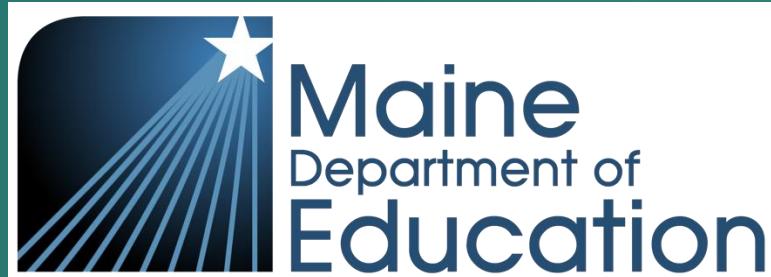




New Meridian
Science Exchange



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

Sponsor: Krista Averill, Assessment Coordinator, Maine DOE

Presenter: Science Assessment Technical Support



New Meridian

Session Overview

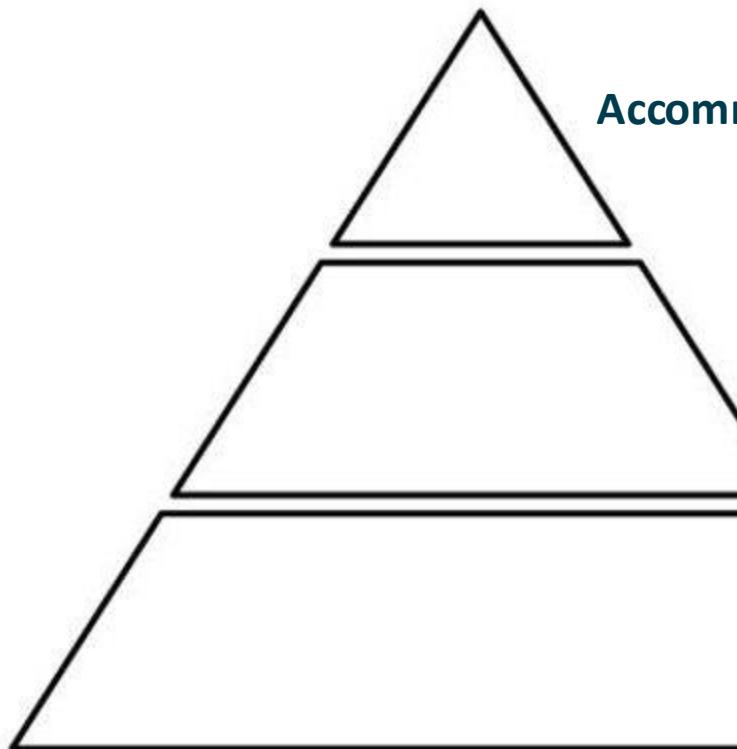
- Accessibility Features
 - Universal Tools
 - Designated Supports
 - Accommodations
- Managing Supports/Accommodations in ADAM



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://adexam.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



Universal Tools: ALL students

Designated Supports: Determined on an individual basis

Accommodations: Require IEP or 504 plan

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
Supports provided outside the platform that must be indicated in ADAM	
Breaks	Multiple or frequent breaks may be required by students whose attention span, distractibility, physical and/or medical condition require shorter working periods.
Extended Time	Extended time is time beyond the required 60 minutes per session for grades 5 & 8 and 50 minutes per session for 3 rd year high school. Students with extended time <u>must complete</u> the assessment session on the day it starts; the session will auto-submit at 11:59 PM.
Small Group or Individual Setting	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.
Bilingual Word Glossary for MLs	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. <u>Request for Paper-Based Science Assessment</u>
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
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		

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

STEP 3. Select Edit from the Actions menu for the selected student

Actions	Last Login	Orgs	Grades	Classes	Role	Identifier	First Name	Last Name
	Never	DEMO Northview Elementary	05	1	Student Role	ssid048	Renzo	Chavez

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

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

STEP 6. Select "Edit" to add or delete accommodations and supports

Information
Preferred Names
Accommodations
Parents/Guardians
Classes
Administrations
History

View Edit

Filter by Accommodation...

Expand/Collapse All

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

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

Default



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

Changes to this accommodation require approval

Paper-Based Form
If checked the student will receive Paper assessment delivery



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

User Config (37683)

