



Santa Ana Unified School District

Research and Evaluation Department

Measures of Academic Progress (MAP) – Test Administration Winter Refresher/Debrief Training

Michele Cunha

Coordinator, Research and Evaluation

December 6 and 13, 2016



- Please make sure cell phones are off, on silent, or vibrate.
- If you must answer your phone, please step outside so as not to disrupt the meeting.



MAP Testing for 2016 – 17

Testing Windows

• Elementary

- Aug. 24 – Sept. 23, 2016
- *Jan. 17 – Feb. 17, 2017*
- May 15 – June 9, 2017

Testing Schedules are due by December 16th.

• Intermediate and High School

- Aug. 8 – Sept. 23, 2016
- *Jan. 9 – Feb. 17, 2017*
- May 15 – June 9, 2017

Testing Subjects

The Survey tests are Optional.

• Reading

- **MAP: Reading Primary Grades CA 2010 (CCSS)**
 - Optional for TK – 2
- **MAP: Reading 2-5 CA 2010 (CCSS) V2**
 - Grades 4 – 5
 - Optional for Grade 3
- **MAP: Reading 6+ CA 2010 (CCSS) V2**
 - Grades 6 – 10
 - Grades 11 – 12 (*optional by school*)
- **Survey: Reading 6+ CA 2010 (CCSS) V2**
 - Grades 7 – 12

• Math

- **MAP: Math Primary Grades CA 2010 (CCSS)**
 - Grades TK – 2
- **MAP: Math 2-5 CA 2010 (CCSS)**
 - Grades 3 – 5
- **MAP: Math 6+ CA 2010 (CCSS)**
 - Grades 6 – 10
 - Grades 11 – 12 (*optional by school*)
- **Survey: Math 6+ CA 2010 (CCSS)**
 - Grades 7 – 12

• Language (*OPTIONAL*)

- **MAP: Language 2-12 CA 2010 (CCSS)**
 - Grades 6 – 12
- **Survey: Language 2-12 CA 2010 (CCSS)**
 - Grades 7 – 12



AGENDA

Roles & Responsibilities

Helpful Hints/Reminders

Training at Site

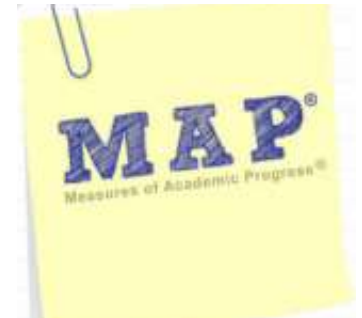
Creating Test Sessions

Views – Student/Proctor

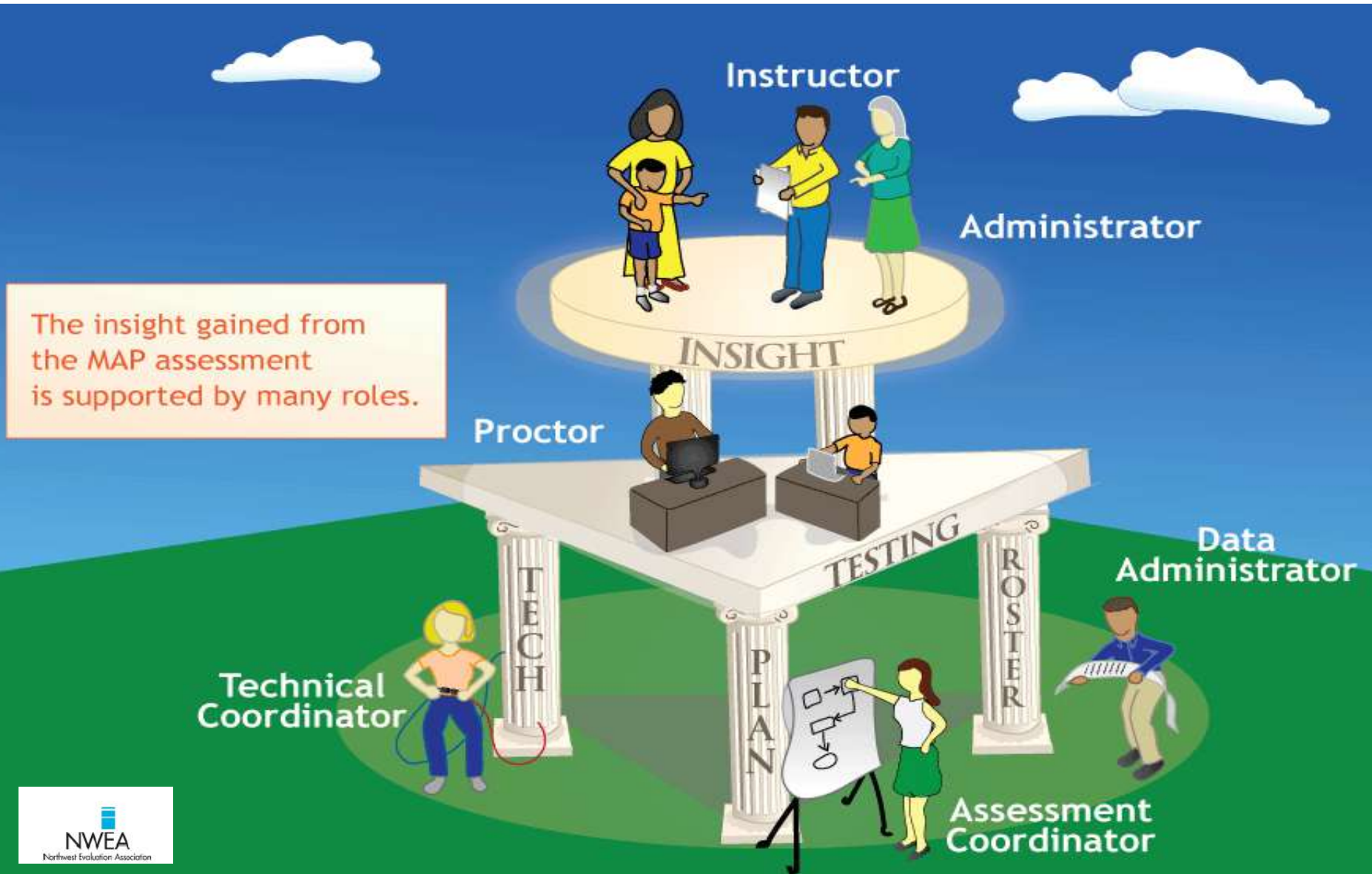
Accommodations/Tests

Guidelines for MAP Retesting

Let's Debrief



MAP Roles & Responsibilities (1 of 2)



