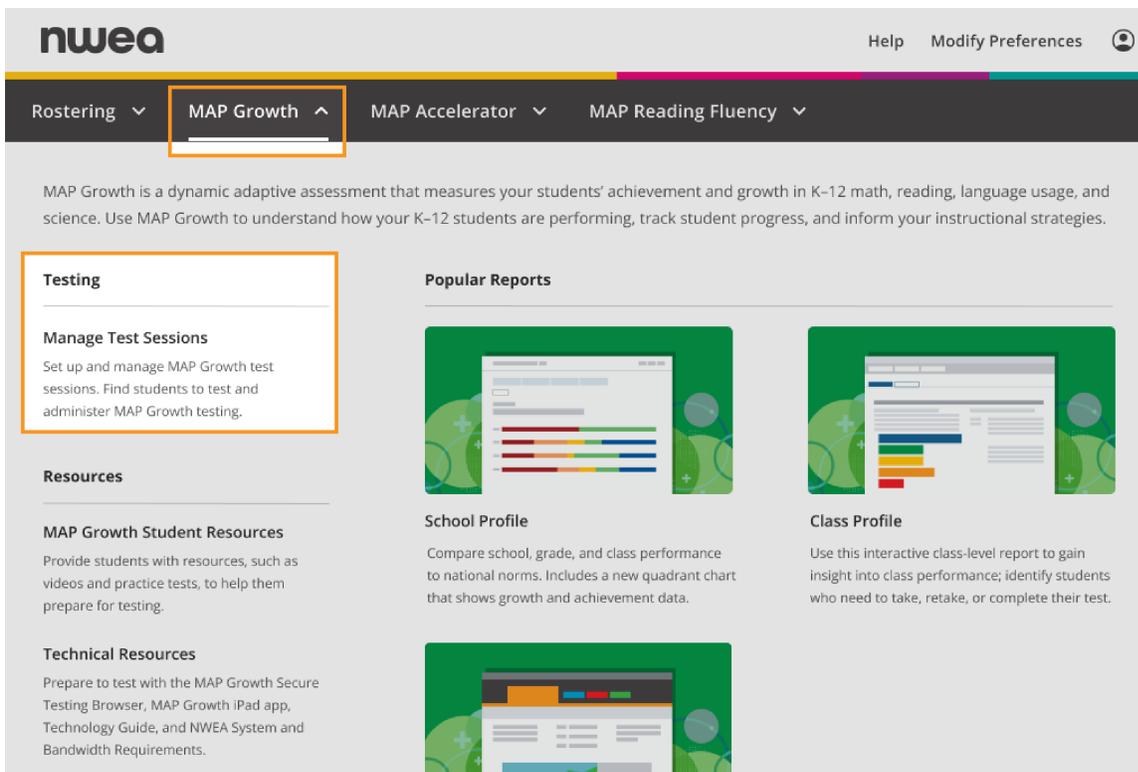


PROCTOR TIPS AND TROUBLESHOOTING

To learn the basics, watch the [Proctor videos](#) in the MAP Help Center. See also the [Readiness Check for Testing](#) and the [Testing Tips for MAP Growth](#) for help during testing.

Set Up Testing in MAP

1. Log in at start.mapnwea.org.
2. Choose **MAP Growth**.
3. Select **Manage Test Sessions**.
4. Follow Option 1, 2, or 3 (outlined below) to create a testing session. This will allow you to group students so you can administer testing and has no effect on reporting.



MAP Growth main menu with Manage Test sessions highlighted.

Note: Help Center images show a “super-user” view (all options displayed). Your view of the start page might be different because it will be based on what your school/district has licensed and your MAP role(s).

Option 1—Find Students to Test

This option is useful for preparing an arbitrary group of students ahead of time.

1. Select **Find Students to Test**.
2. Choose criteria and select **Search**.
3. Review the search results and select **Add Students**.

