

eMPower**ME**

Grades 3–8
Spring 2017

School Test Coordinator Manual

MEA English Language Arts/Literacy
Essay

eMPower[™]
Assessments



Important Contact Information

Measured Progress (General Administration Questions)

Measured Progress Service Center..... (855) 652-8929
or maineservicecenter@measuredprogress.org
Online Maine Help & Support <https://maine.onlinehelp.measuredprogress.org/>

Maine Department of Education (Policy Questions)

Nancy Godfrey, Assessment Coordinator (207) 624-6775
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Overview of the 2017 Maine Educational Assessment—Essay

1. All public school students in grades 3–8 are required to be assessed annually in mathematics and ELA/literacy, either on the general assessment (eMPowerTMME) or its alternate (MSAA). Specific guidance about the participation of various student populations can be found in the *Operational Procedures Manual* on the Maine DOE assessment website.
2. All students who participate in the eMPowerME Essay Assessment must have a state student identification number in Infinite Campus State Edition (ICSE). That number will identify students in the MEA Portal used for online testing. For paper-pencil testing, that number must be included on every student's test and answer booklet, either on the pre-printed student identification labels provided by Measured Progress or bubbled on page 1 of the Student Test and Answer Booklets.
3. All student demographic data used for eMPowerME reporting will be the data entered by schools into ICSE as of April 14, 2017. The only exceptions to this are the accommodations codes and homeschooled bubbles on page 2 of the Student Test and Answer Booklets for paper-pencil testing, as this information is not collected in ICSE. Accommodations for online testing will be assigned within the MEA Portal.
4. The eMPowerME Essay Assessment is designed to assess Maine's *College and Career Readiness Standards*.
5. Online testing will take place May 8–19, 2017. Schools testing with paper-pencil materials should contact the Measured Progress Service Center (855-652-8929) or maineservicecenter@measuredprogress.org to schedule materials pick-up no later than May 22, 2017.
6. Paper-pencil testing materials for students who are preapproved by Maine DOE are shipped directly to and from the school, as specified in this manual.
7. Schools are responsible for supplying access to the MEA Workstation Kiosk or supplying paper-pencil eMPowerME testing materials for enrolled students who are preapproved by Maine DOE, ensuring that testing occurs, and returning paper-pencil test materials as specified in this manual.

Additional eMPowerME Administration Resources

A training webinar for test coordinators and test administrators can be found at <http://www.maine.gov/doe/assessment/math-ela/training/index.html>.

Important Dates

Event	Date
eMPowerME Online Testing Portal Opens to Enter Accommodations, Classes, Rosters	February 10, 2017
eMPowerME Online Test Scheduling Begins	March 6, 2017
eMPowerME Paper-Pencil Test Shipment Date	April 8, 2017
eMPowerME Test Administration Window	May 8–19, 2017
Last Date to Schedule UPS Pick-Up for Paper-Pencil Tests	May 22, 2017

Purpose of Document

This manual provides information about test coordination and administration procedures for the eMPowerME Essay Assessment.

For details on the structure, formats, and content of this test, visit the eMPowerME Assessments page for the Maine Department of Education at <http://maine.gov/doe/assessment/math-ela/index.html>.

School test coordinators (STCs) must read this manual thoroughly prior to testing and be familiar with the instructions given in the *Test Administration Manual* available online at <http://maine.gov/doe/assessment/math-ela/index.html>.

In addition, prior to testing, STCs should have thoroughly reviewed the *MEA Portal User Guide* and the *MEA Administration FAQ* located online at <https://maine.onlinehelp.measuredprogress.org/guides/> and become familiar with the *MEA Accessibility Guide*, available online at <http://maine.gov/doe/assessment/math-ela/administration/index.html>.

Further questions or concerns about these documents and resources can be answered by contacting Nancy Godfrey, Assessment Coordinator, at (207) 624-6775 or nancy.godfrey@maine.gov.

Overview of the School Test Coordinator's Responsibilities

The informed cooperation of every STC is essential to ensure that the eMPowerME test administration proceeds smoothly, test materials are properly accounted for, and student responses are accurately analyzed. The instructions given in this manual and in the *Test Administration Manual* must be followed closely by each principal, STC, and test administrator (TA).

As STC, your primary responsibilities are overall test security and ethical administration of the assessment, scheduling logistics, materials handling, and training and supervision of all TAs.

All STCs must sign the Test Security and Student Data Privacy Agreement found online at <http://www.maine.gov/doe/assessment/math-ela/administration/index.html>.

