4. Frequent Breaks (Support)
5. Human Reader (Paper-Based Tests Only)
6. Large Print
7. Paper-Based Form
8. Scribe
9. Sign Language - American Sign Language
10. Small Group or Individual Setting (Support)
11. Text to Speech

Click to create template

When your template has been created it can be downloaded from the Template History Button at the top of the page. The template is named using the format Template\_<<uid>>.csv (e.g., Template\_9f7a5376-3f32-4ff6-92bf-f0351565c38c.csv)

#### Step 2:

- Open the file using Sheets, Numbers, or Excel.
- Each student has a row for each of the Profile types.
- Place a 1 in the cell to enable the accommodation.
- Place either a 0 or set the cell to blank to turn off the accommodation.
- If an accommodation type has multiple columns associated with it e.g. Closed Caption - English and Closed Caption - Spanish...only one of the columns can be enabled.
- Save the modified file as a .csv (comma separated values)

Step 3: Upload the modified file into ADAM.

Choose a file or drop it here...

Browse

## STEP 4.

Confirm that your updated file loaded by locating it in the Upload History

# Updating Multiple Student Supports/ Accommodations at Once

(continued)

## STEP 5.

You can confirm updated student accommodations by checking individual student information and/or by using the “Accommodation” filter in the User Config search to see all students with a particular accommodation assignment.



User Config (644)

Clear Search

Name or ID ▾

Search...

Org ▾

DEMO Northview Elementary x ▾

Class ▾

Filter by class... ▾

Role ▾

Student Role x ▾

Grade ▾

Filter by grade... ▾

Course ▾

Filter by course... ▾

User Status ▾

User Status ▾

Accommodation ▾

Text to Speech x | ▴

Text to Speech

Braille

Large Print

Paper-Based Form

Results

<input type="checkbox"/>	Last Name	First Name	Identifier	Role
<input type="checkbox"/>	Whitmore	Amber-Rose	SID032	Student Role
<input type="checkbox"/>	Nixon	Haleema	ssid051	Student Role
<input type="checkbox"/>	Clayton	Tiernan	SID030	Student Role
<input type="checkbox"/>	Murray	Dorothy	ssid212	Student Role
<input type="checkbox"/>	Ahmad	Viaan	ssid054	Student Role
<input type="checkbox"/>	Santiago	Emily	ssid216	Student Role
<input type="checkbox"/>	Washington	Regina	ssid046	Student Role
<input type="checkbox"/>	Bullock	Saarah	ssid052	Student Role
<input type="checkbox"/>	Legge	Austen	SID038	Student Role
<input type="checkbox"/>	Singleton	Roisin	ssid055	Student Role
<input type="checkbox"/>	Chavez	Renzo	ssid048	Student Role
<input type="checkbox"/>	Wormald	Flynn	ssid047	Student Role
<input type="checkbox"/>	Lane	Samara	SID037	Student Role
<input type="checkbox"/>	North	Roxanne	SID033	Student Role

## Pre-Administration Accessibility Checklist for Assessment Coordinators

### District Assessment Coordinators

- ☐ Request paper and large print accommodations using the order form: [Request for Paper-Based Science Assessment](#)
- ☐ Contact Krista Averill at [Krista.Averill@maine.gov](mailto:Krista.Averill@maine.gov) regarding any braille form needs

### District and/or School Assessment Coordinators

- ☐ Confirm / update student accommodations individually in ADAM and/or through bulk export/import functions  
Accommodations can also be confirmed through the accommodations search filter in the Users dashboard.
- ☐ Once admins are available in ADAM, confirm that students with paper accommodations are marked as PAPER ONLY in the “Code” column of the rosters visible through the admin cards
- ☐ Once admins are available in ADAM, confirm that students with TTS are correctly assigned in the “Accommodations” column of the rosters visible through the admin cards

