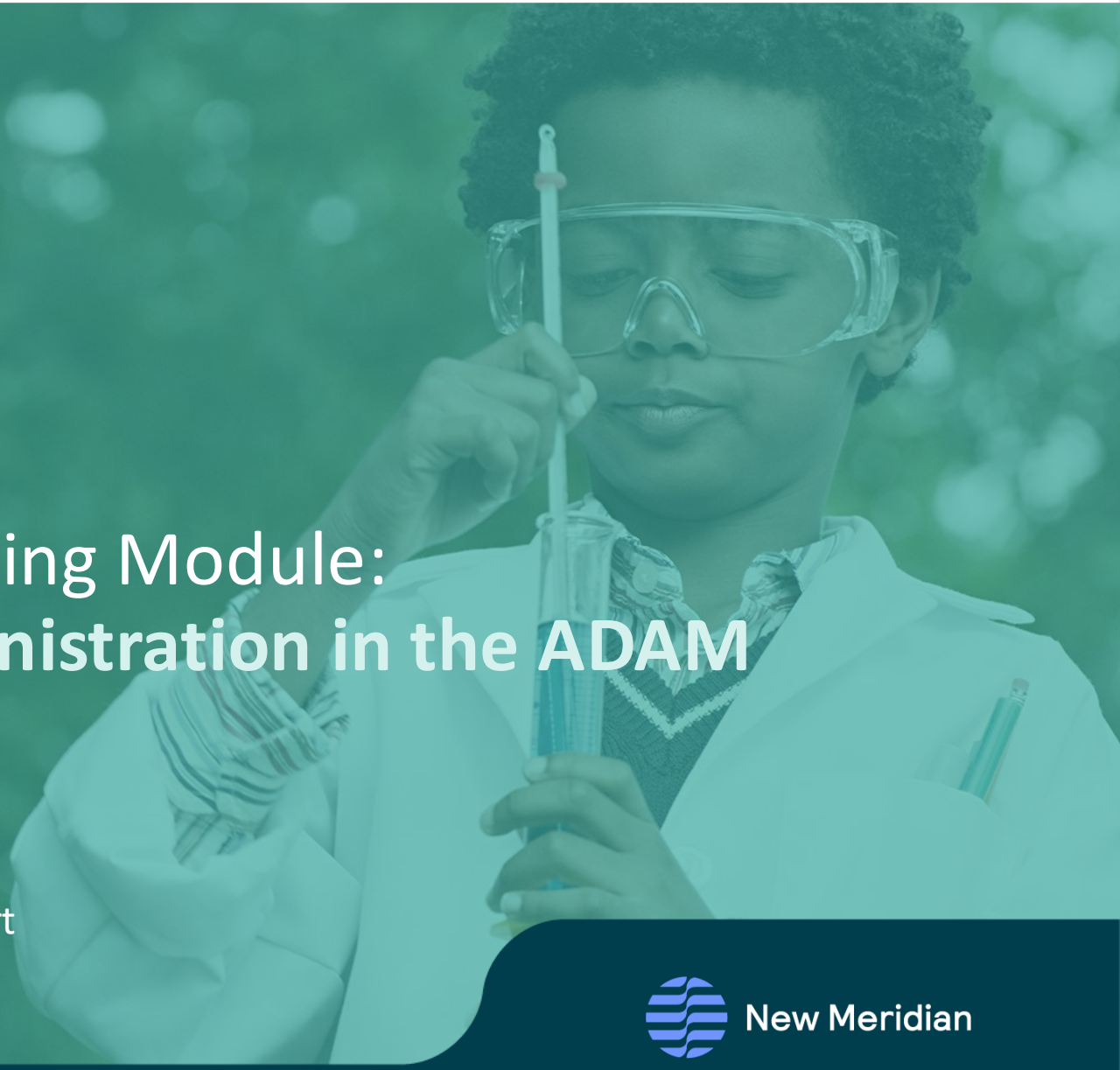
New Meridian
Science Exchange

Maine Department of Education

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 to 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 are created by the School Assessment Coordinator (SAC).

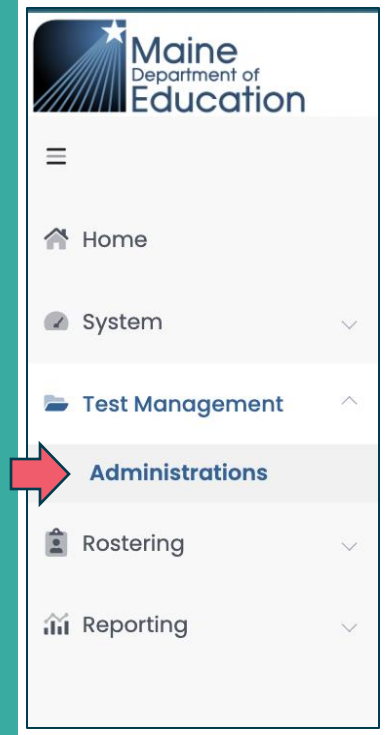
The steps for creating classes are detailed in the Rostering training module, “Rostering in the ADAM Platform”, available through the Maine Science Assessment Support Desk.

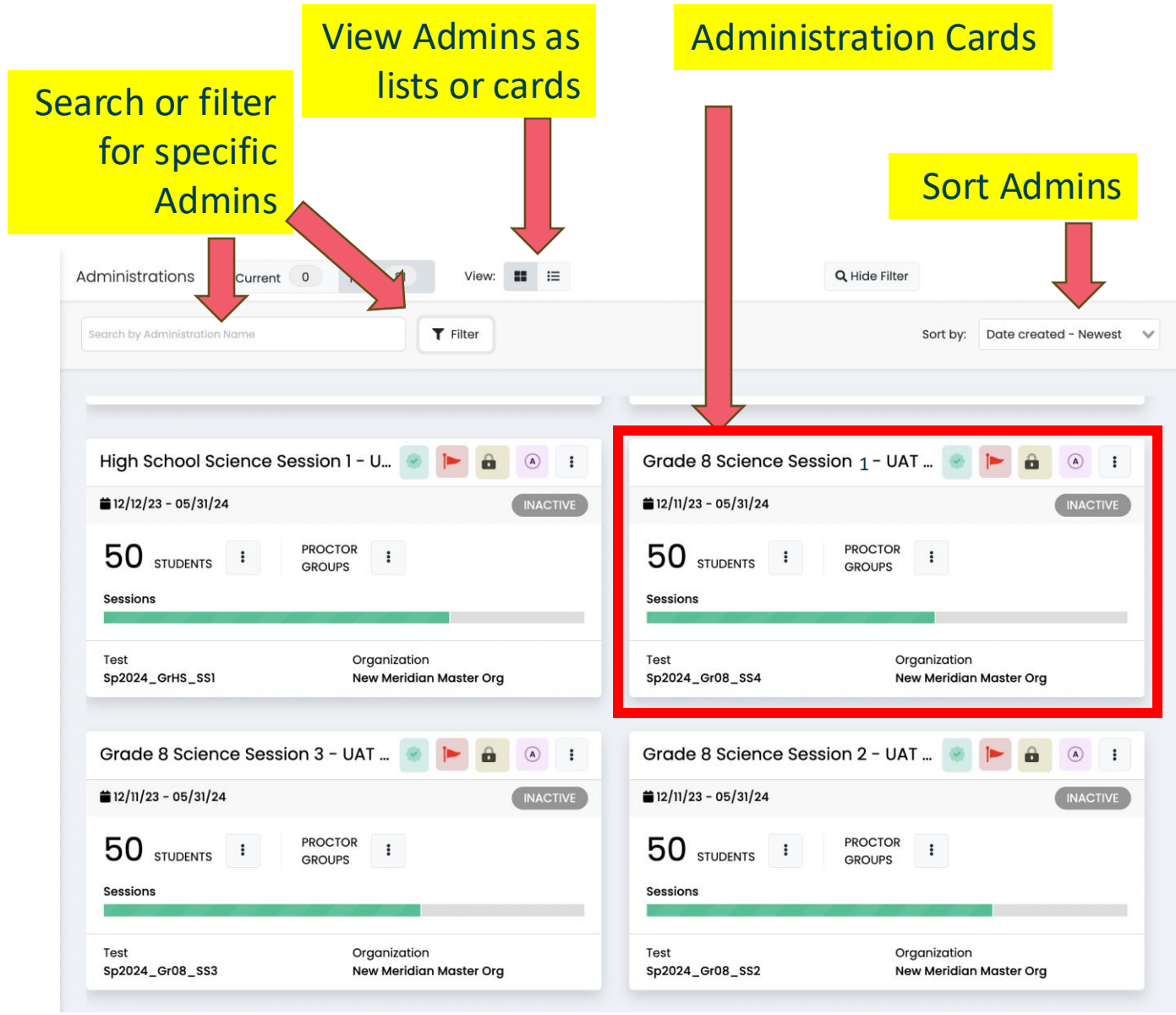
Confirming Admins

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.

