CATHOLIC SCHOOLS OFFICE
ARCHDIOCESE OF BOSTON

NWEA Test Administration Manual

Archdiocese of Boston – Catholic Schools Office
Academic Year: 2019-2020

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TESTING POLICIES & SCHEDULE

All students in grades 2 through 8 are required to take the MAP Growth tests in mathematics, reading and language usage in the fall, winter and spring. The science test is optional for all schools.

For students in grades K-1, schools are welcome to administer the Skills Checklists and/or Growth Grades K-2 tests. Skills Checklists are a good way to gather information about what a student knows in certain skill areas. See Appendix B for a detailed set of charts that highlight the available assessment and covered topics.

If you are planning to do science curriulum mapping using 2nd grade science data, 2nd grade students can take Growth: Science 3-5 exam. Otherwise, they do not need to take the science exam.

Fall Testing Window	Winter Testing Window	Spring Testing Window
09/03/19 to 10/04/19	01/02/20 to 02/07/20	04/27/20 to 05/29/20

Subject	Grades	Test Name	Required/Optional
Math	Grades K-1	Growth: Math K-2 MA 2017	Optional
Reading	Grades K-1	Growth: Reading K-2 MA 2017	Optional
Math	Grades 2-5	Growth: Math 2-5 MA 2017	Required
Reading	Grades 2-5	Growth: Reading 2-5 MA 2017	Required
Language Usage	Grades 2-5	Growth: Language 2-12 MA 2017	Required
Science	Grades 2-5	Growth: Science 3-5 MA 2016	Optional
Math	Grades 6-8	Growth: Math 6+ MA 2017	Required
Reading	Grades 6-8	Growth: Reading 6+ MA 2017	Required
Language Usage	Grades 6-8	Growth: Language 2-12 MA 2017	Required
Science	Grades 6-8	Growth: Science 6-8 MA 2016	Optional

NWEA MARC ACCESS

Teachers and school leaders are provided with access to the MAP Administration and Reporting site (MARC). The Catholic Schools Office collaborated directly with schools to roster students and teachers for the 2019-20 academic year. If you have not completed the required templates or encounter an issue with your access, please contact the CSO Technology Team at csotechteam@rcab.org.

Here is an overview of work related to the MARC site:

- MARC site: http://teach.mapnwea.org
- Teachers and administrators login using the email credentials shared by the school during the rostering process.
- Proctors use this site to setup and manage test sessions.
- Administrators use this site to access student, class and grade reports. All principals and heads of school were automatically granted Administrator access within the site.
- Teachers use this site to access student and class reports.
- This site is not publicly available to parents and families.
- Extensive guides and tutorials are available through this site. Go to the Help section for detailed guides for setting up and managing test sessions, accessing reports, and interpreting results.
- If you forgot your password, you can reset it here: http://teach.mapnwea.org. Click forgot password and a new one will automatically be generated and emailed to you from NWEA (donotreply@nwea.org).
- If you are unable to access the system, you must contact the Catholic Schools Office. The NWEA Technical Support Hotline does not have the capability to change passwords and/or usernames. Please email the CSO Technology Team at csotechteam@rcab.org.

GUIDES FOR SUCCESSFULLY ADMINISTERING THE NWEA MAP

To help school administrators, technology specialists and proctors successfully administer the NWEA MAP, we devised a set of guides to highlight critical elements connected to each stage of testing; preparing for a designated testing window, actively testing, and verifying student data once a testing cycle is complete.

Guides for Rostering

These guides highlight the needed steps to roster for FACTS SIS and non-FACTS SIS schools. It is designed to ensure that all students are in the system before the testing window begins.

Non-FACTS SIS Schools: Rostering Guide
Download & Update NWEA Roster File Template • The CSO technology team (csotechteam@rcab.org) emailed each school in July 2019 with your roster • Update the Excel file following the detailed guidelines on the CSO Technology Team website =: http://csotechteam.weebly.com/
Submit Completed Roster File to CSO • Email the CSO with the completed roster (csotechteam@rcab.org)
Roster Uploaded to NWEA MARC Site • After verifying the file, the CSO will roster the school for the next testing window. Each school will receive a confirmation email once the roster is uploaded.

