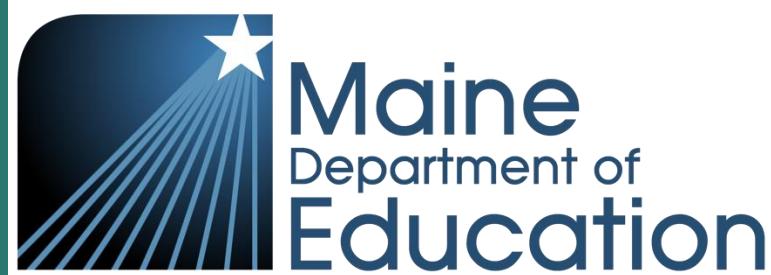




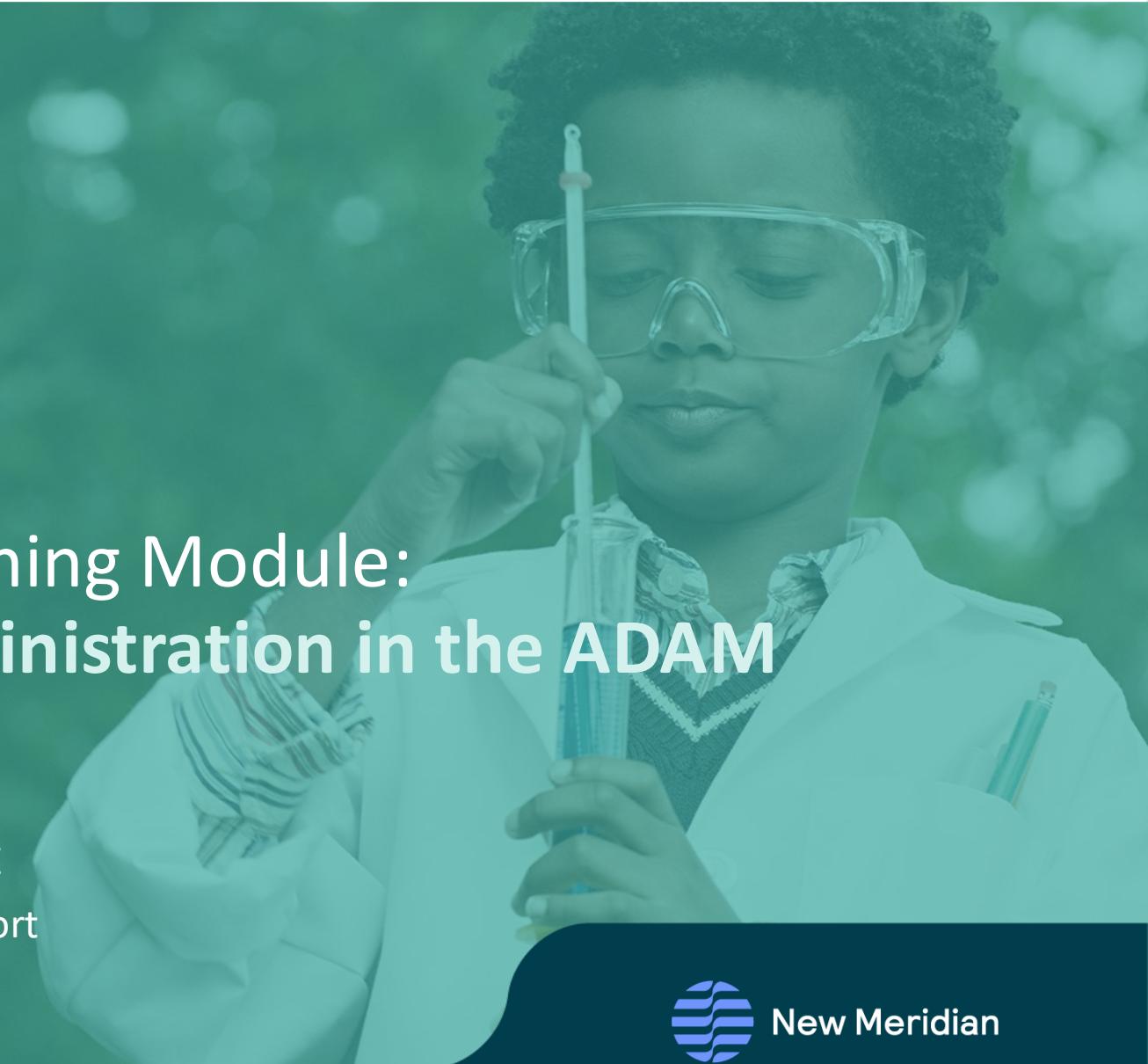
New Meridian  
**Science Exchange**



# 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



# 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](mailto: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

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## 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

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## —

## 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



APRIL 2  
2025

TEST ADMINS ARE  
AVAILABLE IN ADAM FOR  
GRADES 5 AND 8



MAY 12  
2025

SPRING 2025 ASSESSMENT  
WINDOW OPENS FOR  
GRADES 5 AND 8

MANAGE (CREATE / EDIT)  
CLASSES FOR  
GRADES 5 AND 8

MANAGE STUDENT  
SUPPORTS AND  
ACCOMMODATIONS FOR  
GRADES 5 AND 8

CONFIRM STUDENT TEST  
ASSIGNMENTS AND  
SUPPORTS/  
ACCOMMODATIONS

MAKE ADDITIONAL  
PROCTOR GROUPS

# Assessment Administration 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		

## Preparing for Administration

### Pre-Requisite: CREATING CLASSES

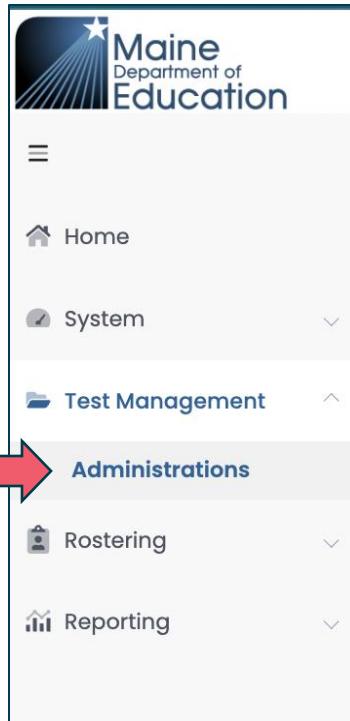
Before Administrations can be confirmed for Spring 2025, student rosters must be confirmed, and classes must be created in ADAM.

- 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.



Search or filter for specific Admins

View Admins as lists or cards

Administration Cards

Sort Admins

Administrations

Current 0

View: Grid List

Search by Administration Name

Filter

High School Science Session 1 - UAT ...

12/12/23 - 05/31/24

INACTIVE

50 STUDENTS

PROCTOR GROUPS

Sessions

Test Sp2024\_GrHS\_SS1 Organization New Meridian Master Org

Grade 8 Science Session 1 - UAT ...

12/11/23 - 05/31/24

INACTIVE

50 STUDENTS

PROCTOR GROUPS

Sessions

Test Sp2024\_Gr08\_SS4 Organization New Meridian Master Org

Grade 8 Science Session 3 - UAT ...

12/11/23 - 05/31/24

INACTIVE

50 STUDENTS

PROCTOR GROUPS

Sessions

Test Sp2024\_Gr08\_SS3 Organization New Meridian Master Org

Grade 8 Science Session 2 - UAT ...

