

TESTING SESSION GUIDE

for the Web-based MAP[®] system



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Your organization is solely responsible for ensuring the security and availability of your own computers, computer networks, and Internet connections, including security patches, choice of browser, and browser configuration settings to be used with the Web-based MAP product, e-mail, and other transmissions. Please refer to the *System Administration Guide* for system and browser requirements and configuration settings.

Your organization is solely responsible for the people who access the MAP system with logins created by your organization. It is critically important that all MAP system users keep student data secure and comply with the Family Educational Rights and Privacy Act (FERPA).

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Introduction

Measures of Academic Progress® (MAP®) helps your organization evaluate the progress and instructional needs of your students, as well as the performance of your learning institution over time.

NWEA's Web-based MAP system delivers three primary educational tools:

- **Assessment:** MAP and MAP for Primary Grades (MPG) assessments provide highly accurate measurements on reliable scales (through tests backed by extensive research)
- **Actionable data:** MAP substantiates decision-making on all levels—about students, classes, programs, schools, and districts (with individual and aggregate report data)
- **Instructional resources:** MAP promotes individualized instruction by identifying subject matter appropriate for each student (through learning statements derived from student performance)

The Web-based MAP system supplies these essential tools while helping you focus your time where it matters: on the students.

Quick Access to Resources in This Guide

| | | |
|--|---|---------|
| Getting started as a proctor | ■ What you need to get started | page 10 |
| Setting up a testing session | ■ Options for testing session setup | page 15 |
| Testing students in the MAP system | ■ Starting a testing session | page 19 |
| | ■ Ending a testing session | page 23 |
| Understanding the student testing experience | ■ Taking a MAP test | page 24 |
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| Getting help | ■ Finding help resources for Web-based MAP | page 11 |

About This Guide

The *Testing Session Guide* is for Web-based MAP system users who manage the student testing experience. This guide can help anyone with the MAP system role of proctor understand:

- Proctor role responsibilities and permissions within the MAP system
- Testing sessions in the MAP system
- Student testing experience
- Benefits of warm-up tests for students, instructors, and proctors
- Importance of preparing computers for student testing

While this guide provides an overview of managing the student testing experience in the MAP system, it is not a step-by-step guide for all testing session planning and proctor tasks. Online help and interactive tutorials available from the MAP Administration and Reporting Center home page provide steps for performing specific tasks.

Tasks described in this guide require the proctor role in the MAP system.

Understanding Web-Based MAP Views

The Web-based MAP system supplies two key access points:

- MAP Administration and Reporting Center where you set up testing sessions and test students
- MAP Student Testing Center where students take tests

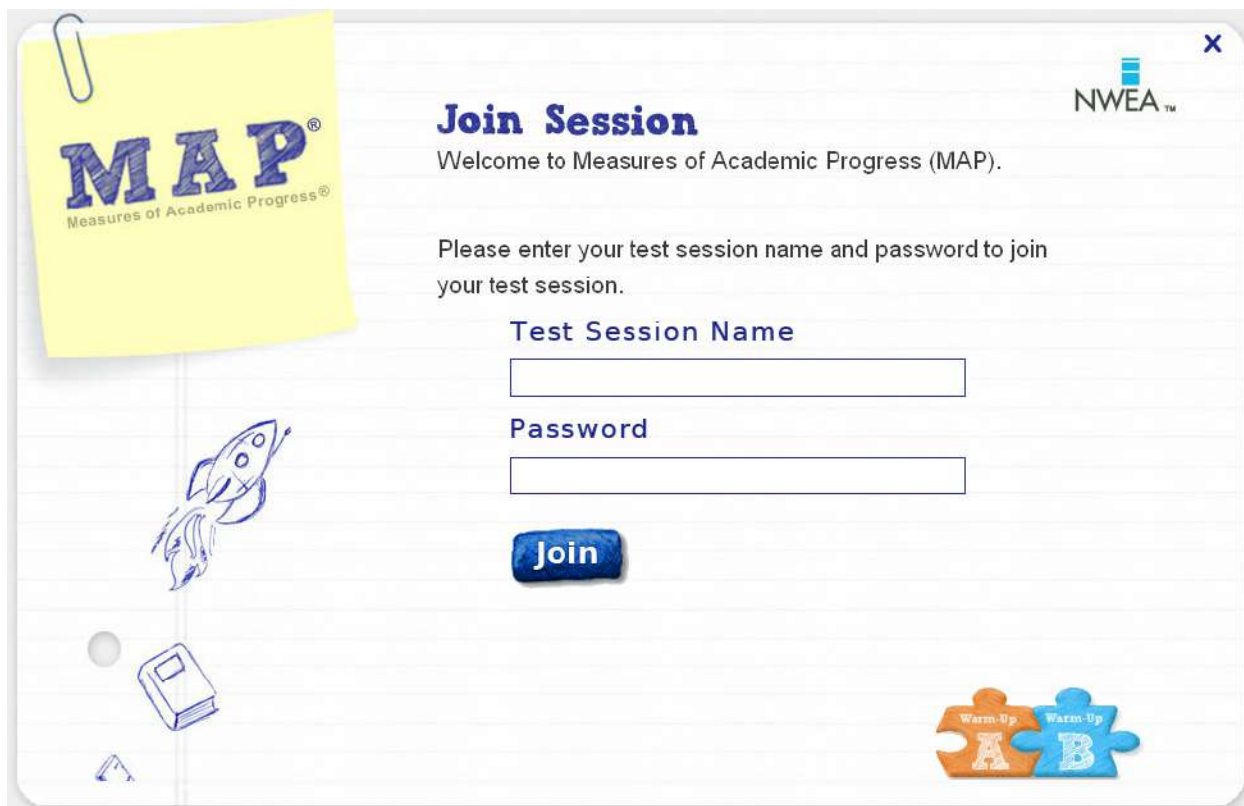
When you log in to the MAP system, you see the MARC home page. This is the common landing page for all MAP users.