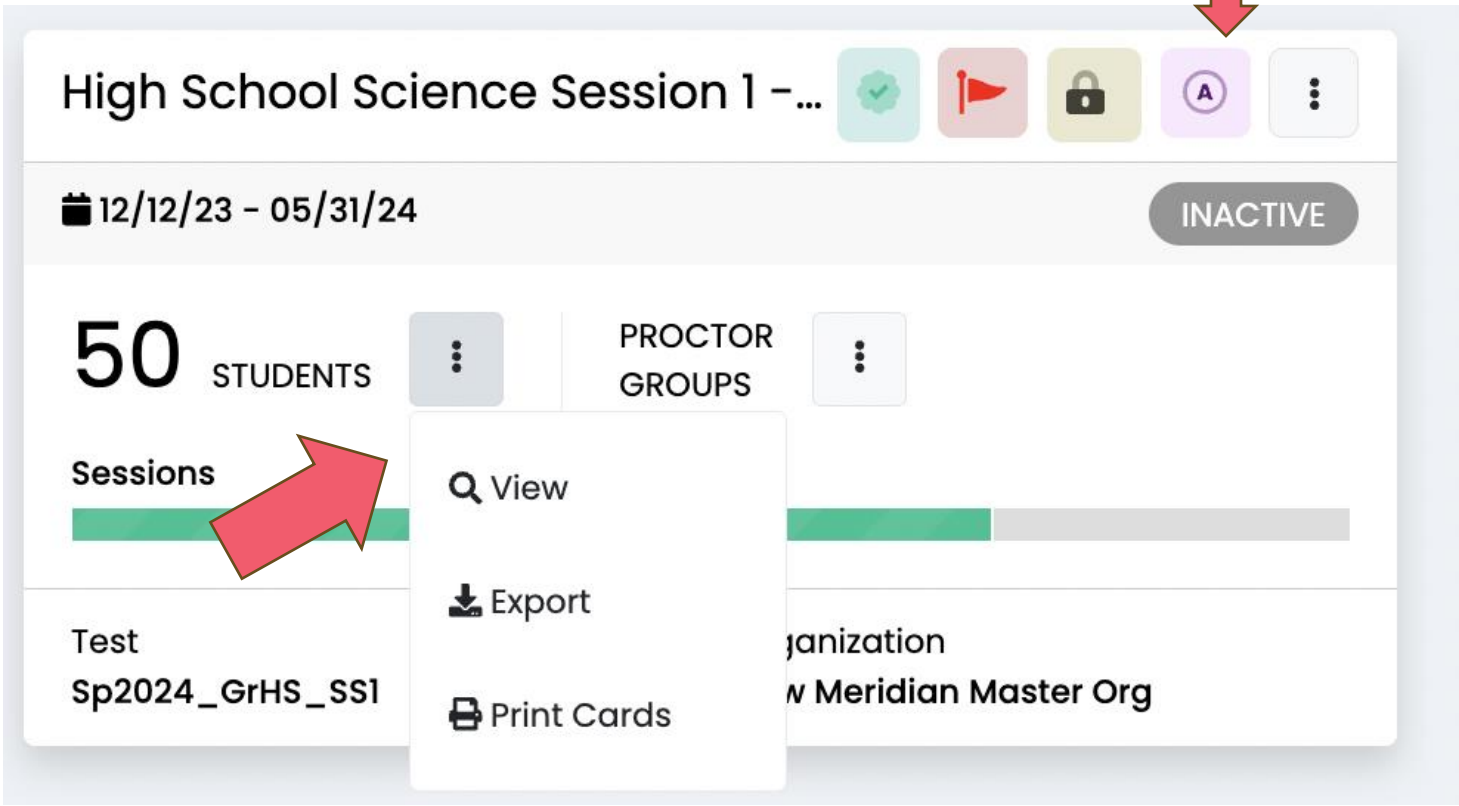




Confirm Admins

Using the Administration Card

NEW – Quick Look at Accommodated Sessions

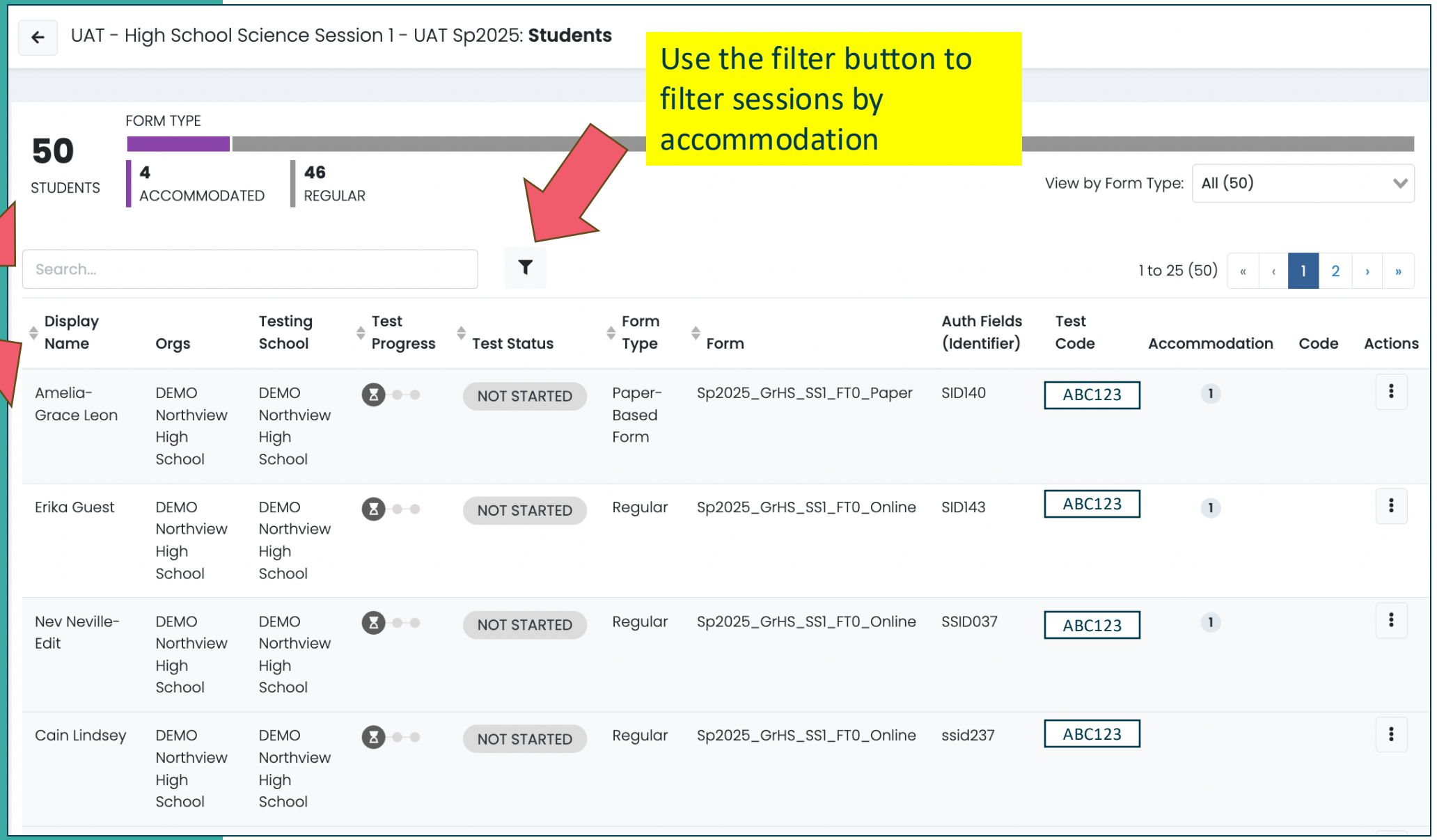


Select “View” to open a list of student session assignments

Search by student name or state ID

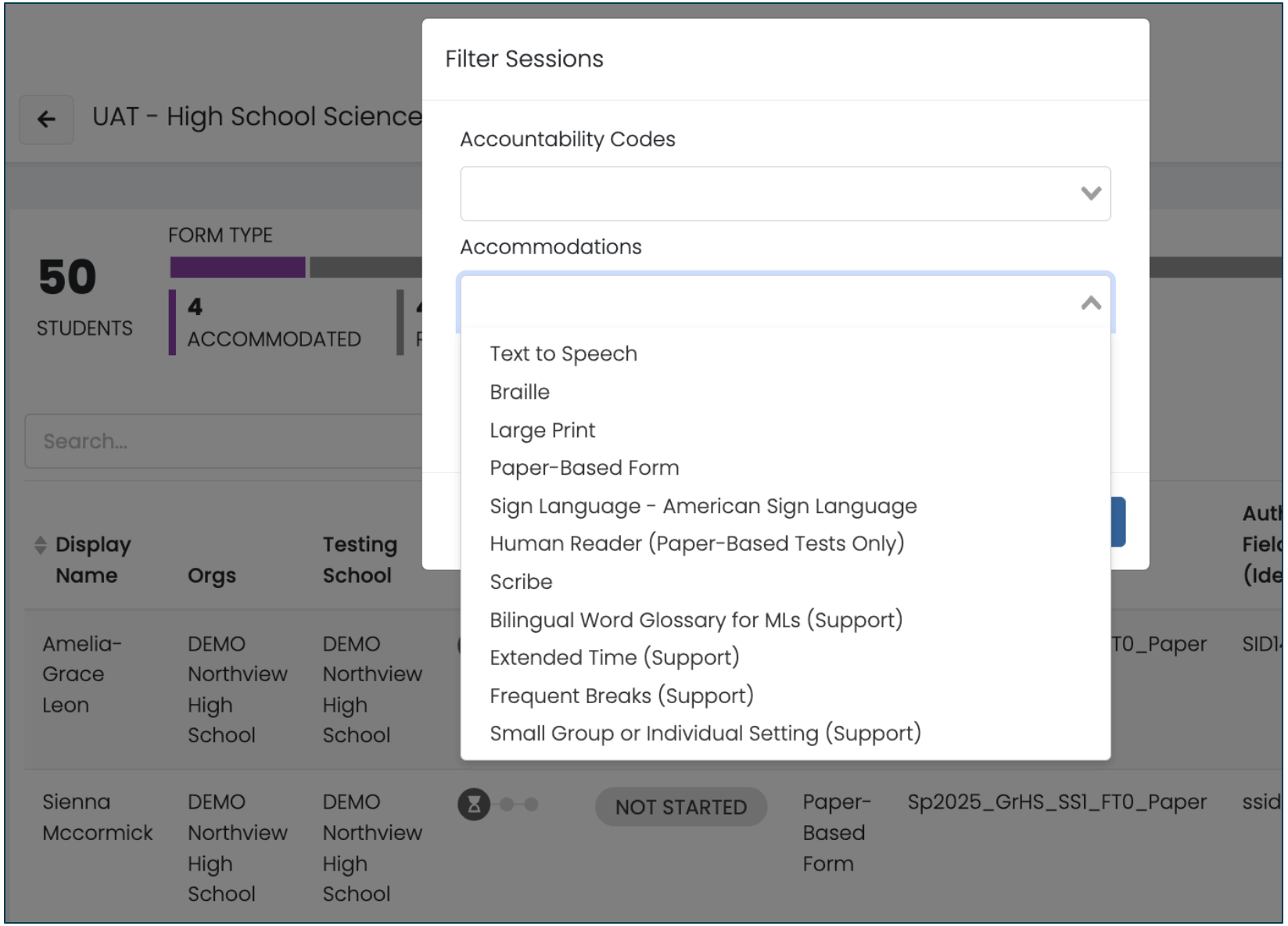
Click header arrows to sort by column

Use the filter button to filter sessions by accommodation



Confirm Admins

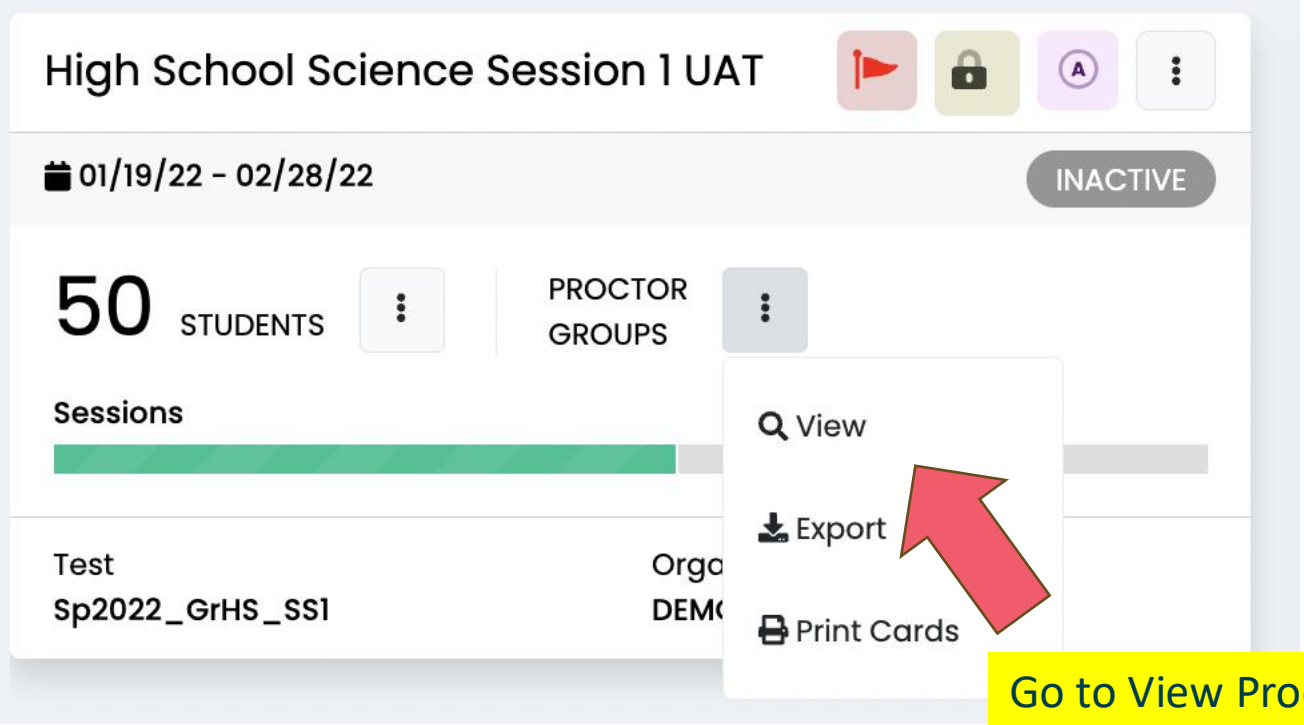
