PROCTOR GUIDE

This *Proctor Guide* is written for anyone who helps students start MAP testing and who controls student testing.

Alternatively, use the short document from the MAP Help Center:

[Proctor Tips and Troubleshooting](#) (6 pages)

Main Sections:

Starting Out

- **Your login:**

  In most cases, look for an automated email for your login credentials (sender is MAP-AutoResponder@nwea.org). It also provides a link to the :

  https://teach.mapnwea.org

  If your password is forgotten...

  There is a "Forgot Username or Password?" link under the main log-in prompt. This will send log-in information to the e-mail address that was saved in . If the e-mail does not appear, *check the junk or spam folder*.

  If needed, a leader at your school or district can reset a password (*NWEA cannot do this*).

  Note: Each person can also change their own password, such as after a reset. After logging in, click **Change Password** from the bar on the top right.

- **Your role:**

  The role or roles you are assigned in MAP determine what the system allows you to do (your permissions). Typically you have one or both of these roles:

  - Proctor—Enables you to conduct MAP testing.

  - Instructor—Grants access to the test results of your students. Also enables the **Test My Class** feature (see Option 2: Test Your Class on page 8).

  For more about MAP roles, see this topic from the MAP Help Center: User Roles and Permissions

Lab Readiness Checklist

For details, see: *System and Technology Guide*.

Plan Ahead

☐ **Read the requirements for Web browsers and more (use the following link)**

☐ **Calculate the network bandwidth needed for testing**

- Test the bandwidth on typical computers during normal daytime Internet usage.

- Plan to limit Internet usage for non-test activities on days that you conduct tests.

First-Time Desktop Computer Preparation

☐ **Download and distribute the MAP lockdown browser to all testing computers**

- Download it from the home page when you log into the MAP site (teach.mapnwea.org).

- **Windows:** Run the installation either individually on each computer or globally over the network.

- **Mac:** No installation is involved. Simply copy the file to each computer desktop. (It is possible to copy it automatically with distribution tools your district may have.)

☐ **Check if each computer meets requirements by starting its lockdown browser**

- **Success:** The Welcome page appears.

- **Failure:** The page identifies the computer components that failed.

Chromebook and iPad Preparation

☐ **Use the app that NWEA provides for each device:**

- **Chromebook:** Use the "NWEA Secure Testing App" from the Chrome Management Console.

- **iPad:** Use the "NWEA Secure Testing App" from the iTunes App Store.

Best Practices for the Lab

☐ **Disable virus scanning during testing**

☐ **Prevent screen savers and power-saving sleep mode during testing**

Open your system preferences to make these changes. Extend the delays to at least 30 minutes.

☐ **Get headphones and check volume for early learners (K-2)**

Overview and Best Practices for Testing

To learn the basics, watch these short videos:

Proctor videos in the MAP Help Center

Best Practices for Testing Sessions

- **Ensure the lab is ready at least a day ahead**
  Use the Lab Readiness Checklist on page 2.

- **Assign the test for each student**
  Test assignment is a step you take during setup, and it relieves students from having to choose the test themselves. See also: Summary of Test Types on page 29.

- **Limit the number of students in a session**
  The testing session is the software feature that controls who can test—and how many. Adding too many students in the testing session (100+) becomes hard to manage. Try limiting to the students you have in the lab on a given day.

- **Naming testing sessions:**
  - Keep it short and easy for students to type
    - Avoid spaces, special characters, and ambiguous letters like "l"
  - Make sure the names are unique by using a convention:
    - Example policy for naming testing sessions:
      ```
      <instructor initials><subject><grade><period>
      ```
    - Example name based on this format:
      ```
      <    J.B.          >< math >< 7 >< 2  >

                      jbmath72
      ```

- **In large groups, do not start everyone at once**
  If too many students join simultaneously, network performance could degrade. Have students sign in a few at a time.

- **Give early learners a break mid-way**
  After about 25 minutes, interrupt testing to give students a rest (see Suspend Tests on page 13).

Practice Tests for MAP Growth

Students can try Practice Tests to become familiar with the types of questions and tools available in actual MAP Growth tests. Practice Test specifics:

- Available in any supported device and all supported browsers, except Internet Explorer

- Available for multiple grades and subjects

- About 5 questions, depending on the grade

- Not adaptive and no score

- No proctor setup needed

To Access Practice Tests:

1. Start students from either location:

   - Practice Test Website: **practice.mapnwea.org**

     – or –

   - NWEA secure browser: Click **Try the Practice Test** from the log-in page.

   > **Note:** Do not use Internet Explorer.

2. Complete the generic log-in:

   - **Username** = grow

   - **Password** = grow

3. Select the options for grade, subject, language, and test.

4. If needed, select the **Text-To-Speech** checkbox.

   > **Note:** When students use Text-to-speech tools, the Highlighter and Eraser are disabled, and vice-versa.

