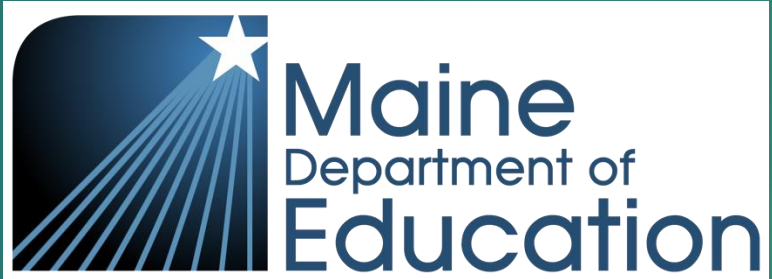




New Meridian

Science Exchange



Maine Science Assessment Training Module: **Preparing for Assessment Administration in the ADAM Platform**

Sponsor: Krista Averill, Assessment Coordinator, Maine DOE

Presented by: Science Assessment Technical Program Support



New Meridian

School Year 2024 - 2025

Preparing for Assessment Administration – Spring 2025

District Assessment Coordinators (DACs)

1. Confirm and/or update District Technology Coordinator (DTC) and School Assessment Coordinator (SAC) accounts
2. Review the manuals and guides found on the [Maine Science Support Page](#)
3. Confirm student roster data once it is available in ADAM for Spring 2025
4. Ensure SACs are confirming their school-level student rosters and creating classes
5. When Admins open, confirm test assignments using the Admin cards. Ensure SACs are confirming their school-level admins and creating proctor groups
6. Ensure that students who require paper accommodations (Paper, Large Print, Braille) are indicated for PAPER ONLY accountability codes in the appropriate Admins*

*Note: To request paper or large print test forms, complete the [Request for a Paper-Based Test](#). Reach out directly to Krista Averill at Krista.Averill@maine.gov regarding any braille needs.

School Assessment Coordinators (SACs)

1. Confirm and/or update School Technology Coordinator (STC) accounts
2. Review the manuals and guides found on the [Maine Science Support Page](#)
3. Confirm student roster data once it is available in ADAM for Spring 2025
4. Create classes
5. When Admins open, confirm test assignments using the Admin cards
6. Review default proctor groups and create additional proctor groups as necessary
7. Print out test tickets and proctor group rosters as needed
8. Ensure that students who require paper accommodations (Paper, Large Print, Braille) are indicated for PAPER ONLY accountability codes in the appropriate Admins*

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

Assessment Administration 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		

Preparing for Administration

Pre-Requisite: CREATING CLASSES

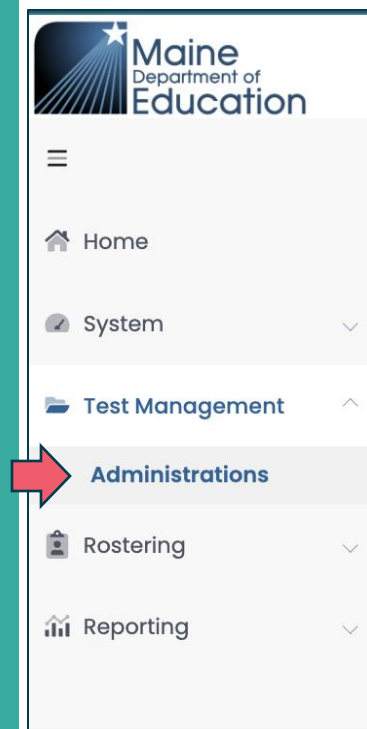
Before Administrations can be confirmed for Spring 2025, student rosters must be confirmed, and classes must be created in ADAM.

- Students and their school affiliations are pre-loaded into the ADAM platform by Maine DOE.
- Administrations are assigned by the system based on grade level
- Default proctor group assignments for each Administration (Admin) are determined by the system based on the Classes that are created by the School Assessment Coordinator (SAC).

The steps for creating classes are detailed in the Rostering training module, “Rostering in the ADAM Platform”, available through the Maine Science Assessment Support Desk.