Filter Sessions by Accommodation



Creating and Managing Proctor Groups

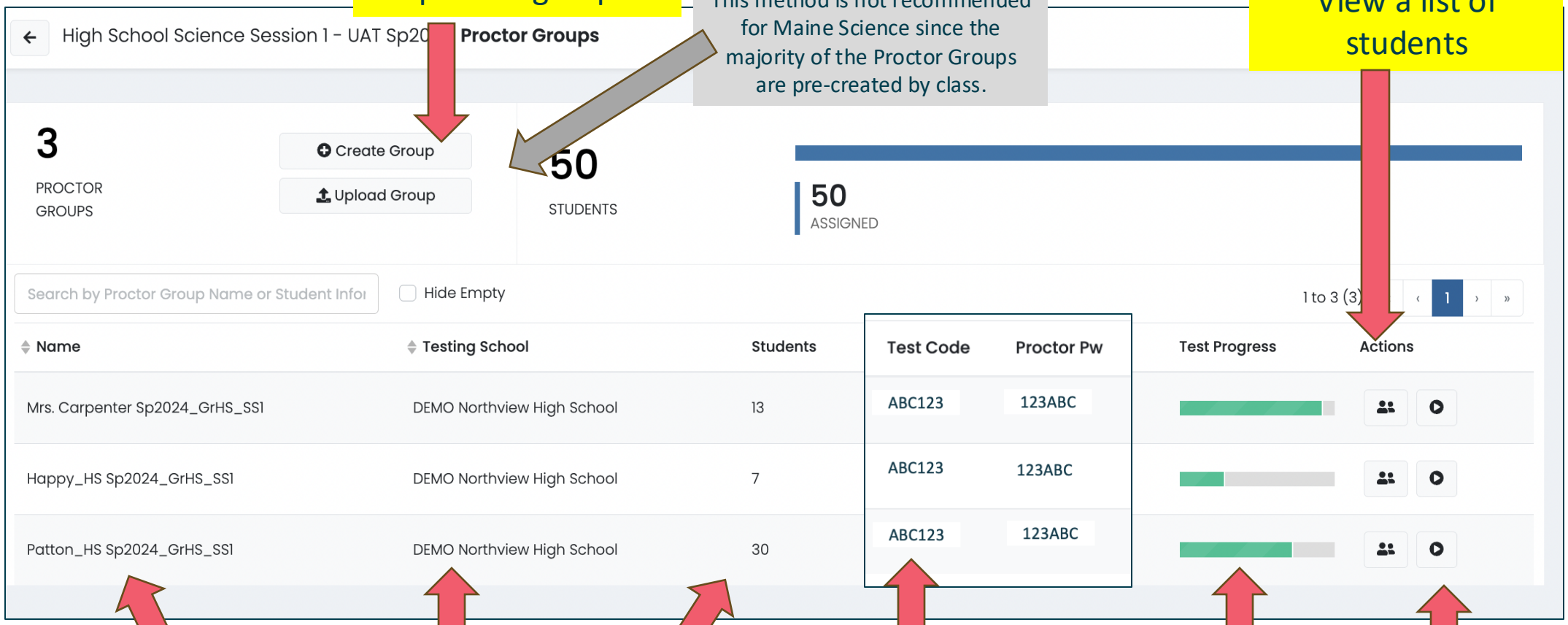
- Default proctor groups are created based on class information entered by the SAU.
- Additional proctor groups can be created by DACs and SACs for test administration convenience.
- Students in additional proctor groups are still associated with their original class rosters and reports.
- Common reasons 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



