

eMPower**ME**

School Test Coordinator Manual

MEA Mathematics &
English Language Arts/Literacy
(Mathematics, Reading, Writing & Language)

Grades 3–8
Spring 2020



Important Contact Information

Cognia (General Administration Questions)

Cognia Service Center (855) 652-8929
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Online Maine Help & Support maine.onlinehelp.cognia.org

Maine Department of Education (Policy Questions)

Nancy Godfrey, Assessment Coordinator (207) 624-6775
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Overview of the 2020 Maine Educational Assessment — Mathematics and ELA/Literacy

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 (eMPowerME) 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 Assessments must have a state student identification number in Synergy State Edition. 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 answer booklet, either on the preprinted student identification labels provided by Cognia or bubbled on page 1 of the Student Answer Booklets.
3. All student demographic data used for eMPowerME reporting will be the data entered by schools into Synergy State Edition as of April 13, 2020. The only exceptions to this are the accommodations codes and homeschooled bubbles on page 2 of the Student Answer Booklets for paper-pencil testing, as this information is not collected in Synergy State Edition. Accommodations for online testing will be assigned within the MEA Portal.
4. The eMPowerME Assessments are designed to assess Maine’s *College and Career Readiness Standards*.
5. Online testing will take place March 16–April 10, 2020. Schools testing with paper-pencil materials should contact the Cognia Service Center at (855) 652-8929 or maineservicecenter@cognia.org to schedule materials pickup no later than April 13, 2020.
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 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 maine.onlinehelp.cognia.org/training/.

Important Dates

Event	Date
eMPowerME Online Testing Portal Opens to Enter Accommodations, Classes, Rosters	February 10, 2020
eMPowerME Student Tutorial Available	February 10, 2020
eMPowerME Online Test Scheduling Begins	March 9, 2020
eMPowerME Paper-Pencil Test Shipment Date	March 9, 2020
eMPowerME Test Administration Window	March 16–April 10, 2020
Last Date to Schedule UPS Pickup for Paper-Pencil Tests	April 13, 2020

Purpose of Document

This manual provides information about test coordination and administration procedures for the eMPowerME Assessments, which include multiple-choice and constructed-response questions.

For details on the structure, formats, and content of this test, visit the eMPowerME Assessments page for Maine DOE at www.maine.gov/doe/Testing_Accountability/MECAS/materials/empowerme.

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 maine.onlinehelp.cognia.org/testing-materials/.

In addition, prior to testing, STCs should have thoroughly reviewed the *MEA Portal User Guide* and become familiar with the *MEA Accessibility Guide*, available online at maine.onlinehelp.cognia.org/guides/.

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 www.maine.gov/doe/Testing_Accountability/MECAS/materials/empowerme.

Test Security and Ethics

The quality and usefulness of the assessment data generated by the eMPowerME Assessments depend, 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 Assessments materials is strictly forbidden.** Duplication includes but is not limited to audiotaping, videotaping, photographing, photocopying, and handwritten copying. No test booklet or answer booklet or 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, including not talking to other students about test items.
2. Make sure the online test administration kiosk is downloaded on all devices.
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 your school receives them.
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 Assessments are 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 test questions. **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 Assessments 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 test questions 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 supports or accommodations are approved and documented. **EACH TEST SESSION MUST BE COMPLETED ON THE DAY IT IS STARTED** (see [page 8](#)).

5. Students are informed that they will be required to make up any test session 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 School Administrative Unit (SAU) personnel. All referrals are confidential and any decisions connected with these referrals are under the jurisdiction of the local SAU.
7. Students taking online tests have an opportunity to complete the Student Tutorial in order to become familiar with the types of questions and the features of the eMPowerME Kiosk. For further details, please refer to the *Directions for Administering the Student Tutorials* at maine.onlinehelp.cognia.org/sample-items/.
8. Students have an opportunity to complete the paper-pencil sample and released items in order to become familiar with the types of questions. Sample and released items for paper-pencil testing are available at maine.onlinehelp.cognia.org/sample-items/.