Confirming Admins

1. Go to Test Management > Administrations
2. Make sure that for each grade (5, 8, HS) there are Admin Cards for 3 sessions (for example):
 - Grade 8 Science Session 1
 - Grade 8 Science Session 2
 - Grade 8 Science Session 3
3. NOTE: For Spring 2025 there is no longer a Questionnaire session, so there will be no Session 4.
4. View Student Rosters and Proctor Groups to confirm students' assignments to each test session.
5. Confirm student supports and accommodations in rosters and/or proctor groups and/or NEW Quick Look accommodated sessions button.



A screenshot of the 'Administrations' page in the system. The page shows a list of test sessions. Annotations in yellow boxes with red arrows point to specific features: 'Search or filter for specific Admins' points to the search bar; 'View Admins as lists or cards' points to the 'View' toggle; 'Administration Cards' points to the card view; and 'Sort Admins' points to the 'Sort by' dropdown. The page displays four cards for different sessions. The second card, 'Grade 8 Science Session 1 - UAT ...', is highlighted with a red border. Each card shows the session name, dates (12/11/23 - 05/31/24), a status of 'INACTIVE', 50 students, and a progress bar for sessions. The test name and organization are also listed at the bottom of each card.

Confirm Admins

Using the
Administration Card

Select “View” to open a
list of student session
assignments

NEW – Quick Look at
Accommodated Sessions

The screenshot shows the 'High School Science Session 1' administration card. At the top, there are five icons: a green checkmark, a red flag, a yellow lock, a purple circle with an 'A', and a grey three-dot menu. A red arrow points from the 'NEW – Quick Look at Accommodated Sessions' text to the purple 'A' icon. Below the title bar, the dates '12/12/23 - 05/31/24' and an 'INACTIVE' status are shown. The main section displays '50 STUDENTS' and 'PROCTOR GROUPS', each with a three-dot menu. A red arrow points from the 'Sessions' section to the 'View' option in the dropdown menu. The 'Sessions' section shows a green progress bar. The 'Test' section shows 'Sp2024_GrHS_SS1'. The 'Organization' section shows 'New Meridian Master Org'. A dropdown menu is open for the 'Students' section, showing options: 'View', 'Export', and 'Print Cards'.

High School Science Session 1 – ...

12/12/23 - 05/31/24 INACTIVE

50 STUDENTS

PROCTOR GROUPS

Sessions

Test
Sp2024_GrHS_SS1

Organization
New Meridian Master Org

View
Export
Print Cards

Search by student name or state ID

Use the filter button to filter sessions by accommodation

Click header arrows to sort by column

←

UAT - High School Science Session 1 - UAT Sp2025: **Students**

50 STUDENTS

FORM TYPE

4 ACCOMMODATED

46 REGULAR

View by Form Type: All (50) ▾

Search...

⌵

1 to 25 (50) « ‹ 1 2 › »

Display Name	Orgs	Testing School	Test Progress	Test Status	Form Type	Form	Auth Fields (Identifier)	Test Code	Accommodation	Code	Actions
Amelia-Grace Leon	DEMO Northview High School	DEMO Northview High School	<div><div></div><div></div><div></div></div>	NOT STARTED	Paper-Based Form	Sp2025_GrHS_SSI_FT0_Paper	SID140	ABC123	1		⋮
Erika Guest	DEMO Northview High School	DEMO Northview High School	<div><div></div><div></div><div></div></div>	NOT STARTED	Regular	Sp2025_GrHS_SSI_FT0_Online	SID143	ABC123	1		⋮
Nev Neville-Edit	DEMO Northview High School	DEMO Northview High School	<div><div></div><div></div><div></div></div>	NOT STARTED	Regular	Sp2025_GrHS_SSI_FT0_Online	SSID037	ABC123	1		⋮
Cain Lindsey	DEMO Northview High School	DEMO Northview High School	<div><div></div><div></div><div></div></div>	NOT STARTED	Regular	Sp2025_GrHS_SSI_FT0_Online	ssid237	ABC123			⋮

Confirm Admins

Filter Sessions by Accommodation

←

UAT - High School Science

50

STUDENTS

FORM TYPE

4

ACCOMMODATED

Search...