A: Setup

These instructions walk you through testing, but if you haven't seen it yet, review the proctor videos in the MAP Help Center. To begin, log into MAP (https://teach.mapnwea.org) and click **Manage Test Sessions** on the left.
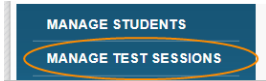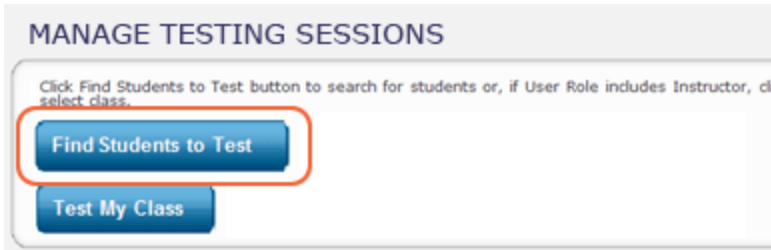
If Manage Test Sessions doesn't appear...

Your MAP profile was not assigned the Proctor role. Contact a MAP leader in your school or district.

Next, choose from the following options...

Option 1: Find Students to Test

With this option, you search for students by school, grade, class, or other criteria. It is useful for preparing your list of students ahead of time.

How to Find Students...

1. Click **Find Students to Test**.
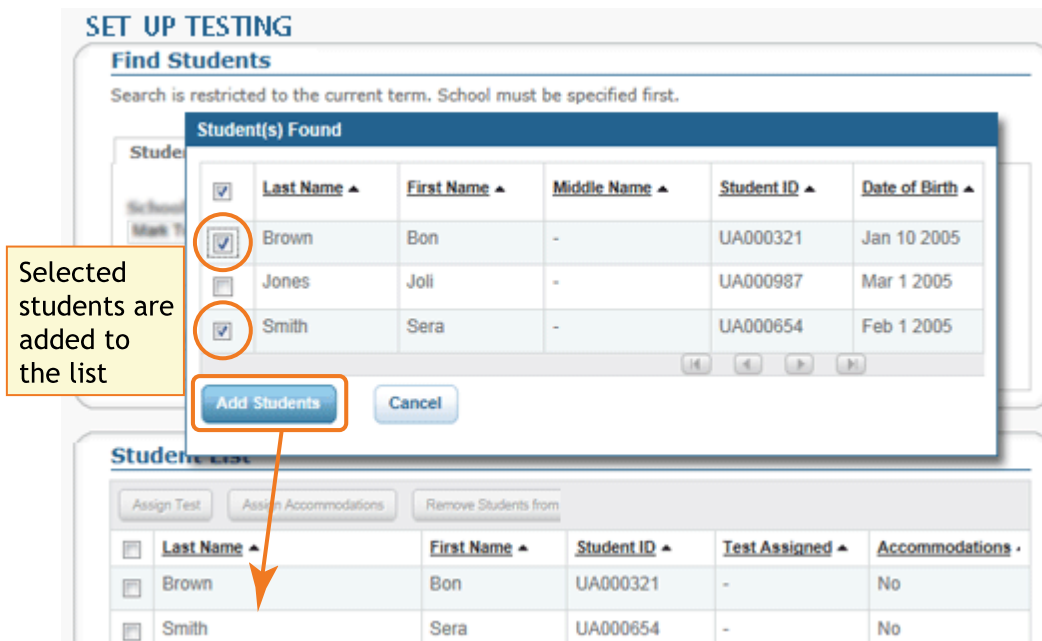
2. Choose search criteria and then click **Search**.

If student is not found, try <No School Assigned>

You can type * as a wildcard character

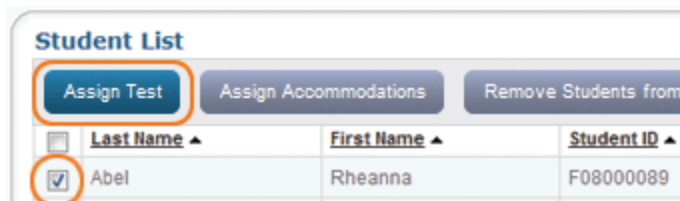3. Review the search results, deselect students if needed, and click **Add Students**.

4. Repeat the search as needed.

    Note: Although you can add hundreds of students, try to keep the number reasonable, because too many names can slow down the student sign-in.

    If the student is missing, see Setup Testing on page 24.

5. RECOMMENDED—Select one or more students and click **Assign Test.**

    With their tests assigned, students will have it selected automatically when they sign in. Each student can take a different test.

6. OPTIONAL—Use **Assign Accommodations** (adjacent to **Assign Test**).

    The accommodation settings keep a record of what you intend to provide. Also, the Text-to-speech option enables tools within the test so students can hear a question read aloud. Once the student starts testing, you cannot change accommodations, unless you suspend the test and start over.

7. OPTIONAL—Click **Save Session**.

    By saving it, you or someone else can use this testing session at a later time.
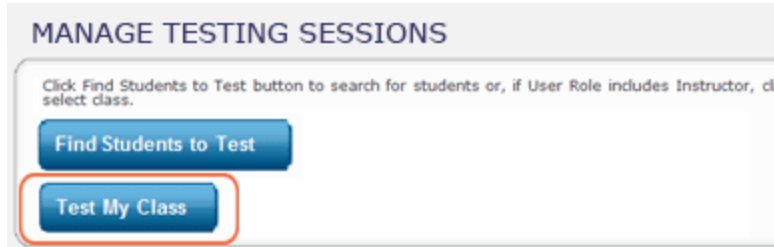
    Tips for naming your testing session...