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
- creating classes
- viewing and editing the proctor password
- scheduling test sessions
- managing and monitoring test sessions
- preparing the IT network for student testing
- downloading and installing the eMPowerME kiosk on devices
- testing the eMPowerME kiosk on devices or device 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 Kiosk User Guide*—are available online at maine.onlinehelp.cognia.org/guides/.

STCs or TAs should contact Nancy Godfrey, Assessment Coordinator at Maine DOE, 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 DOE 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 maine.onlinehelp.cognia.org/guides/.

Before Testing

- Read this *School Test Coordinator Manual* and the *Test Administration Manual*.
- Read the *MEA Portal User Guide* located at maine.onlinehelp.cognia.org/guides/.
- 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 TAs 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 are subsequently trained. Additional administration manuals are available electronically at maine.onlinehelp.cognia.org/testing-materials/.
- Ensure that all students have an opportunity to complete the Student Tutorial for each content area to familiarize themselves with the types of questions and the features of the online test.
- 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 maine.onlinehelp.cognia.org/guides/.
- Ensure your testing site meets the specifications outlined in the *MEA Kiosk User Guide* found here: maine.onlinehelp.cognia.org/guides/.
- Verify that the District Assessment Coordinator (DAC) 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 Kiosk on all devices to be used for online testing.
- Complete Site Readiness testing to certify that all devices at your testing site are ready for online testing.
- Classes are pre-generated by grade and content area. Review rosters for accuracy and contact the Synergy helpdesk at medms.helpdesk@maine.gov for any enrollment discrepancies. Additionally, grade-level classes can be further organized into smaller groups to help with administration. For further information about class creation, consult the *MEA Portal User Guide* at maine.onlinehelp.cognia.org/guides/.
- Assign online accommodations for all students who require them. Some embedded tools/accommodations are available to all students, but other accommodations and embedded or nonembedded 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 maine.onlinehelp.cognia.org/guides/.
- Schedule online test sessions.

- Print and distribute student login credentials prior to each test session.
- Ensure that students in “Special Student Testing Situations” will be tested (see [page 14](#)).
- 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 on [page 12](#)).

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 items. 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 test items must not be retained, discussed, or released to anyone.
 - DACs, STCs, TAs, and other staff may not review, discuss, or analyze test items 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 between test administration sessions.
- 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 Synergy State Edition 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 each test session, ensure scratch/scrap paper is collected, inventoried, and immediately shredded to maintain test security.
- Conduct any necessary makeup tests.
- Ensure that all Synergy State Edition student information is complete and correct by April 15, 2020.

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 Assessments, other than the small percentage who participate in the alternate assessments. As STC, you must ensure that this occurs.

Supports and/or accommodations are available to students based on individual need as documented in IEP/504 Plans. Decisions regarding supports/accommodations must be made by the student’s educational team on an individual basis. Supports/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 maine.onlinehelp.cognia.org/guides/, for detailed information on planning and implementing accommodations. Compile a list of all students who require supports/accommodations, along with the support/accommodation code(s), as applicable. Designate enough trained school personnel to provide the supports/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 Assessments based on a joint parent and local SAU decision.

If a homeschooled student is to participate in the eMPowerME Assessments 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 Synergy State Edition enrollment must be temporarily entered. Select the “Homeschool” checkbox AND select “1–25% of educational time spent at school” in the FTE field. Once the student completes testing, exit the student using the exit code “01918 – Transferred to Homeschooling.”

Only students who have been approved for special considerations by Maine DOE due to specific circumstances may be exempt from participating in the eMPowerME Assessments. Requests for special consideration are made online through the Maine.gov NEO dashboard at neo.maine.gov/DOE/NEO/Accounts/Account/Login, which requires login credentials. In order to request a special consideration, a principal must request login credentials by contacting the Synergy 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 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 sessions.
- 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 each testing session, and
 - may bring a book to read in case they finish working before the end of the session.