FACTS SIS Schools: Rostering Guide
Update Teachers, Students and Classes in FACTS SIS • In FACTS SIS, add any new students and teachers and assign students to classes • Teachers must have an email listed in FACTS SIS • Students must have birthdate, ethnicity, and gender listed in FACTS SIS
Roster Uploaded to NWEA MARC Site • Mathematics, reading, English language arts, science and homeroom classes will be pulled from FACTS SIS and reviewed by the CSO technology team • The CSO technology team will review all FACTS SIS data and email the school if anything needs to be updated in FACTS SIS • Once everything is updated in FACTS SIS, the CSO will roster the school for the next testing window. Each school will receive a confirmation email once the roster is uploaded.

Guide for Preparing for the Testing Windows

This guide highlights all of the steps that need to be completed after rostering and before the beginning of the new testing window. It is designed to ensure that all students are able to successfully complete the MAP assessments within the diocese-wide testing window.

Guide for Preparing for the Testing Windows

Design a Testing Schedule
• For students to be included within classroom and school reports, all testing must be completed within the designated window.
• Schools should be careful to establish a positive, supportive testing climate that is mindful of students' developmental and academic needs. Ideas for scheduling include:
  ○ Scheduling time for younger students to complete the MAP Growth for Grades K-2 in two 20-30 minute sessions;
  ○ Pausing the assessment for a yoga and/or stretch break;
  ○ Scheduling testing sessions so as not to interfere with specials (e.g., gym, art, recess), religious holidays or vacation days;
  ○ Building in time for a snack break in the event that students needed extended testing time;
  ○ Monitoring students' engagement and suspending the test after 50-60 minutes; and
  ○ Staffing testing sessions with a proctor to monitor the test administration and to oversee the NWEA administrative portal as well as a classroom teacher to better support all learners.
• In terms of crafting a school wide schedule, please keep in mind the following:
  ○ Students can complete more than one MAP Growth assessment per academic day.
  ○ The MAP Growth tests are adaptive and are untimed. Students can complete the assessments over the course of several days. Each time a student returns to the assessment, he/she will be presented with a new question.
  ○ Testing time varies by student, grade and learning needs. Schools can use the following times as a guide for planning: MAP Growth Grades 2+ (45 minutes), MAP Growth Grades K-2 (50 minutes).

Test all Computers • Review the Lab Readiness checklist and minimum requirements by device (see Appendix A). Check all devices to ensure that the school is ready to begin testing. If testing on a Mac/PC, update the lockdown browser.

Guide for Preparing for the Testing Windows
Designate Proctors & Review Training Materials • Review Proctor Guide: https://teach.mapnwea.org/impl/ProctorGuide.pdf • Review Quick Tips & Videos: https://teach.mapnwea.org/impl/maphelp/Content/Testing/ProctorQuickStart.htm • Print the Proctor Testing Tips to help with day-to-day administration and typical testing challenges (see Appendix C).
Create Testing Sessions • Proctors create all testing sessions in advance to ensure a smooth administration on designated days (e.g., identify missing students). Visit the NWEA video tutorial website below and choose the *Set Up Testing Session* video to learn more about how to schedule testing sessions in advance: MAP Video Tutorials
Add New Students • Proctors and/or administrators must add to the NWEA MARC site new students who enroll after rosters have been submitted to CSO. See page 15 for how to create new student profiles.
Prepare Testing Materials • Ensure that labs/classrooms are equipped with pencils and scratch paper.
Document Technical Support Outlets • For Archdiocese of Boston NWEA-related information, see: http://csotechteam.weebly.com/ • In the event of a technical emergency during testing, please contact NWEA's Technical Support for immediate assistance: 877.469.3287. • Direct all questions about rostering, student updates, NWEA reports and passwords to the CSO: csotechteam@rcab.org.