    -   Keep it simple enough for students to type

    -   Make it meaningful so you or others can find it later

- Follow school conventions. Example: jbmath72
  - jb = Your initials
  - math = Your subject
  - 7 = grade
  - 2 = period

8. When your student list is ready, click **Test Now**.

Option 2: Test Your Class

**Use this option if you are testing your own class of students.**

How to Test Your Class...

1. Click **Test My Class**.

   If Test My Class 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.

3. RECOMMENDED—Select one or more students and click **Assign Test.**

   With their tests assigned, students will have it selected automatically when they sign in. Each student can take a different test.
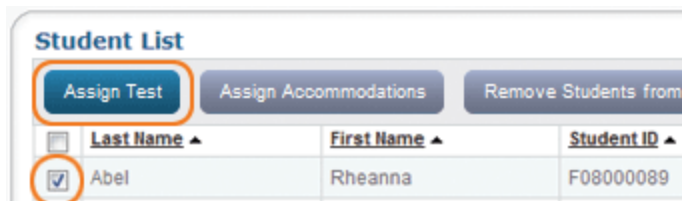
4. OPTIONAL—Use **Assign Accommodations** (adjacent to **Assign Test**).

   The accommodation settings keep a record of what you intend to provide. Also, the Text-to-speech option enables tools within the test so students can hear a question read aloud. Once the student starts testing, you cannot change accommodations, unless you suspend the test and start over.
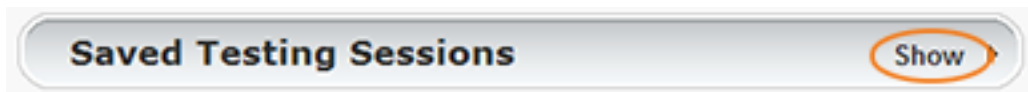
Option 3: Use a Saved Testing Session
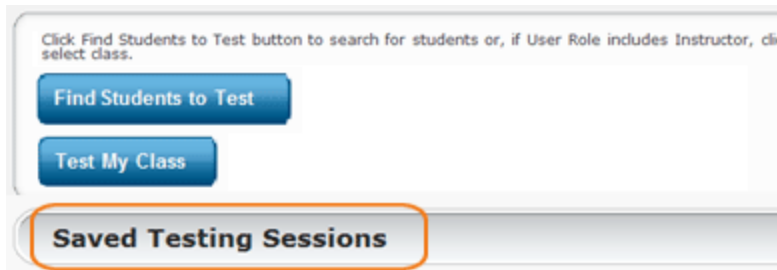
With this option, you find a session that was already created ahead of time by you or anyone in your district.

How to Use a Saved Session...

1. Click **Show**.

2. OPTIONAL—To see testing sessions others created, change **Created By**:
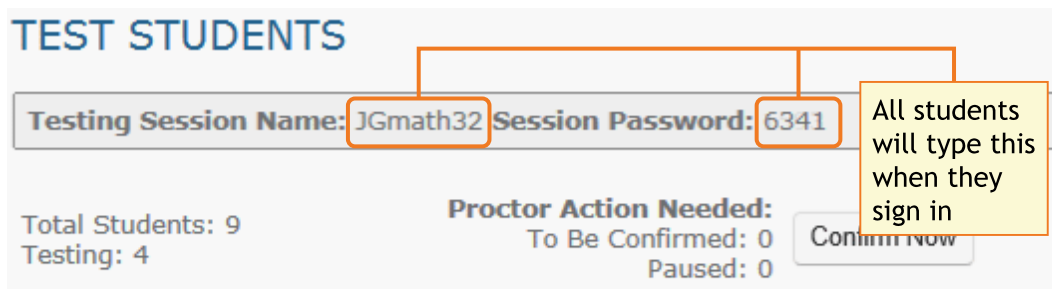
   Delete or type over to see others' sessions

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

B: Student Sign-in

Get the name and password of the testing session:

1. On your proctor computer, you should now see the **Test Students** page. (If not, click **Test Now**.)

2. At the top, notice the name and password of the session:

   TEST STUDENTS

   Testing Session Name: JGmath32 Session Password: 6341

   All students will type this when they sign in

   Total Students: 9
   Testing: 4

   Proctor Action Needed:
   To Be Confirmed: 0
   Paused: 0

   Confirm Now

3. On a board, write the name and password for all students to copy.

   - Password is auto-generated whenever you start or restart a testing session

   - Password will expire overnight

Open browsers and give instructions:

1. On student computers, students start MAP in one of the following ways:

Mac— Use NWEA icon
PC— Use Start > NWEA…

-Or-

Welcome to MAP Growth

Chromebooks— Use NWEA Secure Testing App (may auto-launch)

-Or-

iPads— Use NWEA Secure Testing App
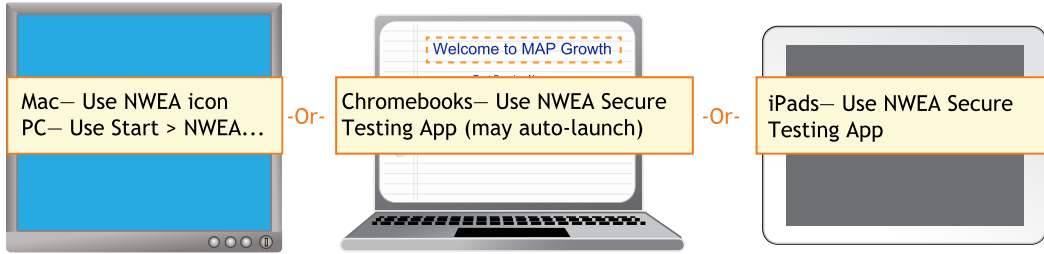
Or, if you are approved to test with a browser only, direct students to: test.mapnwea.org.