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 March 16, 2020. The table below shows the total number of administration sessions and time required for each grade level. An additional 10 minutes should be reserved for material distribution and instructions for testing prior to each test session. If you schedule two (or more) test sessions consecutively, it is recommended that a break of at least 10 minutes be scheduled between test sessions. Schools may schedule each grade level assessment at a convenient time within the four-week testing window. However, within a school, each test session should be administered to all students at a particular grade within the shortest time possible in order to minimize exposure and discussion of the test questions. For example, ideally all grade 5 students in a particular school will take Mathematics Session 1 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 supports/accommodations or taking makeup testing may 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, but not required. Total test session times now automatically include the extra 10 minutes that were previously optional. Makeup testing, for test sessions that were missed, must be completed within the testing window by end of day on April 10, 2020.

Test Section	Number of Sessions	Estimated Testing Time per Session by Grade (minutes)					
		3	4	5	6	7	8
Mathematics	2	75	75	75	75	75	75
Reading	2	80	80	80	80	80	80
Writing & Language	2	35	35	35	35	35	35
TOTAL TESTING TIME		380	380	380	380	380	380

- Testing times **DO NOT** include 5–10 minutes for directions before each session.
- Test sessions must be completed in one day and only within the allotted time limit. Even with extended time, if students do not finish a particular test session within a single day, they are **NOT** allowed to return to that test session on another day.
- The above chart is only a recommendation. Math, Reading, and Writing & Language sessions can be given in any order. Although it is recommended to give Session 1 before Session 2, this also is not required.

For detailed instructions on scheduling sessions for online testing, see the *MEA Portal User Guide* at maine.onlinehelp.cognia.org/guides/.

STCs experiencing a unique classroom situation that affects testing time during test administration should contact Maine DOE at (207) 624-6775.

Testing Environment

Test sessions (when possible) should be administered in a computer lab or classroom setting. Auditoriums, cafeterias, libraries, hallways, study halls, and other nonclassroom 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 and/or thesauruses are not allowed during any session of the assessment, except for word-to-word translation glossaries, which are allowed on the mathematics tests only as a support for students who are English language learners. NOTE: The use of word-to-word translation glossaries is not allowed during any portion of the reading or writing & language tests.
- 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 tabletop 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 Session Completion

For each testing session (e.g., Mathematics Session 1), students should continue working on the test session until the allotted time has expired and the test administrator tells the students to close their computers, unless the student has the preapproved Support of Extended Time. **They may not return to the same test session on a subsequent day.** Any unfinished test sessions will be automatically turned in at the end of each testing day through the testing kiosk. If a particular student is known to require extended time, the test session 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 session, including makeup testing, by April 10, 2020. Test administration should begin early in the testing window, on March 16, 2020, if possible, in order to allow adequate time to complete all makeup testing. It is recommended that STCs maintain a list of absentees/test sessions missed during the testing window. Plan times into your schedule for makeup test sessions to be administered by trained school personnel.

Note that makeup testing is for students who were absent when a particular test session was administered. Makeup testing **cannot** be used to complete a testing session that was started but not finished. Each test session 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. Note: The testing status filter is available for scheduled tests only. For more detailed information, please see the *MEA Portal User Guide* online at maine.onlinehelp.cognia.org/guides/.

Preparing for Test Administration — Personnel

Designate Test Administrators

Designate enough trained TAs and proctors to ensure that

- each test session 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 supports/accommodations are properly provided with them, and
- makeup sessions will be supervised.

Train Test Administrators

Schedule a training meeting with **all** school staff who will be administering the eMPowerME Assessments, including educational technicians and/or proctors as necessary. Prior to the training meeting, distribute a copy of the *Test Administration Manual* to designated TAs 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 Online Help Website at maine.onlinehelp.cognia.org/testing-materials/. During the meeting, show and discuss the Test Administration Webinar, available at maine.onlinehelp.cognia.org/training/, or direct TAs to view the webinar at their convenience.