12/11/23 - 05/31/24

INACTIVE

50 STUDENTS

PROCTOR GROUPS

Sessions

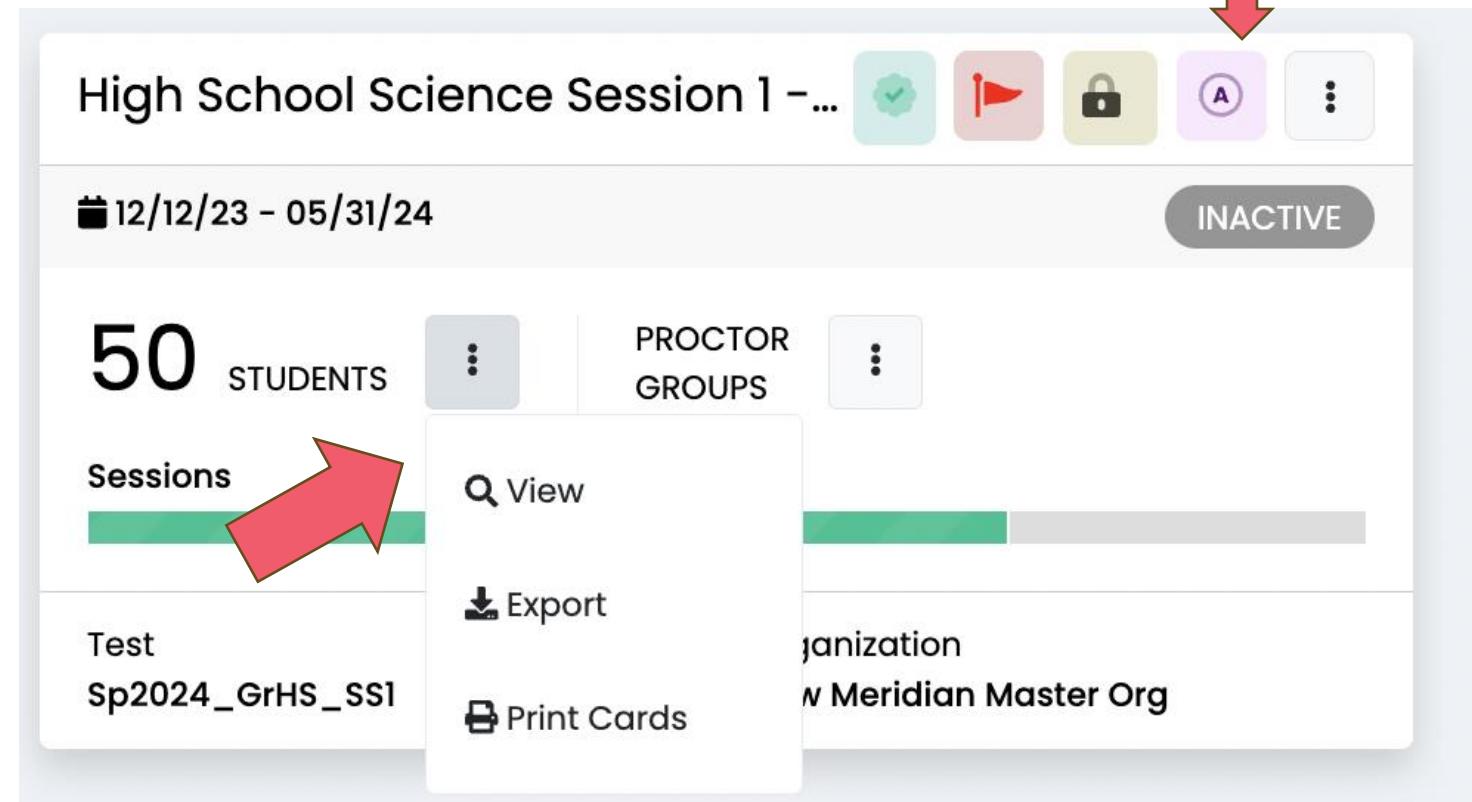
Test Sp2024\_Gr08\_SS2 Organization New Meridian Master Org