Guide for Administering Tests

This guide covers the critical steps needed during the actual testing window to ensure that all students appear in essential teacher and school level reports. It is important to note that in order for students to appear in formal school reports, all testing must be completed within the designated diocese-wide testing windows.

Guide for Administering the Tests

Determine Accommodations

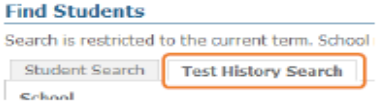
- You can read more about NWEA's accommodations here. Standards accommodations include the following:
  - Presentation: read or reread aloud the test directions
  - Response: assign a scribe to record responses
  - Setting: test a small group of students in a separate setting
  - Timing: offer breaks
  - Materials or Devices: provide scratch paper
  - Miscellaneous: provide a snack during testing
- When determining the best types of support to provide, it is important to note that non-standard accommodations have the potential to bias a student's test score and require special consideration when interpreting results. Below are some examples of non-standard accommodations that can impact a student's performance:
  - Native language translation
  - Reading aloud the answer options
  - Defining words within the test question

Suspend Tests

- During testing, suspend the test for students who did not finish. See the Proctor Tips and Troubleshooting Guide for detailed directions on how to suspend a MAP Growth test (Appendix C).
- All suspended tests must be resumed within 28 days complete the outstanding assessment.

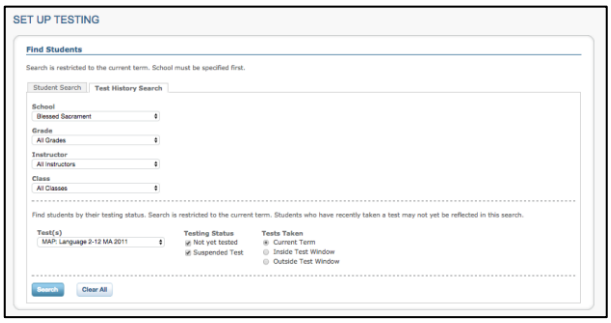
Identify Students Not Tested

1. Only users with proctor privileges can complete this process.
2. During the testing window, go to the NWEA administrative portal: http://teach.mapnwea.org
3. Log into the portal using your ID and password.
4. In the left navigation pane, select Manage Test Sessions.
5. Click Find Students to Test.
6. Click Test History Search.



Guide for Administering the Tests

7. From the School drop-down menu, select the school name.
8. Leave the Grade drop-down menu to the default setting: All Grades.
9. Leave the Instructor drop-down menu to the default setting: All Instructors.
10. Leave the Classes drop-down menu to the default setting: All Classes.
11. From the Test(s) drop-down menu, select one of the options.
12. Look for the check-boxes under the heading, Testing Status. In order to identify all of the students in the school who have not yet tested, including those with suspended tests, it is important to mark both boxes. Check "Not Tested Yet" and "Suspended Test."



13. Leave the Test Taken field to the default setting: Current Term.
14. Click search.
15. A list of all students will appear. Use this information to schedule make-up tests for students before the testing window formally closes; see testing windows on page 2.

Schedule Make-Up Tests

1. Schedule makeup sessions for both students who are absent test day and/or students who do not finish in the allocated time *before the testing window ends*.
2. Go to the NWEA administrative portal: http://teach.mapnwea.org
3. Log into the portal using your ID and password
4. In the left navigation pane, select Manage Test Sessions.
5. Click Find Students to Test.
6. From the Setup Testing window, you can find students to test in two ways:

   Use the Student Search
   -From the School drop-down menu, select the school name.
   -Leave the Grade drop-down menu to the default setting: All Grades.
   -Leave the Instructor drop-down menu to the default setting: All Instructors.
   -Leave the Classes drop-down menu to the default setting: All Classes.
   -Search by Last Name

Guide for Administering the Tests

Use the Test History Search
-From the School drop-down menu, select the school name.
-Leave the Grade drop-down menu to the default setting: All Grades.
-Leave the Instructor drop-down menu to the default setting: All Instructors.
-Leave the Classes drop-down menu to the default setting: All Classes.
-From the Test(s) drop-down menu, select one of the options.
-Look for the check-boxes under the heading, Testing Status. In order to identify all of the students in the school who have not yet tested, including those with suspended tests, it is important to mark both boxes. Check "Not Tested Yet" and "Suspended Test."

