

PROCTOR GUIDE

This *Proctor Guide* is written for individuals who will manage student experiences during NSCAS testing. This document will walk users through the main responsibilities of Proctors, as well as the tools available to Proctors during testing, to ensure a smooth testing process.

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Starting Out

- **Your login:**

In most cases, look for an automated email for your login credentials (sender is MAP-AutoResponder@nwea.org). The email also provides a link to the Comprehensive Assessment Platform (CAP):

<https://teach.mapnwea.org>

If you forget your password

There is a "**Forgot Username or Password?**" link under the main login prompt. This will send login information to the email address that was saved in the CAP. If the email does not appear, *check the junk or spam folder*.

If needed, a leader at your school or district can reset a password (*NWEA cannot do this*).

Note: Each person can also change his or her own password, such as after a reset. After logging in, click **Change Password** from the bar on the top right of the screen.

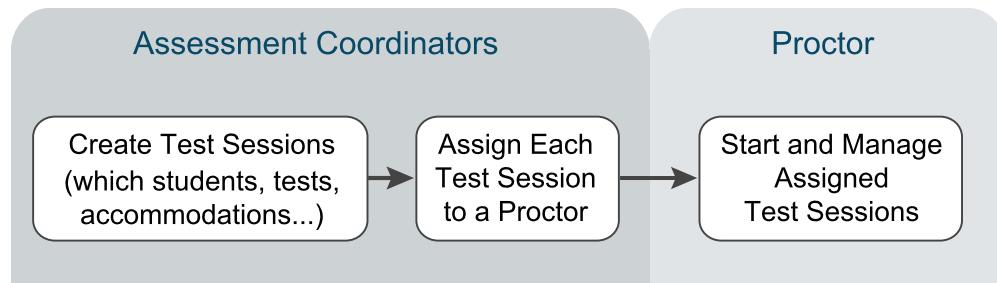
- **Your role:**

The role or roles you are assigned in the Comprehensive Assessment Platform determine what you can do (your permissions). To conduct testing, you must have one of the Proctor roles:

- School Proctor—able to test students within your assigned test sessions
- District Proctor—able to test any students in an assigned district

Overview of Proctor Role

As a Proctor for state-level testing, you have a narrow set of tasks focused on the testing experience itself. Individuals with the Assessment Coordinator roles will create the test sessions, so you only need to start, manage, and end testing:



What is a test session?

Test sessions assemble students into groups as a way to control testing. **Before testing**, they control testing assignments, including accommodations, paper/pencil testing, and other settings. **During testing**, they enable Proctors to control student login and testing progress. **After testing**, they are no longer needed, except to record changes to the testing assignments.

Testing Preparation

Complete this checklist a day or two in advance to ensure you are ready to conduct testing.

Check	Tips
<input type="checkbox"/> Are student devices ready?	<p>Look for the browser or app that starts testing:</p> <ul style="list-style-type: none">Windows™: Start > All Programs > NWEA > Lockdown Browser > NWEA Secure Testing BrowserMac® desktop: NWEA Secure Testing Browser iconChromebook™ and iPad®: NWEA Secure Testing App icon
<input type="checkbox"/> Is audio enabled?	<p>For students using Text-to-Speech:</p> <ul style="list-style-type: none">Get headphones.Turn up the volume and check it, ideally by opening a website with audio.
<input type="checkbox"/> Do students have a dedicated testing account for the device?	<ul style="list-style-type: none">As a best practice, your device technician should provide a special login for students to conduct testing that includes settings like:<ul style="list-style-type: none">Virus scanners disabledScreen savers disabled
<input type="checkbox"/> Are test tickets printed?	<ul style="list-style-type: none">Obtain printed test tickets from your Assessment Coordinator or print them yourself—see: Test Ticket Printing on page 11.
<input type="checkbox"/> Do students have scratch paper and reference sheets (if applicable)?	<ul style="list-style-type: none">Remember to keep these handouts secure and collect them after testing.
<input type="checkbox"/> Do you have the correct test sessions assigned to you?	<p>You will conduct testing using test sessions prepared for you.</p> <ul style="list-style-type: none">All test sessions assigned to you appear when you first open NSCAS > Manage NSCAS Testing.Click the session name to open the list of students.Ask your Assessment Coordinator if you need changes made.
<input type="checkbox"/> Are accommodations correctly assigned?	<ul style="list-style-type: none">When you open a test session, look under the ACCOMP column and click VIEW for those students with accommodations assigned.Ask your Assessment Coordinator if you need changes made.