Test Security and Ethics

The quality and usefulness of the assessment data generated by the eMPowerME Essay Assessment depends, in large part, on the uniformity of test administration and the security of test materials. Valuable information about student achievement of Maine's *College and Career Readiness Standards* will be seriously compromised if test security is not strictly implemented and maintained. STCs are responsible for ensuring that the eMPowerME administration takes place in accordance with these guidelines. **Duplication of any portion of the eMPowerME Essay Assessment materials is strictly forbidden.** Duplication includes but is not limited to audio-taping, videotaping, photographing, photocopying, and handwritten copying. No test and answer booklet, and no student work, including any record of computer-generated responses, may be retained, discarded, recycled, removed, or destroyed unless permission has been requested and received due to hazardous material contamination.

School Test Coordinator's Responsibilities

As STC, you are ultimately responsible for the security of eMPowerME test materials while test materials are in your control. It is critical that you or your designee perform the following steps:

1. Inform staff and students of these test security and ethical considerations.
2. Make sure the online test administration kiosk is downloaded on all computers.
3. Make sure no phones, cameras, or other electronic devices other than the online testing device itself are used during testing.
4. Paper-Pencil Version Only: Inventory paper-pencil test materials as soon as they are received by your school.
5. Paper-Pencil Version Only: Secure test materials after each testing day/period.
6. Paper-Pencil Version Only: Ensure complete and error-free return of paper-pencil materials to the testing contractor when testing is completed.

The eMPowerME Essay Assessment is designed to provide information about student achievement. The accuracy and value of this information is directly influenced by how staff and students handle test materials and how students respond to writing prompts. **Staff must be notified that using current test materials to familiarize students with test-taking strategies is a violation of test security and testing procedures.**

As STC, you are ultimately responsible for ensuring that students are properly instructed in the use of test materials and are given the opportunity to do their best. You or your designee must ensure the following:

1. Students have been informed about the importance of the eMPowerME Essay Assessment before testing begins; that their test results will be included in their permanent school records; that a copy of the test results will be provided to their parent(s) or guardian(s); and that test results, including sample student responses, will be used by teachers to help improve academic performance.
2. Students are informed about test security and ethical considerations; do not participate in any form of cheating; only provide answers that are strictly their own; do not consult notes, textbooks, or other teaching materials; do not use cell phones, computers (except the computer used for testing), or other digital or electronic devices; do not share writing prompts with other students or consult other students, staff, or anyone else accessible to them during test administration.
3. Each student logs in to the appropriate grade, uses only that assigned set of test materials, and handles and completes the materials properly.
4. Students are informed that while a specific amount of time has been scheduled, they may have additional time if needed. **THE TEST MUST BE COMPLETED ON THE DAY IT IS STARTED.** (see [page 11](#)).

5. Students are informed that they will be required to make up the test if it is missed due to absence from school and that they are encouraged to avoid being absent during the test administration.
6. Students are informed that responses identified in the scoring process as indicating that a student’s physical/emotional health or personal safety may be in jeopardy or that a student may be a threat to others may be referred to appropriate local SAU personnel. All referrals are confidential and any decisions connected with these referrals are under the jurisdiction of the local SAU.

In addition, STCs for online testing are responsible for the following:

- managing users (adding or editing TA accounts)
- viewing students within their school and editing student accommodations
- viewing and editing the proctor password
- scheduling the test
- managing and monitoring the test
- preparing the IT network for student testing
- downloading and installing the eMPowerME kiosk on workstations and devices
- testing the eMPowerME kiosk on workstations or workstation configurations
- certifying a site (school) for student testing

Guides for all online testing activities—including the *MEA Portal User Guide*, *MEA Kiosk Installation Guide* and *MEA Technology Guidelines*—are available online at

<http://maine.gov/doe/assessment/math-ela/administration/index.html>.

STCs or TAs should contact Nancy Godfrey, Assessment Coordinator, at the Maine Department of Education at (207) 624-6775 or at nancy.godfrey@maine.gov if questions arise, or if any situation occurs that could cause any part of the test administration to be compromised.

Penalties

Failure to comply with the administration and security requirements described in this document may result in one or more of the following penalties:

- delay in reporting of student, school, or SAU results
- invalidation of student, school, or SAU results
- investigation by the Department of Education for possible certification action

Checklist for Test Administration Preparation

NOTE: This checklist is provided as a summary only. Detailed instructions for online test administration preparation can be found in the *MEA Portal User Guide* and the *MEA Kiosk Installation Guide* available at <http://maine.gov/doe/assessment/math-ela/administration/index.html>.