Display Name	Orgs	Testing School				
Amelia-Grace Leon	DEMO Northview High School	DEMO Northview High School				
Sienna McCormick	DEMO Northview High School	DEMO Northview High School		NOT STARTED	Paper-Based Form	Sp2025_GrHS_SS1_FT0_Paper

Filter Sessions

Accountability Codes

Accommodations

Text to Speech

Braille

Large Print

Paper-Based Form

Sign Language - American Sign Language

Human Reader (Paper-Based Tests Only)

Scribe

Bilingual Word Glossary for MLs (Support)

Extended Time (Support)

Frequent Breaks (Support)

Small Group or Individual Setting (Support)

Creating and Managing Proctor Groups

- Default proctor groups are created based on class information entered by the SAU.
- Additional proctor groups can be created by DACs and SACs for test administration convenience.
- Students in additional proctor groups are still associated with their original class rosters and reports.
- Common reasons for setting up additional proctor groups include:
 - supports/accommodations (e.g., extended time group),
 - testing location (e.g., library group), and
 - make up group of students who were absent.
- Default proctor groups can be modified through the class dashboard. Additional proctor groups can be modified through the proctor group details page.

Creating and Managing Proctor Groups

The screenshot displays the 'High School Science Session 1 UAT' interface. At the top, there are four icons: a red flag, a lock, a purple circle with 'A', and a vertical ellipsis. Below these, the dates '01/19/22 - 02/28/22' are shown on the left and an 'INACTIVE' button on the right. The main section features '50 STUDENTS' with a vertical ellipsis icon, followed by 'PROCTOR GROUPS' with another vertical ellipsis icon. A dropdown menu is open under 'PROCTOR GROUPS', showing three options: 'View' (with a magnifying glass icon), 'Export' (with a download icon), and 'Print Cards' (with a printer icon). A red arrow points from the 'View' option to a yellow callout box. Below the 'Sessions' section, there is a green progress bar. At the bottom, the 'Test' section shows 'Sp2022_GrHS_SS1' and the 'Orga' section shows 'DEMO'.

Go to View Proctor Groups from the Administration Card

Creating and Managing Proctor Groups

Create an additional proctor group

Upload a CSV of proctor groups – This method is not recommended for Maine Science since the majority of the Proctor Groups are pre-created by class.

View a list of students

← High School Science Session 1 - UAT Sp2024

Proctor Groups

3 PROCTOR GROUPS

Create Group

Upload Group

50 STUDENTS

50 ASSIGNED

Search by Proctor Group Name or Student Info

☐ Hide Empty

1 to 3 (3)

Name

Testing School

Students

Test Code

Proctor Pw

Test Progress

Actions

Mrs. Carpenter Sp2024_GrHS_SSI

DEMO Northview High School

13

ABC123

123ABC

Happy_HS Sp2024_GrHS_SSI

DEMO Northview High School

7

ABC123

123ABC

Patton_HS Sp2024_GrHS_SSI

DEMO Northview High School

30

ABC123

123ABC

Proctor Group Details

Test Code and Proctor Code

Progress Status

Open the Proctor Dashboard

Creating and Managing Proctor Groups

Start here

+ Create Group



Proctor Group Config

This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name

DEMO New Proctor Group - Make Up Testing Group

Select Your District

Select Your District...

Select Your School

Select Your School...

Students (0)

+

None

Cancel

Submit



Proctor Group Config

This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name

DEMO New Proctor Group - Make Up Testing Group

Select Your District

Select Your District...

DEMO Northview School District

DEMO Parson Creek School District

Select Your School...

Select Your School

Select Your School...

Students (0)

+

None

Cancel

Submit



Proctor Group Config

This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name

DEMO New Proctor Group - Make Up Testing Group

Select Your District

DEMO Parson Creek School District

Select Your School

Select Your School...