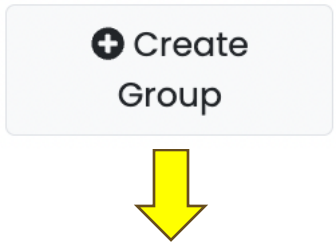
Go to View Proctor Groups from the Administration Card

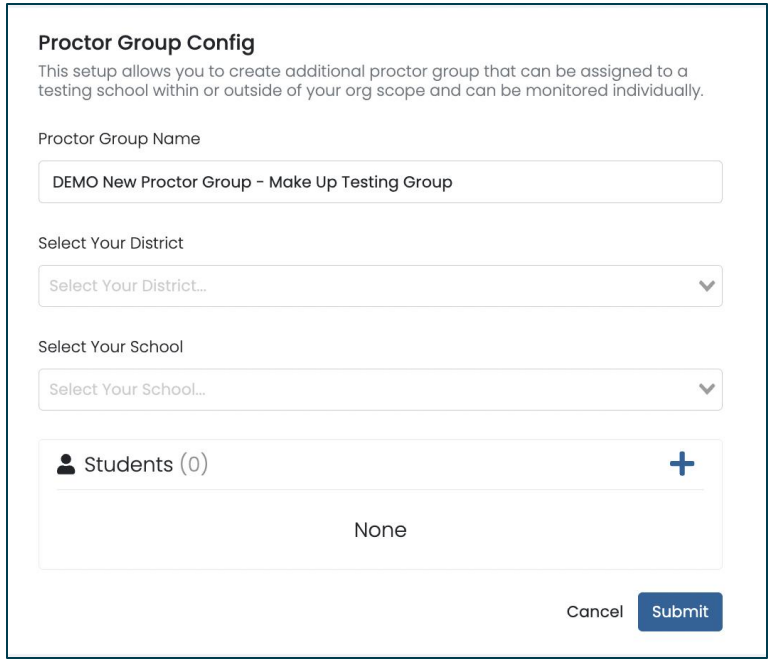
Creating and Managing Proctor Groups

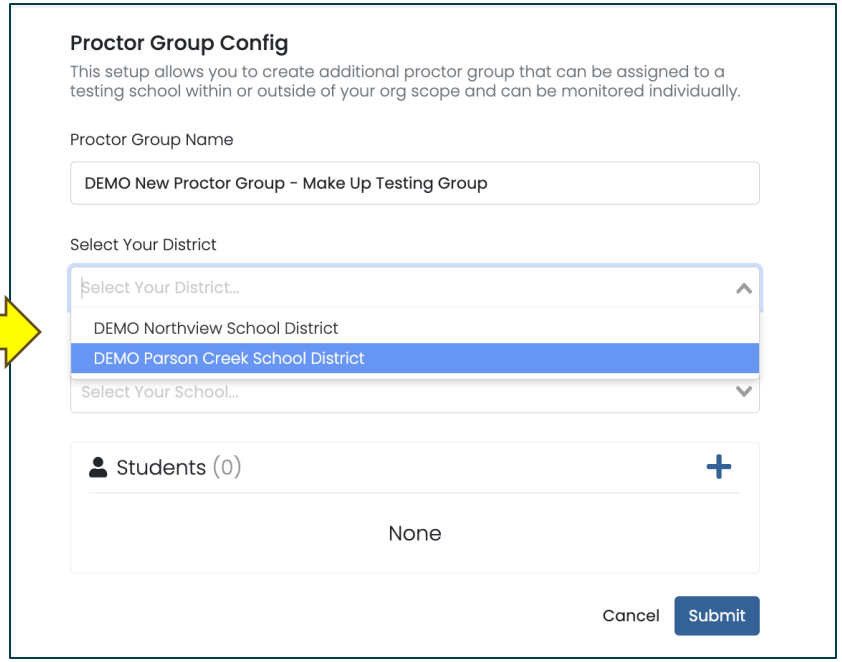


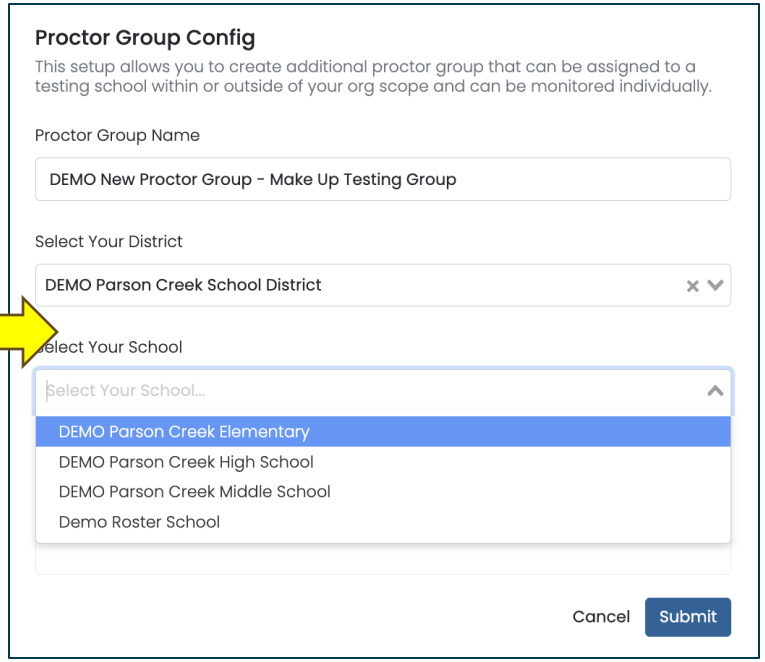