2. Optional—Ask students to click Try the Practice Test on the student log-in page. They need to use a generic log-in:

- Username = grow

- Password = grow

> **Note:** Do not use Internet Explorer for practice tests.

Optional—Read to students this introduction:

General MAP Testing – All Grades

Give this test your best effort. You will have enough time to read and answer all the questions. Some questions will be easy, and others will be more difficult. You cannot get all the answers correct, but that is okay. If you really do not know the answer to a question, then ask yourself which answers are definitely wrong, and then choose from the other answers. You DO need to answer ALL questions.

Before you finish a question, you may change your mind and pick a different answer. But, once you move to the next question, your answer is locked, and you cannot go back to the question you have already answered.

I am here to help when there is a problem with the test. Please raise your hand if any of these things happen:

- *If the computer asks for your name, but your name does not appear in the list*

- *If you have headphones, but you do not hear sound when the test begins*

- *If a question appears to be missing answers, questions, or instructions*

Mathematics Testing – Grades 2–5 and 6+

On some (but not all) test questions, a calculator tool appears at the top. You can click the calculator picture to open an on-screen calculator that helps you answer the question.

If you are unsure about a word in a question, raise your hand for help. I can pronounce the word for you, but I cannot tell you what the word means or explain any math symbols.

Reading and Language Usage Testing – Grades 2–5 and 6+

If a reading passage is too long to fit on the screen, use the scroll bar on the right side of the passage to scroll down and display the rest of the passage and questions about it.

Sometimes the same passage appears again and again, but look carefully, because you will see a different question for the same passage.

Students sign in and you confirm:

1. On student computers, guide students to complete the following:

Session name and password (copy from board)	Student name (and test if not assigned)	Yes to continue or No to start over

If a student name is missing, see the answers under Student Sign-in on page 25.

2. On your proctor computer, confirm students every few minutes, as students are ready:

    a. Click **Refresh Status** to see which students have the "To Be Confirmed" status.

    b. Click **Confirm Now**. It confirms all students with "To Be Confirmed" status.

— or —

Select students, click **Select Action**, and choose **Confirm**.

Use Select Status > To Be Confirmed to quickly select students...	...followed by Select Action > Confirm

c. Students: Click **Start Test**.

> **Tip** for slow internet connection—Ask students to start just a few at a time, not all at once.

C: Interrupt/Continue

Choices for Interruption

Interrupt Action	Duration	Follow-up Action	Notes
Pause	Under 30 min	Resume	• Student must resume from same computer • Test will continue with next question • After 25 min, test becomes suspended
Suspend	Up to 28 days (see Notes)	Test Again (if using the same testing session)	• Test again in same or different testing session* • Proctor can choose whether to continue with next question or start over • 14 days is the recommended limit, because too many days of instruction between testing have the potential to influence the score
Terminate	Permanent	Test Again	• System discards any answers already given

* Student's place in a test remains even if you delete a testing session.

Pause Tests

To take a short break (25 minutes or less):

1. From your proctor computer, select student(s).
2. Click **Select Action** and choose **Pause**.

To continue from pause:

1. From your proctor computer, click **Refresh Status**.

2. Select the student(s) with status "Paused."

3. Click **Select Action** and choose **Resume**.

4. On the student computer, the test resumes with a new question.

   - Student must resume from the same computer.

   - After 25 minutes of inactivity, the test automatically becomes suspended.

Suspend Tests

> **Best Practice for Early Learners:** Suspend the test mid-way (after about 25-30 minutes) to give younger students a rest.

To take a break longer than 25 minutes:

1. From your proctor computer, select student(s).
   Tip: Click **Select Status** and choose **Testing** to quickly select students who are still testing.

2. Click **Select Action**, choose **Suspend**, and click **OK** when prompted.

3. Students click the **OK** prompt.

4. If student(s) will continue the test today, then leave the testing session open.
   – or –

5. If student(s) will continue on another day, then:

   a. Click **End Testing Session** when everyone is suspended (or finished).

   b. When prompted, click **Save and Exit**.
   Note: Students should continue the test within 14 days, because more instruction between testing can influence the score. The maximum is 28 days. After 28 days, tests cannot be resumed and students will need to start over.

To continue suspended tests on the same day:

1. With the testing session still open, select the students with Suspended status.

2. Click **Select Action**, choose **Test Again**, and click **OK** when prompted.

To continue suspended tests on another day:

> **Note:** As an alternative, you could create a new testing session instead—see . The make-up steps are better suited if you need to test a different group of students.

1. Click **Manage Test Sessions** on the left.

2. Click **Show** to see the saved testing sessions.
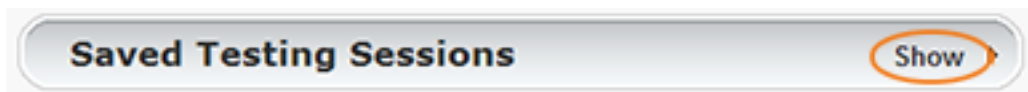
3. Select the Testing Session you saved and click **Test Now**.