Before Testing

- Read this *School Test Coordinator Manual* and the *Test Administration Manual*.
- Read the *MEA Portal User Guide* and *MEA Administration FAQ* located at <http://maine.gov/doe/assessment/math-ela/index.html>.
- Notify staff, students, and parents about testing, and discourage absences.
- Determine the testing schedule for your school. Test administration should begin early in the testing window to allow time for makeup testing.
- Arrange for proctors to assist test administrators in administering the tests. One proctor is recommended for every 20 students.
- Schedule a training meeting for all staff who will administer and proctor the test to review essential information, including test security and ethics, and the testing schedule. Distribute and review procedures in the *Test Administration Manual*. Ensure that any absent staff is subsequently trained. Additional administration manuals are available electronically at <http://maine.gov/doe/assessment/math-ela/index.html>.
- Arrange for testing of students who require accommodations and ensure that staff who will administer this testing have been trained and have access to the *MEA Accessibility Guide*, available electronically at <http://maine.gov/doe/assessment/math-ela/administration/index.html>.
- Ensure your testing site meets the *MEA Technology Guidelines* found here: <http://maine.gov/doe/assessment/math-ela/administration/index.html>.
- Verify that the District Assessment Coordinator has received a username and password for the MEA Portal by automated e-mail.
- Familiarize IT Coordinators, District Users, STCs, and TAs with their roles, responsibilities, and permissions in the MEA Portal.
- Ask users to update their profile information in the MEA Portal.
- Complete site setup to download and install the Workstation Kiosk on all workstations to be used for online testing.
- Complete Workstation Readiness testing to certify that all workstations at your testing site are ready for online testing.
- Assign online accommodations for all students who require them. Some embedded tools/accommodations are available to all students but other accommodations and embedded or non-embedded supports requiring documentation must be approved in advance and enabled for individual students in the MEA Portal. For a complete list of available online accommodations see the *MEA Accessibility Guide* at <http://maine.gov/doe/assessment/math-ela/administration/index.html>.
- Schedule the online test.
- Print and distribute student login credentials prior to the test.
- Ensure that students in “Special Student Testing Situations” will be tested (see [page 17](#)).
- Ensure that the testing environment follows the security specifications. It is important that no students are advantaged or disadvantaged by their testing environment (see testing environment specifications below).

During Testing

- Make sure that all directions for administration are strictly followed.
 - Provide a quiet environment free from talking or other distractions that might interfere with a student's ability to concentrate or might compromise the testing situation.
 - Actively supervise/proctor students and prohibit access to unauthorized electronic devices that allow availability to outside information, communication among students, or photographing or copying test content. This includes any device with cellular, messaging, or wireless capabilities, but is not limited to cell phones, personal digital assistants, iPods, cameras, and electronic translation devices.
 - Only students who are testing can view writing prompts. Students who are not being tested or unauthorized staff or other adults must not be in the room where a test is being administered.
 - Descriptions of writing prompts must not be retained, discussed, or released to anyone.
 - DACs, STCs, TAs, and other staff may not review, discuss, or analyze writing prompts before, during, or after testing.
- Maintain test security in all settings and locations.
- Ensure that all approved accommodations are provided correctly to students as appropriate.
- Secure test materials before and after test administration.
- Monitor/observe test administration in your school and be available to answer questions as necessary.
- Maintain a list of absent students to ensure makeup testing occurs.
- Maintain a list of students moving in and out of your school to ensure testing is conducted according to MEA policies, and ensure that updates are made to ICSE immediately.
- Observe and document the destruction of any student scratch/scrap paper that is contaminated with hazardous biological matter (e.g., blood, vomit) once approval has been granted.

After Testing

- Collect student login credentials.
- Following the conclusion of the test, ensure scratch/scrap paper is collected, inventoried, and immediately shredded to maintain test security.
- Conduct any necessary makeup tests.
- Ensure that all ICSE student information is complete and correct by May 19, 2017.

Preparing for Test Administration — Student-Related Information

Determine How Students Will Participate

It is expected that all students in grades 3–8 will take part in the eMPowerME Essay Assessment, other than the small percentage who participate in the alternate assessments. As STC, you must ensure that this occurs.

Accommodations are available to students based on individual need as documented in IEP/504 Plans. Decisions regarding accommodations must be made by the student’s educational team on an individual basis. Accommodations must be consistent with those used during the student’s regular classroom instruction, including test taking. Refer to the *MEA Accessibility Guide*, available at <http://maine.gov/doe/assessment/math-ela/administration/index.html>, for detailed information on planning and implementing accommodations. Compile a list of all students who require accommodations, along with the accommodation code(s), as applicable. Designate enough trained school personnel to provide the accommodations recommended for each student in accordance with the *MEA Accessibility Guide*.

If a student is unable to attend school or is hospitalized but able to participate in testing, the student may participate in testing in the out-of-school setting if this accommodation has been approved. The school must send trained school personnel to administer the test at the student’s location. Test security protocols must be enforced.

Homeschooled students may be permitted to participate in the eMPowerME Essay Assessment based on a joint parent and local SAU decision.

If a homeschooled student is to participate in MEA and is already included in the school’s enrollment as a result of partaking in some public school instruction, leave the enrollment as it is. Assessed homeschooled students who are not already included in the school’s ICSE enrollment must be temporarily entered. Select “Homeschool” and then indicate that the student spends 1–25% of his/her time at the public school. Once the student completes testing, exit the student using exit code 13 “Transfer to Homeschooling.”