Clear Search

Name

Org

Class

Role

Grade

Course

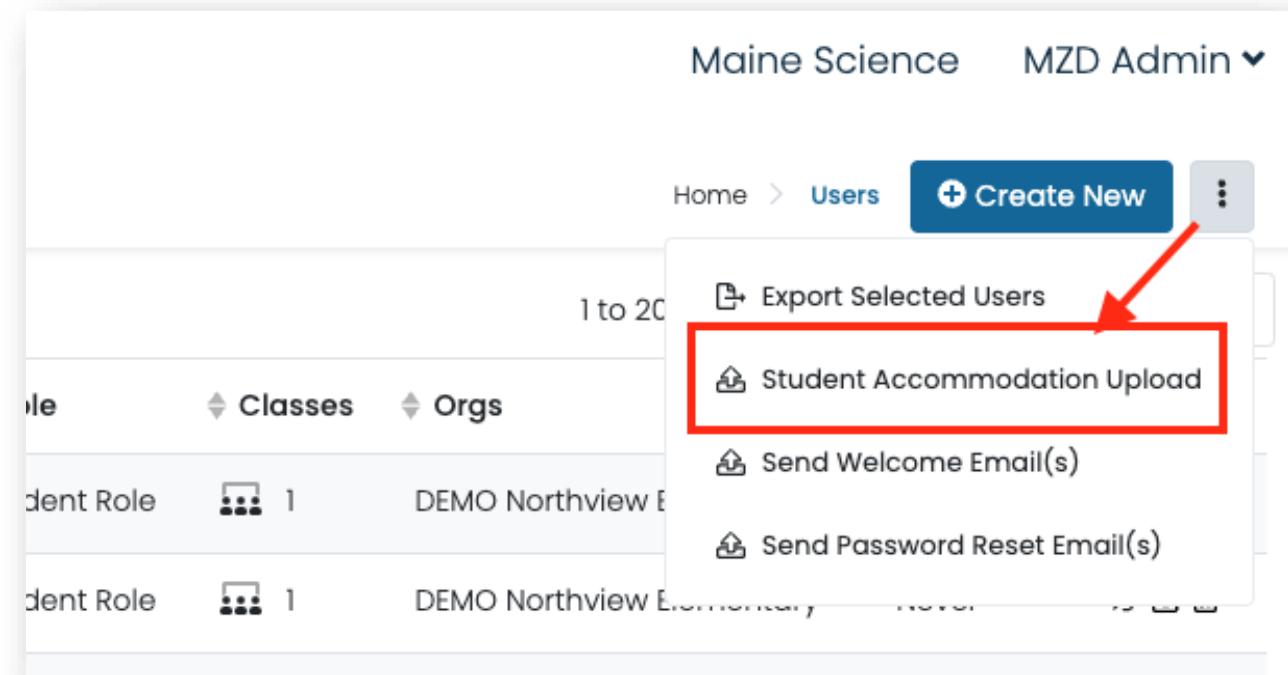
	Last Name	First Name	Identity
<input type="checkbox"/> Select All	(78)	align	alignst
<input type="checkbox"/> Select Page	(20)	align	alignst
<input type="checkbox"/> Deselect Page		align	alignst
<input type="checkbox"/> Deselect All		align	alignst
Study18	Align	align	alignst
Sweetser	Amy	ss_000	
Wright	Jennifer	ss_000	
Ash-Curhert	Krystal	ss_000	

Updating Multiple Student Supports/ Accommodations at Once

(continued)

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

Student Accommodation Upload



The screenshot shows a user interface for managing student accommodations. At the top, the user is identified as "Maine Science" with a "MJD Admin" role. The navigation path is "Home > Users". A blue button labeled "+ Create New" is visible. A red box highlights the "Student Accommodation Upload" option in a dropdown menu, which is also indicated by a red arrow pointing to it. The main table lists student roles, with one entry for "Student Role" associated with "1" student and "DEMO Northview E" class. The table has columns for "Role", "Classes", and "Orgs".

Updating Multiple Student Supports/ Accommodations at Once

(continued)

STEP 1.

Select the “Click to
create template”
button

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

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_<<uuid>>.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 1b.
Locate your
template in
the Template
History

Step 3: Upload the modified file into ADAM.

Choose a file or drop it here...

Browse

Updating Multiple Student Supports/ Accommodations at Once

(continued)

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	Paper-Based	Scribe	Sign Languag	Small Group	Text to Speech
2	SID030	DEMO North	SID030	Clayton	Tiernan		05	Default														1	1
3	SID032	DEMO North	SID032	Whitmore	Amber-Rose		05	Default															
4	SSID010	DEMO North	SSID010	Martins	Lloyd		05	Default														1	1
5	ssid050	DEMO North	ssid050	Valentine	Kaelan		05	Default														1	1
6	ssid051	DEMO North	ssid051	Nixon	Haleema		05	Default														1	1
7	ssid054	DEMO North	ssid054	Ahmad	Viaan		05	Default														1	1
8	ssid201	DEMO North	ssid201	Winters	Joe		05	Default															
9	ssid212	DEMO North	ssid212	Murray	Dorothy		05	Default															1
10																							

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

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

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.



STEP 4.
Confirm that
your updated
file loaded by
locating it in
the 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_<<uuid>>.csv (e.g. Template_9f7a5376-3f32-4ff6-92bf-f0351565c38c.csv)

Step 3: Upload the modified file into ADAM.

Choose a file or drop it here...