Creating and Managing Proctor Groups

Start here





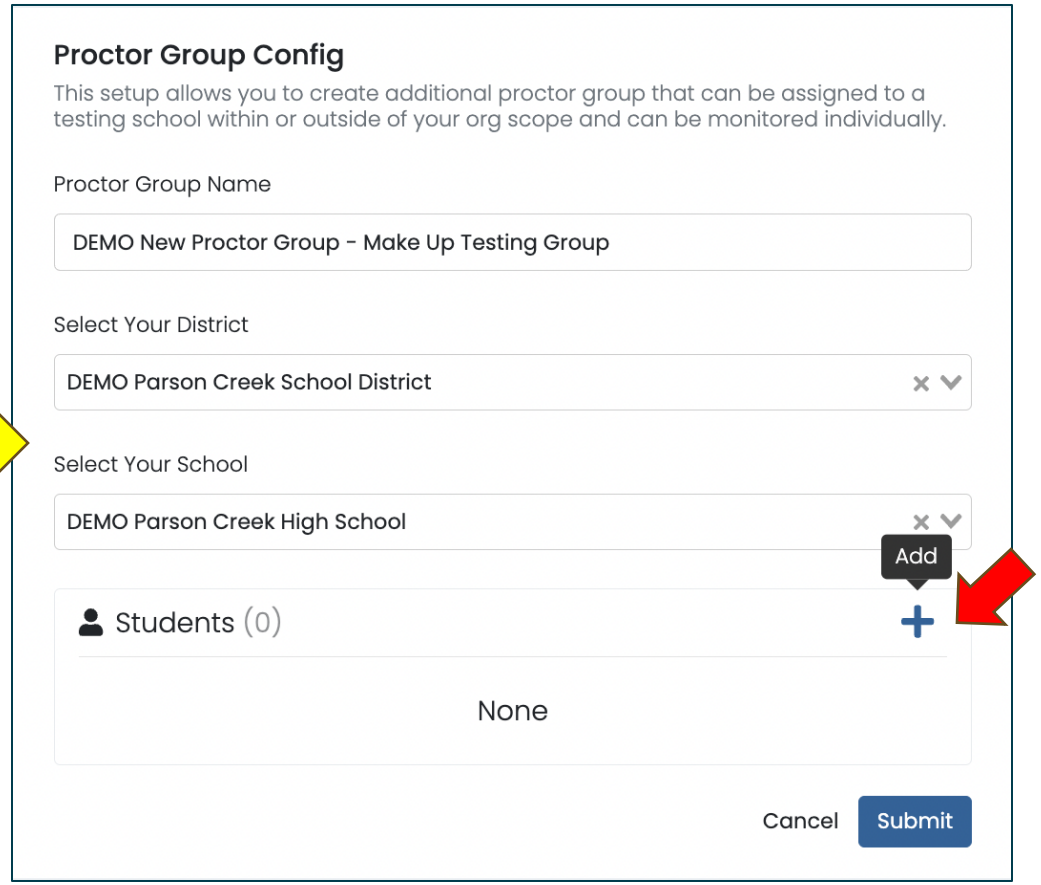


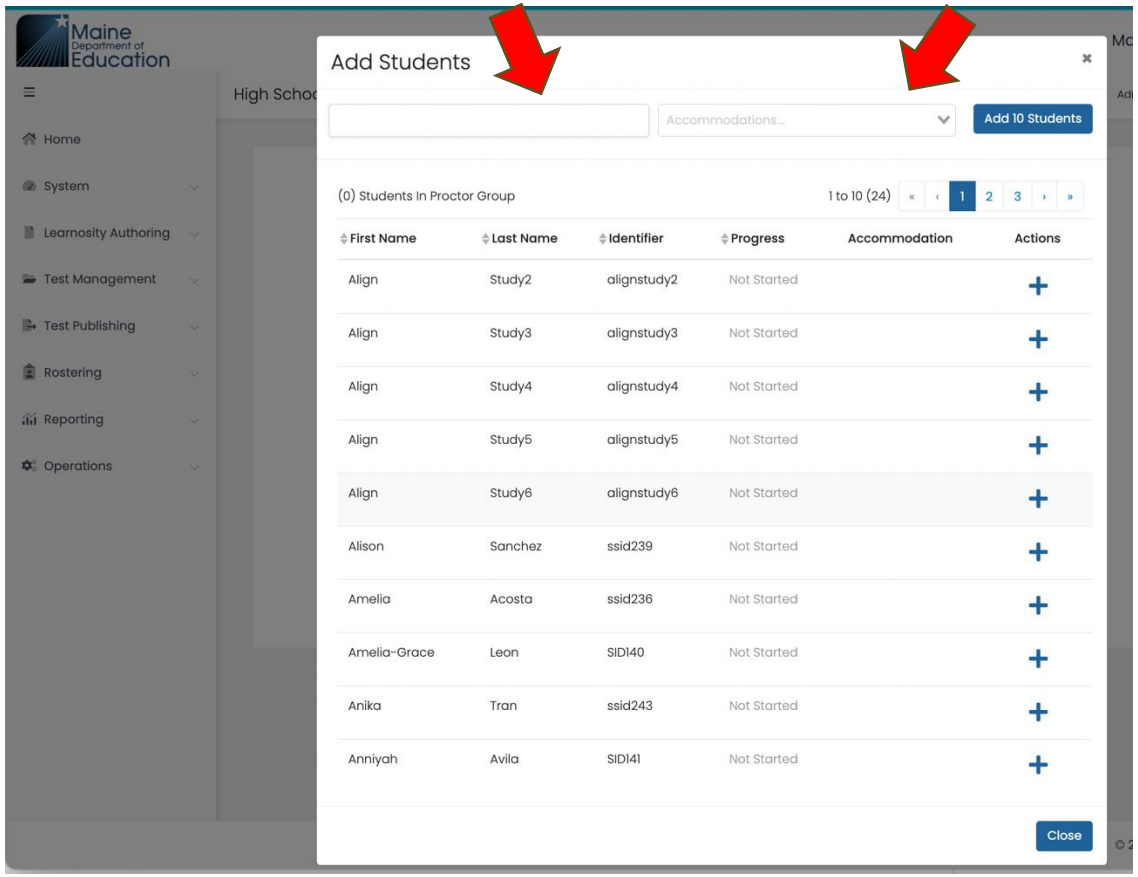


Creating and Managing Proctor Groups

Search by student (optional)

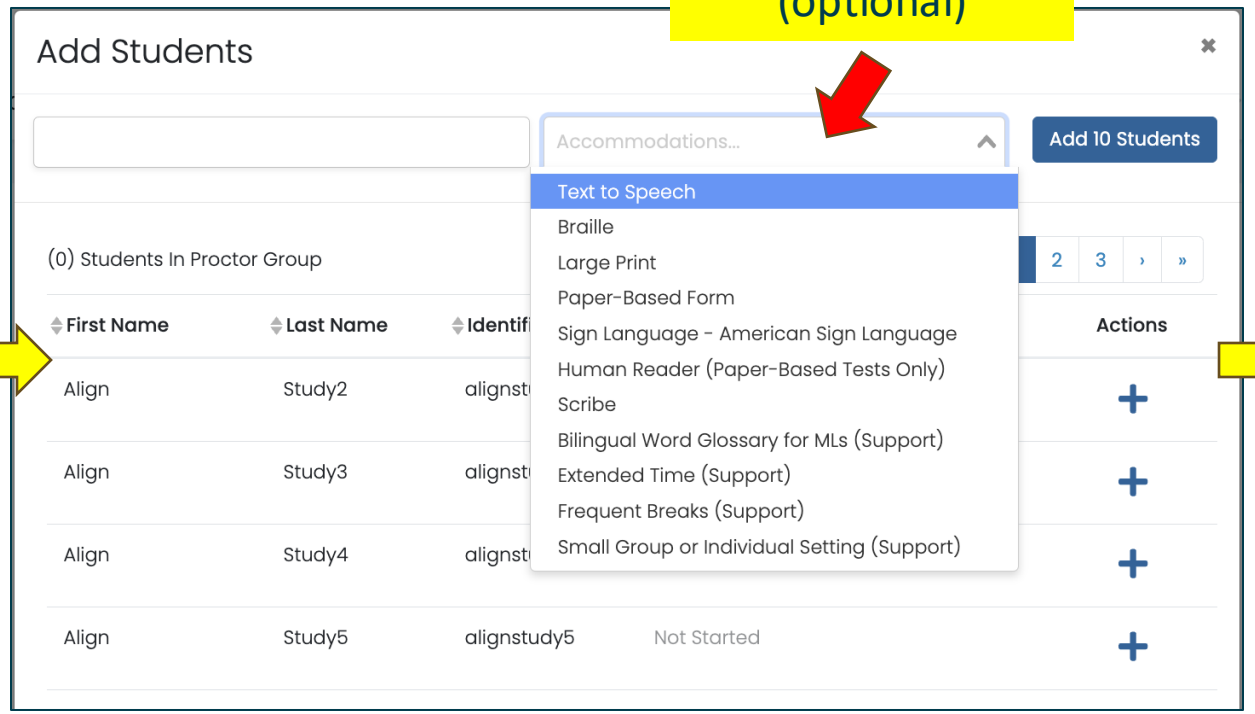
Filter by support/ accommodation (optional)