The screenshot shows the 'Find Students' interface. At the top, it says 'Search is restricted to the current term. School must be specified first.' Below this is a 'Student Search' section with a dropdown menu for 'School' showing 'Throe Sisters Elementar'. A modal window titled 'Student(s) Found' is overlaid on the search results. It contains a table with columns: Last Name, First Name, Middle Name, Student ID, and Student State ID. Three students are listed: Quigley, Humberto, J (Student ID: 406243480); Quile, Lynn, A (Student ID: 409330507); and Quitzon, Nola, D (Student ID: 714236347). Checkmarks are visible in the first column of the table, and the 'Add Students' button is highlighted with an orange box. A yellow callout box with the number '3' and the text '*Selected students are added to the list' points to the 'Add Students' button. Below the modal is the 'Student List' section, which shows a table with columns: Last Name, First Name, Student ID, Student State ID, Test Assigned, and Accommodatic. The first two rows of the table are: Quigley, Humberto, 406243480, -, -, -; and Quitzon, Nola, 714236347, -, -, -.

4. Repeat the search as needed.
Keep the student count below 100; too many students can slow the sign-in.
If a student is missing, try using <No School Assigned> in the criteria.
If you need to add a student, contact a school leader for instructions.
5. Select students and make needed assignments (each student can have a different assignment):
 1. Select **Assign Test** and select a test from the list.
 2. Select **Assign Accommodations** if a student requires accommodations, including Text-to-Speech.
For more guidance, see [Assignments for tests, accommodations, or Text-to-Speech](#) on page 3.
6. If you plan to use this testing session at a later time, select **Save Session**.
Use a name that’s unique and easy to type. Avoid spaces, special characters, and capital letters. Examples: **jbmath72** (your initials +subject +grade +period) or **21eagle918** (room +mascot +month +year)
7. If you need to test immediately, select **Test Now**.

Option 2—Test My Class

Use this option if you're testing your own class of students.

1. Select **Test My Class**.

If the 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.

The Proctor console appears and the testing session starts.

3. Select students and make needed assignments (each student can have a different assignment):

1. Select **Assign Test** and select a test from the list.

2. Select **Assign Accommodations** if a student requires accommodations, including Text-to-Speech.

For more guidance, see [Assignments for tests, accommodations, or Text-to-Speech](#) on page 3.

Option 3—Use Saved Testing Session

Use this option if a session was already created and saved by you or someone in your school or district.

1. Select **Show** next to **Saved Testing Sessions**.



2. To see testing sessions created by others, change **Created By**.

Note: Access may be limited. With the School Proctor role, you can only access sessions created by someone with the District Proctor role.

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

If not available, you already have a session running (you can only run one at a time). Select **Return to Testing**.

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

When making test assignments, refer to the following table of test naming conventions. As shown, many tests have screen reader compatible version.

	Test Type	Subject and Grades	State and Adoption Year of Academic Standard	Enhanced Item Selection Algorithm*	Version for students with blindness and low-vision*
Examples	Growth	Math 6+	NY 2017		(Screen Reader Compatible)
	Growth	Reading K–2	NY 2017		
	Screening	Science 6–8	NY 2016		
	Growth	Math 6+	NY 2017	1.1	
	Growth	Reading K–2	NY 2017	1.1	
	Screening	Science 6–8	NY 2016	1.1	(with Screen Reader Compatibility)

* Only applicable for some tests.

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 the [MAP Help Center > Testing Growth > Accommodations](#).

Student Sign-in

Before students arrive

1. On your **Proctor console**, you should now see the **Test Students** page. If not, select **Test Now**.
2. At the top, look for the **Session Name** and **Password**.
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

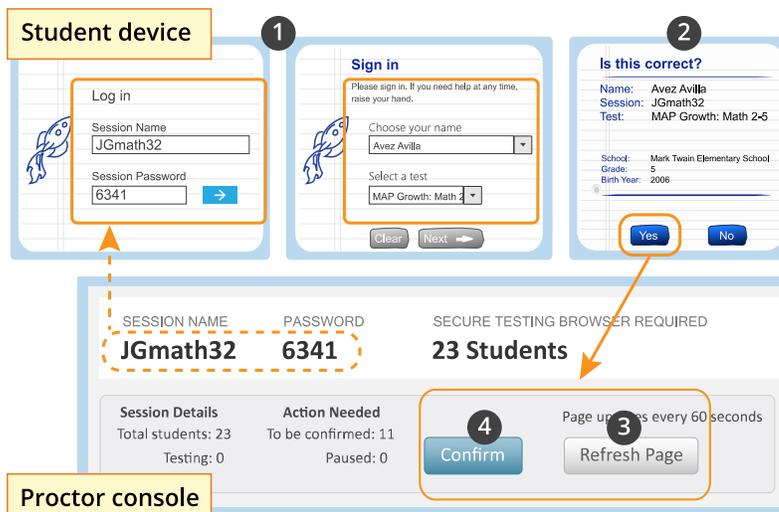


1. On **student testing devices**, students start the NWEA secure testing browser or app.
Or, if your school will be testing with a browser only, you can direct students to: test.mapnwea.org.
2. Ask students to learn about MAP Growth with the following choices on their log-in page:
 - **Try the Practice 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 in [Testing Tips for MAP Growth](#).