Accommodations and Text-to-Speech

For students who need it, there are several accessibility and accommodations features available during testing.

How Accommodations Are Assigned

When setting up test sessions, your Assessment Coordinators make accommodations assignments, including Text-to-Speech. As a Proctor, you can view the assignments when you start the test session. Ask your Assessment Coordinator if you need changes made.

To view assigned accommodations:

1. From **NSCAS > Manage NSCAS Testing**, click a session name to open Test Session Details.
2. Look under the ACCCOMM column and click **VIEW** for complete details, or click the down arrow for a summary.

Test Session Details

PASSWORD [?](#) DETAILS [▼](#) [► START SESSION](#) TEST TICKETS [▼](#)

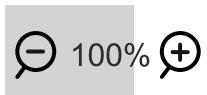
A number indicates how many accommodations were assigned and you can click View for details

STATE ID ▼ ▲	GRADE ▼ ▲	DOB ▼ ▲	GENDER ▼ ▲	TEST NAME ▼ ▲	NTC ? ▼ ▲	ACCOMM. ? ▼ ▲
01010101	5	05/26/2005	Female	2018_MA05_EN_OP	+ ADD	+ VIEW 1 ▾
02020202	5	03/13/2005	Male	2018_MA05_EN_OP	+ ADD	+ VIEW 2 ▾

Note: Accommodations cannot be changed while the student is testing. If needed, first pause the individual student's test, wait for the Assessment Coordinator to make the change, and then resume the student's test.

Using Accessibility Features

All students can take advantage of the following universal accessibility features. Some tools appear only when they are relevant to the subject and test question:



Zoom

Useful for enlarging the question display

Highlighter and Eraser

Useful for marking key parts of a question

Line Reader

Useful for focusing attention on one line at a time, such as with reading passages

Notepad

Useful for making notes about the question

Answer Eliminator

Useful for marking wrong answers so they appear dimmer



Calculator

Either standard or scientific. Appears for applicable questions, based on grade level. For details about using the scientific calculator, see:

<https://learn.desmos.com/scientific>

Mathematics Reference Sheet

Appears for Mathematics assessments for each relevant grade and provides students with useful formulas and mathematical definitions

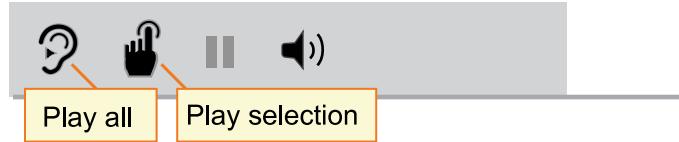
Ruler and Protractor

Appears for applicable questions and enables students to measure lengths and angles, and to move and rotate the tools

Keyboard Navigation

For students unable to use a mouse, it is possible to use keyboard controls. See [Keyboard Navigation for Testing](#) on page 7.

Using Text-to-Speech



If Text-to-Speech tools are enabled in the testing session Accommodations settings, students can use them to hear questions read aloud.

Students use either the first tool (ear) to begin at the top of the page or the second tool (finger) to select the starting point. Pause and Volume operate like most audio controls.

Note: When students use Text-to-Speech tools, the Highlighter and Eraser are disabled, and vice versa.

If there is no sound, try the following steps:

- Check the volume controls.
- Consult your network technician to ensure the Text-to-Speech firewall settings were completed on *all* network devices.

Keyboard Navigation for Testing

All tests can be navigated by using a computer keyboard.

Note: Make sure your device settings have accessibility options enabled. For example, in the settings for a Mac, you need to enable options that allow the Tab key to advance focus on websites.

For most questions:

1. Use the **Tab** key to navigate between areas.
2. Use **Shift + Tab** to navigate backwards.
3. Use the **space bar** to select an answer.
 - a. You can also use the **A/B/C/D/E** or **1/2/3/4/5** keys to select an answer choice from a question with five or fewer choices.
4. Use **Enter (Return on a Mac)** to complete the answer. Press once to select the arrow button, and then press again to submit the answer.

For drag-and-drop questions:

1. Use the **Tab** key to navigate to your selection.
2. Pick up your selection with the **space bar**.
3. **Tab** to navigate to the correct position.
4. Use the **space bar** to release the item.

For the Calculator tool:

See the Desmos® website: www.desmos.com/accessibility

For the Ruler and Protractor tools:

- Use the arrow keys to move.
- Use L (left) and R (right) to rotate.