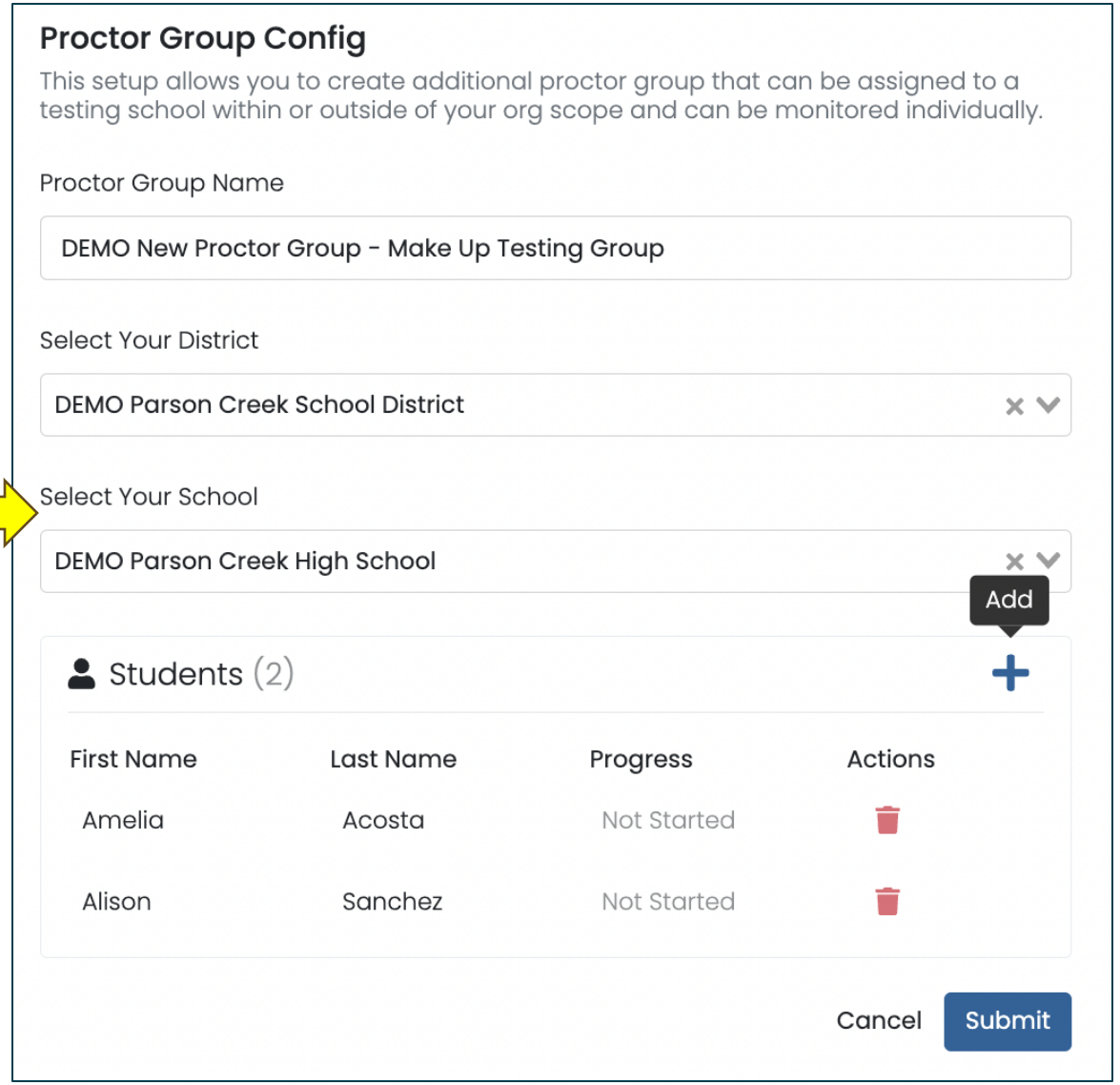




Creating and Managing Proctor Groups

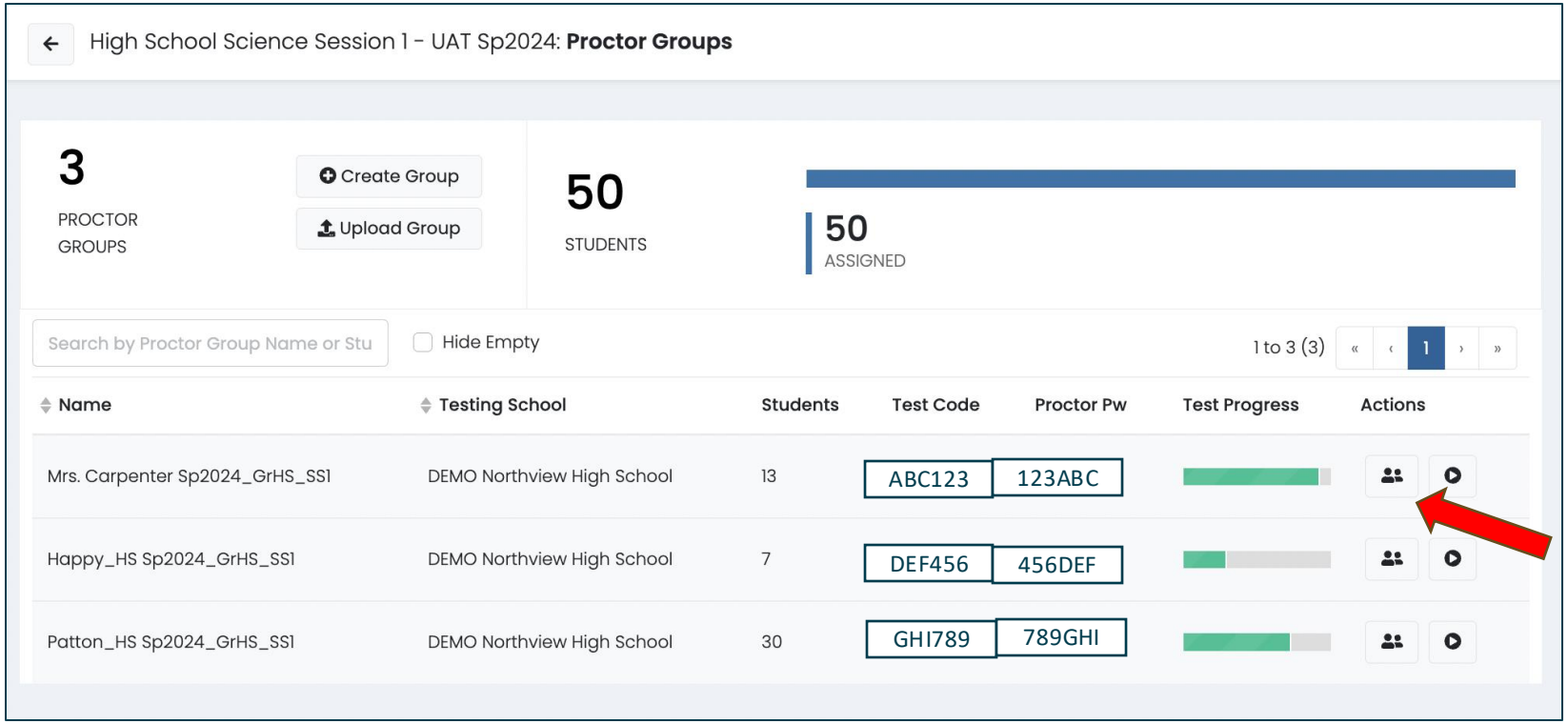
Filter by support/ accommodation (optional)



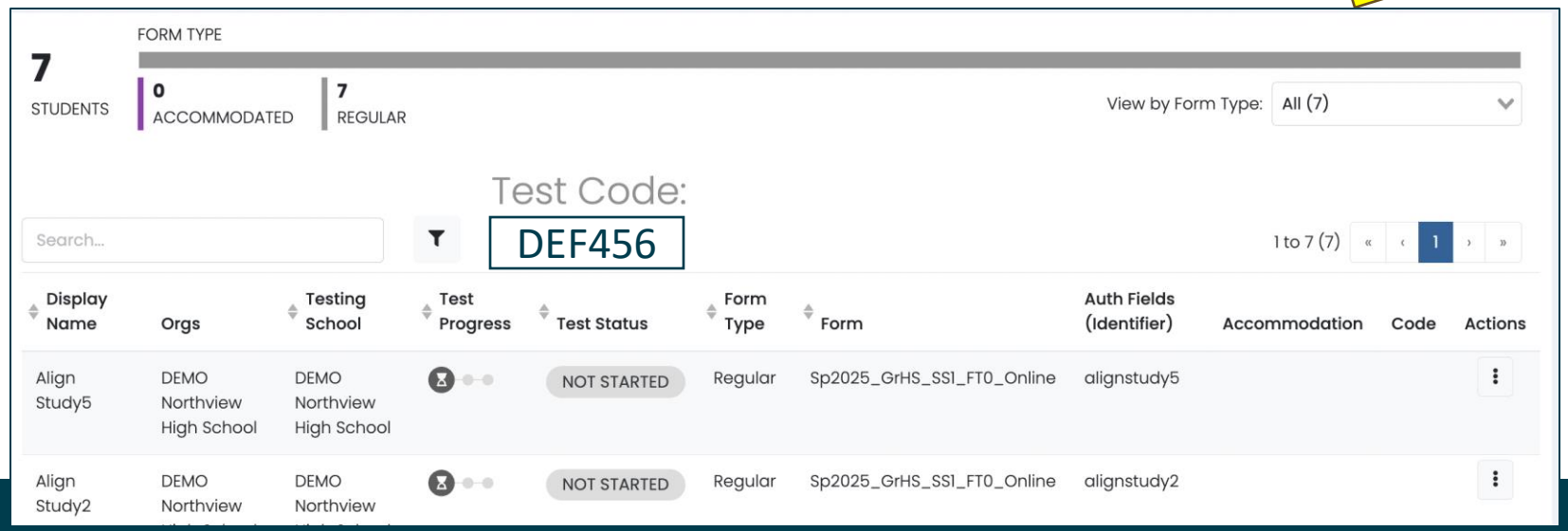


New groups will appear in the list of proctor groups for the Admin.