DEMO Parson Creek Elementary

DEMO Parson Creek High School

DEMO Parson Creek Middle School

Demo Roster School

Cancel

Submit

Creating and Managing Proctor Groups

Proctor Group Config

This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name

DEMO New Proctor Group - Make Up Testing Group

Select Your District

DEMO Parson Creek School District

Select Your School

DEMO Parson Creek High School

Students (0)

None

Cancel

Submit

Search by student (optional)

Filter by support/accommodation (optional)

Add Students

1 to 10 (24)

1 2 3

First Name	Last Name	Identifier	Progress	Accommodation	Actions
Align	Study2	alignstudy2	Not Started		+
Align	Study3	alignstudy3	Not Started		+
Align	Study4	alignstudy4	Not Started		+
Align	Study5	alignstudy5	Not Started		+
Align	Study6	alignstudy6	Not Started		+
Alison	Sanchez	ssid239	Not Started		+
Amelia	Acosta	ssid236	Not Started		+
Amelia-Grace	Leon	SID40	Not Started		+
Anika	Tran	ssid243	Not Started		+
Anniyah	Avila	SID41	Not Started		+

Close

Creating and Managing Proctor Groups

Filter by support/
accommodation
(optional)

Add Students

Accommodations...

Text to Speech

Braille

Large Print

Paper-Based Form

Sign Language - American Sign Language

Human Reader (Paper-Based Tests Only)

Scribe

Bilingual Word Glossary for MLs (Support)

Extended Time (Support)

Frequent Breaks (Support)

Small Group or Individual Setting (Support)

Add 10 Students

(0) Students In Proctor Group

First Name	Last Name	Identif	
Align	Study2	alignst	
Align	Study3	alignst	
Align	Study4	alignst	
Align	Study5	alignstudy5	Not Started

Proctor Group Config

This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name

DEMO New Proctor Group - Make Up Testing Group

Select Your District

DEMO Parson Creek School District

Select Your School

DEMO Parson Creek High School

Add

Students (2)

First Name	Last Name	Progress	Actions
Amelia	Acosta	Not Started	
Alison	Sanchez	Not Started	

Cancel

Submit

New groups will appear in the list of proctor groups for the Admin.

Note: If you want a new proctor group to test together for Sessions 1, 2, and 3, you will need to repeat the process to make the group for each Admin.

←

High School Science Session 1 – UAT Sp2024: **Proctor Groups**

3

PROCTOR GROUPS

Create Group

Upload Group

50

STUDENTS

50

ASSIGNED

Search by Proctor Group Name or Stu

☐ Hide Empty

1 to 3 (3)

«

<

1

>

»

Name	Testing School	Students	Test Code	Proctor Pw	Test Progress	Actions
Mrs. Carpenter Sp2024_GrHS_SS1	DEMO Northview High School	13	ABC123	123ABC	<div></div>	<div><div></div></div> <div><div></div></div>
Happy_HS Sp2024_GrHS_SS1	DEMO Northview High School	7	DEF456	456DEF	<div></div>	<div><div></div></div> <div><div></div></div>
Patton_HS Sp2024_GrHS_SS1	DEMO Northview High School	30	GHI789	789GHI	<div></div>	<div><div></div></div> <div><div></div></div>

Click on “Students” icon to view class list of sessions

7

STUDENTS

0

ACCOMMODATED

7

REGULAR

View by Form Type: All (7)

Search...

Test Code: DEF456

1 to 7 (7)

«

<

1

>

»

Display Name	Orgs	Testing School	Test Progress	Test Status	Form Type	Form	Auth Fields (Identifier)	Accommodation	Code	Actions
Align Study5	DEMO Northview High School	DEMO Northview High School	<div></div>	NOT STARTED	Regular	Sp2025_GrHS_SS1_FT0_Online	alignstudy5			<div></div>
Align Study2	DEMO Northview	DEMO Northview	<div></div>	NOT STARTED	Regular	Sp2025_GrHS_SS1_FT0_Online	alignstudy2			<div></div>

View Student Roster and Proctor Group Details

View the roster details of students in the Administration

View proctor group details and lists of proctor group enrollments

← UAT – High School Science Session 1 – UAT Sp2025: **Students**

50
STUDENTS

FORM TYPE

4
ACCOMMODATED

46
REGULAR

View by Form Type: All (50)

Search...

