# PROCTOR QUICK START

To learn the basics, watch the Proctor videos in the MAP Help Center. See also the Readiness Check for Testing and the Testing Tips for MAP Growth 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.
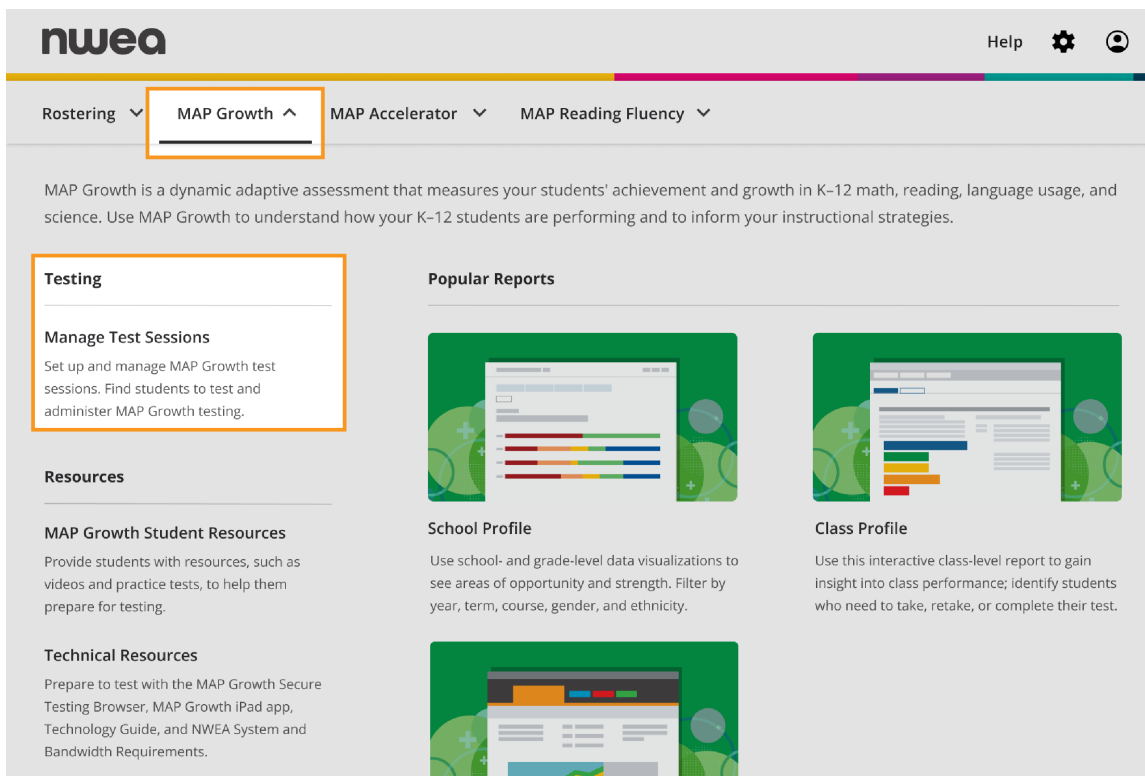


*MAP Growth main menu with Manage Test sessions highlighted.*

> **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**.



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.

6.  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 Assignments for tests, accommodations, or Text-to-Speech 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**.
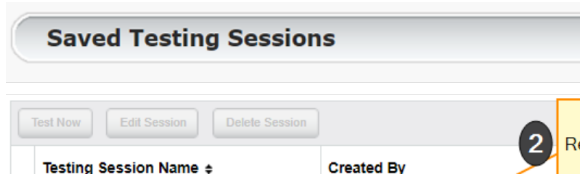


2. To see testing sessions created by others, change **Created By**.

   **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* |
|---|---|---|---|---|---|
| **Examples** | Growth | Math 6+ | NY 2017 | | (Screen Reader Compatible) |
| | Growth | Reading K–2 | NY 2017 | | |
| | Screening | Science 6–8 | NY 2016 | | |
| | 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**.

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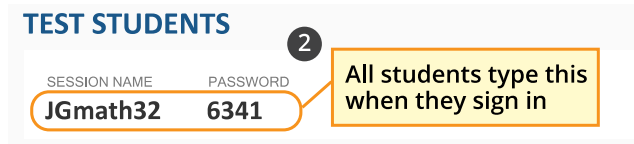
   **Note:** The password regenerates every time you start a session and will expire overnight.

**TEST STUDENTS**

② 

SESSION NAME    PASSWORD

JGmath32    6341

All students type this when they sign in

### 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**.

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.

1. 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.

3. On your Proctor console, select **Refresh Page** to see which students have the "To Be Confirmed" status.

4. Select **Confirm**. This confirms all students with "To Be Confirmed" status.

   Or, to select individual students, choose **Select Action** and then **Confirm**.

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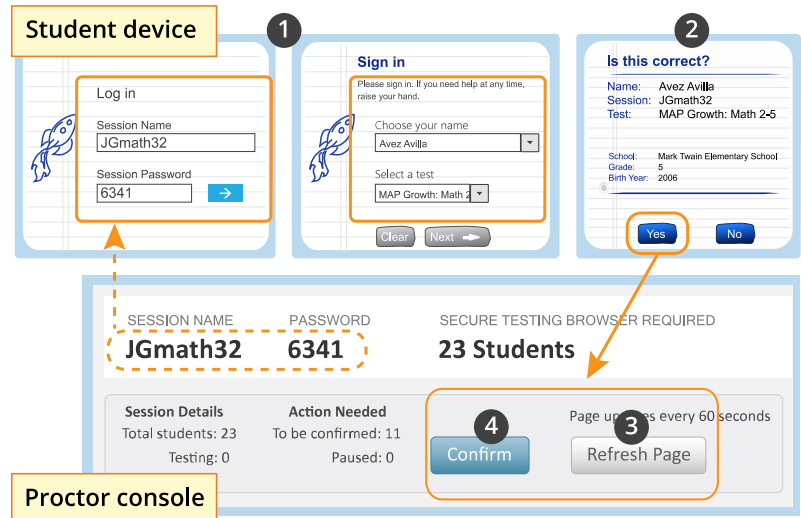
**See also:** Testing Tips for MAP Growth for common sign-in issues and other tips.

# Pause, Suspend, or Terminate

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

| Action | Duration | Follow-up Action | What to Expect |
|---|---|---|---|
| **Pause*** | Up to 25 minutes | **Resume** | –Student must resume from the same device<br>–Test will continue with the next question<br>–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–<br>**Resume Test** prompt (another day) | Continue testing with either the saved testing session or a newly created testing session, whichever is more convenient<br><br>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 |

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

**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 Testing Tips for MAP Growth Test 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).