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**, select **Refresh Page** to see which students have the "To Be Confirmed" status.
4. Select **Confirm**. This confirms all students with "To Be Confirmed" status.
Or, to select individual students, choose **Select Action** and then **Confirm**.
5. **Students:** Select **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: [Testing Tips for MAP Growth](#) for common sign-in issues and other tips.

Pause, Suspend, or Terminate

To control a student's test, select the student and choose from the **Select Action** menu:

Action	Duration	Follow-up Action	What to Expect
Pause*	Up to 25 minutes	Resume	–Student must resume from the same device –Test will continue with the next question –After 25 minutes, the test becomes suspended
Suspend	Up to 28 days	Test Again (same day and session)	Test will continue with the next question
		–or– Resume Test prompt (another day)	Continue testing with either the saved testing session or a newly created testing session, whichever is more convenient 14 days is the recommended limit because too many days of instruction between testing could influence the score
Terminate	Permanent	Test Again (after reassigning test)	Caution: System discards any answers given for the terminated test; use only if the wrong test was assigned

***Other pauses:** To pause on the [student testing computer](#), select: **Ctrl+Shift+P** (or Ctrl+Shift+L) and enter the PIN from your console. Learn more about [Proctor Shortcut Keys](#). For information about the automatic pause from rapid guessing, see [Testing Tips for MAP Growth Test Engagement and Rapid Guessing](#) on page 9.

End of Testing

Before you can begin another testing session, you must end the first session. You can run only one testing session at a time. Although it's possible to leave your testing session running until more students arrive, you cannot keep it running overnight. Every night, all sessions are closed automatically, and any tests left open become suspended.

To end for all students:

1. On the [Proctor console](#), choose **End Testing Session**.
If students are still testing, a prompt shows that those tests will become suspended. Select **Yes** to continue.
2. At the next prompt, choose either:
 - a. **Save and Exit:** Choose if the *same group* of students will be tested together later.
 - b. **Delete Session:** Choose if different groups will be formed for further testing. (Does not affect test results; students can resume incomplete tests in the same or another testing session.)
3. Close down the browser or app on [student testing devices](#) using the applicable command:

PC or Mac:	iPad:	Chromebook:
Select the X at top	Use the Home button	Select the X or Shift+Alt+K

To end one test and continue another:

1. Select the student, and then select **Test Again**.
2. Select the student and then **Assign Test(s)** to assign a new test (and also **Assign Accommodations** if it differs for the new test).
3. Ask the student to sign in again (same session name and password).

Student Directions Script

To all students, say:

Give your best effort on this test. It is a chance to show how much you know. Your teacher can use the test to help determine the areas they can help you with the most. This is not a timed test, so it's important to take your time to understand each question before answering. Some questions will be easy, and others will be more difficult. It's okay not to know all of the answers. If you are not sure how to answer a question, then ask yourself which answers are definitely wrong, and choose from the other answers. Read every question and try your best.

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'm here to help if there is a problem with the test. If something is missing or if the test tells you to slow down, then raise your hand.

If testing grade 2+ math, say:

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 not sure 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.

If testing grade 2+ reading or language usage, say:

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

Student Sign-In Tips

For standard sign-in instructions, see the [Proctor Quick Start](#).

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 to test restrictions.

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**, select **Reset**. On desktops, you can also use the keyboard command:



Dan (Gr 3) S

F5 (Win) or **Command+R** (Mac)

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 testing device**, close the testing browser.
PC or Mac: Select the **X** at top iPad: Use the **Home** button Chromebook: Select the **X** or **Shift+Alt+K**
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** chooses **Resume**, a new question appears.

Report a broken question

1. On your **Proctor console**, obtain the **Proctor PIN** (upper right).
2. On the **student testing device**, select: **Ctrl+Shift+P** (or Ctrl+Shift+L).
3. In the window that appears, enter the PIN code.
4. Describe the problem you're having with the test question.
Note: You do not need to include the test name or question number.
5. Select **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 with their test, you help ensure the assessment will better represent the areas you can help with the most. 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.