The appearance of the left navigation bar and pages in your view of the MAP system may be different from what another user sees, depending on user roles assigned in the MAP system.

The screenshot displays the NWEA Measures of Academic Progress (MAP) Administration and Reporting Center (MARC) home page. At the top, the NWEA logo and "Measures of Academic Progress®" are visible, along with navigation links: Home | Help | Contact | Change Password | Logout. The left sidebar contains a vertical menu with the following items: IMPORT PROFILES, MANAGE USERS, MANAGE STUDENTS, MANAGE TEST SESSIONS, VIEW REPORTS & INSTRUCTIONAL RESOURCES (highlighted with a dropdown arrow), and MODIFY PREFERENCES (with a dropdown arrow). The main content area is divided into several sections. On the left, there is a "Quick References" box with a link to "Key information in printable form", followed by a "Guides" section listing links for Transition Guide, Assessment Coordination Guide, System Administration Guide, Data Management Guide, Testing Session Guide, and Reports and Instructional Resources Guide. To the right of these is a photograph of a young student in a red jacket and blue jeans walking towards a yellow school bus. Below the photo is the "Information Center" header. Under this header, there are five columns of links: "Tutorials" (Import Profiles, Manage Users, Manage Students, Manage Testing Sessions, View Reports and Instructional Resources), "Test Warm-Ups" (MAP® Test Warm-Up, MAP® for Primary Grades Test Warm-Up), "Links" (NWEA.org, SPARK Community, Kingsbury Center, Release Notes), "Downloads - Lockdown Browsers" (PC Version, Mac® Version), and "Templates" (Roster File Template, Programs File Template).

Figure 1: MAP Administration and Reporting Center

Students identified in a testing session can log in to take a test in the MAP Student Testing Center, shown below.



The screenshot shows a web interface for the MAP Student Testing Center. On the left, there is a yellow sticky note with the MAP logo (Measures of Academic Progress) and a paperclip. Below the sticky note are small blue line drawings of a rocket, a book, and a pencil. The main area has a light blue background with a grid pattern. At the top right is the NWEA logo and a close button (X). The title "Join Session" is in bold blue text, followed by the text "Welcome to Measures of Academic Progress (MAP)." Below this, a prompt says "Please enter your test session name and password to join your test session." There are two input fields: "Test Session Name" and "Password". A blue "Join" button is below the password field. At the bottom right, there are two interlocking puzzle pieces, one orange with the letter 'A' and one blue with the letter 'B', both labeled "Warm-Up".

MAP
Measures of Academic Progress®

Join Session
Welcome to Measures of Academic Progress (MAP).

Please enter your test session name and password to join your test session.

Test Session Name

Password

Join

Warm-Up A Warm-Up B

Figure 2: MAP Student Testing Center

When students are logged in to take a test, proctors can manage all student tests in the testing session through the MAP Administration and Reporting Center from one computer.

Understanding Testing Sessions

A testing session in the MAP system provides the ability to manage the student testing experience on one computer. You can manage most of the activities that support the student testing experience through a testing session, including:

- Confirming students who are ready to begin testing
- Pausing or suspending a student's test if the student needs to leave the testing room
- Resuming a student's paused or suspended test when the student is ready to continue testing
- Terminating a student's test if the proctor determines that the student should not complete the test

Testing session setup puts students in groups you define to meet a particular testing goal. You can assign students to take specific tests in a testing session, typically for a class of students.

You can use a testing session immediately, or set up any number of testing sessions and save them in advance to reduce the number of setup tasks required while students are in the room.

Understanding User Roles and Permissions

The roles you are assigned in the Web-based MAP system determine what the system allows you to do (your permissions). The following table lists tasks permitted for each MAP role.

Table 1: Permissions by Task

| TASK | ROLE NEEDED TO PERFORM TASK | | | | | |
|---|-----------------------------|------------------------|--------------------|---------|---------------|------------|
| | System Administrator | Assessment Coordinator | Data Administrator | Proctor | Administrator | Instructor |
| Modify MAP preferences for the organization | ✓ | ✓ | | | | |
| Add Students and Users to the System | | | | | | |
| Import roster files | | | ✓ | | | |
| Create and modify student profiles | | | ✓ | ✓ | | |
| Create and modify user profiles for roles with the same or lower permissions than your own (grid shows roles from highest on left to lowest on right) | ✓ | ✓ | ✓ | | | |
| Test Students | | | | | | |
| Conduct student testing | | | | ✓ | | |
| Declare testing complete for the district | ✓ | ✓ | | | | |
| Manage Data Quality | | | | | | |
| View operational reports | | ✓ | ✓ | | | |
| Merge and unmerge student profiles | | | ✓ | | | |
| View details of test events | | | ✓ | | | |
| Reassign or exclude incorrect test events | | | ✓ | | | |
| Use Test Results | | | | | | |
| View MAP reports for associated classes and students | | | | | | ✓ |
| View MAP reports for associated schools, including all classes and students in the schools | | | | | ✓ | |
| View MAP reports for all schools, classes, and students | | ✓ | | | | |
| Export all test results as raw data to .csv files | | ✓ | | | | |
| View instructional resources | | ✓ | | | ✓ | ✓ |

Your staff title may have the same name as a role used in the MAP system, but with different roles and responsibilities than those defined in the MAP system.

