PROCTOR QUICK START

To learn the basics, watch the <u>Proctor videos</u> in the MAP Help Center. See also the <u>Readiness Check for Testing</u> and the <u>Testing Tips for MAP Growth</u> for help during testing.

Set Up Testing in MAP

- 1. Log in at start.mapnwea.org.
- 2. Choose MAP Growth.
- 3. Select Manage Test Sessions.
- 4. Follow Option 1, 2, or 3 (outlined below) to create a testing session. This will allow you to group students so you can administer testing and has no effect on reporting.

nwea		Help 🌣 🕑						
Rostering V MAP Growth A MAP A	Accelerator 💙 MAP Reading Fluency 🌱							
, , , , , , , , , , , , , , , , , , ,	MAP Growth is a dynamic adaptive assessment that measures your students' achievement and growth in K–12 math, reading, language usage, and science. Use MAP Growth to understand how your K–12 students are performing and to inform your instructional strategies.							
Testing	Popular Reports							
Manage Test Sessions Set up and manage MAP Growth test sessions. Find students to test and administer MAP Growth testing.								
MAP Growth Student Resources	School Profile	Class Profile						
Provide students with resources, such as videos and practice tests, to help them prepare for testing.	Use school- and grade-level data visualizations to see areas of opportunity and strength. Filter by year, term, course, gender, and ethnicity.	Use this interactive class-level report to gain insight into class performance; identify students who need to take, retake, or complete their test.						
Technical Resources Prepare to test with the MAP Growth Secure Testing Browser, MAP Growth iPad app, Technology Guide, and NWEA System and Bandwidth Requirements.								

MAP Growth main menu with Manage Test sessions highlighted.

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Note: Help Center images show a "super-user" view (all options displayed). Your view of the start page might be different because it will be based on what your school/district has licensed and your MAP role(s).

Option 1—Find Students to Test

This option is useful for preparing an arbitrary group of students ahead of time.

- 1. Select Find Students to Test.
- 2. Choose criteria and select **Search**.
- 3. Review the search results and select Add Students.

Find Students									
	Search is restricted			term. School r	nust be specifie	d first.			
Student Search		Searc		Student(s) Found					
E	Three Sisters Ele	men	tar 🖌	Last Name 🔺	First Name ▲	Middle Name	Student ID	Student State ID	
	Selected			Quigley	Humberto	J	406243480		
students				Quile	Lynn	А	409330507		
are added		\mathbf{A}		Quitzon	Nola	D	714236347		
t	o the list		\setminus		1				
	Student List	_	Ad	d Students	Cancel				
	Last Name 🔺		First Nan	<u>ne</u> 🔺	Student ID	Student State ID	Test Assigned	Accommodatic	
	Quigley	K	Humber	to	406243480	-	-		
	Quitzon		Nola		714236347	-	-		

4. Repeat the search as needed.

Keep the student count below 100; too many students can slow the sign-in.

If a student is missing, try using <No School Assigned> in the criteria.

If you need to add a student, contact a school leader for instructions.

- 5. Select students and make needed assignments (each student can have a different assignment):
 - 1. Select Assign Test and select a test from the list.
 - 2. Select **Assign Accommodations** if a student requires accommodations, including Text-to-Speech. For more guidance, see Assignments for tests, accommodations, or Text-to-Speech on page 3.
- If you plan to use this testing session at a later time, select Save Session.
 Use a name that's unique and easy to type. Avoid spaces, special characters, and capital letters. Examples: jbmath72 (your initials +subject +grade +period) or 21eagle918 (room +mascot +month +year)
- 7. If you need to test immediately, select Test Now.

Option 2—Test My Class

Use this option if you're testing your own class of students.

1. Select Test My Class.

If the button doesn't work, your MAP profile was not associated with a class of students for this term. (This association must happen every testing term.) Contact a MAP leader in your school or district.

2. Select one of your classes, if prompted.

The Proctor console appears and the testing session starts.

- 3. Select students and make needed assignments (each student can have a different assignment):
 - 1. Select Assign Test and select a test from the list.
 - 2. Select **Assign Accommodations** if a student requires accommodations, including Text-to-Speech. For more guidance, see <u>Assignments for tests</u>, accommodations, or <u>Text-to-Speech</u> on page 3.

Option 3—Use Saved Testing Session

Use this option if a session was already created and saved by you or someone in your school or district.

1. Select Show next to Saved Testing Sessions.

Saved Testing	g Sessior	าร	
Test Now Edit Session	Delete Session		
Testing Session Name +		Created By	

2. To see testing sessions created by others, change Created By.

Note: Access may be limited. With the School Proctor role, you can only access sessions created by someone with the District Proctor role.

3. When you find and select a testing session, choose **Test Now**.

If not available, you already have a session running (you can only run one at a time). Select Return to Testing.

Assignments for tests, accommodations, or Text-to-Speech

When making test assignments, refer to the following table of test naming conventions. As shown, many tests have screen reader compatible version.