Meet with all designated TAs and proctors to

1. review test security and ethical considerations and the need for staff to follow *Test Administration Manual* instructions and scripts.
2. discuss any supports/accommodations that will be provided to students.
3. notify TAs/proctors of the testing schedule for your school, including the makeup schedule and assignments.
4. provide TAs/proctors with No. 2 pencils and scratch paper.
5. ensure TAs/proctors 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 test sessions.

For detailed instructions, please refer to the *MEA Portal User Guide* at maine.onlinehelp.cognia.org/guides/.

6. answer questions regarding test administration procedures.
7. sign the Test Security and Student Data Privacy Agreement found online at www.maine.gov/doe/Testing_Accountability/MECAS/materials/empowerme.

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 entire eMPowerME Assessments, 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 interrupted session. When normal conditions are restored, resume testing.

If a student should become ill during online testing, pause the student's test session 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 session. Students may not resume a test session 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 whether the irregularity can be addressed onsite or if it needs to be escalated to the DAC. The DAC may then contact the Cognia Service Center at (855) 652-8929 or maineservicecenter@cognia.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 Maine DOE, at (207) 624-6775 or at nancy.godfrey@maine.gov.

Thank you for your assistance with the administration of the eMPowerME Assessments.

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 Paper Version Request* at www.maine.gov/doe/Testing_Accountability/MECAS/materials/empowerme 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 Cognia. The school should ensure that the student is correctly enrolled in Synergy State Edition and that the appropriate testing is taking place.

These schools are responsible for administering the eMPowerME Assessments in accordance with all guidelines contained herein. They are also responsible for returning the materials directly to Cognia. 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 Assessments in your building at the principal's discretion. Boxes A and C must be completed on page 1 of the Student Answer Booklet for these students, and they should be designated as "Homeschooled" in box D on page 2 of the Student 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 Cognia information on the carton(s).

If you have not received your test materials by noon on March 13, 2020, contact the Cognia Service Center at (855) 652-8929 or maineservicecenter@cognia.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 Cognia Service Center at (855) 652-8929 or maineservicecenter@cognia.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 Assessments 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 Cognia 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 preprinted Student ID Labels	Student labels (one per content area) were printed for each student enrolled in your school as of January 17, 2020, and should be affixed to each student’s answer booklets. 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 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 booklet, a standard test booklet for the TA’s reference, and a standard answer booklet. A TA must transcribe the student’s answers into the standard Student Answer Booklet. (This includes grade 3.)
Braille test packets (if applicable)	The Braille test packets include a Braille test booklet, a standard test booklet for the TA’s reference, and an answer booklet. A TA must transcribe the student’s answers into the standard Student Answer Booklets.
Student Test Booklets with Student Answer Booklets for grades 3–8	The Student Answer Booklets are separate from the Student Test Booklets, except for grade 3, for which the Student Answer Booklets are integrated with the Student Test Booklets.

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 Cognia, 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 preprinted 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. These individuals must accompany test materials whenever they are being transported in the school building.

Any loss of testing materials should be immediately reported to the Cognia 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, basic calculators are permitted during Session 2 of the grades 3–6 mathematics tests.

Calculators must have four functions and a square root key. Scientific calculators are permitted during Session 2 of the grades 7 and 8 mathematics tests.

For paper-pencil testing, ensure that sufficient copies of one (or more) test form(s) with answer booklets enclosed are removed from testing materials for students and TAs who will receive/administer accommodation NE-02 (read aloud). Remaining test forms 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 booklet for the TAs reference and a standard answer booklet for the student's responses.

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 maine.onlinehelp.cognia.org/guides/.