MAP Roles & Responsibilities (2 of 2)

MAP® Roles	Roles and Responsibilities
Proctor	<ul style="list-style-type: none"> ▪ Create testing sessions in advance ▪ Prepare computers before testing sessions ▪ Prepare students for tests ▪ Start and supervise tests ▪ Resolve technical difficulties during tests
Administrator	<ul style="list-style-type: none"> ▪ View MAP reports at school, class, and student levels ▪ Guide staff in using data effectively ▪ Evaluate effectiveness and make adjustments based on test results
Instructor	<ul style="list-style-type: none"> ▪ View MAP reports at class and student levels ▪ Adjust instruction based on test results ▪ Use instructional resources to tailor instruction for individual students



MAP® Roles	Roles and Responsibilities
System Administrator	<ul style="list-style-type: none"> ▪ Verify versions of standard browsers and configure them for MAP Testing ▪ Copy Lockdown Browser to testing computers ▪ Create user profiles ▪ Configure the MAP system with district-specific information ▪ Plan and monitor network bandwidth usage
Assessment Coordinator	<ul style="list-style-type: none"> ▪ Plan test season and oversee MAP testing ▪ Assign roles and communicate with team members ▪ Determine user permissions and create user profiles ▪ Determine district-specific settings and configure the MAP system ▪ View all reports
Data Administrator	<ul style="list-style-type: none"> ▪ Import student, instructor, and program information from the student information system into the MAP system ▪ Modify incorrect student and instructor information and add missing information ▪ Create or import user profiles ▪ Modify incorrect test event data

MAP Helpful Hints/Reminders (1 of 2)


MAP Helpful Hints/Reminders

- **My student's name is missing on the Sign-In page or my student was kicked out and can't re-join the session.**
 - The student's status must be **Awaiting Student** in order to appear on the Sign-In page. 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, choose **Select Action > Test Again**
 - **Suspended** – Choose **Select Action > Test Again**
 - Ask the **student** to sign in again, and then confirm as usual.
- **I have a new student to my school. How do I add them to a test session?**
 - If the student came from **within the district**, find the student using the Student Search tab from Manage Test Sessions.
 - If the student came from outside of the district, contact Liz (x75873) or Michele (x75846) in R&E for assistance.
 - **AT NO TIME, SHOULD YOU BE CREATING A STUDENT**
- **Wrong test assigned – how do I switch tests?**
 - Select the student and click **Select Action**.
 - If the status is **To Be Confirmed** – choose **Do Not Confirm**, OR
 - If the status is **Testing** – choose **Suspend**.
 - Use Suspend so the student *can* take the test later this term.
 - NOTE: Use caution, **DO NOT TERMINATE**, terminated tests will count toward the frequency restriction. As a result, the student would be restricted from taking the test for the rest of the term.
 - Click **Select Action > Test Again**.
 - When the status changes to **Awaiting Student**, assign the correct test.
 - Have the student sign in again.
- **Forgot your username or password?**
 - On the login screen, simply click "Forgot Username or Password" and follow the prompts.

Research and Evaluation, SAUSD
Updated: 4/5/2016, Page 1 of 2
Source: NWEA

MAP Helpful Hints/Reminders

- **To access the online chat support, click "Support-We're here to help."**
 - You will be directed to NWEA's Support Page.

- **Restart your Internet browser after a systems update:**
 - For the best possible testing experience, on the Monday following a release, please close and restart any browser that was left open over the weekend to make sure you have the latest updates.
- **Shortcuts to refresh student screens:**
 - PC/Windows: F5
 - Mac: Command+R
 - iPad/Chromebook: 
- **Proctor Tips and Troubleshooting link:**
https://teach.mapnwea.org/assist/doc/QRM2_Proctor_Tips_and_Troubleshooting_QuickRef.pdf

Research and Evaluation, SAUSD
Updated: 4/5/2016, Page 2 of 2
Source: NWEA



MAP Helpful Hints/Reminders (2 of 2)

- All teachers that have students rostered to them have been uploaded into MAP as 'Instructors'
 - Teachers must login to their accounts in order to view reports
 - Teachers will be able to pull their class reports in MAP
- You can only assign one test per student at a time
 - Students can take more than one test per testing session as long as the first test has been completed
- Proctors can only login to one testing session at a time
- Write Testing Session Name and Password on the board for all students to see
- Test Session Names cannot be used from administration to administration
 - You can use the same name but with a variation (add numbers, special characters, etc.)
- Deleting testing sessions does not delete student results
 - Testing sessions control the testing and does not store/hold test responses
- Students can only take one test per subject
 - **DO NOT TERMINATE STUDENTS' TESTS**
 - Terminated tests count toward the frequency restriction. Student will be restricted from taking the test for the rest of the term.
- Post the "NO ELECTRONIC DEVICES" Sign



MAP Training at Site

- MAP Website: <https://teach.mapnwea.org>

NWEA Measures of Academic Progress®

IMPORT PROFILES

MANAGE USERS

MANAGE STUDENTS

MANAGE TEST SESSIONS

VIEW REPORTS & INSTRUCTIONAL RESOURCES

MODIFY PREFERENCES

MAP® Essentials Online Training

- Short tutorials to get you started

Using MAP®

- Helpful topics to guide your way

Quick References

- Key information in printable form

MAP® Help Center

About MAP MAP Setup

Search

You are here: [About MAP](#) > [Video Tutorials](#)

Video Tutorials Home

Browse these videos to learn the essentials on using the Measures of Academic Progress® (MAP®) system.