	Test Type	Subject and Grades	State and Adoption Year of Academic Standard	Enhanced Item Selection Algorithm*	Version for students with blindness and low-vision*
	Growth	Math 6+	NY 2017		(Screen Reader Compatible)
	Growth	Reading K–2	NY 2017		
Examples	Screening	Science 6– 8	NY 2016		
LAmples	Growth	Math 6+	NY 2017	1.1	
	Growth	Reading K–2	NY 2017	1.1	
	Screening	Science 6– 8	NY 2016	1.1	(with Screen Reader Compatibility)

When assigning accommodations, select all the assistance you plan to provide so it is permanently recorded with the test. You cannot change these assignments once the student starts testing, unless you suspend the test and ask the student to rejoin the testing session.

Text-to-Speech is one of the accommodation choices. It is intended for sighted students, such as English language learners, and it enables audio tools that appear within the test toolbar.

For details, see the MAP Help Center > Testing Growth > Accommodations.

Student Sign-in

Before students arrive

1. On your Proctor console, you should now see the Test Students page. If not, select Test Now.

TEST STUDENTS

SESSION NAME

JGmath32

2

PASSWORD

6341

All students type this

when they sign in

- 2. At the top, look for the **Session Name** and **Password**.
- 3. Write or display this name and password on a board for all students to copy during sign-in.

Note: The password regenerates every time you start a session and will expire overnight.

When students arrive

1. On student testing devices, students start the NWEA secure testing browser or app.

Or, if your school will be testing with a browser only, you can direct students to: test.mapnwea.org.

- nwea
- 2. Ask students to learn about MAP Growth with the following choices on their log-in page:
 - **Try the Practice Test** (about 5 non-scored, sample questions). Username and Password are **grow**.
 - Student Resources (explanatory videos about the test, tools, and test engagement).
 - Or, read the student directions script in Testing Tips for MAP Growth.

Confirm students to start

Confirm students every few minutes, as students are ready.

- On student testing devices, guide students to complete their prompts.
 Note: Spanish-speaking students can choose to see translated instructions.
- 2. As needed, check whether students have chosen correctly.
- On your Proctor console, select Refresh Page to see which students have the "To Be Confirmed" status.
- Select Confirm. This confirms all students with "To Be Confirmed" status.
 Or, to select individual students, choose Select Action and then Confirm.
- Student device 2 Sign in Is this correct? Avez Avilla Name: Log in JGmath32 MAP Growth: Math 2-5 sion Nan An An JGmath32 Avez Avilla Mark Twain Elementary School Select a test Session Password MAP Growth: Math 2 🔻 6341 No Yes SECURE TESTING BROWSER REQUIRED SESSION NAME PASSWORD JGmath32 23 Students 6341 Session Details Action Needed Page up 3 s every 60 seconds 4 Total students: 23 To be confirmed: 11 Testing: 0 **Refresh Page** Paused: 0 Proctor console
- 5. Students: Select Start Test.

Tip: If your internet connection is slow, ask students to start a few at a time, rather than all at once.

See also: Testing Tips for MAP Growth for common sign-in issues and other tips.

Pause, Suspend, or Terminate

Action	Duration	Follow-up Action	What to Expect
Pause*	Up to 25 minutes	Resume	 Student must resume from the same device Test will continue with the next question After 25 minutes, the test becomes suspended
Suspend	Up to 28 days	Test Again (same day and session)	Test will continue with the next question
		–or– Resume Test prompt (another day)	Continue testing with either the saved testing session or a newly created testing session, whichever is more convenient
			14 days is the recommended limit because too many days of instruction between testing could influence the score
Terminate	Permanent	Test Again (after reassigning test)	Caution: System discards any answers given for the terminated test; use only if the wrong test was assigned

To control a student's test, select the student and choose from the Select Action menu:

*You can also pause at the student's computer. Learn more about <u>Proctor Shortcut Keys</u>. (MAP login required.) For information about the automatic pause from rapid guessing, see <u>Testing Tips for MAP Growth Test Engagement and</u> <u>Rapid Guessing</u>.

*Other pauses: To pause on the student testing computer, select: Ctrl+Shift+P (or Ctrl+Shift+L) and enter the PIN from your console. For information about the automatic pause from rapid guessing, see <u>Testing Tips for MAP Growth Test</u> Engagement and Rapid Guessing.

End of Testing

Before you can begin another testing session, you must end the first session. You can run only one testing session at a time. Although it's possible to leave your testing session running until more students arrive, you cannot keep it running overnight. Every night, all sessions are closed automatically, and any tests left open become suspended.

To end for all students:

1. On the Proctor console, choose End Testing Session.

If students are still testing, a prompt shows that those tests will become suspended. Select Yes to continue.

- 2. At the next prompt, choose either:
 - a. Save and Exit: Choose if the same group of students will be tested together later.
 - b. **Delete Session:** Choose if different groups will be formed for further testing. (Does not affect test results; students can resume incomplete tests in the same or another testing session.)
- 3. Close down the browser or app on student testing devices using the applicable command:

PC or Mac:	iPad:	Chromebook:
Select the X at top	Use the Home button	Select the X or Shift+Alt+K

To end one test and continue another:

- 1. Select the student, and then select **Test Again**.
- 2. Select the student and then **Assign Test(s)** to assign a new test (and also **Assign Accommodations** if it differs for the new test).
- 3. Ask the student to sign in again (same session name and password).