Only students who have been approved for special considerations by Maine DOE due to specific circumstances may not participate in the eMPowerME Essay Assessment. Requests for special consideration are made online through the Maine.gov NEO dashboard, which requires login credentials. In order to request a special consideration, a principal must request login credentials by contacting the MEDMS Help Desk at (207) 624-6896 or medms.helpdesk@maine.gov. The principal completes the request for special consideration and obtains parent/guardian consent. Requests are reviewed by the Special Considerations Review Panel at the Maine DOE, which may request additional information when needed. In all cases, incident dates must have reasonable implications on the specific testing window and documentation is required.

Notify Students and Parents

Prior to testing, the STC must do the following:

- Notify parents and students of the purpose for and use of the test and testing schedule for your school, discourage absences during test administration, and explain the need for makeup tests.
- Explain the “Test Security and Ethics” considerations in this manual to the students.
- Notify students that they
 - must have two No. 2 pencils and scratch paper for the test, and
 - may bring a book to read in case they finish working before the end of the test.

Preparing for Test Administration — Schedule/Environment

Scheduling and Standard Administration Requirements

Following the requirements described below, develop a testing schedule for your school prior to May 8, 2017. The table below shows the time required for each grade level. An additional 10 minutes should be reserved for material distribution and instructions for testing. Schools may schedule each grade level assessment at a convenient time within the two-week testing window. However, within a school, the test should be administered to all students at a particular grade within the shortest time possible in order to minimize exposure and discussion of the writing prompts. For example, ideally all grade 5 students in a particular school will take the test at the same time. However, because students will be sharing computers in some schools, a concurrent test administration may not be possible. Also, students taking the test with certain accommodations or taking makeup testing may necessarily require a different schedule. Test administration should begin early in the testing window to allow time for makeup testing.

A recommended sequence for administering the test sessions is presented in the table below. Makeup testing, for students who missed the test, must be completed within the testing window by end of day on May 19, 2017.

Test Section	Number of Sessions	Estimated Testing Time per Session by Grade (minutes)						Additional Time if Needed
		3	4	5	6	7	8	Grades 3–8
Essay	1	70	70	70	60	60	60	10
TOTAL ESSAY TIME	1	70	70	70	60	60	60	

- Testing times **DO NOT** include 5-10 minutes for directions before the test.
- Students should be given **10 additional minutes** if needed.
- The test must be completed in one day, and only within the allotted time limit. Even with extended time, if students do not finish the test within a single day, they are **NOT** allowed to return to the test on another day.

For detailed instructions on scheduling online testing, see the *MEA Portal User Guide* at: <http://maine.gov/doe/assessment/math-ela/administration/index.html>.

Classrooms experiencing a unique situation in test administration that affects testing time should contact the Maine Department of Education at (207) 624-6775.

Testing Environment

The test (when possible) should be administered in a computer lab or classroom setting. Auditoriums, cafeterias, libraries, hallways, study halls, and other non-classroom settings may be uncomfortable, noisy, and distracting to the student, and are therefore not ideal test settings. You should ensure that tests are administered in rooms with adequate lighting, ventilation, space, and furniture to enable students to work comfortably and without disruption.

It is the STC's responsibility to ensure that the testing environment follows the security specifications. No students should be either advantaged or disadvantaged by their testing environment:

- Reference materials, including those on the classroom walls, should not be used by students. All reference materials printed or attached on student desks should be removed or covered. Any displayed materials in the classroom that interfere with proper test administration are not permitted. It is not possible to list all classroom materials that may potentially create an advantage or disadvantage for students during testing; if in doubt, remove or cover the materials, or reposition students' desks so the materials cannot be viewed.
- Dictionaries of any type, thesauruses, and/or word-to-word translation dictionaries are not allowed during the test.
- Students must be seated so there is enough space between them to minimize opportunities to look at each other's work, or they should be provided with table-top partitions.
- If helpful, place a "TESTING—DO NOT DISTURB" sign on the door or post signs in halls and entrances rerouting hallway traffic in order to promote optimum testing conditions.

Designate enough computer lab or classroom spaces in your schedule to allow for

- as many students as possible in a grade to be tested at the same time with sufficient personal testing space per student to eliminate the opportunity for cheating,
- separate classroom space for makeup testing, and
- accommodations to be provided for students who have been approved to receive them.

Test Completion

Students should continue working on the test until it is completed. **They may not return to the test on a subsequent day.** Any unfinished tests will be automatically turned in at the end of the testing window. If a particular student is known to require extended time, the test should begin early in the day in order to accommodate the student's needs.