Testing

MAP Role: Proctors

Learn Basics:

1: Testing Overview	2: Testing Demonstration	3: Proctor Practice
(2:00)	(4:00)	(Interactive)

Learn More:

1: Set Up Testing Session	2: Interrupt +Continue Testing	3: Make-up Testing
(2:00)	(4:00/Interactive)	(2:00)

- R&E Website: <http://www.sausd.us/Page/27291>
- Destination PD: <https://destinationpd.nwea.org>
- NWEA Website: <https://www.nwea.org>



3 Steps for Testing Students

1. Pick group of students to test by creating a testing session
 - Testing session controls which students to test, which tests they will take, and the testing experience
2. Students sign in through the NWEA Secure Browser
3. Supervise students on the proctor computer



Have students utilize the

Test Warm-up

before they

test

Creating Testing Sessions (1 of 2)

- Once you log in, select 'Manage Test Sessions'
- Select 'Find Students to Test', 'Test My Class', or 'Saved Testing Sessions'

- **Find Students to Test:** allows you to create testing sessions for students that are not rostered to you
- **Test My Class:** allows you to create testing sessions for students that are rostered to you; a session name will already be generated by MAP (if you want to change the session name, End Testing Session and change the session name before you Save and Exit)
- **Saved Testing Sessions:** allows you to find the session(s) that you created as well as anyone in the district provided that it was saved

- Find Students to Test
 - Search for students by using the drop down menus under the 'Student Search' tab and/or Search
 - Enter the student name to find one student and/or enter the Student ID
 - Select Add Students
 - Once you have your list, select Clear All
 - You can always add more students to this list, by going back to the 'Student Search'
 - Follow the steps above to add more students

MANAGE TESTING SESSIONS

Click Find Students to Test button to search for students or, if User Role includes Instructor, click Test My Class button to select class.

SET UP TESTING

Find Students

Search is restricted to the current term. School must be specified first.

Student Search | Test History Search

Student(s) Found

<input checked="" type="checkbox"/>	Last Name ▲	First Name ▲	Middle Name ▲	Student ID ▲	Date of Birth ▲	Gender ▲	Profile Created On ▲
<input checked="" type="checkbox"/>	Avila	Avez	-	UA000789	Jun 1 2004	Male	Jan 19 2014
<input checked="" type="checkbox"/>	Brown	Bon	-	UA000321	Jan 10 2005	Male	Jan 19 2014
<input checked="" type="checkbox"/>	Cheng	Dors	-	UA000456	May 5 2004	Male	Jan 19 2014
<input checked="" type="checkbox"/>	Gonzales	Cote	-	UA000753	Apr 1 2004	Male	Jan 19 2014
<input checked="" type="checkbox"/>	Jones	Joli	-	UA000987	Mar 1 2005	Female	Jan 19 2014
<input checked="" type="checkbox"/>	Nguyen	Faut	-	UA000123	Jul 1 2004	Female	Jan 19 2014
<input checked="" type="checkbox"/>	Porta	Haut	-				
<input checked="" type="checkbox"/>	Ruiz	Ager	-				
<input checked="" type="checkbox"/>	Smith	Sera	-				

Add Students Cancel

SET UP TESTING

Find Students

Search is restricted to the current term. School must be specified first.

Student Search | Test History Search

School
Mark Twain Elementary School ▼

Grade
All Grades ▼

Instructor
All Instructors ▼

Class
Homeroom Per1 ▼

Last Name
First Name

Student ID

Search Clear All



Creating Testing Sessions (2 of 2)

- Select **Test Now** or **Save Session**
 - **Test Now**: allows you to test the students now
 - **Save Session**: allows you to save the session for a later time
- If you select 'Save Session', you will need to name your Testing Session
 - See if your school has a certain configuration for naming tests
 - Remember that your students will need to type the Testing Session when they log in
 - Be cautious of long names, special characters, etc.
- Once you name your session, select **Save and Exit**
- You will be able to view your Testing Session under the Saved Testing Sessions in Manage Testing Sessions
 - If you would like to view other testing sessions created by other Proctors, clear the name in the created by column.
 - You can leave it blank (select 'All Proctors')
 - You will then be able to view all Saved Testing Sessions throughout the district
 - Any Proctor can view and use any Saved Testing Session

The screenshots illustrate the following steps:

- Save Testing Session Dialog:** A modal window titled "Save Testing Session" is displayed over a table of students. The dialog prompts the user to "Select a meaningful name for the testing session. Do not use the following special characters: : & , / \ ; \" + \$ () < > = ' ". Below the prompt is a text input field labeled "Testing Session Name".
- Saved Testing Sessions Interface:** A panel titled "Saved Testing Sessions" with a "Hide" dropdown. It includes a "Term Last Used/Modified:" dropdown set to "Winter 2013-2014". Below this, it states "1 total testing sessions for selected term" and provides "Test Now", "Edit Session", and "Delete Session" buttons. A table lists sessions with columns: "Testing Session Name", "Created By", "In Use By", and "Used/Modified On". A dropdown menu for "Created By" is open, showing "All Proctors" as an option.
- Session List:** The "Saved Testing Sessions" panel shows a table with one session: "JGmath32" created by "Jones, Genera" on "Feb 6 2014".
- Another Session:** The "Saved Testing Sessions" panel shows a table with two sessions: "JGmath32" (created by "Jones, Genera") and "woke3033" (created by "User, Loren") on "Feb 6 2014".