Shortcut Keys for Test Tools

Tool	Keystroke Alt or Option Plus...	Result
Toolbar	+ T	Brings keyboard focus to the Toolbar area
Close tools	+ X	Closes all tools that are open
General Tools:		
Zoom	+ or –	Magnifies or minimizes display
Highlighter	+ H	Toggles the Highlighter on or off
Eraser	+ E	Toggles the Eraser on or off
Line Reader	+ L	Toggles the Line Reader on or off
Notepad	+ N	Toggles the Notepad on or off
Answer Eliminator	+ A	Toggles the Answer Eliminator on or off
Mathematics Tools:		
Calculator	+ C	Opens/closes the Calculator (if available for that question; closes only if focus is not in the text-input area) or navigates back to the Calculator if it is already open
Ruler	+ R	Toggles the Ruler on or off To move, use arrow keys; to rotate, use L (left) and R (right)
Protractor	+ P	Toggles the Protractor on or off To move, use arrow keys; to rotate, use L (left) and R (right)
Mathematics Reference Sheet Tool (if applicable)	+ F	Opens and closes the Mathematics Reference Sheet. Appears for mathematics assessments for each relevant grade and provides students with useful formulas and mathematical definitions.
Miscellaneous:		
Text-to-Speech	—	No shortcut; use + T to focus the Toolbar, and then use Arrow keys and Spacebar
Reset	+ Z	Selects the Reset button for the question

Keystroke Summary

Key	In a Question	In a Toolbar	In the Calculator
Tab	Navigates to all parts of screen (everything that is in the Tab order); Shift + Tab moves in reverse order		Moves out of the Calculator—use the arrow keys or number keys to actually enter items
		Use the arrows to navigate between tools	Arrows move to all Calculator buttons and within number display
Spacebar	Selects currently focused answer option for drag-and-drop question, picks up and drops the answer	Selects tool in focus	Presses the button in focus—the orange outline indicates focus
Enter  or Return 	Selects the arrow button (first press), and then submits the answer (second press)		Can be used in place of the "=" sign in the calculator. However, using Enter/Return may cause you to accidentally submit an answer.
Esc			Clears the display

Test Ticket Printing

For NSCAS testing, you must provide test tickets to students as part of the login procedure. Each ticket applies to whatever NSCAS assessments the students take. You can print test tickets at any time after assigning students to test sessions.

Important: Treat test tickets securely. Do not leave them unattended. After each test, you may collect the test tickets and redistribute them to students for subsequent tests.

Option A—Before starting test session:

1. Open **NSCAS > Manage Testing**.
2. *To print by test session*—Select one or more test sessions, and click **PRINT**:

ASSIGNED TO ME (3)

TEST TICKETS:			PRINT
	Session Name	STATUS	STUDENTS
<input type="checkbox"/>	MGarcia4	Ready	25
<input checked="" type="checkbox"/>	FSanders3	Ready	18
<input checked="" type="checkbox"/>	KRachari34	Ready	22

—or—

To print by students—Click a session name to open the **Test Session Details**, select the students who need tickets, and click **PRINT**:

SESSION NAME	PASSWORD	DETAILS
JGarcia1	---	
1 selected		TEST TICKETS: PRINT
		For selected students
STATUS		FIRST NAME MIDDLE INT STATE ID
<input checked="" type="checkbox"/> Ready		Nadia J. 01010101

3. The tickets appear on-screen, and from there you can **PRINT** and then click **Back**.

Option B—While test session is running:

From the Proctor Console, select one or more students to reveal the **PRINT** command:

PROGRESS	ELAPSED	LAST NAME
<input checked="" type="checkbox"/> Awaiting Student		Allen

Student Login and Testing

Start the Test Session

1. Log in to the Comprehensive Assessment Platform at: teach.mapnwea.org.
2. From the menu, choose **NSCAS > Manage Testing**.
3. Select from your assigned test sessions and click **Start Session**.
4. Look for the **SESSION NAME** and **PASSWORD**, and write it on a board for students to copy:

Session Name	Password
SmithMath3	yu86ae

When Students Arrive

1. Distribute the printed test tickets.
2. Read your state's test administration script, if applicable.
3. Help students start the testing browser or app:

<i>Windows desktop:</i>	<i>–or–</i>	<i>Mac desktop:</i>	<i>–or–</i>	<i>Chromebook</i>
Start menu >		NWEA Secure Testing		<i>or iPad:</i>
NWEA Secure		Browser icon on the		NWEA
Testing Browser		desktop		Secure
				Testing App