Understanding Proctor Role Responsibilities

In the MAP system, the proctor's primary functions are setting up testing sessions within the MAP system and managing the student testing experience with MAP and MPG tests.

Outside of the MAP system, your responsibilities could include:

- Understanding your responsibilities within the context of the student testing experience
- Preparing and setting up test-taking computers
- Providing instructions to students and getting them started on tests

Getting Started As a Proctor

Before you can use the MAP system, someone creates a user profile for you with the role of proctor. When you first log in to the MAP system, you receive an email with the following information you need to get started as a proctor:

- Web address for the MAP Administration and Reporting Center
- Your MAP system user name
- Your MAP system password

If you set up testing sessions for students, you also need a testing schedule that includes:

- List of students or classes
- Tests students/classes need to take
- When and where students/classes can take tests

Be sure to review the *Manage Testing Sessions* tutorial, the online help topics about testing sessions, and this guide before you begin working with the MAP system. The tutorial and test warm-ups are available from the MAP Administration and Reporting home page.

Getting Help with the Web-Based MAP System

If you have questions or encounter difficulties using the Web-based MAP system, click the following in the top navigation bar:

- **Contact** for support contacts within your organization
- **Help** for online help topics

Preparing Student Testing Computers

Before students come into the room to test, your team needs to set up computers, arrange any special seating, and plan for proctoring instructions so students can go straight to computers and begin testing. This saves considerable setup time so proctors and students can settle in to testing more quickly and easily.

Before you test students in the MAP system, computers for students testing at your location must be properly set up. Find out whether you or someone else is responsible for making sure that student computers are running the MAP lockdown browser and have completed the computer readiness check.

Note: The MAP system requires students to use lockdown browsers to take MAP tests.

If you are responsible for these computer preparations, it is good to know the name and contact information of someone who can help you with student computer login and error correction. For more information about preparing computers for testing, see the *System Administration Guide*.

Using the MAP Lockdown Browsers

The MAP lockdown browsers (for PC and Macintosh®) restrict access to all applications—including computer accessories such as the calculator and notepad—and the Internet while students are testing.

A MAP system administrator distributes a lockdown browser to every student testing computer. It appears on the computer desktop as a MAP Student Testing icon.

Lockdown browsers open directly to the Join Session page of the MAP Student Testing Center and fill the entire screen.

Lockdown browsers respond to specific keyboard shortcuts:

| ACTION | PC SHORTCUT | MAC® SHORTCUT |
|---|--|--|
| Interrupt test taking to allow proctor intervention | Ctrl+Shift+L | Ctrl+Shift+L |
| Refresh the screen | F5 | F5 or Command+R or Fn+F5* |
| Close the lockdown browser | Click X in the upper right or Ctrl+Shift+Q | Click X in the upper right or Ctrl+Shift+Q or Ctrl+Opt+Shift+F10 |

*This shortcut overrides a function key audio mapping.

For information on interrupting a test at a student's computer, see [Logging In as the Proctor at a Student Computer on page 22](#).

Verifying Computer Readiness for Testing

NWEA recommends that the MAP team run a readiness check on all computers to be used for testing before testing begins each term, or before holding live MAP training. This simple check can prevent problems from occurring during a test.

About the Computer Readiness Check

MSTC includes a computer readiness check that runs silently as each student accesses MSTC and joins the testing session. The readiness check verifies that the computer meets the minimum requirements for MAP testing. If a computer fails the readiness check, it cannot be used for MAP testing until the failure is resolved.

There are two parts to the readiness check, as summarized in the following table.

Table 2: Computer Readiness Check Summary

| WHAT IS CHECKED | WHEN | SUCCESS | FAILURE |
|---|---|---------------------------|--|
| 1. Most system requirements <ul style="list-style-type: none"> ■ Screen resolution ■ Operating system ■ Browser ■ Adobe® Flash® Player | Runs when the browser opens to MSTC | Join Session page appears | Page appears with a list of components that failed and the installed versions of those components. Important! Failures must be resolved before the computer can be used for testing. |
| 2. Lockdown browser is being used | Runs when the student tries to join the testing session | Sign In page appears | |

NWEA recommends that MAP team members open the lockdown browser and verify that the Join Session page appears on all testing computers. By opening the lockdown browser, which can be found on the desktops of testing computers, both parts of the readiness check are effectively completed without joining the session. For step-by-step instructions, see [Checking Computer Readiness for Testing on page 14](#).

Checking Computer Readiness for Testing

To make testing go smoothly, the MAP team should check each computer for readiness. Allow time after checking the computers to resolve any issues before the first day of testing.

To verify computer readiness, you **do not** need a login to the MAP system or any particular MAP role. You only need access to use the computers as a student would.

To check a student computer for readiness:

1. Double-click the NWEA icon to open the lockdown browser.

The icon is likely to appear on the computer desktop and look similar to one of these:



2. Observe one of these results:
 - **Success:** The Join Session page appears.
 - **Failure:** The page identifies the computer components that failed. Make a note identifying the computer and its failing components.