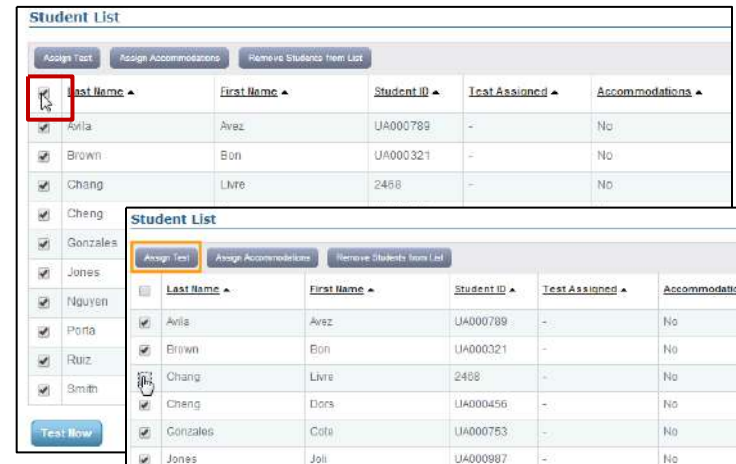
Assigning Tests

• Assigning Tests

- To assign the same test to all students, select the box next to Last Name

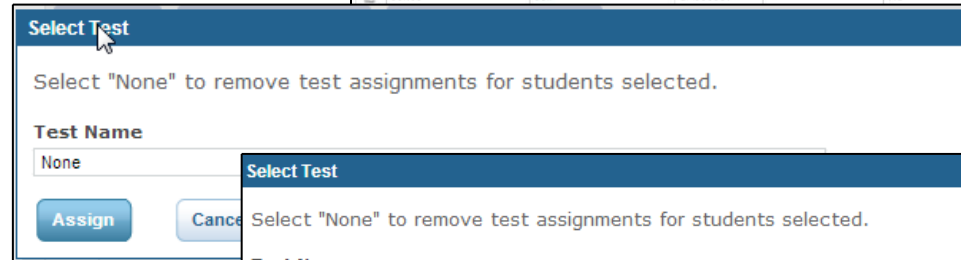
- If some students will be taking a different test, uncheck the box(es) next to those student(s)

- Select 
- Select the Test Name from the drop down menu
- Select which test you want
- Select  once you have chosen your test

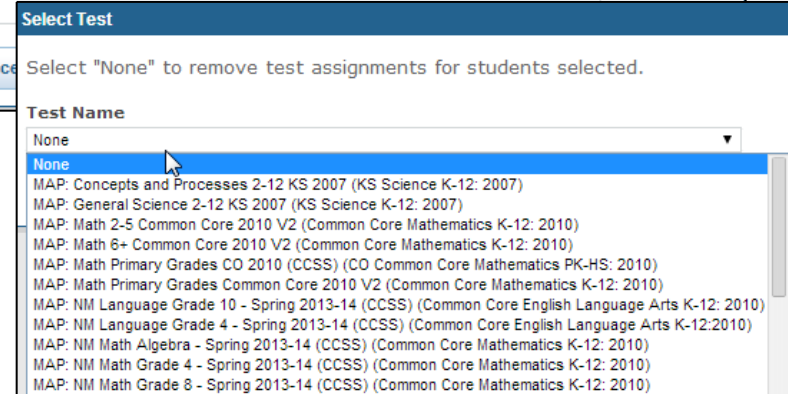


The screenshot shows the 'Student List' interface. At the top, there are buttons for 'Assign Test', 'Assign Accommodations', and 'Remove Students from List'. Below these is a table with columns: Last Name, First Name, Student ID, Test Assigned, and Accommodations. A red box highlights the checkbox next to the 'Last Name' header. Below the table, there is a 'Test Now' button. A 'Select Test' dialog box is overlaid on the table, showing a dropdown menu for 'Test Name' with 'None' selected.

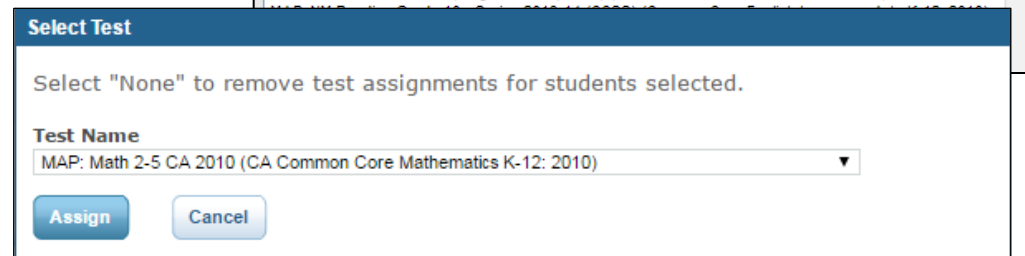
Last Name	First Name	Student ID	Test Assigned	Accommodations
Avila	Avez	UA000789	-	No
Brown	Bon	UA000321	-	No
Chang	Livre	2468	-	No
Cheng	Dors	UA000456	-	No
Gonzales	Cote	UA000753	-	No
Jones	Joli	UA000987	-	No



The 'Select Test' dialog box is shown. It has a title bar 'Select Test' and a message: 'Select "None" to remove test assignments for students selected.' Below the message is a 'Test Name' dropdown menu with 'None' selected. There are 'Assign' and 'Cancel' buttons at the bottom.



