Maine Science Assessment Proctoring Training: Q&A

April 25, 2024

Is the bilingual glossary included with the assessment?

The bilingual word glossary is not included with the assessment. Maine DOE recommends the printable bilingual word glossaries for elementary, middle, and high school science from NYU Steinhardt:
https://steinhardt.nyu.edu/metrocenter/language-rbern/resources/bilingual-glossaries-and-cognates

Can multiple proctors get into the same proctor group?

Yes, multiple proctors can access the same proctor group at the same time. The first proctor to access the group will be asked to enter their name, but this information is not utilized by Maine DOE.

Can you please clarify the item number status field in the proctor dashboard?

For tests in progress, this will show the item number, e.g., 1 of 18.

For submitted assessments, the percentage of attempted questions will be shown. For example, if "100% attempted" is displayed, the student has answered every question and submitted the assessment.

Do the sessions have to be administered in order? For example, for students who are absent for a session, can they take the same session the rest of the students are on for the day they return? Then make-up the one missed at a later date?

The Maine Science Assessment is comprised of four sessions, three one-hour test sessions (Sessions 1-3) and one 15-minute questionnaire (Session 4).

Students who are absent for a session can complete the sessions out of order by taking the same session as the rest of their same-grade peers and making up the missed session at a later date.

The exception is Session 4, the questionnaire, which must be completed last as it asks students about their experience completing the rest of the Maine Science Assessment.

How long does a pause button hold? For example, do we use this for fire drills or bathroom breaks?

Both the student pause button and the proctor action to pause a student's assessment will pause a test session in progress until the connectivity of the student device to the test delivery servers is ended. Reasons the connection may be ended include loss of power to the device, the device is shut down, a laptop lid/screen is closed, and internet/network disruption. If the student returns to a paused assessment after session connectivity has been lost, they will be alerted that the test is already in session and be prompted to be reseated by the proctor. Proctors can reseat students using standard reseating procedures.

The pause button can be used for fire drills or bathroom breaks as it changes the display on the student's device to maintain assessment security. Please note, however, that there may be a slight delay between the time the proctor pauses the assessment via the proctor dashboard and the time that it appears on the student's device screen.