   Note: The Status will be Awaiting Student for everyone, meaning they can now sign into the session.

4. Have students sign in as usual. The password students type is new, although the testing session name remains the same as before.

5. On your proctor computer, click **Confirm Now**.

6. When prompted, select **Resume Test** and click **Submit**.

Interruption at Student Computer

As an option, you can interrupt from a student computer. Example situations include the following:

- There is a display issue with the test question

- The controls from the proctor computer are slow to respond

- It is quicker than returning to your computer.

Note: This feature is not available on iPads.

1. On the student computer, type: Ctrl + Shift + P (or Ctrl+Shift+L).
   Immediately the student's test is paused.

2. OPTION 1—Continue from your proctor computer using **Select Action > Resume**.
   —or—
   OPTION 2—On your proctor computer, get the PIN code so you can continue on the student computer.

TEST STUDENTS

Testing Session Name: JGmath32 **Session Passw**

Total Students: 9
Testing: 4

Proctor Action Needed:
To Be Confirmed: 0   Confirm Now
Paused: 0

You will type the PIN on the student computer

Proctor Interrupt PIN ⓘ

PIN: 8044

The Proctor Interrupt PIN can be

Once you type the PIN on the student computer, you can resume, report a problem with the test questions, or take other actions.

D: End of Test

In general:

Before you can begin another testing session, you must end the first session:

1. On your ==proctor computer==, check the **Status** column for any students still testing.

2. When no one is left testing, click **End Testing Session**. At the prompt, choose:

   a. Save—If the *same group* of students will be tested together later.

   b. Delete—If different groups will be formed for further testing.

3. Close down the browser or app on student computers.

   PC or Mac — Click the **X** at top

   iPad — Use the **Home** button

   Chromebook — Type the exit command: **Shift + Alt + K**

Is it okay to leave the testing session open?

Although it's possible to leave your testing session running until more students arrive, you cannot keep it running overnight. Every night, they are closed automatically, and any students left in a testing status switch to suspended status.

Note: Your Proctor profile is also limited to running only one testing session at a time. If needed, you can add students to a testing session by clicking the **Add More Students** button.

When a student finishes, ready for another test:

1. First consider how long the student has been testing.

   Ideally, a student should take no more than one full MAP test per day.

2. If you do decide to give another test:

   a. On your ==proctor computer==, select the student.

   b. Click **Select Action** and choose **Test Again**.

      The student's status changes from Completed to Awaiting Student.

   c. Select the student again and click **Assign Test**.

   d. If needed, also choose **Assign Accommodation** in case it differs for the new test.

   e. Instruct the student to sign in again with the same session name and password.

When lab time runs out for everyone:

In this situation, you should suspend the tests for all students who are still testing.

See Suspend Tests on page 13 for instructions.

To end and discard a test ("terminate"):

For example, you might have accidentally assigned a test that the student should never take.

Use caution:

- You cannot reverse this action. The system discards any answers already given.

- It's possible that the student would be restricted from taking the test for the rest of the term. This would happen if your district enabled the once per term frequency restriction.

1. Select the student or students.

    The student's status must be "Testing."

2. Click **Select Action**, choose **Terminate**, and click **OK** when prompted.

Student Disengaged with Test

A student is considered disengaged when he or she answers three successive questions with rapid guesses, and so an alert appears for the Proctor to intervene:
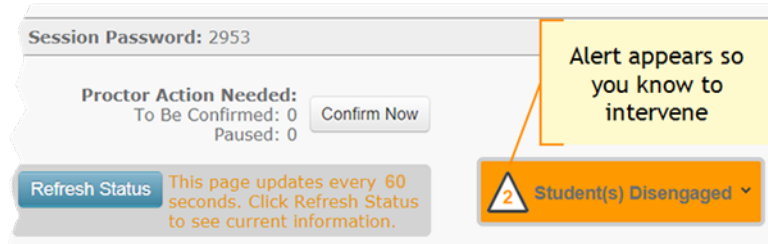

If left unchecked, the MAP results would become less reliable. For details about the effect on scoring, see the MAP Help Center.

How to Intervene

The best way to help students re-engage will vary for each student. In general:

- Approach quietly and encourage the student to re-engage. Be as positive as you can.

- Avoid singling out a student publicly. Drawing attention to a student may distract others and lower the student's confidence.

- Emphasize that it's important to answer each question to the student's best ability.

- Determine whether the student is capable, right now, of re-engaging. If the student is not capable (such as illness), consider pausing or suspending the test, and resume when the student will be fully engaged.

- Avoid helping the student to answer test questions. Encouragement is okay; helping to take the test is not.

After intervening, you can dismiss alerts individually or all at once:
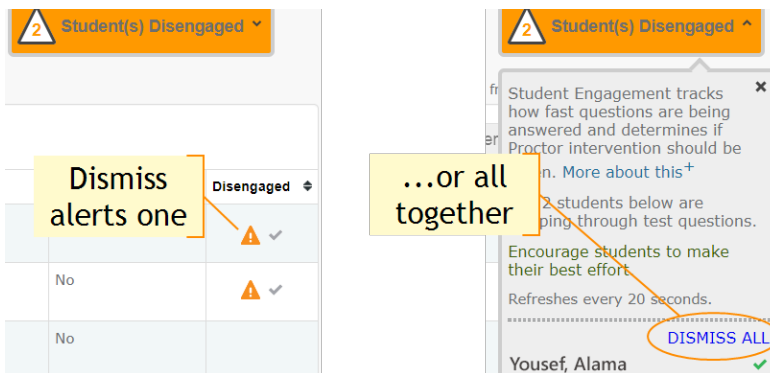
> **Note:** Although you are not required to dismiss the notifications, it will help you keep track of who needs intervention and whether a student has become disengaged again.