## Confirm Admins

## Using the Administration Card

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

NEW – Quick Look at Accommodated Sessions



High School Science Session 1 - ... INACTIVE

12/23 - 05/31/24

50 STUDENTS

PROCTOR GROUPS

Sessions View

Test Export

Sp2024\_GrHS\_SS1 Print Cards

Accommodated Sessions

Search by student name or state ID

UAT - High School Science Session 1 - UAT Sp2025: Students												
<b>FORM TYPE</b>												
50 STUDENTS												
46 REGULAR												
4 ACCOMMODATED												
<input type="text" value="Search..."/> <span>Filter</span>												
1 to 25 (50) <span>«</span> <span>«</span> <span>1</span> <span>2</span> <span>»</span> <span>»</span>												
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	<span>0</span> <span>1</span> <span>2</span>	NOT STARTED	Paper-Based Form	Sp2025_GrHS_SS1_FT0_Paper	SID140	ABC123	1			
Erika Guest	DEMO Northview High School	DEMO Northview High School	<span>0</span> <span>1</span> <span>2</span>	NOT STARTED	Regular	Sp2025_GrHS_SS1_FT0_Online	SID143	ABC123	1			
Nev Neville-Edit	DEMO Northview High School	DEMO Northview High School	<span>0</span> <span>1</span> <span>2</span>	NOT STARTED	Regular	Sp2025_GrHS_SS1_FT0_Online	SSID037	ABC123	1			
Cain Lindsey	DEMO Northview High School	DEMO Northview High School	<span>0</span> <span>1</span> <span>2</span>	NOT STARTED	Regular	Sp2025_GrHS_SS1_FT0_Online	ssid237	ABC123				

Use the filter button to filter sessions by accommodation

Click header arrows to sort by column

# Confirm Admins

## Filter Sessions by Accommodation

UAT - High School Science

50 STUDENTS | FORM TYPE

4 ACCOMMODATED

Search...

Display Name	Orgs	Testing School
Amelia-Grace	DEMO Northview	DEMO Northview
Leon	High School	High School
Sienna McCormick	DEMO Northview	DEMO Northview

