



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
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MEMORANDUM

To: Superintendents, Principals, and Test Coordinators
From: Susan Smith, NECAP Coordinator, Maine Department of Education
Harold Stephens, NECAP Program Director, Measured Progress
Date: June 10, 2010
Subject: Preparation Information for the October 2010 NECAP

2010 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 1-22, 2010**. 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 **Monday, October 25th**.

Infinite Campus State Edition Data - Important Dates

- The Department will use the student enrollment data in the Infinite Campus State Edition (ICSE) as of **June 25, 2010** 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 12, 2010**.
- The second round of student labels will be printed based on students enrolled by end of day on **September 30, 2010** 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 12th. Once you receive and inventory your test materials in September, you will have the opportunity to order any additional test materials needed 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 12th. 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 4th for students who are enrolled in ICSE by end of day on September 30th, but were not included in the initial label mailing. You may begin testing before you receive your additional student ID labels.

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 20, 2010**. 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. (NOTE: This is a change from the way Maine has supplied Braille tests in past years.)

NECAP Workshops

Two types of workshops will be presented to assist those who are involved in either administering tests or coordinating the entire testing process. Schools will receive no administration CDs this year.

Test Administration Workshop

This workshop will be an online webinar presentation geared specifically to any school personnel who administer the test to students (test administrators). It will include details on topics such as administering the NECAP to a classroom of students, administering accommodations, and test security. This live presentation will be taped and available via a link on the Department’s website for viewing at any time. This webinar is tentatively planned for September 22nd. No registration will be necessary. Information on how to join the webinar will be shared when school resumes in the fall and will also be posted at: <http://www.maine.gov/education/necap/presentations.html>.

Test Coordination Workshops

These half-day, face-to-face workshops are intended for principals and test coordinators and will cover all facets of NECAP test coordination within a Maine 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. Dates, times and locations for the test coordination workshops are included below. September 14th will be an online webinar of the same workshop. Registration is required for the face-to-face workshops, but not for the webinar. 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>.

Date	Time*	Location
September 8	9:00 – 11:30	South Portland, Wyndham Hotel
September 9	9:00 – 11:30	Augusta, Civic Center
September 10	9:00 – 11:30	Bangor, Spectacular Event Center
September 14	9:00 – 11:30	Live Webinar version
September 15	9:00 – 11:30	Presque Isle, Northern Maine Community College

**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 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 confirmation page, as it is the only confirmation 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.

NECAP Updates

The enclosed handout highlights a few changes that have occurred in the NECAP test.