7. Click Search and then, from the pop-up list, click Add students.
8. Repeat steps 6 and 7 to add more students to the make-up session.
9. IMPORTANT: Select students and click Assign Test.
10. Click Test Now. Status will be "To Be Confirmed" even for those students with suspended tests. While confirming students, choose "Resume Test" when prompted.

Test Outside of the Window

- It is important to note that diocese-wide testing window concludes on a specific date in the fall, winter and spring. Tests administered after the published date will not be visible in school-level reports (e.g., class report, student progress report) or diocese-level results.
- The testing dates are set in alignment with national NWEA norms and guidelines, recommending teaching time between tests, and academic calendar for the Archdiocese of Boston, which accounts for religious holidays and celebrations. The testing window is diocese-wide and is unable to be set from school to school; any changes in the scheduled testing schedule impacts every school in the diocese.
- If a student does not complete a test during the Fall testing window, s/he will not have a growth score in the Spring.
- When a student completes the test outside of the desinated testing window, be sure to print or note the student's score from the End of Test Score Report as the result(s) will not appear on reports.

Guide for Administering the Tests

Monitor Students' Progress

- During the testing window, actively monitor student progress and the duration of the test through the Class Report on the NWEA administrative portal. It will provide you with data to ensure that all students are performing to the best of their abilities.

  1. Go to the NWEA administrative portal: http://teach.mapnwea.org
  2. Log into the portal using your ID and password
  3. In the left navigation pane, select MAP Reports under View Reports.
  4. Choose Class.
  5. Select the current term under both Term Rostered and Term Tested.
  6. Under Report Options, be sure to select Test RIT (under Sort Order) and Goal RIT Ranges (under Goal Range).
  7. Select Next.
  8. Choose Instructor(s)
  9. Click the Create PDF Report button to generate the report(s).

- This report outlines all of the students in each class by test percentiles and highlights the test duration. Carefully review the data and take note of students who scored low and completed the assessment in less than 20 minutes. NWEA uses the 20 minute mark as a benchmark. Time is one indicator that a student did not fully apply themselves to the assessment. To ensure that the results better reflect students' current ability, schools can selectively re-administer the questionable assessment.

- This report can also be used to identify students with missing test results (e.g., suspended tests, no testing data, or missing criteria on the student profile). If a student is known to have completed a particular assessment, but is missing from the report, please use Manage Student option in the NWEA administrative portal (http://teach.mapnwea.org) to locate the Student Profile. Check to ensure that all of the fields marked with the letter "R" are complete.

Guide for Reviewing Class & School Data

After successfully administering the NWEA MAP, it is important to review the assessment data to ensure that all students have valid test results. The Catholic Schools Office recommends generating the Class Reports and reviewing the student names, testing times, and RIT scores before the close of diocese-wide testing window.

Guide for Reviewing Class & School Data

Review Students' Test Times & Percentiles

- In order to review students' test times and pecentiles, proctors and administrators should generate the Class Report.
  - Go to the NWEA administrative portal: http://teach.mapnwea.org
  - Log into the portal using your ID and password
  - In the left navigation pane, select MAP Reports under View Reports.
  - Choose Class.
  - Select the current term under both Term Rostered and Term Tested.
  - Select School.
  - Choose Sort Order = Test RIT and Goal Range = Goal RIT Ranges.
  - Select Next.
  - Choose Instructor and select Create PDF report.
- NWEA provides schools with broad guidelines to better under this data:
  - According to the National Association for Gifted Children, "gifted individuals are those who demonstrate outstanding levels of aptitude (defined as an exceptional ability to reason and learn) or competence (documented performance or achievement in top 10% or rarer) in one or more domains (2016).[1]
  - Students in the 50% to 80% pecentiles are on-target to maintain growth.
  - Students in the 25% percentile or lower may be 2+ grades lower than their peers.
- NWEA recommends focusing on students who completed the assessment in less than 20 minutes. Students in this category may be candidates for re-testing; the results may not be a true indicator of what students know and are ready to learn.
- If students are missing from the Class Report, it may indicate that an assessment was not completed or that required elements are missing from the Student Profile in the NWEA administrative portal. If it is the latter, use the Manage Student option in the NWEA administrative portal to locate the Student Profile. Check to ensure that all of the fields marked with the letter "R" are complete.