NOT STARTED

Paper-Based Form

Sp2025\_GrHS\_SSI\_FT0\_Paper ssid

Filter Sessions

Accountability Codes

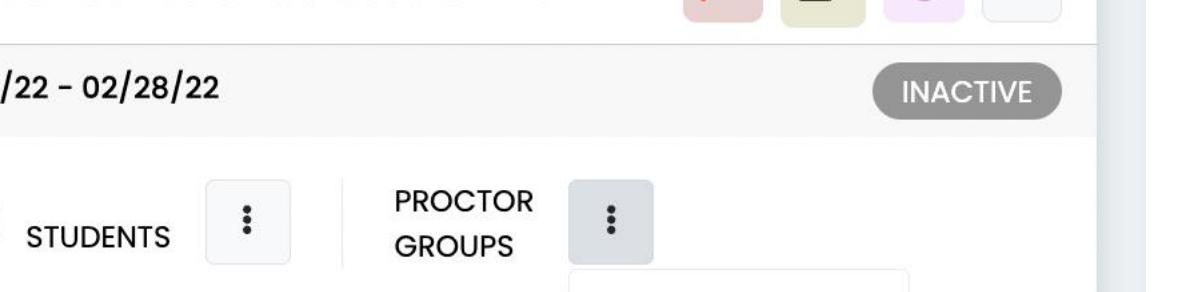
Accommodations

- 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



High School Science Session 1 UAT

01/19/22 - 02/28/22

INACTIVE

50 STUDENTS

PROCTOR GROUPS

Sessions

Test

Sp2022\_GrHS\_SS1

Orga

DEM

View

Export

Print Cards

Go to View Proctor Groups from the Administration Card

# Creating and Managing Proctor Groups

The screenshot shows a user interface for managing proctor groups and students. At the top, a yellow box labeled 'Create an additional proctor group' has a red arrow pointing to the '+ Create Group' button. A grey box in the center contains the text '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.' To the right, a yellow box labeled 'View a list of students' has a red arrow pointing to the '50 STUDENTS' count. The main area displays '3 PROCTOR GROUPS' and '50 STUDENTS'. Below this, a table lists three proctor groups: 'Mrs. Carpenter Sp2024\_GrHS\_SSI' (13 students), 'Happy\_HS Sp2024\_GrHS\_SSI' (7 students), and 'Patton\_HS Sp2024\_GrHS\_SSI' (30 students). Each row includes 'Name', 'Testing School', 'Students', 'Test Code', 'Proctor Pw', 'Test Progress', and 'Actions' columns. A modal window is open for the 'Patton\_HS Sp2024\_GrHS\_SSI' group, showing 'ABC123' for Test Code and '123ABC' for Proctor Pw. The 'Test Progress' bar is green for the first two rows and grey for the third. The 'Actions' column contains icons for users and a refresh button.

Name	Testing School	Students	Test Code	Proctor Pw	Test Progress	Actions
Mrs. Carpenter Sp2024_GrHS_SSI	DEMO Northview High School	13	ABC123	123ABC	<div style="width: 100%; background-color: #28a745; height: 10px;"></div>	 
Happy_HS Sp2024_GrHS_SSI	DEMO Northview High School	7	ABC123	123ABC	<div style="width: 20%; background-color: #28a745; height: 10px;"></div>	 
Patton_HS Sp2024_GrHS_SSI	DEMO Northview High School	30	ABC123	123ABC	<div style="width: 50%; background-color: #28a745; height: 10px;"></div>	 

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...

 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

Search by student (optional)

Filter by support/accommodation (optional)