Makeup Testing

It is important that every student complete every eMPowerME test including makeup testing by May 19, 2017. Test administration should begin early in the testing window, on May 8 if possible, in order to allow adequate time to complete all makeup testing. It is recommended that STCs maintain a list of absentees during testing. Plan times into your schedule for makeup tests to be administered by trained school personnel.

Note that makeup testing is for students who were absent when the test was administered. Makeup testing cannot be used to complete a test that was started but not finished. The test must be completed in its entirety in one sitting.

Test Completion Status Check

STCs can check the status of test completion within the online testing platform. At the top of the Administration page, click Test Sessions. The Test Sessions page displays the list of scheduled test sessions by district, including the school, class, current status of the test session (Not Started, In Progress, or Finished), and date the test session was created. "In Progress" test sessions must be completed on the same day that they were started. Any unfinished test sessions will show "In Progress" until the end of the testing window, when they will be automatically turned in. Note: The testing status filter is available for scheduled tests only. For more detailed information, please see the *MEA Portal User Guide* online at <http://www.maine.gov/doe/assessment/math-ela/administration/index.html>.

Preparing for Test Administration — Personnel

Designate Test Administrators

Designate enough trained TAs and proctors to ensure that

- the test is administered to all students being tested at a grade level within a school in the shortest time possible,
- students can be tested in a classroom setting that provides sufficient testing space per student to eliminate the possibility of cheating,
- students who need appropriate accommodations are properly provided with them, and
- makeup testing will be supervised.

Train Test Administrators

Schedule a training meeting with **all** school staff who will be administering the eMPowerME Essay Assessment, including educational technicians as necessary. Prior to the training meeting, distribute a copy of the *Test Administration Manual* to each designated TA and notify them that they must read the manual thoroughly prior to the meeting. If additional copies are required, the manual and instructions may be duplicated or printed from the Maine Department of Education’s website at <http://maine.gov/doe/assessment/math-ela/index.html>. During the meeting, show and discuss the Test Administration Webinar, available at <http://www.maine.gov/doe/assessment/math-ela/training/index.html>, or direct them to view the webinar at their convenience.

Meet with all designated TAs to

1. review test security and ethical considerations and the need for staff to follow *Test Administration Manual* instructions and scripts.
2. provide student assignments and discuss any accommodations that will be provided to students.
3. notify TAs of the testing schedule for your school, including the makeup schedule and assignments.
4. provide TAs with No. 2 pencils and scratch paper.
5. ensure TAs know how to use the MEA Portal for online testing to
 - view users.
 - view classes.
 - view the proctor password.
 - view students within their school.
 - view and monitor the test.

For detailed instructions, please refer to the *MEA Portal User Guide* at <http://maine.gov/doe/assessment/math-ela/administration/index.html>.

6. answer questions regarding test administration procedures.
7. sign the Test Security and Student Data Privacy Agreement found online at <http://www.maine.gov/doe/assessment/math-ela/administration/index.html>.

Conducting Test Administration

Distributing/Monitoring Test Materials

For online testing, make sure TAs/proctors know which students require Text-To-Speech and/or read-aloud accommodations and that those students are supplied with headsets/earbuds and/or a separate setting to avoid disturbing other test takers.

Monitoring Test Administration

It is recommended that you observe and/or maintain close daily contact with all TAs during the testing window to answer any questions or address any issues that may arise.

It is also recommended that you maintain a list of any students who need makeup testing as well as a list of those who did not complete the eMPowerME Essay Assessment, such as students who move in or out of your school. You should also document any homeschooled students who participate voluntarily. These lists will assist you in eMPowerME report verification later in the year.

Circumstances over which you have no control (fire drills or power failures, for example) may interrupt testing. Students must be supervised and refrain from discussing the assessment during the interruption. Interruptions should not reduce the total amount of time students are given to complete the the test. When normal conditions are restored, resume testing.

If a student should become ill during online testing, pause the student's test and supervise the student. If the student recovers and wants to continue the test, the student may continue on the same day as long as he/she was supervised in the interim. If the paused time extends beyond 30 minutes, the proctor will need to use the proctor password to restart the test. Students may not resume the test on a subsequent day.

Test administrators should be instructed to report anything that happens during testing that is not consistent with established protocol to the STC. The STC will then determine if the irregularity can be addressed onsite or if it needs to be escalated to the District Assessment Coordinator (DAC). The DAC may then contact the Measured Progress Service Center at (855) 652-8929 or maineservicecenter@measuredprogress.org to report details of the irregularity. (Further instructions will be sent to DACs separately.) The DAC and Maine DOE will determine the resolution and/or any subsequent actions.

For a situation requiring immediate attention, the DAC should contact Nancy Godfrey, Assessment Coordinator, at the Maine Department of Education, nancy.godfrey@maine.gov or (207-624-6775).

Thank you for your assistance with the administration of the eMPowerME Essay Assessment.