Accommodations and Accessibility

For students who need it, there are several accessibility features available for MAP Growth testing.

Assigning Accommodations

Whatever the accommodation, make assignments in the testing session settings. In addition to these instructions, also consider your state and district policies and the overall NWEA guidelines, here: NWEA Accessibility and Accommodations FAQ.

1. Open **Manage Test Sessions**.

2. Set up a testing session, choose a saved one, or click **Test My Class**.
   For detailed instructions, see .

3. From the list of students, select one or more students and click **Assign Accommodations**.
   Before a student starts testing, you can still assign accommodations, but once the student starts, you cannot. You may need to Terminate or Suspend testing in those situations (see).

4. From the window that appears, select which accommodations or features apply.

   > **Note:** Your selections remain for as long as you use this testing session. If you **do not** want these accommodations for other tests, then either assign those tests in a separate testing session, or modify the accommodations before the student takes another test.

5. Continue with additional setup, as needed, in the following sections

Record of Accommodations—The record of the accommodation settings is available through the Data Export Scheduler (requires the Assessment Coordinator role). It appears in both the Comprehensive and Combined Data Files.

Text-to-Speech – Additional Setup

For sighted students who need questions read aloud, such as English language learners, you can enable Text-to-speech tools that appear within the test toolbar. You enable it for any combination of students in a test session.

Play all   Play selection

Access Text-to-speech by selecting one or more students in a testing session and choosing **Assign Accommodations**. If choosing multiple students, they should share the same accommodation needs. (Otherwise, make assignments separately.)

When the accommodation settings open, you can find **Text-to-speech** under two categories: Designated Features and Accommodations. Complete either area, depending on your policies. The only difference is which category will appear in the student's test records. Likewise, follow your policies as you specify which parts of questions you want enabled. For example, you might limit Text-to-speech to answer choices only.

Limitations:

- Spanish tests do not yet have audio support, and K-2 tests already have embedded audio.

- Reading tests do not stop you from assigning Text-to-speech, so be careful if your policies prohibit it.

- If you are using a Windows or Mac desktop and require a lockdown browser, you must download the latest version in order to access text-to-speech.

- If you disable the option **Assets such as reading passages**, then passages that include answer choices within a paragraph **will not play** the answers—for example:

  > Read the paragraph, and choose the correct verb for each verb pair.
  >
  > The benefits of implementing the proposal are numerous. First, the plan will greatly reduce pollutionh and lessen the impact on nearby wildlife habitats. Second, the measure**[will create / would have created]** hundreds of new jobs; new employees**[will begin / have begun]** working in less than three months.

- For questions with text entry, the text a student types will not play.


To complete text-to-speech preparations:

a. White list for network firewall—Your network technician should use the latest firewall settings to allow traffic from the required sites.

b. Practice with tools—Within the MAP Practice Tests, students can select the Text-to-Speech checkbox to try using the tools. See Practice Tests for MAP Growth on page 5.

c. Headphones—Make sure participating students have headphones.

Screen Reader and Visual Aids – Additional Setup

You can also use external tools—such as the JAWS screen reader and ZoomText magnifier—together with MAP testing. For details, see the MAP Help Center > Testing Growth > Accommodations.

Using Universal Testing Tools

Students can take advantage of the following universal accessibility features. Some tools appear when they are relevant to the subject and test question:
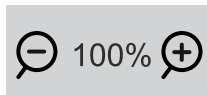
Zoom
Useful for enlarging the question display

Highlighter and eraser
Useful for marking key parts of a question (*not available on iPads*)

Line Reader
Useful to focus attention one line at a time, such as with reading passages

Notepad
Useful for making notes to yourself about the question

Answer Eliminator
Useful for marking wrong answers so they appear dimmer

Calculator
Appears for applicable questions, either standard or scientific based on grade level. For details about using the scientific calculator, see:

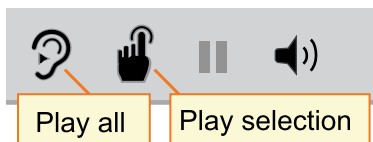http://s3.amazonaws.com/desmos/Desmos_Calculator_User_Guide.pdf

Ruler and Protractor
Appear for applicable questions, and enable students to move and rotate the tools

Keyboard Navigation

For students unable to use a mouse, it is possible to use keyboard controls. See Test Navigation Keyboard Shortcuts

Using Text-to-Speech Tools

Play all | Play selection

If enabled in the testing session Accommodation settings, students can use the Text-to-speech tools to hear the question read.

Students use either the first tool (ear) to begin at the top of the page, or the second tool (finger) to select the starting point. Pause and volume operate like most audio controls.

> **Note:** When students use Text-to-speech tools, the Highlighter and Eraser are disabled, and vice-versa.