[1] National Association for Gifted Children accessed online at https://www.nagc.org/resources-publications/resources/definitions-giftedness on Decmber 1, 2016.

Guide for Reviewing Class & School Data

Parent Communication

- The Catholic Schools Office created a quick, easy-to-read, two-page guide for parents and families in the Archdiocese of Boston. It covers the basic information of who, what, and how the NWEA MAP assessment data is being used by teachers, schools and the larger community. You are welcome to share it directly with families and to use it as a reference during parent-teacher conferences. You can download the CSO NWEA Parent Guide here.

Reources for Teachers

- The Catholic Schools Office has compiled many resources to help teachers better understand and use the academic data. You can access all of the resources from the website dedicated to this work in the Archdiocese of Boston: http://csotechteam.weebly.com/resources.html

PROCTORING TIPS, TRICKS & RESOURCES

At the school-level, designated proctors need to be prepared to schedule test sessions, manage students, and attend to common technical issues that arise during testing. To help proctors prepare for this role, here are critical resources:

- **Proctor Guide**
  https://teach.mapnwea.org/impl/ProctorGuide.pdf
  If you are prepared to read through documentation, NWEA prepared a 21-page guide to proctoring and managing test sessions.

- **Proctor Quick Start Tips & Videos**
  https://teach.mapnwea.org/impl/maphelp/Content/Testing/ProctorQuickStart.htm
  These videos walk teachers and administrators through the NWEA MARC site and the Manage Students feature.

- **Testing Step-by-Step Setup**
  https://teach.mapnwea.org/impl/SetupChecklistQuickRef.pdf

  If the Proctor Guide is daunting, this short checklist walks proctors through the basic steps to administer the tests.

- **Proctor Tips & Trouble Shooting Guide**
  The troubleshooting guide (see Appendix C) highlights common technical issues and provides step-by-step instructions on how to attend to each one. It is an excellent reference to print and to keep accessible during testing.

MANAGING STUDENT PROFILES

The CSO is responsible for collaborating with schools and ensuring that the roster file is properly uploaded for each testing term. A new roster file must be submitted for each testing window. In the event that new students enroll in the school, proctors can add them to the NWEA MARC site (http://teach.mapnwea.org). This section covers the following topics related to managing student profiles:

- Student ID numbers,
- Transfer students,
- Creating a new student profile,
- Updating a student's class,
- Updating a student's reporting attributes,
- Deleting a student from a current term, and
- Managing testing sessions using pause, suspend and terminate.

Student ID Numbers

Non-FACTS SIS Schools

NWEA requires that all students be assigned a unique identification number. The Catholic Schools Office team will assign ID numbers to students during the rostering period. This process will help to ensure that students' assessment data can be transferred from one Catholic school to a new Catholic school. Please note that this ID number may be different from the one used at the school level or as part of a local database. If a new student enrolls in the school in the midst of a testing window, follow the steps outlined on the next page to create a new profile in NWEA MARC. Once the profile is set, contact the CSO Technology Team by email (csotechteam@rcab.org) and request a new ID number.

FACTS SIS Schools

NWEA requires that all students be assigned a unique identification number. Every night, FACTS SIS will create a unique ID for students who were added into the system that day. If a new student enrolls in the school in the midst of a testing window, follow the steps outlined on the next page to create a new profile in NWEA MARC. Leave the student ID field blank and fill it in the following day using the unique ID created by FACTS SIS.