APPENDIX: PROCEDURES FOR PAPER-PENCIL TESTING

Procedures for Paper-Pencil Testing

Note: You must obtain approval by Maine DOE before paper-pencil testing materials will be ordered. Complete the *eMPower™ME Paper Version Request Form* at <http://www.maine.gov/doe/assessment/math-ela/administration/index.html> before scheduling paper-pencil testing. Only students approved by Maine DOE may use paper-pencil testing materials.

Special Student Testing Situations

Paper-pencil testing materials for students preapproved by Maine DOE are shipped directly to the school from Measured Progress. The school should ensure that the student is correctly enrolled in ICSE and that the appropriate testing is taking place.

These schools are responsible for administering the eMPowerME Essay Assessment in accordance with all guidelines contained herein. They are also responsible for returning the materials directly to Measured Progress. They will function exactly as all other schools for purposes of the eMPowerME administration.

If a student is unable to attend school or is hospitalized but able to participate in testing, the student may participate in testing in the out-of-school setting if this accommodation has been approved. The school must send trained school personnel to administer the test at the student's location. Test security protocols must be enforced.

Homeschooled students may be permitted to participate in the eMPowerME Essay Assessment in your building at the principal's discretion. Boxes A and C must be completed on page 1 of the Student Test and Answer Booklet for these students, and they should be designated as "Homeschooled" in box D on page 2 of the Student Test and Answer Booklet. You will **not** receive a student identification label for homeschooled students.

Inventory and Store Test Materials

Instruct your school staff (custodians, support staff, and others) to notify you **immediately** upon receipt of the materials. Testing materials may be easily identified by the Measured Progress information on the carton(s).

If you have not received your test materials by noon on May 5, 2017, contact the Measured Progress Service Center at (855) 652-8929 or maineservicecenter@measuredprogress.org.

Inventory the test materials upon receipt. The *Material Summary* form provides the total number of materials shipped to your school **for each grade**. Using this form, mark the quantity of each item shipped in the "Qty Received" column. This is your record of what was received. It is important that all materials are counted prior to testing. Any discrepancy between what is noted on your *Material Summary* form and the actual count must be reported immediately to the Measured Progress Service Center at (855) 652-8929 or maineservicecenter@measuredprogress.org and recorded in the "Qty Received" column. The testing materials listed below are packed in single cartons for each school. Save the cartons and UPS Return Service Labels for return shipping.

Administrative Materials

eMPowerME Essay Assessment Item	Notes
Material Summary form	Use this form to inventory materials; check quantities under the heading "Qty Received" and, after testing, "Qty Returned."
Packing Slips	These documents are used by Measured Progress to fill the shipping order and will appear in every carton. Please disregard the packing slips.
UPS Return Service Label	Affix one label to each carton when returning test materials. Additional labels should be discarded.
Envelope containing pre-printed Student ID Labels	One student label was printed for each student enrolled in your school as of January 6, 2017, and should be affixed to each student's test and answer booklet after testing is completed. Labels are not provided for homeschooled students.
White plastic envelope labeled with the grade and "For Return of Used Answer Documents Only"	These envelopes are provided for the return of ALL used Student Test and Answer Booklets except for those requiring placement in the Special Handling envelope.
White plastic envelope labeled "Special Handling"	This envelope should be used for any set(s) of test materials needing extra attention according to directions in this manual. Include an explanatory letter on school letterhead with any materials returned in this envelope.

Secure Testing Materials

Large-print test packets (if applicable)	The large-print test packets include a large-print test and answer booklet, and a standard test and answer booklet for the TA's reference. A TA must transcribe the student's answers into the standard Student Test and Answer Booklet.
Braille test packets (if applicable)	The Braille test packets include a Braille test and answer booklet, and a standard test and answer booklet for the TA's reference. A TA must transcribe the student's answers into the standard Student Test and Answer Booklet.
Student Test and Answer Booklets	The Student Answer Booklets are integrated with the Student Test Booklets for the test.

Designate a **secure** location for the storage of all test materials prior to distribution and when they are not being used. **Only the STC should have access to this secure storage location.**

Under no circumstance should anyone have access to test materials other than trained school personnel designated by you to be directly involved with test distribution or administration and students enrolled in grades 3–8 during actual test administration. From receipt of the test materials at your school until their return shipment to Measured Progress, you are responsible for ensuring that materials are not used to prepare students for the test or viewed by unauthorized individuals.

Save the original carton and UPS Return Service Label for the return of test materials. Each carton carries a pre-printed bar code label identifying testing materials for your school by grade level. **Do not remove, destroy, or deface this label;** the information on the label will expedite tracking of returned test materials.