> **If there is no sound**, try the following steps:
>
> - Check the volume controls.
>
> - Check the device. If you are using a Windows or Mac desktop and require a lockdown browser, you must download the latest version, made available January 2018.
>
> - Suspend the test, choose Select Action > Test Again, and open Assign Accommodations to ensure you selected the Text-to-speech setting. If yes, the student could sign on again. If no, consider if the student should start over (Terminate the test).
>
> - Consult your network technician to ensure the Text-to-speech firewall settings were completed on *all* network devices.

Make-up Testing

Use these steps to test students who need to finish testing or who have not yet tested.

For more information about interrupting and continuing tests, see .

Note: Students should continue tests within 14 days, although the maximum is 28.

1. Click **Manage Test Sessions** on the left.

2. Click **Find Students to Test**.

3. Click **Test History Search**.

   Find Students

   Search is restricted to the current term. School

   | Student Search | Test History Search |

   School

4. Select, at a minimum: School, Test, and Testing Status.

   | Student Search | Test History Search |

   School
   Bethel Elementary School ▼

   If no student is found, try setting School to No School Assigned

   Grade
   All Grades ▼

   Instructor
   All Instructors ▼

   Class
   All Classes ▼

   Find students by their testing status. Search is restricted to the current term.

   Test(s)
   MAP: Math 2-5 Common Core 2010 V2 ▼

   Testing Status
   ☐ Not yet tested
   ☑ Suspended Test

5. Click **Search** and then, from the pop-up list, click **Add Students**.

   If needed, sort students by the **Test Event Start Date** column.

6. IMPORTANT: Select students and click **Assign Test** and, if needed, **Assign Accommodations**.

7. Click **Test Now**.

   Note: The Status will be Awaiting Student for everyone, meaning they can now sign into the session.

8. While confirming students, choose **Resume Test** when prompted.

Potential Issues During Testing

Setup Testing

If Manage Test Sessions doesn't appear...

Your MAP profile was not assigned the Proctor role. Contact a MAP leader in your school or district.

If Test My Class 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.

Saved testing session is missing

By default, you only see the testing sessions you created. To see testing sessions others created, change the **Created By** filter:

Delete or type over to see others' sessions

Student missing when I try to search for him/her

To alter your search, try using:

- <No School Assigned> in the School drop-down list
- asterisk (*) as a wildcard in the student names.

If the student is still missing, the best practice is to notify a school or district leader. Or, if allowed by your school policies, you could add the student profile—use **Manage Students** from the left menu. *But*, be sure to notify your MAP leaders so they can keep all records in sync.

Student Sign-in

Student name missing on the Sign In page
–or– Student kicked out and can't re-join

The student's status must be **Awaiting Student** in order to appear on the Sign In page. On your <mark>proctor computer</mark>, select an action depending on the Status:

- *Confirmed*—Choose **Select Action > Do Not Confirm** (you will confirm later)

- *Testing*—Choose **Select Action > Suspend**
    - Once suspended, chose **Select Action > Test Again**

- *Suspended*—Choose **Select Action > Test Again**

Ask the student to sign in again, and then confirm as usual.

Confirmed status appears but no test

On your <mark>proctor computer</mark>, select the student, click **Select Action**, and choose **Do Not Confirm**. Ask the student to sign in again.

Confirm Student prompt shows "test restricted"

This prompt indicates a conflict with the test restrictions set up by your district. The prompt explains the reason—for example, the test frequency may be limited to once per testing term.

If a test is restricted, the explanation appears here

The options you have depend on the type of restriction:

- **Resume Test** — Continues the suspended test.

- **Start New Test** — Starts the test over from question 1.

- **Do Not Confirm** — Disallows the student from taking the test again this term. Once you click Submit, the test becomes terminated. You can then either:
    - assign a different test for the student
    - or, ask someone with the Data Administrator role to override the test restriction.

- **Cancel** will close this prompt but that's all (you still cannot confirm the student for testing).

Testing Management

Students arrive in the middle of testing

On the proctor computer, Test Students page, click **Add More Students.**

Student completed test—How do I assign a different test?

Note: Ideally, a student should take no more than one full MAP test per day.

1. Confirm student status is Completed, Terminated, or Suspended.

2. Select the student, and then select **Test Again**.
    The student status changes from Completed to Awaiting Student.

3. Select the student and click **Assign Test(s)** to assign a new test.

4. *Optional*: Choose **Assign Accommodation** if it differs for the new test.

5. Ask the student to sign in again (same session name and password).

Wrong test assigned—how do I switch tests?

1. Select the student and click **Select Action**.

2. If the status is *To Be Confirmed*—choose **Do Not Confirm**.
    —or—

3. If the status is *Testing*—choose either **Suspend** or **Terminate**:
    - Use Suspend if the student *might* need to take the test later this term.

    - Use Terminate if you know the student will not need the test later this term.
      Note: Use caution, because Terminated tests will count toward the frequency restriction, if enabled. As a result, the student would be restricted from taking the test for the rest of the term.

4. Click **Select Action** > **Test Again**.

5. When the status changes to *Awaiting Student*, assign the correct test.

6. Have the student sign in again.

See also: Student Disengaged with Test on page 18

Test Question Issues

Audio stopped playing

On the student computer, click **Reset** or use the keyboard command:

    F5 (Win) –or– **Command+R** (Mac)

Check audio level on headset.

