

# Office Hours: March 13, 2024 Q&A

## Resources

- [Slides](#)
- [Assessment Calendar](#)
- [SAU Technical Assistance Form](#)

Question: How quickly does the assessment platform update when the student information is updated in Synergy?

**MSAA:** This is not an automatic process and does require action taken by Maine DOE. Each night, a change file is generated based on the alternate assessment rosters for each SAU, housed in NEO. The change file is then generated to capture any enrollment updates or demographic changes. This job runs at 8pm and the next morning, the team business analyst pulls that file and provides to assessment team coordinator, who then has to upload to the MSAA Platform. While we like to say 36 hours to allow for errors, it generally is 24 hours for weekdays.

**Maine Through Year:** Similar to the MSAA rosters, the Maine Through Year Assessment roster is loaded manually each weekday morning by a member of the Assessment Team. As a result, over weekends and state holidays, it may take up to 36 hours to see updates from Synergy reflected in the Acacia platform. If an error is generated during the roster upload, those errors often require manual fixes and may take more time. If you need a student added or updated immediately, please reach out to Krista Averill at [Krista.Averill@maine.gov](mailto:Krista.Averill@maine.gov) and cc: [Kalua.Wilson@maine.gov](mailto:Kalua.Wilson@maine.gov).

**Maine Science:** The Maine Science Assessment roster is automatically ingested into the ADAM platform, updating within 24 hours during the week, Monday-Friday.

## [Maine Through Year](#)

### Resources

- Assessment Coordinator Training Registration Links – *Both trainings are the same. Assessment Coordinators need only attend one.*
  - [March 21, 3:00-4:30 PM](#)
  - [March 26, 3:00-4:30 PM](#)
- [Spring 2024 NWEA Professional Learning Flyer](#)
  - [NWEA Professional Learning Online \(PLO\)](#)
  - [PLO Add Member Instructions](#)

- [Accessing Maine Through Year Assessment Data for the Comprehensive Needs Assessment](#)
- For macOS users:
  - [macOS NWEA State Solutions Secure Browser Bulletin - March 2024](#)
  - [Additional macOS secure browser installation steps](#)

Questions

*No questions at this time*

## [Maine Science](#)

Resources

- Lockdown Browser Installation Training: March 28, 3:00-4:30 PM ([Registration Link](#))
- Rostering in ADAM & Accessibility Training: April 4, 3:00-4:30 PM ([Registration Link](#))
- Administration, Proctoring, & Accessibility Training: April 25, 3:00-4:30 ([Registration Link](#))
- Released Items:
  - Grade 5 Released Items: [For Students](#) and [For Teachers](#)
  - Grade 8 Released Items: [For Students](#) and [For Teachers](#)
  - High School Released Items: [For Students](#) and [For Teachers](#)
- [Practice Assessments and Tutorials](#)
- [Score Interpretation Guide](#)
- [Reporting Platform Guide](#)

Questions

*No questions at this time*

## [NAEP & International](#)

Questions

*No questions at this time*

## **ACCESS & Alternate ACCESS (English language proficiency)**

### Resources

- Test Administrator Essentials, Test Administration Manual, Accessibility and Accommodations Guide and more can be found on the Maine DOE/ACCESS webpage: [English Language Proficiency Assessments | Department of Education \(maine.gov\)](#)

### Questions

*No questions at this time*

## **MSAA (Math/ELA and Science)**

### Resources

- Test Administration Manual, User Guides, and Alternate Assessment Timeline can be found on the Maine DOE/MSAA webpage: [MSAA | Department of Education \(maine.gov\)](#)
- As a District Assessment Coordinator, will you need access to the MSAA Platform to view students, create TA accounts, monitor test status and eventually download reports? If so, complete the survey: [MSAA Test Coordinator Survey](#)

### Questions

*No questions at this time*