**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

Select Your District

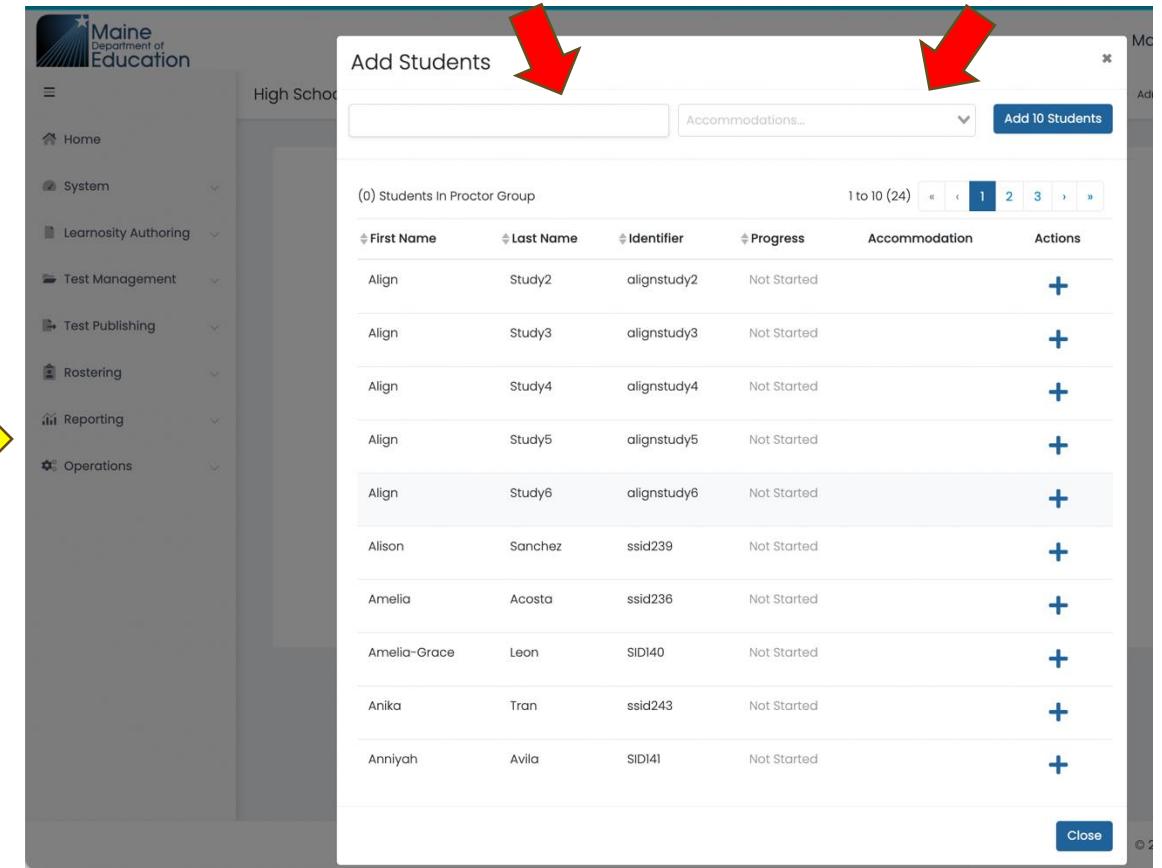
Select Your School

**Students (0)**

None

**Add** 

Cancel **Submit**



The screenshot shows the Maine Department of Education Test Management interface. A modal dialog box is open, titled "Add Students". It contains a search bar and a "Accommodations..." dropdown. Below the search bar, a table lists 10 students in the "Proctor Group". The table columns are: First Name, Last Name, Identifier, Progress, Accommodation, and Actions. Each student row has a blue "+" button in the Actions column. The main interface shows a sidebar with "High School" selected and a list of other modules: Home, System, Learnosity Authoring, Test Management, Test Publishing, Rostering, Reporting, and Operations.

First Name	Last Name	Identifier	Progress	Accommodation	Actions
Align	Study2	alignstudy2	Not Started		<b>+</b>
Align	Study3	alignstudy3	Not Started		<b>+</b>
Align	Study4	alignstudy4	Not Started		<b>+</b>
Align	Study5	alignstudy5	Not Started		<b>+</b>
Align	Study6	alignstudy6	Not Started		<b>+</b>
Alison	Sanchez	ssid239	Not Started		<b>+</b>
Amelia	Acosta	ssid236	Not Started		<b>+</b>
Amelia-Grace	Leon	SID140	Not Started		<b>+</b>
Anika	Tran	ssid243	Not Started		<b>+</b>
Anniyah	Avila	SID141	Not Started		<b>+</b>

**Search by student (optional)**

**Filter by support/accommodation (optional)**



# Creating and Managing Proctor Groups

Filter by support/  
accommodation  
(optional)

Add Students

(0) Students In Proctor Group

First Name	Last Name	Identifier	Progress
Align	Study2	alignstudy2	
Align	Study3	alignstudy3	
Align	Study4	alignstudy4	
Align	Study5	alignstudy5	Not Started

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

Actions

+

+

+

+

**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 (2)**

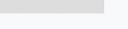
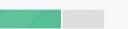
First Name	Last Name	Progress	Actions
Amelia	Acosta	Not Started	
Alison	Sanchez	Not Started	

**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**

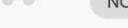
3 PROCTOR GROUPS	<b>50</b> STUDENTS	<b>50</b> ASSIGNED
<input type="text" value="Search by Proctor Group Name or Student Name"/> <input type="checkbox" value="Hide Empty"/> Hide Empty <span>1 to 3 (3) &lt; &lt; 1 &gt; &gt;</span>		
◆ Name	◆ Testing School	Students Test Code Proctor Pw Test Progress Actions
Mrs. Carpenter Sp2024_GrHS_SSI	DEMO Northview High School	13 ABC123 123ABC   
Happy_HS Sp2024_GrHS_SSI	DEMO Northview High School	7 DEF456 456DEF   
Patton_HS Sp2024_GrHS_SSI	DEMO Northview High School	30 GHI789 789GHI   

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

FORM TYPE

7 STUDENTS 0 ACCOMMODATED 7 REGULAR View by Form Type: All (7)

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	 	NOT STARTED	Regular	Sp2025_GrHS_SSI_FT0_Online	alignstudy5			
Align Study2	DEMO Northview	DEMO Northview	 	NOT STARTED	Regular	Sp2025_GrHS_SSI_FT0_Online	alignstudy2			