**Skip a question that appears broken ("Problem Item Report")...**

Option A—Skip the question:

1. On the <mark>proctor computer</mark>, student selected, choose **Select Action > Pause**.

2. Select the student again and then choose **Select Action > Resume**.

3. After the student clicks **Resume**, a new question appears.

Option B—Both skip the question and report the problem to NWEA:

Note: This feature is not available on iPads.

1. On your <mark>proctor computer</mark>, hover over the **Proctor Interrupt PIN** to reveal the code:
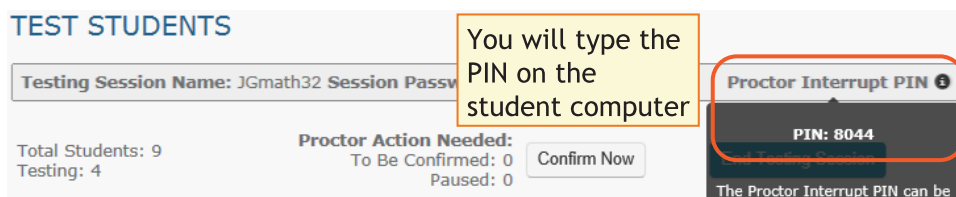
2. On the student computer, type: Ctrl + Shift + P (or Ctrl+Shift+L).

3. In the window that appears, type the PIN code.

4. Type a description of the problem with the test question.
   Note: The MAP system captures the test name and question number for you.

5. Click **Resume Test**.
   The MAP system sends the report to NWEA to be addressed (a "problem item report"), and the test resumes with the next question.

Question appears blank (white screen) or displays a UUID error

If a question still does not display after refreshing the student's browser:

1. On your <mark>proctor computer</mark>, with a student selected:

   a. Choose **Select Action > Suspend**.

   b. Select the student again.

   c. Choose **Select Action > Test Again**.

      The test continues where the student left it.

2. On the student computer:

   a. Click **Ok** at the prompt.

   b. Join the test again.

End Testing

Delete Test Session—Does that remove test results?

No, the tests are associated with the students, not the test sessions. Closing or deleting a testing session does not affect test results. Students can resume incomplete tests in the same or another testing session.

Is it okay to leave the testing session open?

Although it's possible to leave your testing session running until more students arrive, you cannot keep it running overnight. Every night, they are closed automatically, and any students left in a testing status switch to suspended status.

Note: Your Proctor profile is also limited to running only one testing session at a time. If needed, you can add students to a testing session by clicking the **Add More Students** button.

If the iPad app freezes...

The app could freeze if there is a break in the wireless connection. You need to exit the app and restart.

> **Tip:** If pressing the Home button fails to exit, then try pressing both Home and Power buttons at the same time until the iPad restarts.

Next, on your proctor computer, select an action depending on the Status:

- *Confirmed*—Choose **Select Action > Do Not Confirm** (you will confirm later)

- *Testing*—Choose **Select Action > Suspend**
    - Once suspended, chose **Select Action > Test Again**

Ask the student to sign in again, and then confirm as usual.

If you need to interrupt testing at the iPad...

The easiest way to interrupt iPad testing is through the controls on your proctor computer. However, if you are unable to use a proctor computer, it is possible to interrupt directly at the iPad:

- Connect a keyboard directly into the iPad (you will need an adapter and a simple, low-power keyboard).

- Type the interrupt shortcut: Ctrl + Shift + P.

Summary of Test Types

Test Type	Use For	Available for	Approx. Length/Time*	Score in Reports
MAP Growth, Grades 2+				
MAP Growth	Measure growth, inform instruction, and assess strategy	Reading, language, mathematics (2–8 and high school), and science	40 to 53 questions/about 45 min.	RIT score (subject and instructional areas, also called "goals"), shown in most reports Also: Learning Continuum statements and Lexile®
Screening Subject Only (formerly Survey)	Quickly place incoming students in grades 2 and above (but for more precision, use MAP Growth)	Reading, language, mathematics, and science	19 to 20 questions/about 20 min.	RIT score (subject-level only), shown in these reports: • Student Progress, Class, Grade, District Summary Also: Lexile®
Screening Spanish Reading	Determine native language reading ability	Grades K–8, with separate tests for each term	30 questions	Percent correct, shown only in *Screening and Skills Checklist* reports
Accessible MAP and Screening	For students who need visual assistance, you can use tests that are compatible with screen readers, such as JAWS. These tests ensure that all questions have alternative text descriptions for pictures. Look for "Accessible" at the end of the test name.			
MAP Growth, Grades K-2				
MAP Growth K-2	Measure growth, inform instruction, and assess strategy	Reading and mathematics (including Spanish math)	43 questions/about 40 min. (but give in two 20 min. sessions)	RIT score (subject and instructional areas, also called "goals"), shown in most reports Also: Learning Continuum statements and Lexile®
Screening for early learners	Assess foundational skills of new kindergarteners	Reading and mathematics	32 to 34 questions/about 30 min.	Percent correct, shown only in *Screening and Skills Checklist* reports
Skills Checklist	Get details about a certain skill, as a pre- or post-test for a unit you teach	Reading and mathematics	11 to 53 questions/about 8 to 60 min., based on skill	

* Length and time vary by student. For total test time, add 10 to 15 minutes for setup and pre-test instructions.

Index