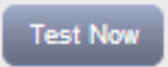


The 'Select Test' dialog box is shown with the 'Test Name' dropdown menu open. The list of test options includes: 'None', 'MAP: Concepts and Processes 2-12 KS 2007 (KS Science K-12: 2007)', 'MAP: General Science 2-12 KS 2007 (KS Science K-12: 2007)', 'MAP: Math 2-5 Common Core 2010 V2 (Common Core Mathematics K-12: 2010)', 'MAP: Math 6+ Common Core 2010 V2 (Common Core Mathematics K-12: 2010)', 'MAP: Math Primary Grades CO 2010 (CCSS) (CO Common Core Mathematics PK-HS: 2010)', 'MAP: Math Primary Grades Common Core 2010 V2 (Common Core Mathematics K-12: 2010)', 'MAP: NM Language Grade 10 - Spring 2013-14 (CCSS) (Common Core English Language Arts K-12: 2010)', 'MAP: NM Language Grade 4 - Spring 2013-14 (CCSS) (Common Core English Language Arts K-12:2010)', 'MAP: NM Math Algebra - Spring 2013-14 (CCSS) (Common Core Mathematics K-12: 2010)', 'MAP: NM Math Grade 4 - Spring 2013-14 (CCSS) (Common Core Mathematics K-12: 2010)', and 'MAP: NM Math Grade 8 - Spring 2013-14 (CCSS) (Common Core Mathematics K-12: 2010)'. A mouse cursor is pointing at the 'None' option.

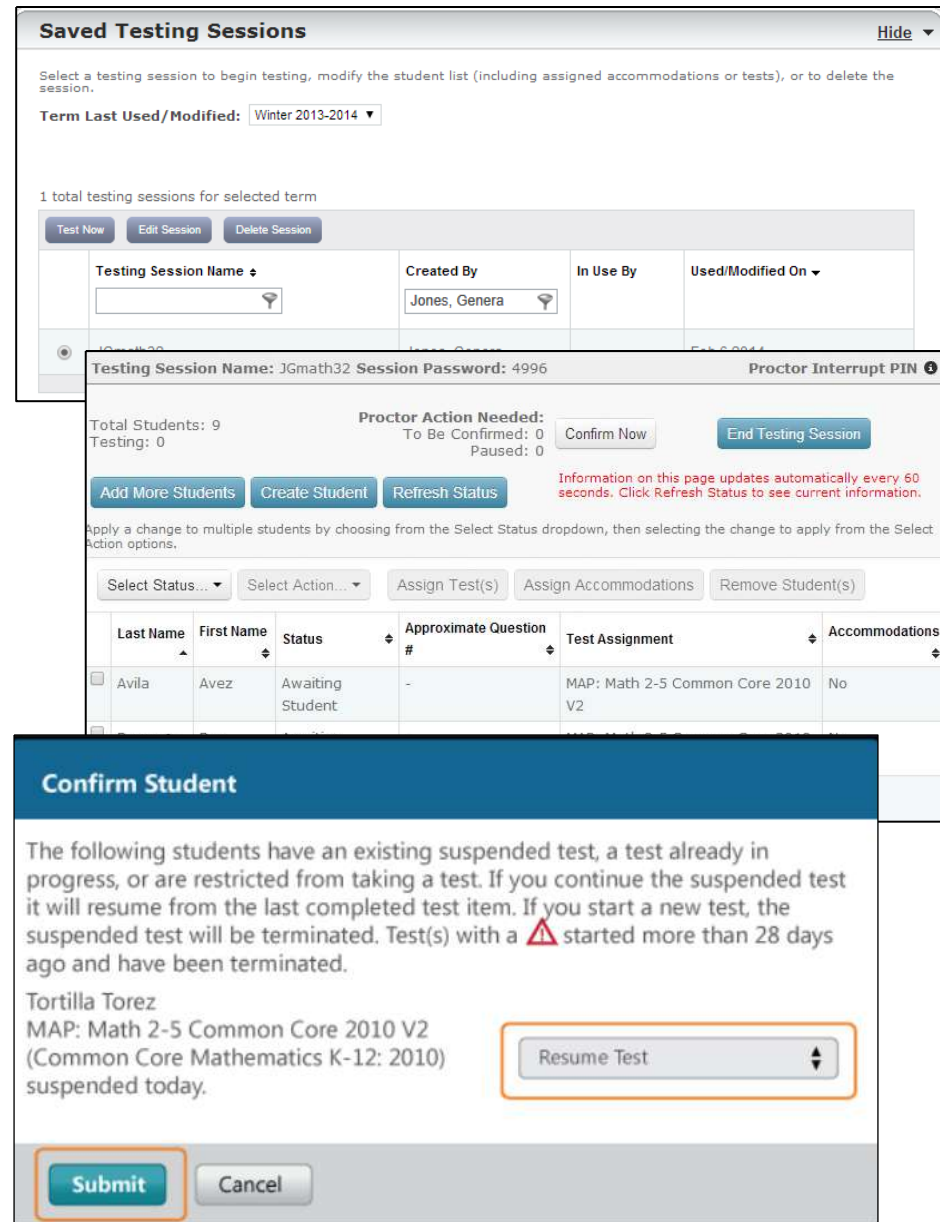


The 'Select Test' dialog box is shown with the 'Test Name' dropdown menu open. The list of test options includes: 'None', 'MAP: Concepts and Processes 2-12 KS 2007 (KS Science K-12: 2007)', 'MAP: General Science 2-12 KS 2007 (KS Science K-12: 2007)', 'MAP: Math 2-5 Common Core 2010 V2 (Common Core Mathematics K-12: 2010)', 'MAP: Math 6+ Common Core 2010 V2 (Common Core Mathematics K-12: 2010)', 'MAP: Math Primary Grades CO 2010 (CCSS) (CO Common Core Mathematics PK-HS: 2010)', 'MAP: Math Primary Grades Common Core 2010 V2 (Common Core Mathematics K-12: 2010)', 'MAP: NM Language Grade 10 - Spring 2013-14 (CCSS) (Common Core English Language Arts K-12: 2010)', 'MAP: NM Language Grade 4 - Spring 2013-14 (CCSS) (Common Core English Language Arts K-12:2010)', 'MAP: NM Math Algebra - Spring 2013-14 (CCSS) (Common Core Mathematics K-12: 2010)', 'MAP: NM Math Grade 4 - Spring 2013-14 (CCSS) (Common Core Mathematics K-12: 2010)', and 'MAP: NM Math Grade 8 - Spring 2013-14 (CCSS) (Common Core Mathematics K-12: 2010)'. A mouse cursor is pointing at the 'MAP: Math 2-5 CA 2010 (CA Common Core Mathematics K-12: 2010)' option.