★ **Important!** If you can print the errors page using **Ctrl+P** or **Command+P**, you are not using the lockdown browser. Return to step 1 and make sure you open the lockdown browser.

3. Close the lockdown browser by clicking the "X" in the upper right-hand corner.
Note: If the "X" is not available, press **Ctrl+Shift+Q** to exit.
4. Resolve all failures or report them to the MAP system administrator.

Setting Up Testing Sessions

Manage Test Sessions provides flexibility in designing testing sessions that you can use just once or many times. You can group students for testing at the beginning of a testing period or save groupings ahead of time in a named testing session.

The following shows some possible paths you might choose when you are deciding how to start testing students in a testing session:

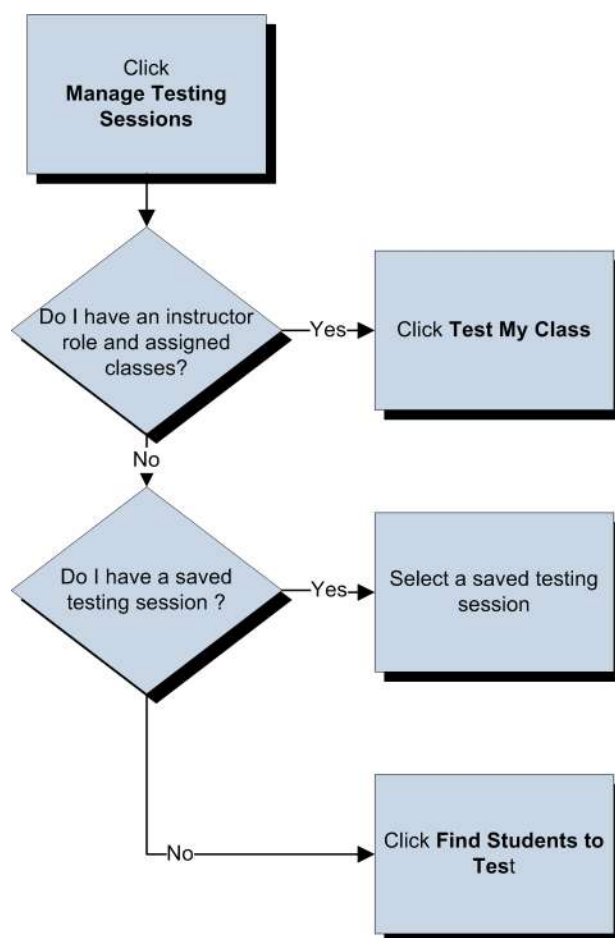


Figure 3: Set Up Testing Sessions Decisions

Choose your best option for setting up and starting to test students in a testing session:

- **Test My Class** quickly locates classes of students associated with your instructor profile
- **Find Students to Test** filters by search criteria to help you locate the students you need to test
- **Saved Testing Sessions** lists predetermined groups of students to test

Note: The MAP system auto-generates a testing session name when you start testing in an unsaved testing session. If you save the testing session, you must create a unique testing session name.

Testing Your Class

The **Test My Class** option is the express way to start testing one or more classes of students associated with your instructor profile. If you have only one class, the Test Students page appears and you can begin managing student tests in a testing session. You can select one or more classes to test in the Classes Found box if you have more than one class assigned to you.

Note: Your profile must have the proctor and instructor roles in the MAP system to use this option.

Finding Students to Test

You may need to search for students to test if:

- The Test My Class option is unavailable because you do not have an instructor role assigned to your profile in the MAP system
- You are not the instructor of a class of students you are testing
- Students are taking make-up tests from different classes or have other dissimilar attributes

In the Find Students section, you can search for individual students by name or ID, or search for groups of students—such as Mr. Taylor’s 5th grade Homeroom at Three Sisters Elementary School—who have not yet tested or have suspended tests.

Use search fields to fine-tune your search by:

- Schools in your organization
- Grade within the selected school
- Instructor who teaches classes in the selected grade
- Class assigned to the selected instructor
- Tests or Testing Status (Not Yet Tested or Suspended Test)
- Test Taken (in or outside of Test Window)

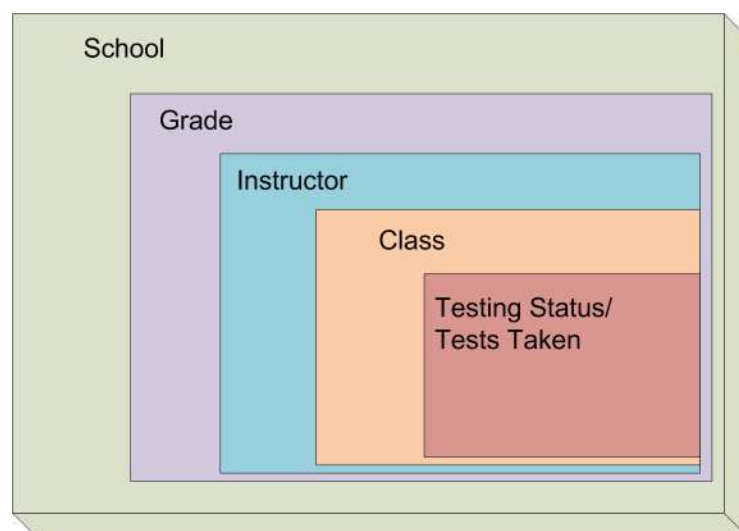


Figure 4: Find Students for Testing

Each search criteria you select narrows your search results further. Use the Test History Search tab to find students who need to make up missed or suspended tests or have not yet tested.