[Browse](#)

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)

	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 regarding any braille form needs

District and/or School Assessment Coordinators

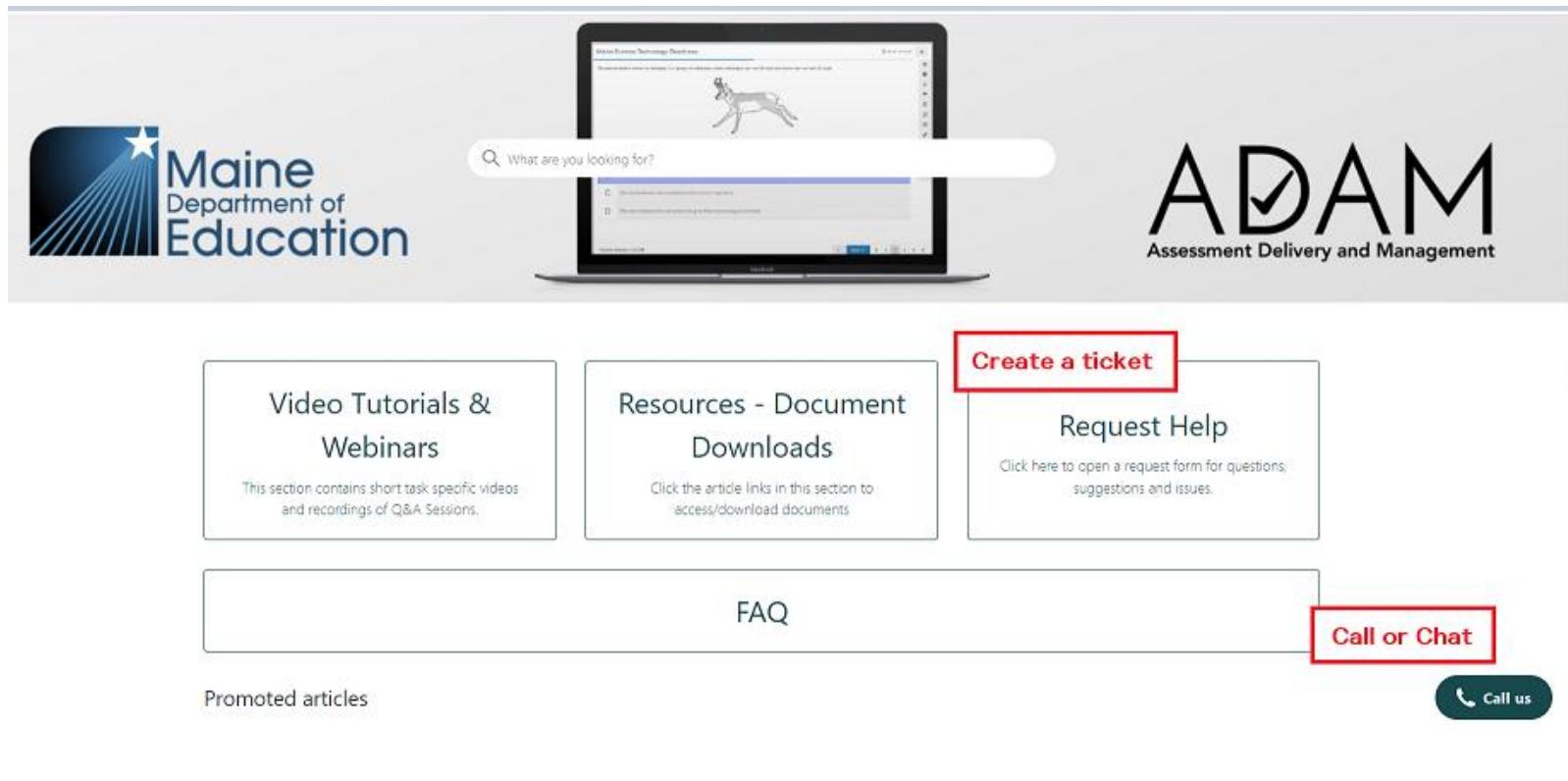
- Confirm / update student accommodations individually in ADAM and/or through bulk export/import functions
Accommodations can also be confirmed through the accommodations search filter in the Users dashboard.
- Once admins are available in ADAM, confirm that students with paper accommodations are marked 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>



The image shows a screenshot of the Maine Science Support Desk website. At the top left is the Maine Department of Education logo. In the center is a laptop displaying a search bar with a magnifying glass icon and the placeholder text "What are you looking for?". To the right of the laptop is the ADAM (Assessment Delivery and Management) logo. Below these are several service options: "Video Tutorials & Webinars" (with a sub-note about task-specific videos and Q&A recordings), "Resources - Document Downloads" (with a sub-note about clicking article links to access documents), and "Request Help" (with a sub-note about opening a request form for questions, suggestions, and issues). A red box highlights the "Create a ticket" button. At the bottom, there is a "FAQ" section and a "Promoted articles" section. A red box highlights the "Call or Chat" button, which is located next to a "Call us" icon.

SAU
Science Assessment
Administration
Support

Maine Department of Education
Science Assessment Coordinator
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!