1 to 25 (50)

Display Name	Orgs	Testing School	Test Progress	Test Status	Form Type	Form	Auth Fields (Identifier)	Test Code	Accommodation	Code	Actions
Amelia-Grace Leon	DEMO Northview High School	DEMO Northview High School	<div><div></div><div></div><div></div></div>	NOT STARTED	Paper-Based Form	Sp2025_GrHS_SSI_FT0_Paper	SID140	ABC13	1		
Erika Guest	DEMO Northview High School	DEMO Northview High School	<div><div></div><div></div><div></div></div>	NOT STARTED	Regular	Sp2025_GrHS_SSI_FT0_Online	SID143	ABC123	1		
Nev Neville-Edit	DEMO Northview High School	DEMO Northview High School	<div><div></div><div></div><div></div></div>	NOT STARTED	Regular	Sp2025_GrHS_SSI_FT0_Online	SSID037	ABC123	1		
Cain Lindsey	DEMO Northview High School	DEMO Northview High School	<div><div></div><div></div><div></div></div>	NOT STARTED	Regular	Sp2025_GrHS_SSI_FT0_Online	ssid237	ABC123			

← High School Science Session 1 – UAT Sp2024: **Proctor Groups**

3
PROCTOR GROUPS

Create Group

Upload Group

50
STUDENTS

50
ASSIGNED

Search by Proctor Group Name or Student Info

Hide Empty

1 to 3 (3)

Name	Testing School	Students	Test Code	Proctor Pw	Test Progress	Actions
Mrs. Carpenter Sp2024_GrHS_SSI	DEMO Northview High School	13	ABC123	123ABC	<div></div>	<div></div> <div></div>
Happy_HS Sp2024_GrHS_SSI	DEMO Northview High School	7	ABC123	123ABC	<div></div>	<div></div> <div></div>
Patton_HS Sp2024_GrHS_SSI	DEMO Northview High School	30	ABC123	123ABC	<div></div>	<div></div> <div></div>

High School Science Session 1 - ...

12/12/23 - 05/31/24

50 STUDENTS

PROCTOR GROUPS

INACTIVE

Sessions

View

Export

Print Cards

Organization

New Meridian Master Org

Print student test cards

Print proctor group cards

Layout

Grouping

Sequential

Choose Proctor Groups

Proctor Groups: 1

Pages: 6

Administration: High School Science Session 1 - UAT Sp2024

Proctor Group: Patton_HS Sp2024_GrHS_SS1

Test Code

ABC123

Proctor Password

123ABC

Student	State Student ID	Accommodations
1. Amelia Acosta	ssid236	
2. Keiren Bernal	SSID038	Text to Speech
3. Veer Boyce	SSID043	
4. Aron Bush	ssid231	
5. Pawel Camacho	SSID044	
6. Faraz Draper	SSID042	
7. Damon Fields	SSID041	
8. Joel Fischer	ssid238	
9. Otis Frye	ssid235	
10. Jermaine Giles	ssid241	
11. Deniz Green	SSID045	
12. Lucille Harris	ssid229	
13. Samina Hayden	SSID040	
14. Maria Hernandez	ssid228	Text to Speech
15. Darcey Lawrence	SSID036	Paper-Based Form
16. Damien Leach	ssid226	

Printing Test Cards and Proctor Cards

There are a variety of options for print layout of the test cards including one per page, 3x6, 2x4, sequential, stacked, and by proctor group title page...