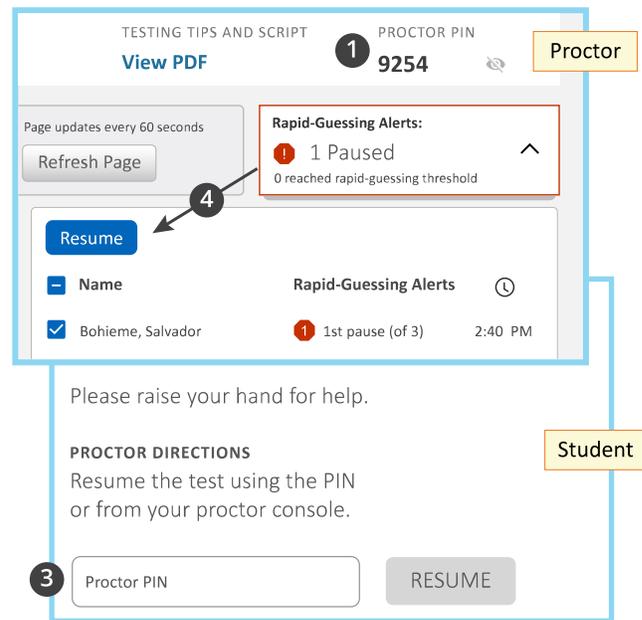
A *rapid guess* means the student answered well below the average response time measured by NWEA for each test question. The response is so fast that the student could not have viewed the question completely.

Rapid guessing is *not* connected to total test duration. A student can finish quickly but still answer within the average time per question, and so *not* trigger the rapid-guessing alert.

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.
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, enter 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 (select the alert box, select names, and choose **Resume**).

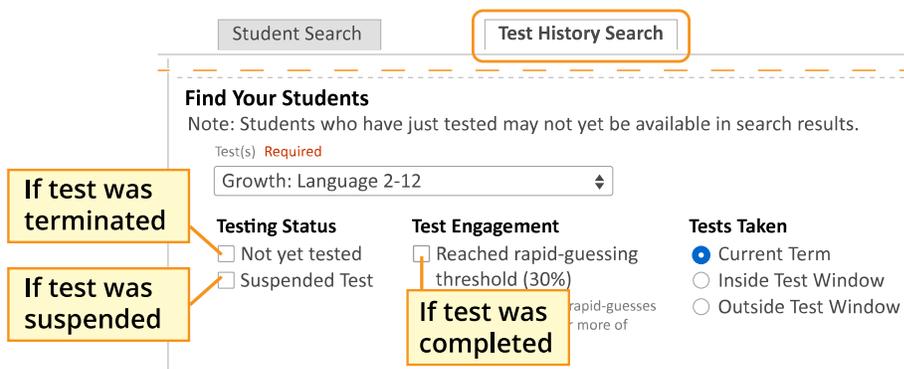


Repeated alerts— what to do

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 MAP Growth have a total of 3 pauses, 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, select **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, select **Find Students to Test**, open the **Test History Search** tab, and use the applicable search filters:





- 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.

Continuing Suspended Tests

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

Continue same day, same session

1. With the testing session still open, select the students with Suspended status.
2. Choose **Select Action** and select **Test Again**.

Continue another day, same session

If you know most of the same students in your testing session will return, you could save the session and reopen it later. Under Manage Testing Sessions, select the session you saved and then **Test Now**.

The Status for everyone will be Awaiting Student, meaning they can now sign in to the session. The session password will be new while the session name will remain the same. When prompted, select **Resume Test** and then **Submit**.

Continue another day, new make-up session

In a new make-up session, you can include a mix of students, those who need to finish testing and those who have not yet tested.

1. Under **Manage Test Sessions**, select **Find Students to Test**.
2. Open the **Test History Search** tab.
3. Select School, Test, and other search filters.
4. Choose **Search** and then, from the pop-up list, choose **Add Students**.
To help find students, you can sort by the **Test Event Start Date** column.
5. **Important:** Select students and choose **Assign Test** and, if needed, **Assign Accommodations**.
6. Select **Test Now**.

Note: The status will change to Awaiting Student for everyone, meaning they can now sign into the session. The question numbers will also be blank.

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

NWEA Support: 877-469-3287 or nwea.force.com/nweaconnection/ > Support