After you add search results to your Student List, you can search again and add more students, or replace the existing list with new search results. You can test the group of students immediately or save the group with a new testing session name for testing at a later date.


Note: The MAP system contains profile data for each currently enrolled student. If you cannot find a student who needs to test, the student may not have a profile in the MAP system or the student may not be enrolled in the current term.

Using a Saved Testing Session

You can use saved testing sessions one time or many times over a designated period, such as a term or academic year. It may be a good choice to set up testing sessions in advance and save them for later use if:

- You are administering make-up tests for students with dissimilar attributes (such as different classes)
- Tests are scheduled back-to-back
- Your organization uses centralized testing session setup
- You do not have time to search during the time allotted for testing

You can access any saved testing session in your organization, regardless of who created the testing session. Although more than one testing session may be in use at one time within an organization, each proctor role can test students in only one testing session at a time.

 **Tip:** Limit testing session reuse to a single academic year. It is unlikely that a group of students share attributes such as the same class or instructor across academic years.

If you set up and save testing sessions:

- Follow the established naming conventions for your organization
- Avoid using special characters in the name of your saved testing session (restricted characters are listed in the dialog box when you are saving a testing session)
- Consider that students need to be able to type the testing session name when they join the testing session
- Keep a record of testing session names
- Communicate testing session names appropriately

For examples and specific information about naming testing sessions, see the Assessment Coordination Guide.

Assigning Tests

You can assign a test to a student or group of students to help get students started with tests. In general, you may want to assign tests when testing students with limited keyboarding skills or if you want to make sure students take the correct test.

You can quickly assign a test to any or all of the selected students in the Student List in a testing session when you are:

- Finding students to test on the Set Up Testing page
- Testing students on the Test Students page

Having tests assigned to students can minimize confusion at the beginning of a testing period. If students do not have a test assigned to them in the testing session, they choose the test from a drop-down list when they sign in to take the test.

Finding Students for Make-Up Tests

Sometimes students are not able to complete a test in a testing session and a proctor suspends the student's test to be completed later. Other times, a student may have missed a scheduled testing and has not yet tested.

If you need to find students who have a suspended test and/or students who have not yet taken a test, you can easily search for them within a school, grade, instructor assignment, class, or by test inside or outside of the test window. For more information, see [Finding Students to Test on page 16](#) and online help.

Testing Students

Getting started testing students includes the following:

- Initiate a testing session in the MAP system
- Communicate the testing session name and password (at the top of the Test Students page) to students so they can join the testing session
- Confirm students to begin testing
- Walk around the room to make sure students are taking the correct test

A testing session is in use in the MAP system when you click **Test Now**. However, you must confirm students who have signed in to the MAP Student Testing Center before they can begin testing.

The figure below shows some possible paths you might choose when you are testing students in a testing session.