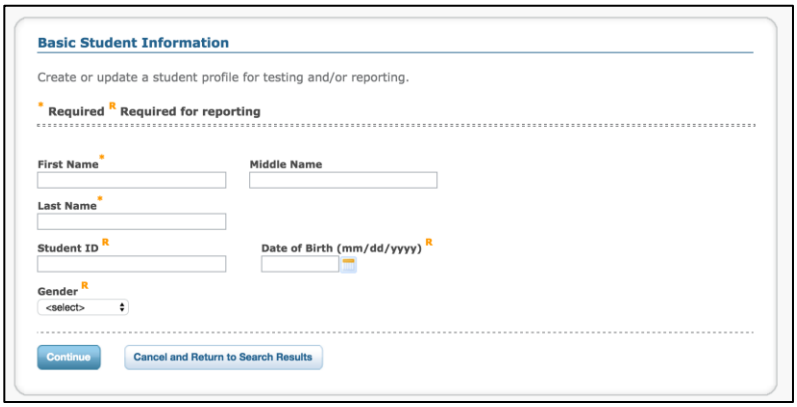
Transfer Students

In the event that you accept a student from another Catholic school in the Archdiocese of Boston, please contact the CSO Technology Team (csotechteam@rcab.org). To track students from school to school, it is important to maintain the unique ID number and to adjust the school affiliation. It will enable students' assessment data to migrate from school to school.

Creating a New Student Profile

When adding a new student, it is important that all of the required fields be completed. This will ensure that the new student is not only able to complete the required assessments but will be included in school level reports (e.g., class reports, grade reports, etc.). If a student does not appear on a teacher's class report, a proctor can review the student profile in NWEA MARC and make the necessary adjustments. *For FACTS SIS schools, make sure the student is also added in FACTS SIS with the same reporting attributes.* Below is a step-by-step guide to the process:

- Navigate to the NWEA MARC site (http://teach.mapnwea.org) and login.
- Click Manage Students
- Search using student's last name to confirm that he/she does not have an active profile or that he/she did not transfer from another school in the diocese.
- Click Create Student
- Complete the **Basic Student Information** that is composed of first name, last name, date of birth, and gender.
- The Student ID field should be left blank. For non-FACTS SIS schools, please contact the CSO Technology Team (csotechteam@rcab.org) and request a new student ID number. For FACTS SIS schools, please wait 24 hours for the system to update and then get the student ID number from the student's FACTS SIS profile.



- Click Continue
- Complete the **Student Profile.** Under the Add Term heading, add the testing term, grade and ethnic group.

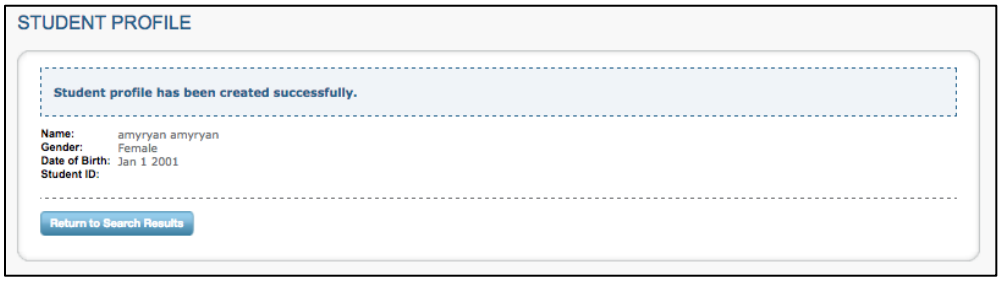
- Under the Schools section, click Add School. In the School Name field, type the first few letters of the school and click Search. Choose the appropriate school from the list of options. Once you select a school the Add School icon will become a clickable icon. Click Add School.