Saved Testing Sessions

- Accessing Saved Testing Sessions
 - From Manage Testing Sessions, select 'Saved Testing Session' to find the testing session that you saved
 - Select 
 - Students' status will show as 'Awaiting Student' regardless if their test was previously suspended
 - This is normal and indicates that MAP is ready for students to sign in
 - Select 
 - You will need to confirm the student(s) by selecting 






Saved Testing Sessions Hide

Select a testing session to begin testing, modify the student list (including assigned accommodations or tests), or to delete the session.

Term Last Used/Modified: Winter 2013-2014

1 total testing sessions for selected term



  




Testing Session Name	Created By	In Use By	Used/Modified On
JGmath32	Jones, Genera		Winter 2013-2014

Testing Session Name: JGmath32 Session Password: 4996 Proctor Interrupt PIN

Total Students: 9
Testing: 0
Paused: 0

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


Information on this page updates automatically every 60 seconds. Click Refresh Status to see current information.

Apply a change to multiple students by choosing from the Select Status dropdown, then selecting the change to apply from the Select Action options.


Select Status... Select Action... Assign Test(s) Assign Accommodations Remove Student(s)

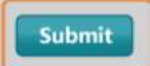
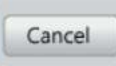
Last Name	First Name	Status	Approximate Question #	Test Assignment	Accommodations
Avila	Avez	Awaiting Student	-	MAP: Math 2-5 Common Core 2010 V2	No

Confirm Student

The following students have an existing suspended test, a test already in progress, or are restricted from taking a test. If you continue the suspended test it will resume from the last completed test item. If you start a new test, the suspended test will be terminated. Test(s) with a  started more than 28 days ago and have been terminated.






Tortilla Torez
MAP: Math 2-5 Common Core 2010 V2
(Common Core Mathematics K-12: 2010)





Student Computer View

- From student's computer, students type in 'Test Session Name' and 'Password'
- Student selects 
- Student selects their name from drop down menu or types their name
- If the test was already pre-assigned, it will automatically show up under 'Select a Test'
 - If not, student will need to select the test from the drop down menu
- Student selects 
- Student will see the 'Is this correct?' page
 - Student will select either  or 
- Student's computer will show that it is waiting for the proctor to confirm
- After proctor has confirmed the student, the student's computer will show that the test has been confirmed
 - Student will select 

The screenshots illustrate the student's journey through the NWEA MAP interface. It begins with the 'Join Session' page where the student enters their session name and password. This is followed by the 'Sign In' page where the student selects their name. The 'Is this correct?' page allows the student to confirm their session details. A yellow warning box indicates that the student is waiting for proctor confirmation. Finally, the 'Start Test' page shows the student is confirmed to start the test.

Proctor Computer View (1 of 2)

TEST STUDENTS

Testing Session Name: JGmath32 Session Password: 1593

Proctor Interrupt PIN ⓘ

Summary Information

- **Session Name** is generated by MAP or you can create your own (**Recommended**)
- **Session Password** is automatically generated and is only valid when the session is active

End Testing Session

Add More Students

Create Student

Refresh Status

Information on this page updates automatically every 60 seconds. Click Refresh Status to see current information.

Apply a change to multiple students by choosing from the Select Status dropdown, then selecting the change to apply from the Select Action options.

Select Status... ▾

Select Action... ▾

Assign Test(s)

Assign Accommodations

Remove Student(s)

	Last Name ▲	First Name ◆	Status ◆	Approximate Question # ◆	Test Assignment	List of Students ◆	Accommodations ◆
<input checked="" type="checkbox"/>	Avila	Avez	Awaiting Student	-	MAP: Math 2-5 Common Core 2010 V2 (Common Core Mathematics K-12: 2010)		No
<input type="checkbox"/>	Brown	Bon	Awaiting Student	-	MAP: Math Primary Grades Common Core 2010 V2 (Common Core Mathematics K-12: 2010)		No
<input type="checkbox"/>	Cheng	Dors	Awaiting Student	-	MAP: Math 2-5 Common Core 2010 V2 (Common Core Mathematics K-12: 2010)		No
<input type="checkbox"/>	Gonzales	Cote	Awaiting Student	-	MAP: Math 2-5 Common Core 2010 V2 (Common Core Mathematics K-12: 2010)		No
<input type="checkbox"/>	Jones	Joli	Awaiting Student	-	MAP: Math 2-5 Common Core 2010 V2 (Common Core Mathematics K-12: 2010)		No



Proctor Computer View (1 of 2)

TEST STUDENTS

Testing Session Name: JGmath32 Session Password: 1593

Proctor Interrupt PIN 

Total Students: 9
Testing: 0

Proctor Action Needed:
To Be Confirmed: 2
Paused: 0

Confirm Now

End Testing Session

Select 'Confirm Now'

Add More Students

Create Student

Refresh Status

Information on this page updates automatically every 60 seconds. Click Refresh Status to see current information.

Apply a change to multiple students by choosing from the Select Status dropdown, then selecting the change to apply from the Select Action options.

