



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0023

PAUL R. LEPAGE
GOVERNOR

STEPHEN L. BOWEN
COMMISSIONER

MEMORANDUM

To: Superintendents, Principals, and Test Coordinators
From: Susan Smith, MEA/NECAP Coordinator, Maine Department of Education
Harold Stephens, NECAP Program Director, Measured Progress
Date: June 8, 2011
Subject: Preparation Information for the October 2011 NECAP

2011 NECAP Test Administration Window

The administration window for next school year's New England Common Assessment Program (NECAP) Reading, Writing and Mathematics tests is **October 3-25, 2011**. The test will assess the NECAP grade level expectations located at: <http://www.maine.gov/education/necap/standards.html>. Each school is responsible for creating its own testing schedule, but should consider religious holidays and/or local events that may impact students' ability to participate. Schools should plan to schedule test sessions early in the administration window to allow time for make-up test sessions for students who miss testing for any reason. The testing schedule is posted at: <http://www.maine.gov/education/necap/admininfo.html>. Materials will be picked up by UPS on **Wednesday, October 26th**.

Infinite Campus State Edition Data - Important Dates

- The Department will use the student enrollment data in the Infinite Campus State Edition (ICSE) as of end of day on **June 24, 2011** as the basis for "teaching year" reporting. School contact information as of this date will also be used for fall mailings.
- The first round of student labels will be printed based on the enrollment data in ICSE by end of day on **August 11, 2011** if available, or on June 24th.
- The second round of student labels will be printed based on students enrolled by end of day on **September 29, 2011** who were not included in the first round labels.

Test Materials

Measured Progress will automatically send enough test materials for the projected enrollment as well as an overage of materials to account for new students who may enroll in your school after August 11th. Once you receive and inventory your test materials in September, you will have the opportunity to order additional test materials (with the exception of student labels) either online or by contacting the NECAP Service Center (1-877-632-7774).

Student ID Labels

Schools will also receive pre-printed student ID labels for all students who were included in the Infinite Campus State Edition (ICSE) student enrollment data at end of day on August 11th if available, or on June 24th. You can verify the students included in the label data by downloading the report entitled "NECAP Label Roster" (ICSE/ME State Reporting/Assessment Reports). You will receive a second round of updated labels during the week of October 3rd for students who are enrolled in ICSE by end of day on September 29th, but were not included in the initial label mailing. You may begin testing on or after October 3rd even though your additional student ID labels have not yet arrived.

Ordering NECAP Tests in Braille or Large Print

Braille and large print tests must be ordered through the NECAP Service Center at 1-877-632-7774 **beginning today until August 19, 2011**. This deadline is necessary to ensure that the appropriate quantities can be produced in time for the test shipments in early September. The student's grade, name,

and state assigned student ID number are required to place an order. Orders for Braille tests must also indicate if a contracted or uncontracted version is needed.

NECAP Presentations

Two presentations will be available to assist those who are involved in either coordinating the entire testing process or administering the tests.

Test Coordination Workshops

These half-day, face-to-face and webinar workshops are intended for principals and test coordinators and will cover all facets of NECAP test coordination within a school. They will include details on topics such as material receipt and tracking, test security and ethics, training test administrators, and returning materials. These workshops will be designed specifically for Maine schools and will provide an opportunity to ask questions.

The workshop webinar will be held on September 13th. Information on how to join the webinar will be shared in the fall and will be posted at: <http://www.maine.gov/education/necap/presentations.html>. While we anticipate that future workshops will be limited to an online format, we are presenting two face-to-face workshops this year. The dates, times and locations follow. Registration is required for the face-to-face workshops, but not for the webinar.

Date	Time*	Location
September 8	9:00 - 11:30 a.m.	Bangor - Spectacular Event Center
September 9	9:00 - 11:30 a.m.	South Portland – Wyndham Portland Airport Hotel, Room “Lighthouse A”
September 13	9:00 – 10:30 a.m.	Webinar

**Sign in for face-to-face workshops begins one half-hour prior to the listed start time.*

Test Coordination Face-to-Face Workshop Registration Information

- Registration will be open today until the day prior to the workshop.
 - To register for a face-to-face workshop, go online to <http://iregister.measuredprogress.org>.
 - At the welcome page, select New England Common Assessment Program and follow the link to the workshop you want to attend.
 - You will see additional information on this page including a brief description of the workshop and a link to driving directions.
 - You will be asked to provide basic contact information. Once you have completed all of the required fields, click on “Register”.
 - You will then see a confirmation page. Please print this page, as it is the only one you will receive.
- If you have any questions or you need to cancel or change your reservation, please contact the NECAP Service Center at 1-877-632-7774 for assistance.

Test Administration Presentation

A recorded test administration presentation geared specifically to any school personnel who administer the test to students will be available online. It will include information on topics such as administering the NECAP to a classroom or group of students, administering accommodations, and test security. It will be available for viewing at any time after September 20th at <http://www.maine.gov/education/necap/presentations.html>.

UPDATE: Online Writing Pilot

Across the four NECAP states, approximately 65 schools successfully participated in the Online Writing Pilot at grades 8 and 11 this past April. These original pilot schools will have the opportunity to test the same grades online for the operational fall 2011 writing assessment. (Please note: If your school participated in the pilot, you should have received an email on June 3rd with additional information regarding next steps for fall testing.) If your school is interested in signing up for the next round of pilot testing in spring of 2011, please provide your school’s contact information to Susan Smith, MEA/NECAP Coordinator, at susan.smith@maine.gov.