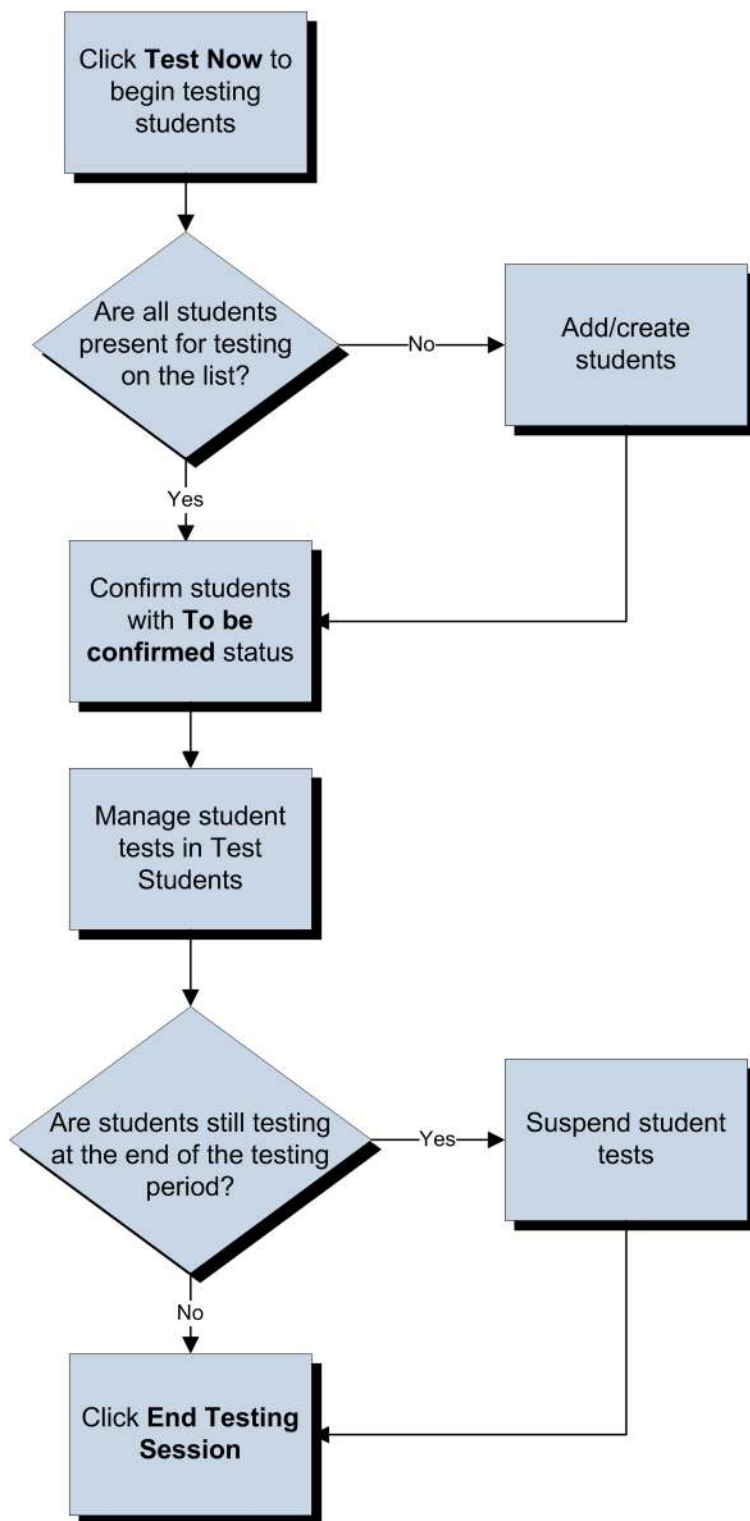


Figure 5: Testing Students Decisions

For more information about student testing status and activating a testing session, see online help.

Confirming Students in a Testing Session

A student can begin taking a test as soon as you confirm the student on the Test Students page. After you click **Test Now** to begin testing:

- Students join the testing session with the testing session name and password you provide from the Test Students page.
- Students sign in with their name and name of the test.
- You click **Confirm Now** to confirm the students to begin the test.

Student status is **To Be Confirmed** until you confirm the student to take the test. You might choose **Do Not Confirm** if you determine that a student is incorrectly logged in.

Adding a Student During a Testing Session

The MAP system contains profiles of students your organization knows about prior to testing. Sometimes a new student arrives just in time to test and no profile exists in the MAP system. In this case, you can add enough student information to test the student.

If you have to add a student during a testing session, make a note for the data administrator to complete the student profile in the MAP system later. Test results for a student are not available in reports until the student profile contains all of the attributes required for reporting.

Managing Student Tests in the MAP System

The Testing Status section of the Test Students page is your control console for managing all phases of student testing in a MAP system testing session. When a testing session is underway, you can see a quick summary of how many students have not yet joined and signed in, how many students need to be confirmed, and how many students are testing or have finished testing.

The Testing Status shows you the number of students:

- In the testing session
- Actively testing
- To be confirmed for testing
- Whose tests are interrupted (you have logged in at their computers)
- With paused tests

You can confirm, pause, suspend, resume, or terminate tests as needed from the Test Students page.

Pausing, Suspending, and Terminating Tests

You may need to pause, suspend, or terminate a student's test at your discretion. On the Test Students page, you can select one or more student tests and pause, suspend, or terminate them all at one time. Each of these actions stops the test where the student stopped.

The following table describes these actions and when to use them.

Table 3: Pause, Suspend, and Terminate Actions

| FUNCTION | WHAT IT DOES | WHEN TO USE IT |
|-----------|---|--|
| Pause | <ul style="list-style-type: none"> Stops the test where the student left off Allows the student to resume the test within 30 minutes Automatically suspends if the test is not resumed within 30 minutes | Student needs to leave the test for less than 30 minutes |
| Suspend | <ul style="list-style-type: none"> Stops the test where the student left off Allows the student to resume the test—or start it over—the same day or another day | Student needs to leave the test for more than 30 minutes Student appears to be disengaged or ill |
| Terminate | <ul style="list-style-type: none"> Stops the test where the student left off Discards test results up to the point of test termination | Student is not to complete the test (for example, the student started taking the wrong test, appears to be disengaged, or is ill) Important! Be sure you want to terminate a test. You cannot recover or continue a terminated test. |

Students can resume a paused or suspended test in any testing session.

You can also pause, suspend, and resume a test from a student computer when you log in as the proctor.

Logging In as the Proctor at a Student Computer

You can interrupt a student's test from the student's computer during a testing session to perform these actions:

- Report a problem with a test question (Problem Item Report)
- Pause a test
- Resume a test
- Suspend a test
- Terminate a test

To interrupt a test at the student's computer, press **Ctrl+Shift+L** on the keyboard and then log in with your MAP user name and password.

When a student's test status is interrupted, you can perform many of these same actions at your computer. If the student closes the lockdown browser while interrupted, you can take action only from your computer. For more explanation, see online help.

For more information about pausing, suspending, terminating, and resuming student tests from the Test Students page, see [Managing Student Tests in the MAP System on page 21](#).

Resuming Tests

If a student test has the status of Paused, you resume the test when the student is ready.

Note: A student with a suspended test must join a testing session and sign in again to resume the suspended test or start another test.

You can resume students' testing in more than one way:

- On the Test Students page from one computer, resume one or more student tests
- From an individual student's computer, log in with your user name and password and then click **Resume** (for more information, see [Logging In as the Proctor at a Student Computer on page 22](#))

For information about searching for students who have suspended tests, see [Finding Students to Test on page 16](#).