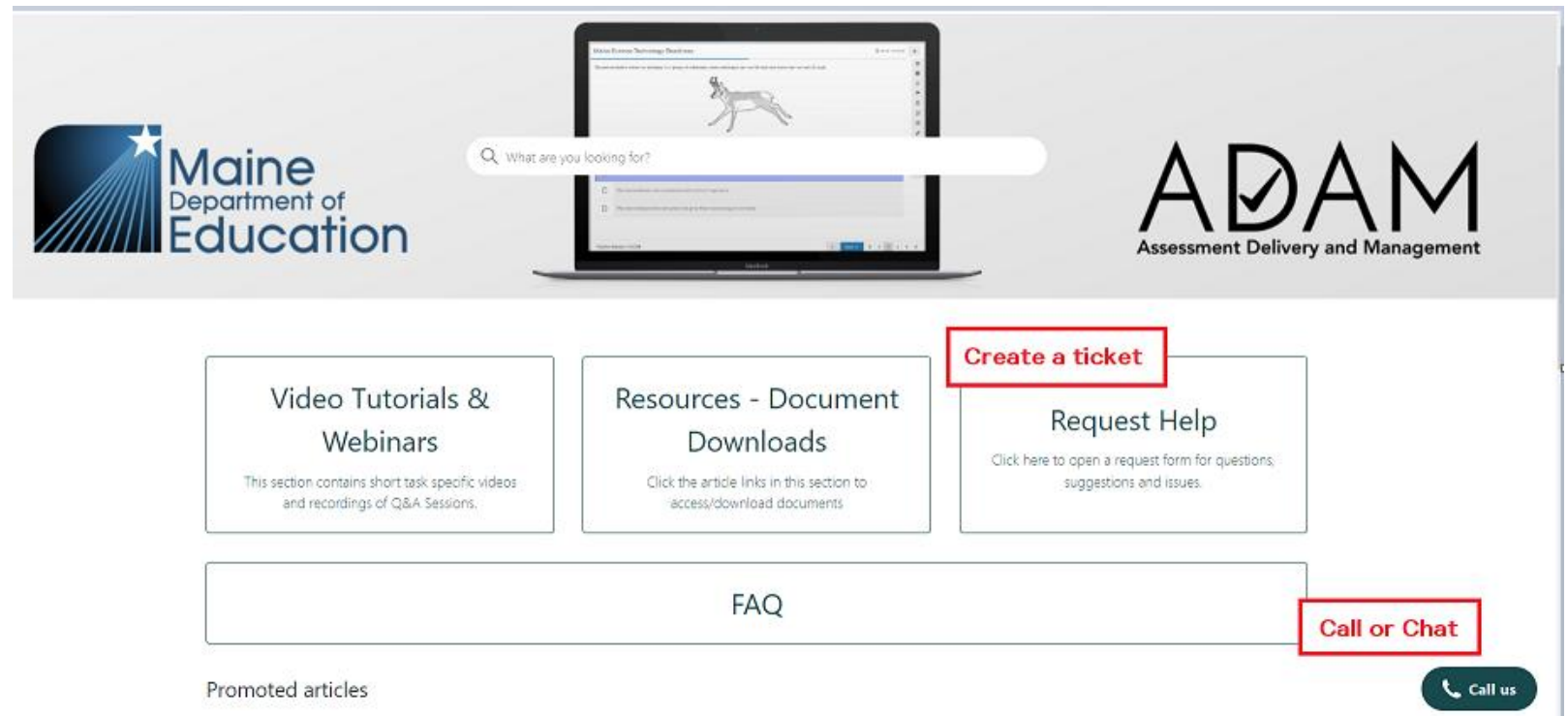


## Accessibility Resources at the Maine Science Support Desk

# 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

## Maine Department of Education

Science Assessment Coordinator

[Krista.Averill@maine.gov](mailto:Krista.Averill@maine.gov)

[Maine Science | Department of Education](#) – Resource Page

- Accommodations, irregularities, and policy questions

## 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



New Meridian

**Science Exchange**

Thank you!