4. Help students complete sign-on using the information that you have written on the board:

Type session name and password from the board:



Log in

Session Name

Session Password
 →

Type the credentials from the printed test ticket:



Log in

State Student ID

Student Code
 →

Wait for confirmation:



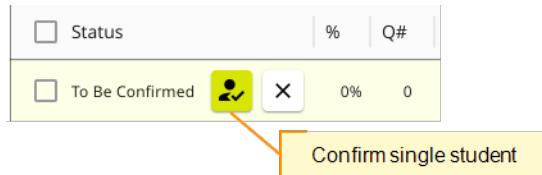
Please wait...

STATE STUDENT ID: N15398733 NAME: Cecilia Marqon

TEST:
Summative: Math Grade 4 NE 2016

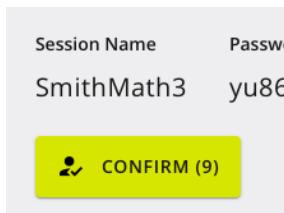
Confirm Student

- Under PROGRESS, click the green icon for the student with **To Be Confirmed** status:

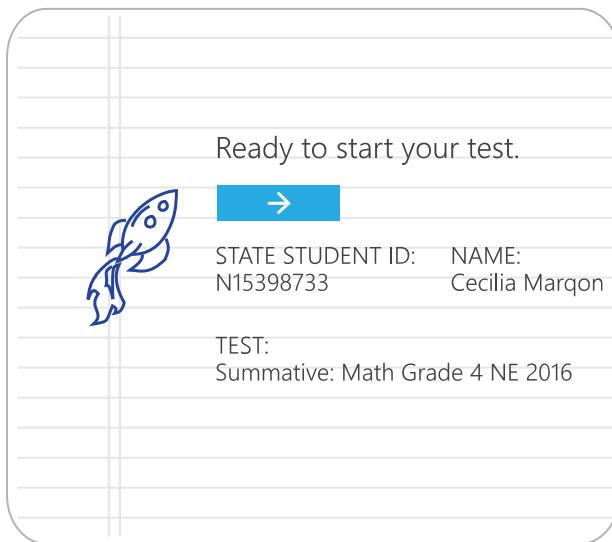


—or—

Near the top, click **CONFIRM** to confirm all students awaiting confirmation. The number shows how many students will be confirmed. However, in large groups, **do not start everyone at once**. Confirm students a few at a time.



- Tell the student to click the start arrow:



Troubleshooting: See [Issues During Testing](#) on page 18 if a student cannot log in, a blank screen appears, or a warning appears in your Proctor Console.

Guidance for Students Using iPad Devices

iPad Scrolling and Zooming Instructions

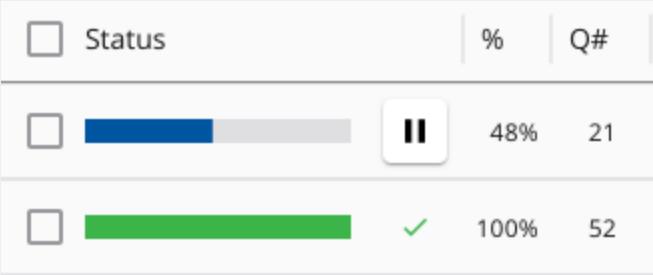
- To see all item text on lengthy items (passages, two part), scroll vertically or swipe up or down.
- To scroll vertically on items that display side-by-side, tap anywhere inside the left frame and swipe up or down.

Note: For a few side-by-side items, the item text will appear cut off from the visible area of the screen, which requires horizontal scrolling. Tap anywhere inside the frame, then swipe to the left or right to scroll horizontally to see the hidden text.

- To zoom in, pinch open.
- To zoom out, pinch close.

Manage Testing

After students start testing, these are the basic tasks you can perform as the Proctor:

Task	HowTo	
Monitor student progress	<p>Look at the progress bar shown for each student:</p> 	
	<p>A dark blue bar indicates that a student is actively testing, a gray bar indicates a student is paused, a green bar indicates that a student has finished, and a red triangle indicates that a student has lost the network connection. Every 60 seconds, the page automatically refreshes the display, or you can click Refresh List to refresh at any time.</p>	
	<p>Note: If there is no student interaction for more than 15 minutes, the test automatically logs the student out. You then need to repeat the login steps—see Confirm Student on page 14.</p>	
Pause (even for a short time)	<p><i>For Single Student:</i></p> <p>Under STATUS, click </p>	<p><i>For All Students:</i></p> <p>On the top bar, click PAUSE (#)</p>
Resume	<p>Under STATUS, click </p>	<p>On the top bar, click RESUME (#)</p>

End Testing

You control how to conclude testing for individual students or a group.