Layout

Grouping

Sequential

Stacked

Choose Proctor Groups

Proctor Groups: 3

Pages: 7

Page 1

Student	State Student ID	Accommodations
1. Amelia Acosta	ssid236	
2. Keiren Bernal	SSID038	Text to Speech
3. Veer Boyce	SSID043	
4. Aron Bush	ssid231	
5. Pawel Camacho	SSID044	
6. Faraz Draper	SSID042	
7. Damon Fields	SSID041	
8. Joel Fischer	ssid238	
9. Otis Frye	ssid235	
10. Jermaine Giles	ssid241	
11. Deniz Green	SSID045	
12. Lucille Harris	ssid229	
13. Samina Hayden	SSID040	
14. Maria Hernandez	ssid228	Text to Speech
15. Darcey Lawrence	SSID036	Paper-Based Form
16. Damien Leach	ssid226	

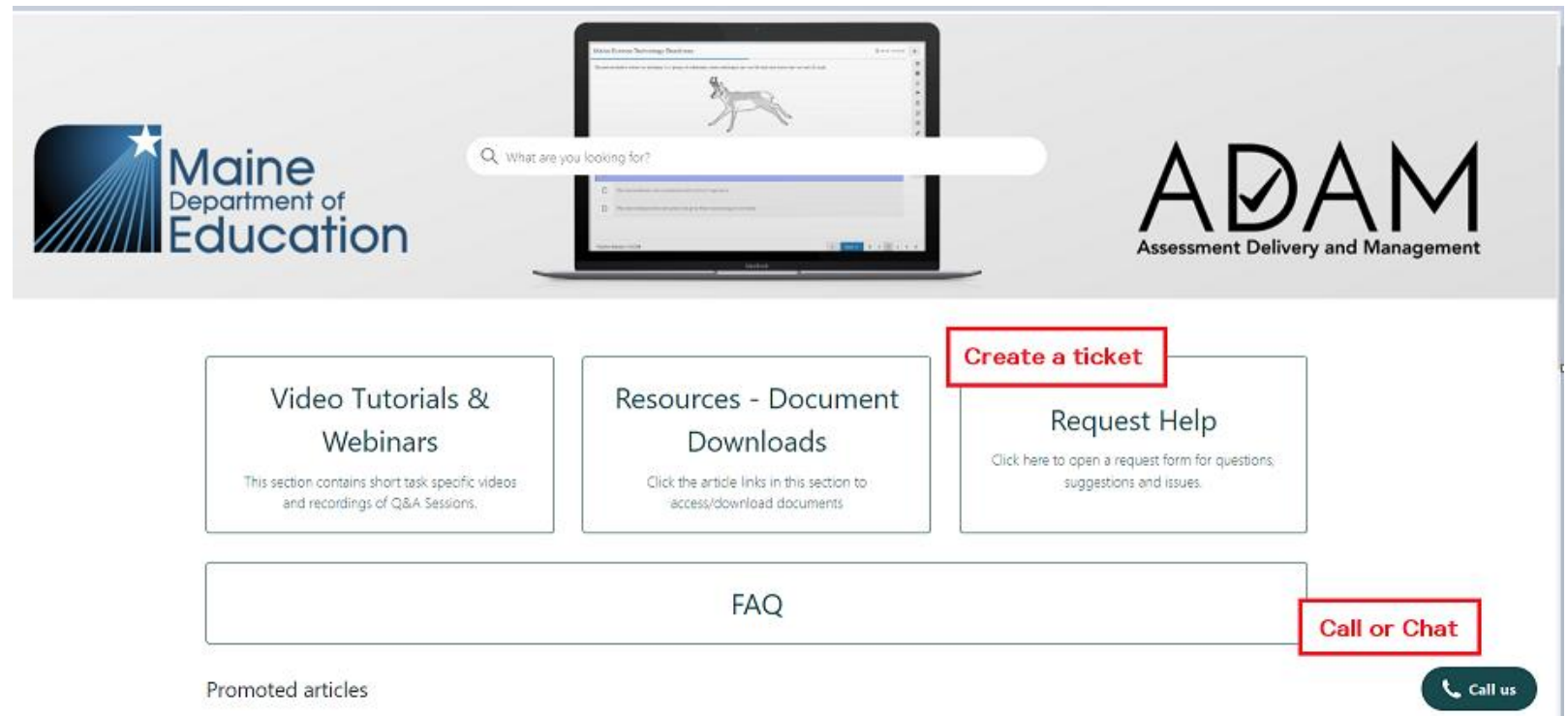
Print student test cards for selected proctor groups

Assessment Preparation 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>





New Meridian

Science Exchange

Thank you!