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.



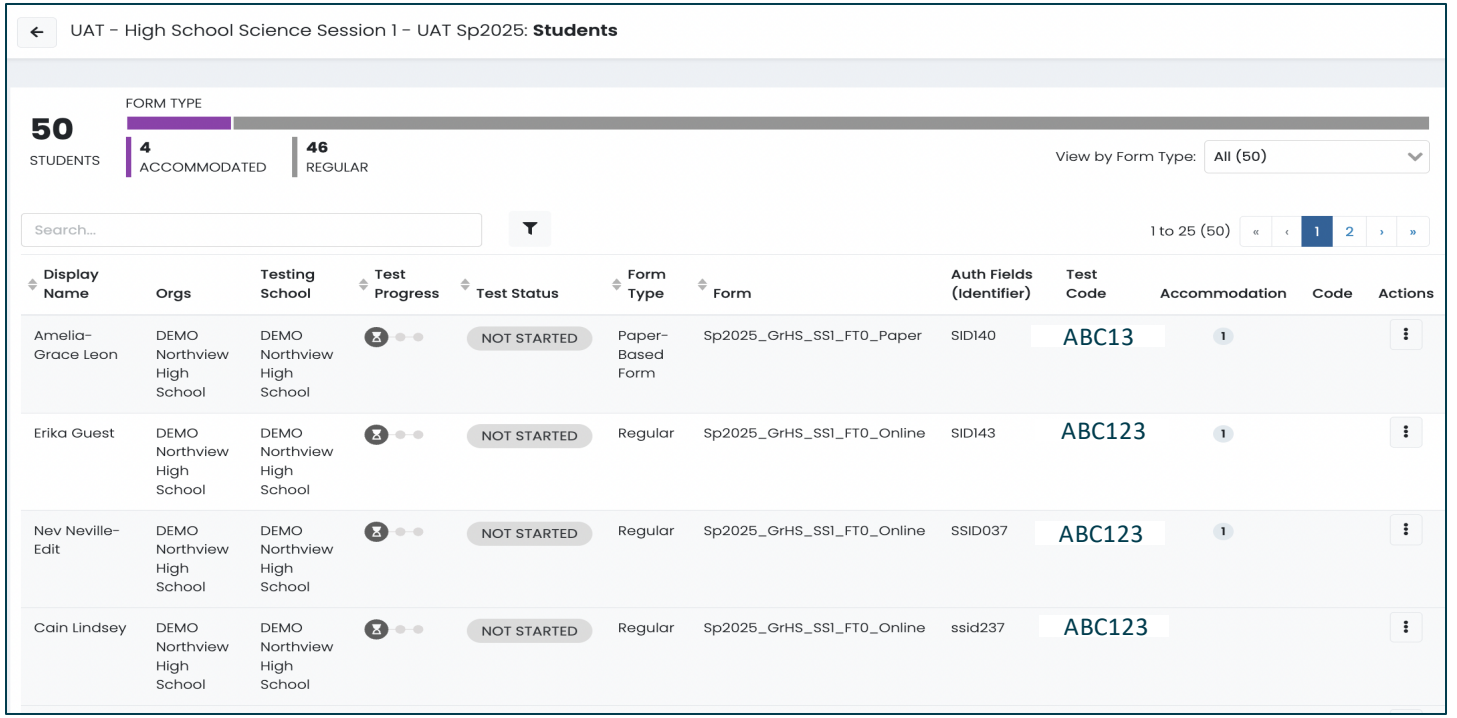
Click on "Students" icon to view class list of sessions

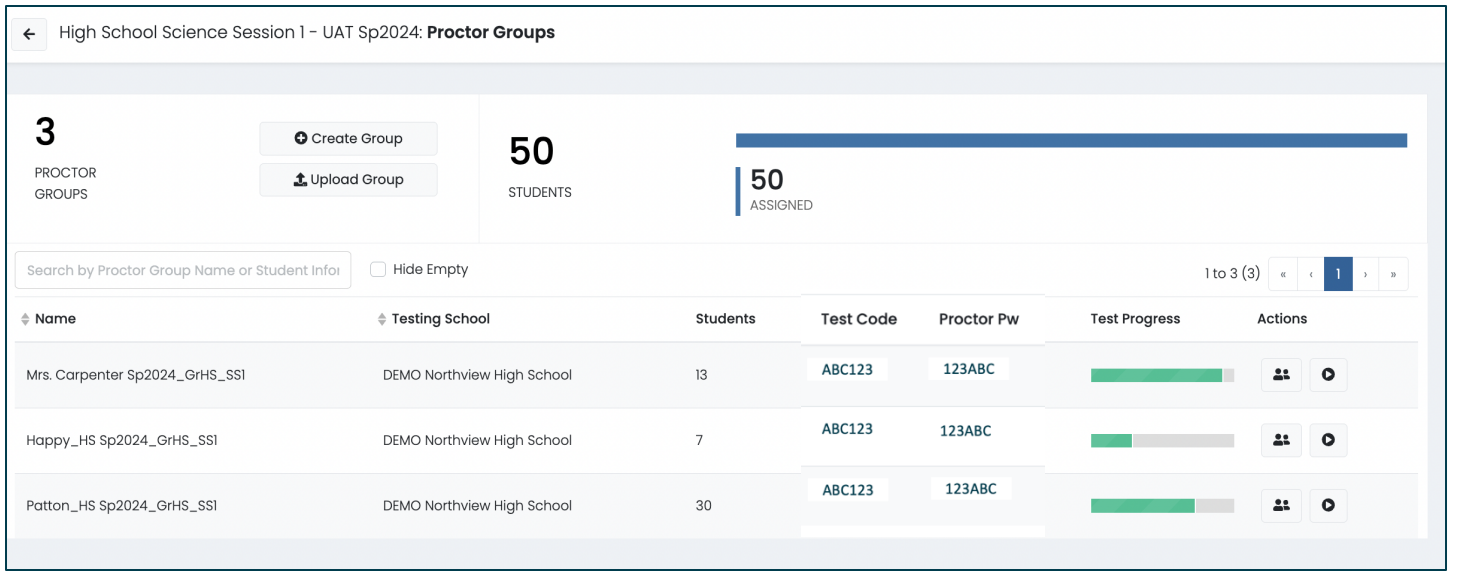


View Student Roster and Proctor Group Details

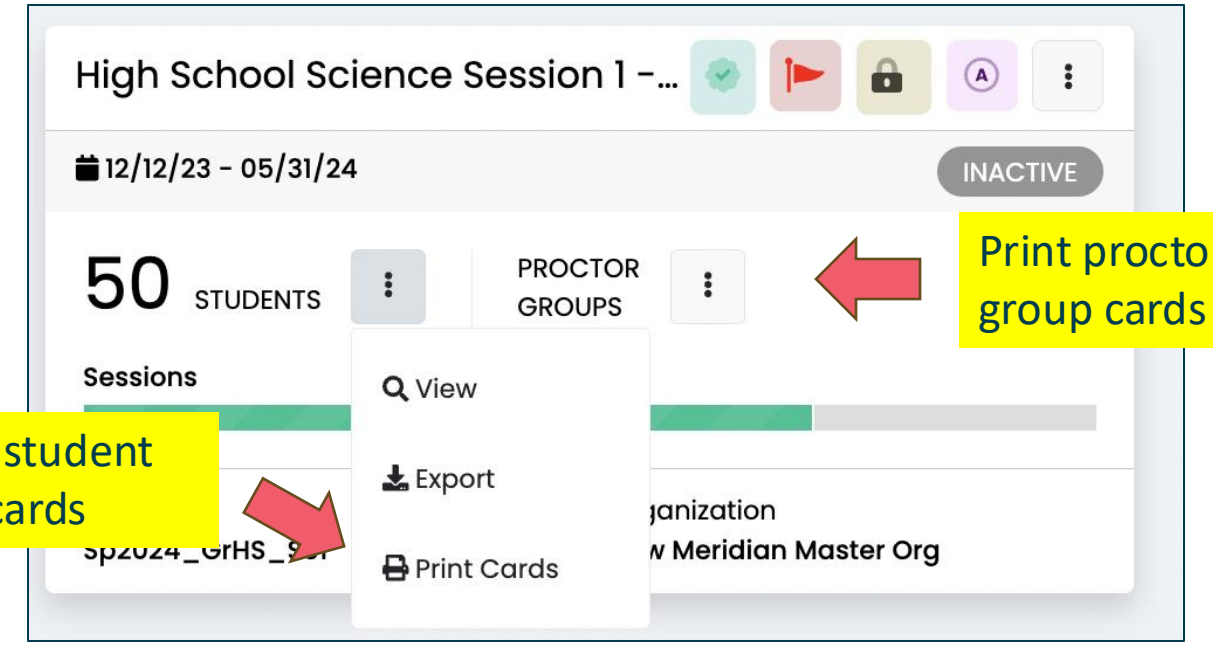
View the roster details of students in the Administration