Remember it is always "Best to Refresh"

Select Status... ▾

Select Action... ▾

Assign Test(s)

Assign Accommodations



Remove Student(s)

	Last Name ▲	First Name ◆	Status ◆	Approximate Question # ◆	Test Assignment ◆	Accommodations ◆
<input type="checkbox"/>	Avila	Avez	To Be Confirmed	-	MAP: Math 2-5 Common Core 2010 V2 (Common Core Mathematics K-12: 2010)	No
<input type="checkbox"/>	Brown	Bon	Awaiting Student		Math Primary Grades Common Core V2 (Common Core Mathematics K-010)	No
<input type="checkbox"/>	Cheng	Dors	To Be Confirmed	-	MAP: Math 2-5 Common Core 2010 V2 (Common Core Mathematics K-12: 2010)	No

Students that show as 'To Be Confirmed' are waiting to take the test



Assigning Accommodations

- Assigning Accommodations
 - Select the box next to the student that you want to assign accommodations
 - This process must be done student-by-student
 - Select 
 - Highlight the accommodation(s) that the student needs
 - Select 
 - Accommodations Column will now reflect 'Yes'

<input type="checkbox"/>	Last Name ▲	First Name ▲	Student ID ▲	Test Assigned ▲	Accommodations ▲
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	-	No

Select Accommodations

Add Accommodations to the selected student(s) by choosing Allowable Accommodations for each Accommodation. Hold the Control/Command key to select multiple Accommodations within a group or to de-select a currently selected Accommodation.

Category	Allowable Accommodations
Presentation	<ul style="list-style-type: none">Simplify or clarify directionsNative language translation of test and item directionsNative language translation of item (not answer options) for Math or ScienceUse visual magnification devicesUse visual magnification softwareUse auditory amplification devices, noise buffers, or softwareUse of masks to block portion of screenOther
Response	<ul style="list-style-type: none">Assign scribe to record responsesDictate responses to a scribePoint to responses for a scribeOther
Setting	<ul style="list-style-type: none">Test an individual student in a separate settingTest a small group of students in a separate settingMinimize distractionsOther
Timing/Schedule	<ul style="list-style-type: none">Administer test over multiple sessions in a dayAdminister test over a number of daysAdminister test at a particular time of dayAllow flexible scheduleExtend time allotted by proctorAllow stop-the-clock breaksAdminister at time of day most beneficial to studentOther

<input type="checkbox"/>	Last	Student ID ▲	Test Assigned ▲	Accommodations ▲
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	-	Yes

Student [REDACTED]

DOB: [REDACTED]
Gender: Male

Assign Test

Accommodations:
Timing/Schedule: Allow flexible schedule
Setting: Minimize distractions
Presentation: Use color contrast

Please note:

- These are not embedded
- Usage forms do not need to be submitted to R&E
- Accommodations are based on test sessions, not students (this process must be repeated if students are in a different test session)



Interrupting Tests (1 of 2)

- Pause

- 30 minutes or less; if more than 30 minutes the test will automatically stop and become suspended
- Student must resume on the same computer
- Select the student by checking the box next to the name
- Select the action by choosing 'Pause' from the drop down menu
- Student's computer will show that the test is paused
- Once student is ready, select the student from the Proctor computer and choose 'Resume' from the drop down menu
- Student's computer will now let them 'Resume' the test

The top screenshot shows a table with columns 'Last Name' and 'First N'. The first row is 'Avila' and 'Avez', with a checked checkbox. A dropdown menu is open over the 'Select Action...' button, showing options: Confirm, Do Not Confirm, Pause, Resume, Suspend, Terminate, and Test Again. A yellow callout box on the right says: 'Your test is paused. Wait until your proctor allows you to continue. If you need help, raise your hand.' Below the callout is a 'Resume' button.

The bottom screenshot shows the same table and dropdown menu. The 'Resume' button is now highlighted in blue. The yellow callout box is still present. Below the callout, the student's name 'Avez Avila' is visible. Further down, there is a 'Resume' button in a blue box. Below that, the student's information is displayed: Name: Avez Avila, Session: JGmath32, Test: MAP: Math 2-5 Common Core 2010 V2. Under 'Basic Student Information', School: Mark Twain Elementary School, Grade: 6th. At the bottom, there is a 'Student' button.



Interrupting Tests (2 of 2)

• Suspend and End

- Longer than 30 minutes or will continue at a later day/time
- From the Proctor computer, and select 'Testing' from the drop down menu
- Once student(s) are selected, and choose 'Suspend' from the drop down menu
- You will need to confirm that you want to suspend the test
- Students' status will now show as 'Suspended'
- Student's computer will show that the test is stopped
- You will need to End Testing Session
- You can either Save and Exit or Delete Session

• Terminate






- Cancel a test that was assigned by mistake
 - Use caution, terminating a test eliminates any answers that were already given
 - Students **WILL NOT** be able to restart the same time once it has been terminated

The screenshots illustrate the workflow for interrupting a test. It starts with selecting students from a list, then choosing 'Suspend' from the 'Select Action...' menu. A confirmation dialog appears, followed by a message on the student's computer. Finally, the proctor uses the 'End Testing Session' dialog to either save the session for later use or delete it.