Preparing for Test Administration — Personnel

Meet with all designated TAs to

1. review test security and ethical considerations, review the Test Security Webinar, review 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 www.maine.gov/doe/Testing_Accountability/MECAS/materials/empowerme.
2. discuss any supports/accommodations that will be provided to students.
3. notify the TAs/proctors of the testing schedule for your school, including the makeup schedule and assignments.
4. inform all TAs/proctors about test material tracking procedures and documents.
5. provide TAs/proctors 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 Answer Booklets due to the use of labels, and that each student must legibly write his or her name and school name in the bottom left corner on page 1 of the Student Answer Booklet. This information will be used by the STC to affix preprinted student labels on each Student Answer Booklet. If a student does not have a label, please see [page 18](#), Completing Information on Student Answer Booklets for more information.
7. explain that any coding of student information required on page 2 of the Student 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 Answer Booklets.
- Affix each student's identification label at the bottom of page 1 of the Student Answer Booklets over the words "Affix Student ID Label Here," taking care that the correct label is placed on each answer booklet.
- Complete or verify the supports/accommodations and homeschooled boxes on page 2 of the Student Answer Booklets, as applicable.
- Note: **Do not return** test materials that have been contaminated with hazardous biological matter such as blood or vomit. Contact the Cognia Service Center at (855) 652-8929 or maineservicecenter@cognia.org 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 Cognia following the instructions on [page 20](#). All secure materials must be returned to Cognia. It is recommended to keep a copy of the UPS service return label for potential future tracking.

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 each TA has returned **all** secure test materials, used and unused, including makeup, large-print, and Braille materials, and Student Test Booklets and Student Answer Booklets. Only test or 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 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 Answer Booklets.**

Completing Information on Student Answer Booklets

The student information necessary to compile data used for eMPowerME reporting will be provided by Synergy State Edition. Labels included within the testing materials reflect students who were enrolled in your school in Synergy State Edition as of January 17, 2020, with the exception of homeschooled students. All students must be enrolled or exited from your school accurately in Synergy State Edition by April 10, 2020, 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 Cognia at the bottom of page 1 of the Student Answer Booklet over the words “Affix Student ID Label Here,” taking care that the correct label is placed on each answer booklet by matching it to the student information in the upper left corner of the answer 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 preprinted identification label provided by Cognia for a student, fill in boxes A, B, and C on page 1 of the Student 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 Synergy State Edition has been updated, and then destroy and discard the label.

Supports/Accommodations and Homeschooled – Page 2 Box D

Supports/Accommodations – Complete the supports/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 Assessments 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 booklets that were included in large-print and Braille packets. If any test booklets containing hazardous biological matter were approved for destruction, note this on the *Material Summary* form.
2. Do not use rubber bands, staples, or paper or binder clips when repackaging materials.
3. Separate used and unused test materials. Place all “used” Student 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.
4. Place all “used” Student 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 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 Cognia that have been contaminated with hazardous biological matter, such as blood or vomit. Refer to [page 17](#) 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.

5. Set all “**used**” test booklets, including large-print and Braille booklets, aside for packing. Large materials may be folded to fit in the carton.
6. Set all “**unused**” test booklets and answer booklets, including those that were marked “VOID” during test administration, aside for packing. VOID answer booklets will not be scored and may include incorrectly labeled booklets.
7. Retain the list of any students who did not complete the eMPowerME Assessments 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 Cognia 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 Answer Booklets to be scored
Used Student Test Booklets, 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 Cognia 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 Cognia Service Center (855) 652-8929 or maineservicecenter@cognia.org to schedule UPS pickup no later than April 13, 2020. Schools that have paper-pencil/Braille testing materials ready to return sooner may call the Cognia Service Center to schedule UPS pickup. Please make sure the shipment is ready by 8:00 a.m. on the scheduled date, as pickup times will vary. Please do not contact UPS directly or you will be charged for the pickup. eMPowerME testing materials that are ready for return may be given to a UPS driver who arrives for other deliveries. It is recommended to keep a copy of the UPS service return label for potential future tracking.



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