# 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)

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	1	NOT STARTED	Paper-Based Form	Sp2025_GrHS_SSI_FT0_Paper	SID140	ABC13	1		
Erika Guest	DEMO Northview High School	DEMO Northview High School	1	NOT STARTED	Regular	Sp2025_GrHS_SSI_FT0_Online	SID143	ABC123	1		
Nev Neville-Edit	DEMO Northview High School	DEMO Northview High School	1	NOT STARTED	Regular	Sp2025_GrHS_SSI_FT0_Online	SSID037	ABC123	1		
Cain Lindsey	DEMO Northview High School	DEMO Northview High School	1	NOT STARTED	Regular	Sp2025_GrHS_SSI_FT0_Online	ssid237	ABC123			

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

3 PROCTOR GROUPS 50 STUDENTS 50 ASSIGNED

1 to 3 (3) 1 > >>

Search by Proctor Group Name or Student Info  Hide Empty

Name	Testing School	Students	Test Code	Proctor Pw	Test Progress	Actions
Mrs. Carpenter Sp2024_GrHS_SSI	DEMO Northview High School	13	ABC123	123ABC	<div style="width: 100%;"><div style="width: 100%;"></div></div>	 
Happy_HS Sp2024_GrHS_SSI	DEMO Northview High School	7	ABC123	123ABC	<div style="width: 20%;"><div style="width: 100%;"></div></div>	 
Patton_HS Sp2024_GrHS_SSI	DEMO Northview High School	30	ABC123	123ABC	<div style="width: 33%;"><div style="width: 100%;"></div></div>	 

# Printing Test Cards and Proctor Cards

High School Science Session 1 - ...     

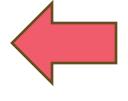
12/12/23 - 05/31/24 INACTIVE

**50** STUDENTS  PROCTOR GROUPS 

**Sessions**   

**Print student test cards** 

sp2024\_GrHS\_SSI

**Print proctor group cards** 

Layout  Grouping   Choose Proctor Groups  Proctor Groups: 1 Pages: 6

Administration: High School Science Session 1 - UAT Sp2024  
Proctor Group: Patton\_HS Sp2024\_GrHS\_SSI

**Test Code** **Proctor Password**

**ABC123** **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	

Layout  Grouping   Choose Proctor Groups  Proctor Groups: 3 Pages: 7

Page 1

Maine Science <b>Anniyah Avila</b> High School Science Session 1 Test Code <b>ABC123</b> State Student ID SID141 High School Science Session 1 - UAT Sp2024 Mrs. Carpenter Sp2024_GrHS_SSI	Maine Science <b>Mercedes Co</b> High School Science Session 1 Test Code <b>ABC123</b> State Student ID SID139 High School Science Session 1 - UAT Sp2024 Mrs. Carpenter Sp2024_GrHS_SSI
Maine Science <b>Arianna Doherty</b> High School Science Session 1 Test Code <b>ABC123</b> State Student ID SID142 High School Science Session 1 - UAT Sp2024 Mrs. Carpenter Sp2024_GrHS_SSI	Maine Science <b>Enrique Quez</b> High School Science Session 1 Test Code <b>ABC123</b> State Student ID SID143 High School Science Session 1 - UAT Sp2024 Mrs. Carpenter Sp2024_GrHS_SSI