Prepare the Tracking Documents

You are responsible for the security of test materials and developing a system for tracking test materials while they are on school premises. You must be able to

- verify that testing materials are being distributed accurately and in accordance with test security and ethics requirements,
- identify the location of materials at any given time during test administration, and
- locate any misplaced materials.

Each individual authorized by you to be involved in the handling and security of test materials as they are moved within your school should be an education professional employed by the SAU and thoroughly familiar with STC and TA responsibilities. This individual must be present whenever testing materials are being transported in the school building.

Any loss of testing materials should be immediately reported to the Measured Progress Service Center and documented on the *Material Summary* form.

Allowable Materials

It is important to ensure that no students are either advantaged or disadvantaged during testing by their testing environment. Any materials not specified in the manuals are prohibited during the eMPowerME administration. All reference materials, including those on classroom walls or student desks, must be covered or removed.

For paper-pencil testing, ensure that sufficient copies of one (or more) test and answer booklets enclosed are removed from testing materials for students and TAs who will receive/administer accommodation NE-02 (read aloud). Remaining test and answer booklets should then be counted and distributed to other students. Also provide large-print and Braille test materials to the TAs, as applicable. The large-print and Braille packets contain a standard test and answer booklet for the TA's reference and for the student's response.

Note: Students for whom accommodations have been approved and documented may use other allowable materials, as required. Please refer to the *MEA Accessibility Guide*, available at <http://maine.gov/doe/assessment/math-ela/administration/index.html>.

Preparing for Test Administration — Personnel

Meet with all designated TAs to

1. review test security and ethical considerations, the Test Security Webinar, the need for staff to follow *Test Administration Manual* instructions and scripts, and sign the Test Security and Student Data Privacy Agreement found online at <http://www.maine.gov/doe/assessment/math-ela/administration/index.html>.
2. provide student assignments and discuss any accommodations that will be provided to students.
3. notify the TAs of the testing schedule for your school, including the makeup schedule and assignments.
4. inform all TAs about test material tracking procedures and documents.
5. provide TAs with No. 2 pencils and scratch paper.
6. explain that students using paper-pencil testing will **not** bubble in any information on pages 1 or 2 of their Student Test and Answer Booklets due to the use of labels, and that each student must legibly write his or her name and school name in the top left corner on page 1 of the Student Test and Answer Booklet. This information will be used by the STC to affix pre-printed student labels on each Student Test and Answer Booklet **after** testing is completed.
7. explain that any coding of student information required on page 2 of the Student Test and Answer Booklets will be completed by the STC **after** testing is completed.
8. answer questions regarding test administration procedures.

Checklist for Concluding Paper-Pencil Test Administration

- Collect and inventory all test materials from each TA and any regional programs that received materials from your school.
- Confirm that no paper has been taped, pasted, stapled, or otherwise attached to the Student Test and Answer Booklets.
- Affix each student's identification label at the bottom of page 1 of the Student Test and Answer Booklets over the words "Affix Student ID Label Here," taking care that the correct label is placed on each booklet.
- Complete or verify the accommodations and homeschooled boxes on page 2 of the Student Test and Answer Booklets, as applicable.
- Note: **Do not return** test materials that have been contaminated with hazardous biological matter such as blood or vomit. Contact Nancy Godfrey at (207) 624-6775 or nancy.godfrey@maine.gov for guidance.
- Insert any student's set of test materials requiring special handling into the envelope labeled "Special Handling," along with a signed letter on school letterhead explaining the need for special handling.
- Inventory all materials using the *Material Summary* form. Mark the quantity packed for each item under the heading "Qty Returned" on the form. You may note any concerns under the "Comments" section.
- Pack test materials in the appropriate shipping boxes for return to Measured Progress following the instructions on [page 23](#). All secure materials must be returned to Measured Progress.

Concluding Paper-Pencil Test Administration

Collecting All Student Test Materials

Collect and inventory all secure testing materials upon completion of the test administration. Ensure that **all** secure test materials, used and unused, including makeup, large-print, and Braille materials, have been returned by each TA, including Student Test and Answer Booklets. Only test and answer booklets that have been contaminated by hazardous biological matter may be destroyed by the principal once approval has been requested and granted.

Ensure that each Student Test and Answer Booklet is in good condition, free of stray marks and eraser bits; that erasures have been made completely; and that there are no rubber bands, paper clips, staples, or extraneous paper inserted. **Do not staple, glue, tape, or in any way affix paper copies of student responses into the Student Test and Answer Booklets.**

Completing Information on Student Test and Answer Booklets

The student information necessary to compile data used for eMPowerME reporting will be provided by ICSE. Labels included within the testing materials reflect students who were enrolled in your school in ICSE as of January 6, 2017, with the exception of homeschooled students. All students must be enrolled or exited from your school accurately in ICSE by May 19, 2017, to ensure accurate eMPowerME reporting. No individual student coding corrections for eMPowerME reports will be made or accepted by Maine DOE after that date.