Situation	What to Do
A student finishes (Finished appears under the STATUS column)	<ul style="list-style-type: none">Help the student to close the browser or app: PC, Chromebook, or Mac—Click the X at the top (after clicking Done) iPad—Use the Home buttonCollect and keep secure all test materials, such as tickets, scratch paper, and reference sheets.Ask the student to read or sit quietly.
Time allotted for testing runs out	<ul style="list-style-type: none">Click EXIT SESSION in the top bar. All tests still in progress will automatically become Paused.Collect and keep secure all test materials, such as tickets, scratch paper, and reference sheets.Later, you can start the same test session for students to continue testing. Follow the same steps under: Student Login and Testing on page 12.<ul style="list-style-type: none">Tip: Use the same test tickets to resume testing.

Make-up Test Delivery

During your make-up testing week, there are two ways to complete testing:

1. Your Assessment Coordinator creates a new test session specifically for students who are not finished (useful if the students are scattered across various test sessions).
—or—
2. Use the same test session as before (useful if there are many unfinished students in that test session).
 - a. Click REOPEN SESSION.
 - b. Look for students with Ready or Paused under the STATUS column.
 - c. Use the same test tickets, if available, or reprint them.

Note: The Session Name remains the same, but the Password will be new.

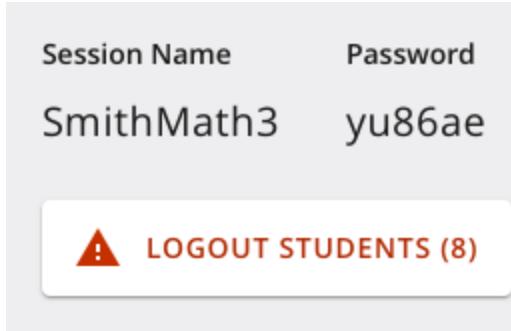
Issues During Testing

If a question does not display:

1. On your Proctor computer:
 - a. Under PROGRESS, click and then click .
 - The test continues where the student left off.
2. On the student computer:
 - a. Click **OK** at the prompt.
 - b. Join the test again.

If students become disconnected from the network during testing:

1. You will see a warning on your Proctor computer. To log out all disconnected students, click **LOGOUT STUDENTS**. This will disconnect the students from the tests on the computers where the connection was lost so that they can log on to other computers and resume their tests.



2. To log out one student, click [A] next to the student's name.

Possible network issues—consult your network technician to ensure:

- Firewall settings were completed on *all* network devices
- Wireless connections follow recommended wireless guidelines

Creating a Student Profile

If you have a new student or a student missing from the roster, you can create the student record directly.

Required role: **Data Administrator** or **District Proctor**

1. In the left navigation pane, select **Manage Students**.
2. Search to make sure the profile doesn't already exist.

Tip: To broaden your search, try using an asterisk (*) as a wildcard in the student names. To narrow your search, try specifying the Term when the student was added into system records.

3. Click **Create Student** (near the top) if the search does not return an existing profile.
4. Fill in the student's information and click **Continue**.
5. On the next page, specify information that changes from term to term. Complete any fields that your state testing program requires:
 - a. **Ethnic Demographics:** Required for state-level reporting of Summative testing
 - b. **Expanded Student Data:** Required for state-level reporting of Summative testing
 - c. **State Reporting Accountability and Attendance:** Start typing a school name and then choose from the drop-down list.
 - d. **Add School:** You must search for the school name.
Use any part of the name (such as "ele" for Elementary). You can add multiple schools, but make sure to select one and choose **Designate as School of Record**.
 - e. **Add Classes:** Start by typing the last name of the Instructor (teacher), then select classes. If the Instructor does not appear, you might have chosen a term that does not yet have the teachers loaded into the system.
6. Click **Add Term** when the information has been completely filled in.
7. Click **Continue** in the review page.
8. Click **Submit** to finish.

Important: If you do not see the confirmation message, the profile failed to save. Be sure to click **Submit**, or you risk losing all of the student information you specified.