**Print student test cards for selected proctor groups** 

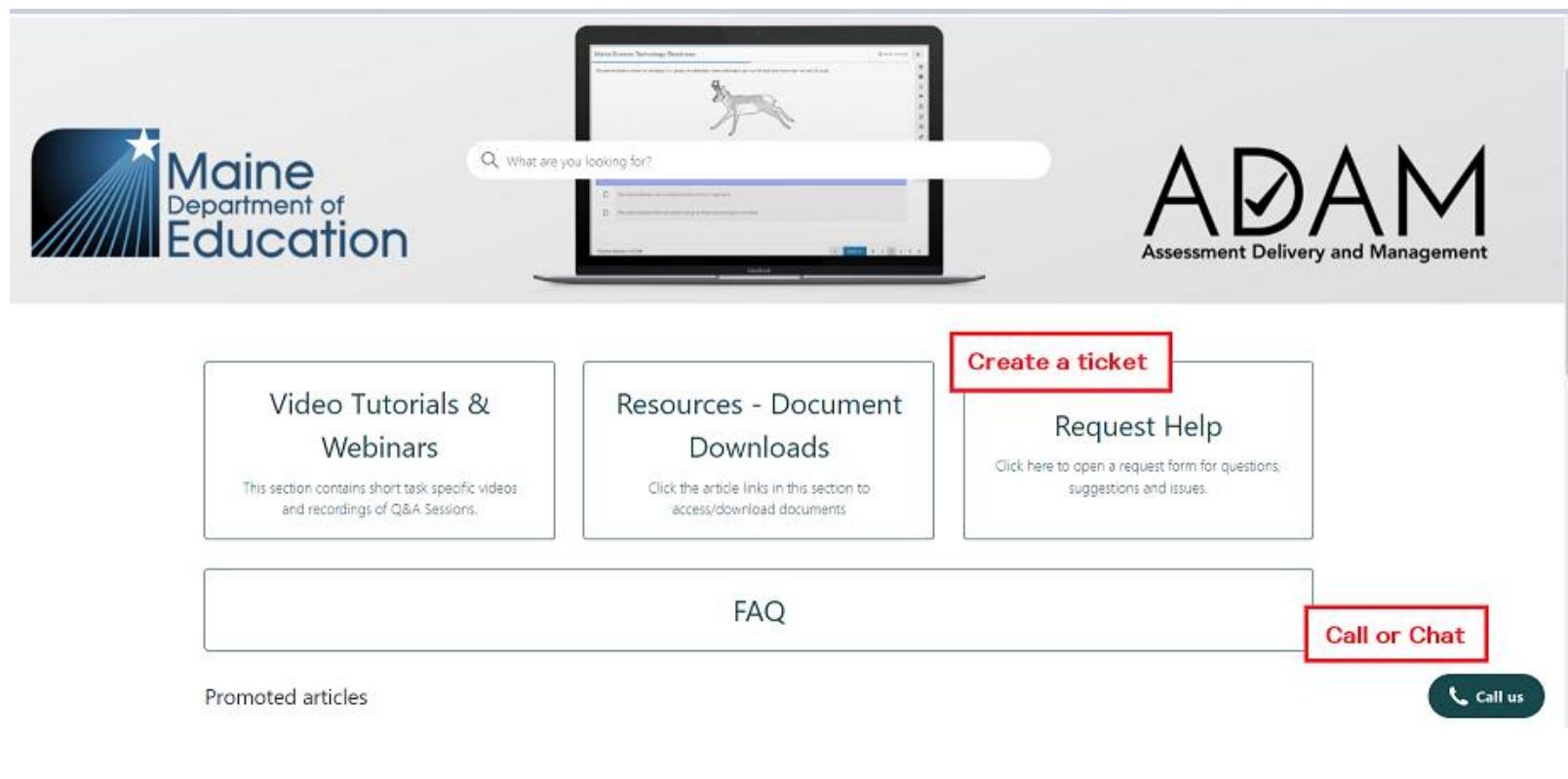
There are a variety of options for print layout of the test cards including one per page, 3x6, 2x4, sequential, stacked, and by proctor group title page...

# 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>



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 logo, which stands for Assessment Delivery and Management. Below the laptop are four main service boxes: "Video Tutorials & Webinars" (described as containing short task specific videos and recordings of Q&A sessions), "Resources - Document Downloads" (described as containing article links to access/download documents), "Create a ticket" (a red button), and "Request Help" (described as a link to open a request form for questions, suggestions, and issues). At the bottom left is a "Promoted articles" section, and at the bottom right is a "Call or Chat" button with a phone icon and the text "Call us".



New Meridian  
**Science Exchange**

Thank you!