- Under the Classes section, click Add Class. From the School drop-down menu, select one of the options. In the Instructor field, type the first few letters of the teacher's last name. Choose the appropriate teacher from the list of options.
- Once the teacher's name is selected, a list of Available Classes will automatically appear in the section below. Mark the check box to the left of the class name. Once at least one class is selected, the Add Class icon will become active.

- Click the Add Class icon (shown above) to automatically move the class from Available Classes column to Classes to Assign column.

- Repeat this process to add another class or to search for another teacher.
- Once all of the classes are successfully listed in the Classes to Assign column, click the
- After the classes are all successfully added, and listed in the right-hand column, click the Add Classes icon at the bottom of the Add Term window.

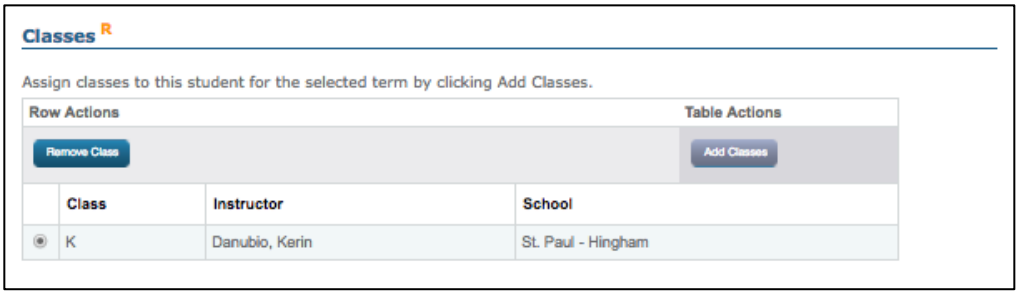
- On the Basic Student Profile page, click Add Term (blue icon at the bottom of the window).
- You will automatically be prompted to review all of the entered data and to click Continue.
- On the next screen, review the details for the new student again and click Submit.
- Continue until you reach the confirmation screen, “Student profile has been created successfully.”



Updating a Student's Class

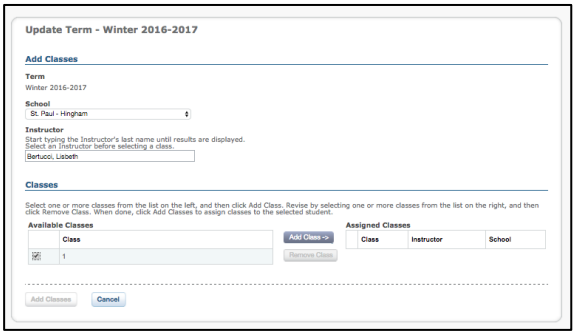
Schools may need to update a Student Profile and adjust the class assignment (e.g, student moved to new class, student missing from reports). If a student does not appear on a teacher's class report, a proctor can review the student profile in NWEA MARC and make the necessary adjustments. *For FACTS SIS schools, make sure the student is also assigned to this class in FACTS SIS.* Below is a step-by-step guide to the process of updating a student's class association in NWEA:

- Go to the NWEA administrative portal: http://teach.mapnwea.org
- Log into the portal using your ID and password
- In the left navigation pane, select Manage Students.
- Search for the student and the choose View/Update.
- Navigate to the Terms section and select the current testing term.
- Click View/Update Term.
- Go to the Classes section and select the class that needs to be removed (i.e., last name of the instructor and class name). Click Remove Class.



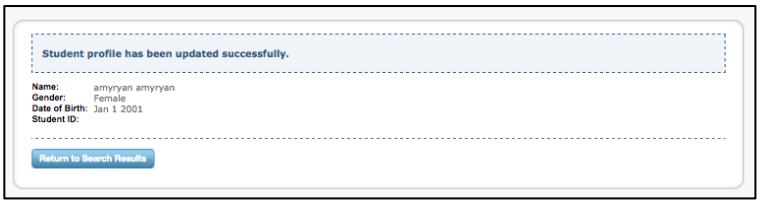
- Go to the Classes section again and select Add Classes.
- From the School drop-down menu, select the school for this student.
- In the Instructor text box, type the teacher's name, last name first. Depending on the platform used to access the NWEA MARC site, the following will happen:
    - As you type, a box appears, listing names that match the letters you typed. Select the desired Instructor.
    - Enter the last name and then hit Enter on the keyboard. Choose the appropriate instructor from the list that appears below the Instructor field.

