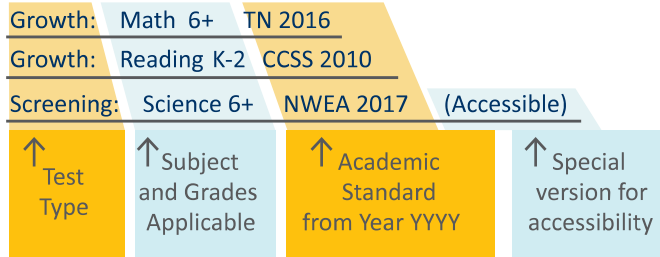## Assignments for tests, accommodations, or Text-to-Speech

When making test assignments, refer to this diagram of test naming conventions. As shown, many tests have an accessible version that is compatible with screen readers.

Growth:	Math 6+	TN 2016	
Growth:	Reading K-2	CCSS 2010	
Screening:	Science 6+	NWEA 2017	(Accessible)
↑ Test Type	↑ Subject and Grades Applicable	↑ Academic Standard from Year YYYY	↑ Special version for accessibility

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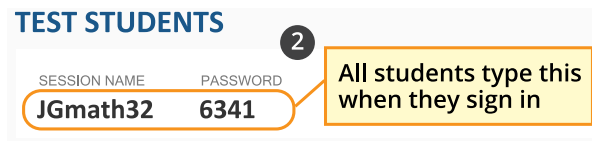
Text-to-Speech is one of the accommodation choices. It is intended for sighted students, such as English language learners, and it enables audio tools that appear within the test toolbar.

For details, see Accommodations and Accessibility on page 19 and also Text-to-Speech Accommodation on page 21.

Student Sign-in

Before students arrive

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

2. At the top, look for the **Session Name** and **Password**.

   TEST STUDENTS ②

SESSION NAME	PASSWORD
JGmath32	6341

   All students type this when they sign in

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**.

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 on page 10.

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, click **Refresh Page** to see which students have the "To Be Confirmed" status.

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

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

5. Students: Click **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: Student Sign-In Tips on page 11 for common sign-in issues.

Student Sign-In Tips

For standard sign-in instructions, see .

Student missing from Sign In –or– **Student can't re-join**	The student's status must be **Awaiting Student** in order to appear. On your Proctor console, select an action depending on the **Status**: • *Confirmed:* Choose **Select Action > Do Not Confirm** (you will confirm again later) • *Testing:* Choose **Select Action > Suspend** ○ Once suspended, choose **Select Action > Test Again** • *Suspended:* Choose **Select Action > Test Again** Ask the student to log in again, and then confirm as usual.
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. Caution: Terminate removes all responses and potentially blocks students from joining that 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.
If screen resolution is incorrect	The minimum required screen resolution is 1024x728, with the browser set to full screen and no zoom. Change the device display settings and, if needed, the browser display.
If "Students are Ineligible to Test" appears	Because of district settings, you cannot test the students (usually because the test was restricted to Once Per Term). Consult your school leaders, who can make any needed adjustments.

If "Action Needed to Continue" appears	The options you have include: • **Resume Test:** Continues a suspended test. • **Start Test Over:** Starts the test over from the first question and terminates the original test, discarding any answers given. Use caution because it could also block the student from testing if the test has the Once Per Term restriction. • **Do Not Confirm:** Terminates the original test and restricts the student from taking the test again this term. • **Cancel:** Will close this prompt and you still cannot confirm the student for testing.

Test Question Issues

Testing is slow	On the student testing device, click **Reset**. On desktops, you can also use the keyboard command:
	
	    F5 (Win) or **Command+R** (Mac)
	
	    ↻ Reset Dan (Gr 3)

Question appears blank (white screen)
 	
–or–
 	
"Please raise your hand" appears
	1. On your Proctor console, with a student selected, choose **Select Action > Suspend**.
	
	2. On the student device, close the testing browser.
	
	  PC or Mac — iPad — Chromebook —
	  Click the **X** at top Use the **Home** Click the **X** or **Shift**+**Alt**+**K**
	                       button
	
	3. On your Proctor console, select the student again and choose **Select Action > Test Again**.
	
	4. On the student testing device, restart the testing browser and join the test again. The test continues where the student left it.

Need to skip a broken question	1. On the Proctor console, with the 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.