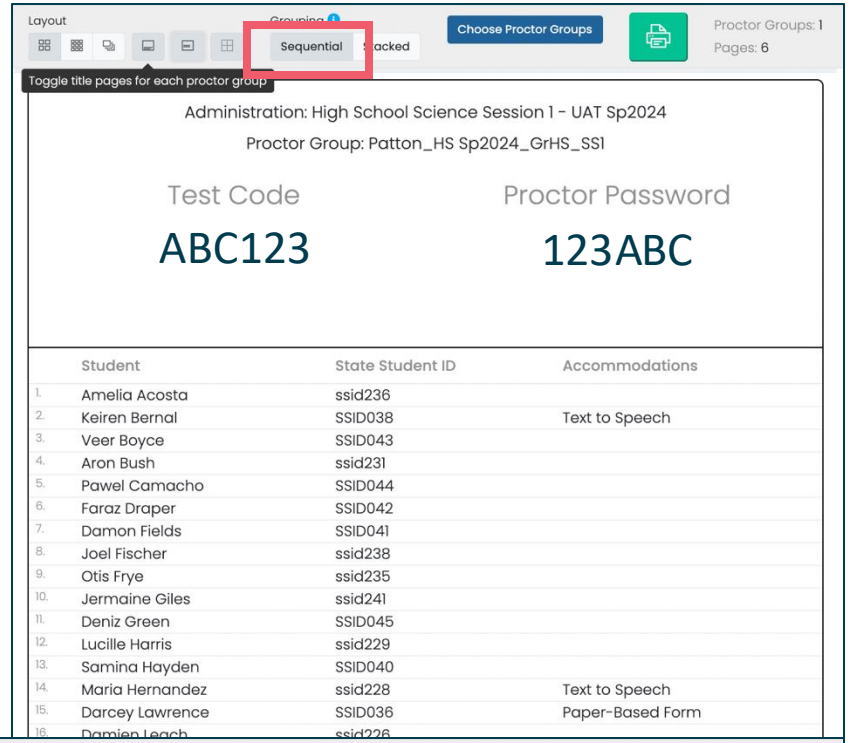
View proctor group details and lists of proctor group enrollments

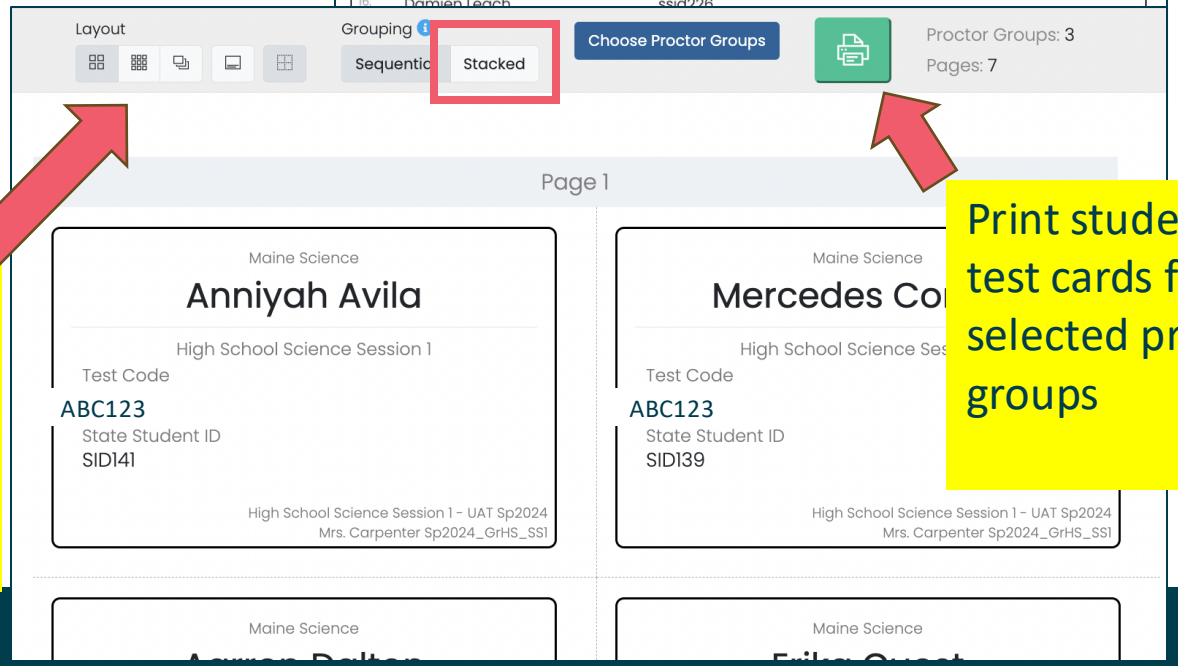




Printing Test Cards and Proctor Cards







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...

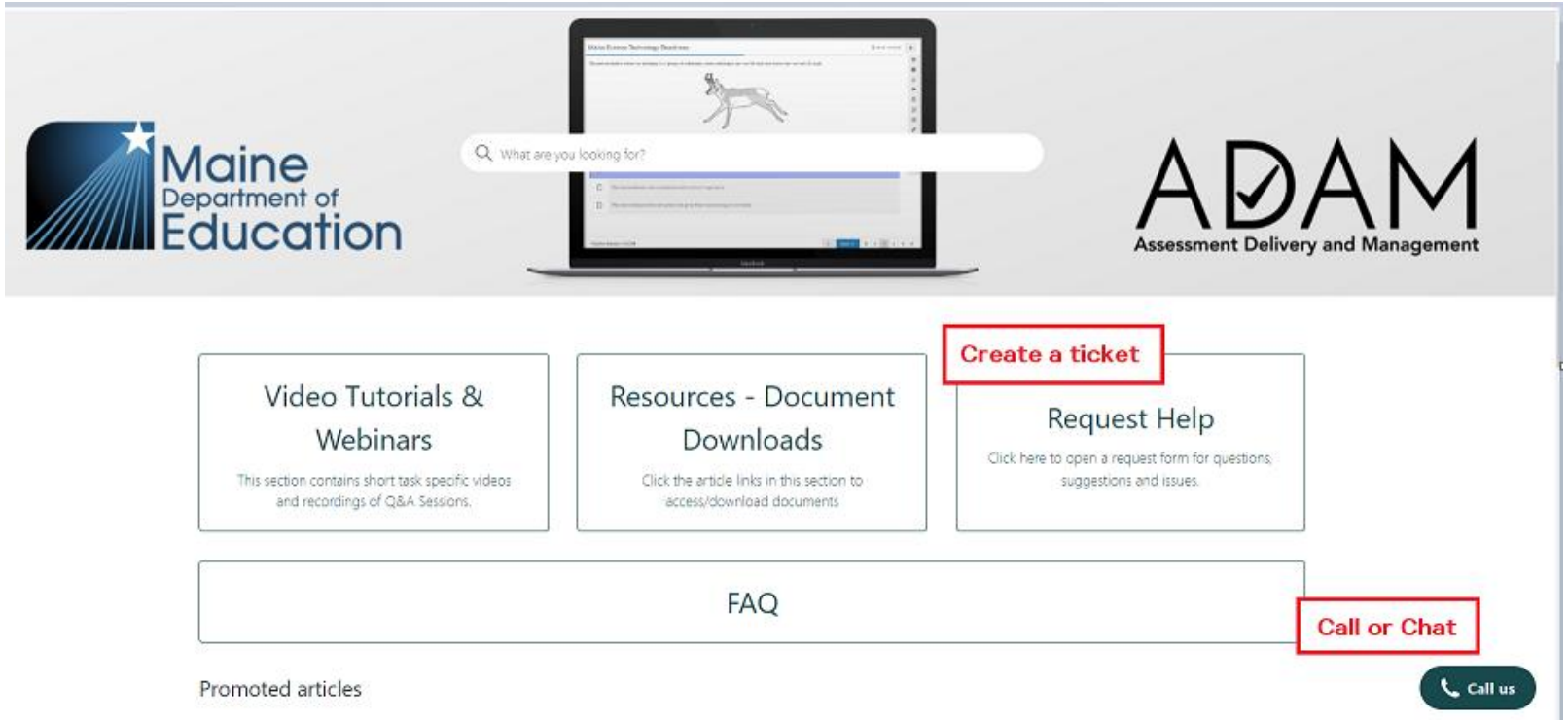
Print student test cards for selected proctor groups

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



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Thank you!