Reporting a Test Question Problem

If a MAP test question does not display properly or appears to have another kind of problem within the MAP system, you can send a Problem Item Report (PIR) to NWEA for review. A PIR captures essential information such as the test name and question number to track the question. You can type an explanation of the problem in the report.

Press **Ctrl+Shift+L** on the student's keyboard and log in as the proctor to submit a PIR.

Note: Click **Resume** to send the report and resume testing.

Ending a Testing Session

When you end a testing session, student test status must be one of the following:

- Awaiting Student
- Complete
- Suspended
- Terminated

You can suspend tests to be finished later if students have not completed testing when you need to end the testing session.

Note: The MAP system automatically suspends tests that are inactive for more than 30 minutes.

If you are not using a saved testing session and you need to resume suspended tests later, you can search for student tests by status. For more information, see [Finding Students to Test on page 16](#).

Taking Tests in the MAP Student Testing Center

Students take tests in the MAP Student Testing Center (MSTC). All computers for student testing require a MAP lockdown browser, which opens directly to the MSTC Join Session page. For more information, see [Preparing Student Testing Computers on page 12](#).

How students begin the test—from the time they enter the testing area and sit in front of their computers—depends on how your organization chooses to set up the student testing computers. When lockdown browsers are open and displaying the Join Session page on all student computers, students can:

- Join the testing session
- Sign in to take a test
- Practice with warm-up tests and become familiar with MSTC
- Take a test

You may need to instruct students to double-click the MAP Student Testing icon on their computer desktops to open the lockdown browser to the Join Session page.

Joining and Signing In

The starting point for taking tests in MSTC is the Join Session page. Students type the testing session name and password to join the testing session, and then sign in with their name and the name of the test on the Sign In page.

Important! You can assign tests to students before they join and sign in to avoid students choosing the wrong test. For more information, see [Assigning Tests on page 18](#).

Practicing with Warm-Ups

Warm-up tests provide the opportunity to interact with sample test questions. Students can use them to get an idea of what it is like to take a test in the MAP system. Also, warm-ups can give you, as a proctor, a sense of the student experience.

On the Join Session page in MSTC, students can click **Warm-Up A** for MAP sample tests or **Warm-Up B** for MPG sample tests.

Note: Warm-Ups are accessible to MAP system users from the MARC home page.

MAP and MPG warm-ups include these two components:

- Chapter 1: Learn to join a testing session
- Chapter 2: Learn to answer test questions

MAP system users can access warm-up tests anytime from the MAP Administration and Reporting Center home page.

Using the Calculator

Students should come to MAP testing without calculators and use the built-in calculator instead. The MAP system displays a calculator-shaped icon on select test questions when students are allowed to use a calculator.

Instruct students to click on the calculator on the screen to use it. Other calculators—especially calculators on cell phones—are not allowed during testing.

Taking Multiple Tests

Students can take more than one test in the same testing session or in other testing sessions. A student's current test must be completed, suspended, terminated, or canceled (not confirmed) before you can confirm the student to take another test in the current testing session or another testing session. The test status must also be Awaiting Student.

Note: NWEA recommends that a student takes no more than one MAP test per day and no more than one MPG test in a testing period (in one sitting).

Monitoring Students During Testing

It is important to monitor students during testing. NWEA recommends that you have another adult in the room who is not focused on managing student testing in the MAP system to help with other responsibilities when testing a group of students.

In general, monitoring students includes these responsibilities:

- Allow students sufficient time to complete the test. MAP tests are not timed.
- Provide a comparable test environment for all students. Make sure that all students receive exactly the same information, and avoid giving any student an advantage or putting anyone at a disadvantage.
- Protect the proctor login (Ctrl+Shift+L). Avoid leaving the login information written anywhere a student may find it.
- Observe student progress. If necessary, advise students moving too slowly to continue to make progress, or students moving too quickly to pay careful attention to the items.
- Watch for books and talking. Students should not visit or have access to reference books or instructional material.

Helping Students Get Through a Test

During testing, you may need to help students do their best on a test by providing the following assistance:

- Show students how to use the up and down arrow keys, the keyboard letters, or keyboard numbers to select answers if they struggle to use the mouse.
- Pause the students' tests to allow time for a wiggle break or to get a drink of water.
- Report any persistent problems with a test question. Use the proctor login at the student's computer and choose **Submit PIR** to send a Problem Item Report to NWEA.



Important! Handle student questions carefully. You may not read any portion of the Language Usage or Reading tests to any student, including Special Education students, English as a Second Language students, or those on Individual Education Plans. You may pronounce words on the Mathematics and Science tests for any student. You may not read or explain symbols, define words, or provide hints or clarifications.

For more information on helping students, see [Accommodations for MAP and MPG Assessments on page 28](#).

Proctoring MPG Survey with Goals Tests

As part of your MAP testing plan, NWEA recommends scheduling students to take the MPG Survey with Goals reading and mathematics tests separately rather than administering these tests back-to-back.

MAP and MPG tests are not timed tests. Refer to your organization's guidelines for expected test-taking time for these tests.

In general, schedule MPG tests in two blocks of 25 minutes for each subject. Allow additional time to:

- Set up tests
- Administer warm-up tests
- Suspend tests
- Resume tests
- Monitor for signs of inattention
- Prepare computers for the next group

Note: MPG tests contain an audio component. Provide headphones for students taking this test, and make sure the audio is turned up to an audible level.

