

Report a broken question to NWEA

1. On your **Proctor console**, obtain the **Proctor PIN** (upper right).
2. On the **student testing device**, 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: You do not need to include the test name or question number.
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.

Test Engagement and Rapid Guessing

This feature applies to most MAP Growth and Screening tests, but not to Skills Checklist tests.

Proctor role in test engagement

By helping students stay engaged in their test, you help ensure the assessment will better represent the students’ abilities and needs. Before testing, clarify with students the purpose of MAP Growth and the importance of taking time on every test question. During testing, check the rapid-guessing alerts on the Proctor console.

A *rapid guess* means the student answered well below the average response time measured by NWEA for each test question. The response is so fast that the student could not have viewed the question completely.

First pause—what to do

When a student rapid-guesses multiple times, the test automatically pauses, and an alert soon appears on the Proctor console. The best way to help students reengage will vary for each student:

1. For convenience, obtain or memorize the Proctor PIN for this testing session.

The screenshot displays the Proctor console interface. At the top, it shows 'TESTING TIPS AND SCRIPT' with a 'View PDF' link, and the 'PROCTOR PIN' 9254. A 'Rapid-Guessing Alerts' box indicates '1 Paused' and '0 reached rapid-guessing threshold'. A 'Resume' button is highlighted with a circled '4'. Below this is a table with columns for 'Name' and 'Rapid-Guessing Alerts'. The table lists 'Bohieme, Salvador' with '1st pause (of 3)' and '2:40 PM'. At the bottom, a 'Student' screen is visible with the instruction 'Please raise your hand for help.' and 'PROCTOR DIRECTIONS' to resume the test using the PIN or from the proctor console. A 'Proctor PIN' input field and a 'RESUME' button are also shown, with a circled '3' next to the input field.

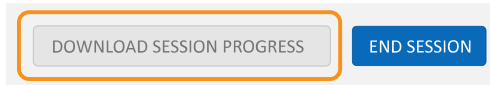
2. Approach quietly and encourage the student to take the time to think of the best answer for every question.
Avoid helping the student answer the test questions.
3. When the student is ready, type the PIN on the student's testing device—the test resumes with the next question.
4. Or, for multiple students, use controls on your console (click the alert box, select names, and click **Resume**).

**Repeated alerts—
what to do**

If a student continues to rapid-guess multiple times, the test will pause again. Short tests like Screening have a total of 2 pauses and longer tests like Growth have 3, with the final pause at the rapid-guessing threshold (30% of questions possible on the test). Follow these best practices:

- As soon as possible, decide whether to continue the student's test another day, when the student is able to reengage. If so, then **Suspend** the test.

- Before ending the testing session, click **Download Session Progress** to keep track of the student's rapid guesses:



- For excessive rapid guessing, discuss with school leaders whether to start the test over (a retest).
- When you continue testing or if you retest, click **Find Students to Test**, open the **Test History Search** tab, and use the applicable search filters:

A screenshot of the 'Find Your Students' search interface. At the top, there are two tabs: 'Student Search' and 'Test History Search', with the latter highlighted. Below the tabs, the text 'Find Your Students' is followed by a note: 'Note: Students who have just tested may not yet be available in search results.' There is a dropdown menu for 'Test(s) Required' with 'Growth: Language 2-12' selected. Below this are three filter sections: 'Testing Status' with radio buttons for 'Not yet tested' and 'Suspended Test'; 'Test Engagement' with a radio button for 'Reached rapid-guessing threshold (30%)' and a sub-note 'rapid-guesses more of'; and 'Tests Taken' with radio buttons for 'Current Term', 'Inside Test Window', and 'Outside Test Window'. Three yellow callout boxes with orange arrows point to specific elements: 'If test was terminated' points to the 'Suspended Test' option; 'If test was suspended' points to the 'Suspended Test' option; and 'If test was completed' points to the 'Reached rapid-guessing threshold (30%)' option.

- If a student reached the rapid-guessing threshold and if your leaders agreed to retest, then choose **Start Test Over** at the confirmation prompt. Otherwise, choose **Resume**.

Note: Do not expect to see last question number or rapid-guessing count listed with the student.

See also [How to Retest Students within a Term on page 16](#)