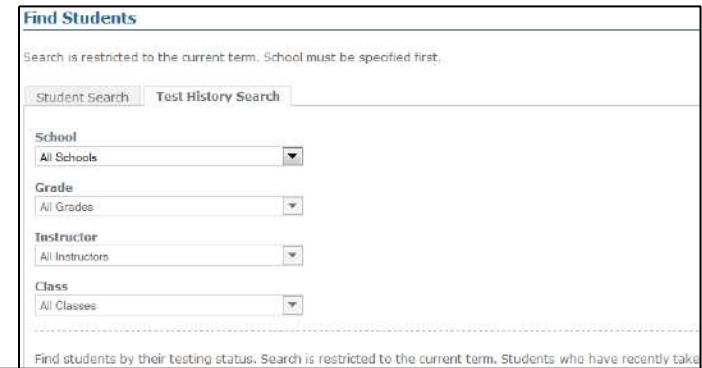


Make-Up Testing

• Creating Make-Up Testing Sessions

- From Manage Testing Sessions, select to search for students 
- Search for students by using the drop down menus under the 'Test History Search'
- Select the test from the drop down menu
- Select the testing status
 - You can choose 'Not Yet Tested' and/or 'Suspended Test'
- Select the Tests Taken
 - You can leave it with the default 'Current Term'
- Select 
- Select 
 - Even though you searched by test name, you still need to assign a test as you normally do for setting up testing
- You can add more students to this list by changing your search (different tests, different grade, etc.) or find individual students through the 'Student Search' tab
- Select  or 





Find Students

Search is restricted to the current term. School must be specified first.

Student Search | Test History Search

School: All Schools

Grade: All Grades

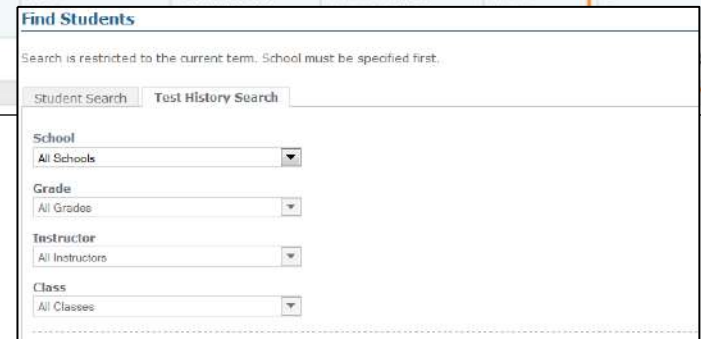
Instructor: All Instructors

Class: All Classes

Find students by their testing status. Search is restricted to the current term. Students who have recently taken

Student(s) Found

<input checked="" type="checkbox"/>	Last Name ▲	First Name ▲	Student ID ▲	Date of Birth ▲	Gender ▲	Test Event Start Date
<input checked="" type="checkbox"/>	Rivera					
<input checked="" type="checkbox"/>	Nguyen					



Find Students

Search is restricted to the current term. School must be specified first.

Student Search | Test History Search

School: All Schools

Grade: All Grades

Instructor: All Instructors

Class: All Classes

Assign Test | Assign Accommodations | Remove Students from List

<input type="checkbox"/>	Last Name ▲	First Name ▲	Student ID ▲	Test Assigned ▲	Accommodations ▲
<input type="checkbox"/>	Avila	Avez	UA000789	MAP: Math 2-5 Common Core 2010 V2	No
<input type="checkbox"/>	Brown	Bon	UA000321	MAP: Math 2-5 Common Core 2010 V2	No
<input type="checkbox"/>	Cheng	Dore	UA000466	MAP: Math 2-5 Common Core 2010 V2	No
<input type="checkbox"/>	Gonzales	Cote	UA000753	MAP: Math 2-5 Common Core 2010 V2	No
<input type="checkbox"/>	Jones	Joli	UA000987	MAP: Reading 2-5 Common Core 2010	No

Test Now | Save Session | Cancel

Click [here](#) for a video tutorial on "How to find students that still need to test"



Guidelines for MAP Retesting

SAUSD Guidelines for MAP Retesting

A situation may arise when a student may need to be retested. In this case, we have provided the following guidelines to assist administrators and teachers in determining whether retesting is necessary.

A site administrator or site testing coordinator should consider the following before notifying the Research and Evaluation Department. Below is a set of criteria that can be used as a guide to assist in determining whether a student should be retested or not.

Guidelines for Possible Retesting (with potential interventions to avoid retesting)

Administrators may request to retest a student if the following situation/s occur. Please note that a student may fall into one or both categories to be considered a candidate for retesting. Generally, students who fall into Category II (statistical consideration) will **need to meet 3 of the 4 criteria to be retested**.

Category I - Situational consideration:

Student...

1. ...becomes ill or has an emergency during testing
(In this case, teachers should consider terminating the test prior to its completion)
2. ...rushes to complete the test items or responds without actually reading the items
(In this case, teachers should consider intervening with the student; if the student does not respond, the test should be terminated prior to completion.)
3. ...refuses to take or complete the test

Category II - Statistical consideration:

Student...

1. ...takes significantly less than the average 50 minutes to complete the test
2. ...has a Standard Error of Measurement (SEM) of 3.5 or greater
3. ...has 40% or less of the items correct
4. ...shows a "substantial" decline in the score from the previous to the current test administration (typically, greater than 10 RIT points)

We hope that these guidelines will be useful in determining whether a student should be referred to Research and Evaluation for retesting. If, after reviewing these guidelines, it is believed that retesting is needed, please [click here](#) and describe the reason for your referral, student's first and last name, 6-digit local identification number, and school name. *Please note: retesting must occur within the testing window.*

Research and Evaluation, SAUSD
Source: NWEA Guidelines (September 2014)
Updated: 5/16/2016, Page 1 of 1



Sources

- www.teach.mapnwea.org



Thank You

- Michele Cunha, Coordinator of Student Achievement, Research and Evaluation
(714) 558-5846 (x75846)
- Linda Keo, Data Support Specialist, Research and Evaluation (714) 558-5873 (x75873)
- Luis Zamudio, Data Support Specialist, Research and Evaluation (714) 558-5851 (x75851)
- Tran Keys, Executive Director, Research and Evaluation (714) 558-5850 (x75850)
- NWEA Technical Support (877) 469-3287
- Alex Ito, Director, *Learning Innovation with Technology*
(714) 558-5519 (x75519)
- *Technology Innovation Services Help Desk*
(714) 558-4741 (x74741)

Website: <http://www.sausd.us/Page/27291>