While students are testing, you can help them succeed by offering specific test familiarization and time-management activities described below.

Practicing for Testing in the MAP System

Before students begin taking a test, you can direct them to choose **Warm-Up B** to practice MPG test questions and become familiar with the MAP Student Testing Center.

In addition, students can practice answering a number of familiarization questions at the beginning of the test.

Warm-ups can remind students who resume testing after more than one or two days what to do. You might want to give students a break after you administer warm-ups and before actual testing to avoid fatigue and disengagement.

Managing Student Time

Make note of when students begin the test. After a maximum of 25 minutes, pause or suspend all student tests to give students a break. Taking a break partway into the test helps reduce the likelihood of student fatigue and disengagement.

At some point, some students might be finished testing while other students might be halfway finished. Make a plan for how to manage students who finish testing before other students in the testing session.

If you pause a test for a short break, be sure to allow students time to complete their scheduled testing the same day.

Accommodations for MAP and MPG Assessments

The adaptive nature of the MAP and MPG assessment makes it an appropriate assessment for students with a wide range of skills and needs. When used consistently during instruction and assessment, accommodations pursuant to state and/or district policy are appropriate for an individual student.

For complete guidance about using accommodations with MAP tests, go to www.nwea.org and search for "accommodations." Also, you can track accommodations using the **Assign Accommodations** button while testing students or setting up testing sessions.

Appendix A: Checklist of Proctor Tasks

The following provides a checklist of tasks that a MAP user with the proctor role could perform.

Other users may have the same permissions and responsibilities noted in this checklist. Make sure you coordinate with other members of your staff to avoid duplication of effort.

Table 4: Checklist of Proctor Tasks

| PROCTOR TASK | NOTES |
|---|--|
| Preparing to test students in the MAP system | |
| <input type="checkbox"/> Read this <i>Testing Session Guide</i> , view the <i>Manage Testing Sessions</i> tutorial, and try a warm-up test | <ul style="list-style-type: none"> See Practicing with Warm-Ups on page 24 |
| <input type="checkbox"/> Log in to the MAP system and try setting up a testing session | <ul style="list-style-type: none"> See the <i>Manage Testing Sessions</i> tutorial Click Help to access online help topics |
| <input type="checkbox"/> Understand the processes involved in testing students, including how to start and end a testing session, and how to interrupt a student test | <ul style="list-style-type: none"> See Testing Students and its subsections starting on page 19 |
| Preparing to manage a student testing period | |
| <input type="checkbox"/> Create a plan for how to communicate the testing session name and password, and be prepared to help students with low literacy and keyboarding skills | |
| <input type="checkbox"/> Arrange seating assignments to maximize student testing potential | <ul style="list-style-type: none"> Keep in mind distractions such as proximity to the door, windows, and other students Number each computer and assign each student to a computer by number |
| <input type="checkbox"/> Make sure enough student computers are available for student testing | |
| <input type="checkbox"/> Plan ahead for students with special needs | |
| <input type="checkbox"/> Obtain a schedule of: <ul style="list-style-type: none"> Saved testing sessions in which you plan to test students Students to be tested Tests students are to take Testing rooms you will use for each testing period | <ul style="list-style-type: none"> If any tests are assigned to students in a testing session, verify that the correct test is assigned |

- | | |
|---|--|
| <input type="checkbox"/> Verify that students scheduled for testing are added to a specific testing session in the MAP system | <ul style="list-style-type: none"> ■ Can be done ahead of time for saved testing sessions or at the time of testing |
|---|--|

- | | |
|---|--|
| <input type="checkbox"/> Prepare directions that are appropriate for students who are taking the test | |
|---|--|

Preparing students for testing

- | | |
|--|--|
| <input type="checkbox"/> Ask instructors to remind students to take a restroom break and get a drink of water prior to testing | |
| <input type="checkbox"/> Suggest that instructors ask students bring a book to read or class work to complete when they are finished with their test if your organization allows | |

Preparing the testing room

- | | |
|--|---|
| <input type="checkbox"/> Turn on student computers and start the lockdown browser on each computer (if assigned the task of checking computer readiness) | <ul style="list-style-type: none"> ■ See Preparing Student Testing Computers and its subsections starting on page 12 |
| <input type="checkbox"/> Provide headphones to avoid distractions if more than one student in the same room is taking an MPG test, which includes audio support Important! Check to make sure volume level is appropriate. | <ul style="list-style-type: none"> ■ For information about assessments, see the <i>Assessment Coordination Guide</i> |
| <input type="checkbox"/> Provide scratch paper and pencils at each computer for use on the mathematics tests | <ul style="list-style-type: none"> ■ A calculator appears on the screen if permitted for use on a test question |
| <input type="checkbox"/> Remove posters or boards that display information that would assist students with answers to questions | |
| <input type="checkbox"/> Restrict access to the room after setup is complete | |

Getting started with student testing

- | | |
|--|--|
| <input type="checkbox"/> Make sure students are in assigned seats, if necessary (for example, ask instructor to hand out sticky notes or laminated cards to students with their assigned computer numbers) | |
| <input type="checkbox"/> Advise students to wait for directions before they begin | |
| <input type="checkbox"/> Place a Do Not Disturb or Testing In Session sign on the door to avoid outside interruptions | |
| <input type="checkbox"/> Read student directions and begin the test | <ul style="list-style-type: none"> ■ See the <i>Student Introduction to MAP Testing</i> quick reference |