Student Information – Page 1

Place each student’s identification label provided by Measured Progress at the bottom of page 1 of the Student Test and Answer Booklet over the words “Affix Student ID Label Here,” taking care that the correct label is placed on each test and answer booklet by matching the student information in the upper left corner of the booklet. **This step is critical to reporting student results. Incorrectly affixing the labels may result in inaccurate or missing scores for the affected student(s).**

If you do not have a pre-printed identification label provided by Measured Progress for a student, first enroll the student in ICSE and then fill in boxes A, B, and C on page 1 of the Student Test and Answer Booklet. **A state student ID number must be provided on the booklets for EVERY student who does not have a label.**

If you have a label for a student who is no longer enrolled in your school, ensure that ICSE has been updated, and then destroy and discard the label.

Accommodations and Homeschooled – Page 2 Box D

Accommodations – Complete the accommodations grid for any students who received accommodations during the eMPowerME test administration.

Homeschooled – Fill in the “Yes” bubble for any homeschooled student who voluntarily participated in the eMPowerME Essay Assessment in your school. This step will ensure that the homeschooled student’s results will not be aggregated with the results for other students enrolled in your school or SAU.

Preparing Test Materials for Return by Grade

After collecting all test materials, please follow the instructions below, separately for each grade, before packing any materials.

1. Inventory all materials using the *Material Summary* form. Mark the quantity packed for each item under the heading “Qty Returned” on the form. Remember to count both test and answer booklets that were included in large-print and Braille packets. If any test and answer booklets containing hazardous biological matter were approved for destruction, note this on the *Material Summary* form.
2. Note: Materials that do not need to be returned to Measured Progress are shaded out in the “Qty Returned” cell.
3. Do not use rubber bands, staples, or paper or binder clips when repackaging materials.
4. Separate used and unused test materials. Place all “used” Student Test and Answer Booklets that do not require special handling in the white Answer Documents envelope. These are the only materials that will be scored, except for materials that receive special handling. Do not pack these envelopes in the cartons yet.
5. Place all “used” Student Test and Answer Booklets that require special attention in the Special Handling envelope. A letter written by the STC on school letterhead should be included with special handling materials explaining why the booklet should be handled separately from the rest of the booklets being returned. Examples of Student Test and Answer Booklets that require special handling are those that cannot be machine scanned, such as those that are damaged (torn or wet*).

*Do not return test materials to Measured Progress that have been contaminated with hazardous biological matter, such as blood or vomit. Refer to [page 23](#) for more information. If a booklet is wet due to non-biological matter, please let the booklet dry before inserting it into the Special Handling envelope.
6. Set all **“used” test and answer booklets**, including large-print and Braille booklets, aside for packing. Large materials may be folded to fit in the carton.
7. Set all **“unused” test and answer booklets**, including those that were marked “VOID” during test administration, aside for packing. VOID test and answer booklets will not be scored and may include incorrectly labeled booklets.
8. Retain the list of any students who did not complete the eMPowerME Essay Assessment in your school for use in verifying eMPowerME reports.

Packing Paper-Pencil Test Materials for Return

Please use the original carton(s) for return shipment of materials. The bar code label identifying your school on the carton should be **intact and unobscured**. If the bar code label is missing, write your school name and return address on the carton. **Remove, cross out, or tape over any OLD UPS address labels.**

Please pack the carton(s) for each grade for return shipment to Measured Progress as follows:

Top of Carton
Special Handling Envelope, if used (If you have no materials needing special handling, you may discard this envelope.)
Envelope containing used Student Test and Answer Booklets to be scored, including large-print and Braille tests
All unused and voided materials including Student Test and Answer Booklets
Bottom of Carton

Materials that DO NOT need to be returned to Measured Progress and should be discarded:

- *School Test Coordinator Manual*
- *Test Administration Manual*
- *Material Summary* form
- Unused Student ID Labels
- Packing Slips
- Unneeded envelopes
- Extra cartons
- Extra UPS Return Service Labels

Pack materials in the box with proper cushioning material to ensure that contents do not move when you shake the box and that the box will not be crushed during shipping. You may use bubble wrap or wadded paper. Reseal the carton using heavy-duty packing tape and adhere one UPS Return Service Label (provided) to the carton.

Schools must contact the Measured Progress Service Center (855-652-8929) or maineservicecenter@measuredprogress.org to schedule UPS pick-up no later than May 22, 2017. Schools that have paper-pencil/Braille testing materials ready to return sooner may call the Measured Progress Service Center to schedule UPS pick-up. Please make sure the shipment is ready by 8:00 a.m. on the scheduled date as pick-up times will vary. Please do not contact UPS directly or you will be charged for the pick-up. eMPowerME testing materials that are ready for return may be given to a UPS driver who arrives for other deliveries.



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