- Once you select the appropriate instructor, the teacher's name fills the text box, and the classes assigned to that Instructor at the selected school appear in the Available Classes table. Select the class(es) to assign to this student. Click Add Class.



  - The selected class(es) will move from the Available Classes table to the Assigned Classes section, which also shows the Instructor for each class.
  - After the classes are all successfully added, and listed in the right-hand column, click the Add Classes icon at the bottom of the Update Term window.

  - The Student Profile page refreshes, displaying the updated term, school, and class information assigned to this student.
  - Click the Update Term icon at the bottom of the Student Profile page.
  - The Student Profile Summary page appears. Review the student information and then click the Continue icon.
  - Another Student Profile Summary page may appear. Click the Submit icon at the bottom of the Student Profile Summary. Be sure to continue through any subsequent screens that appear and to click Submit until a confirmation page appears.

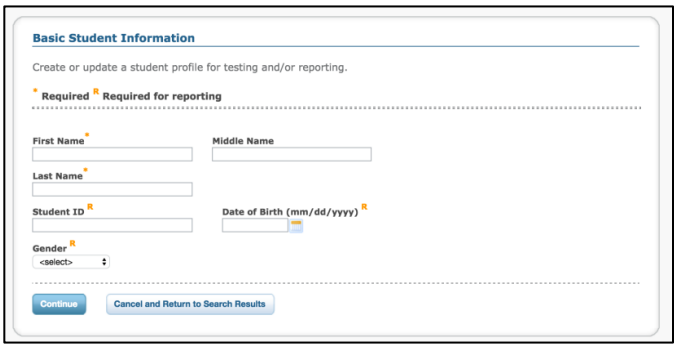


- Once the new class has been added to the Student Profile, it takes 24 hours for the system to process the updates. As a result, if you hope to generate any school level reports, the updates will be available to following day.

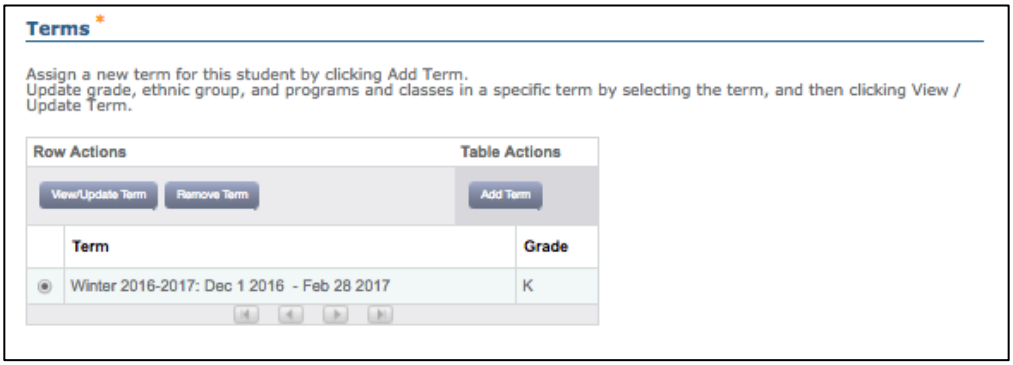
Updating a Student's Reporting Attributes

For student data to be properly included in school and district level reports, all of the required reporting fields on the Student Profile must be complete. The required reporting fields are as follows: Student ID, Date of Birth, Gender, Grade, Ethnic Group, School of Record, and Classes. If a student does not appear on a teacher's class report, a proctor can review the student profile in NWEA MARC and make the necessary adjustments. *For FACTS SIS schools, make sure the student has the same reporting attributes in FACTS SIS.* Below is a step-by-step guide to the process for updating the required reporting attributes:

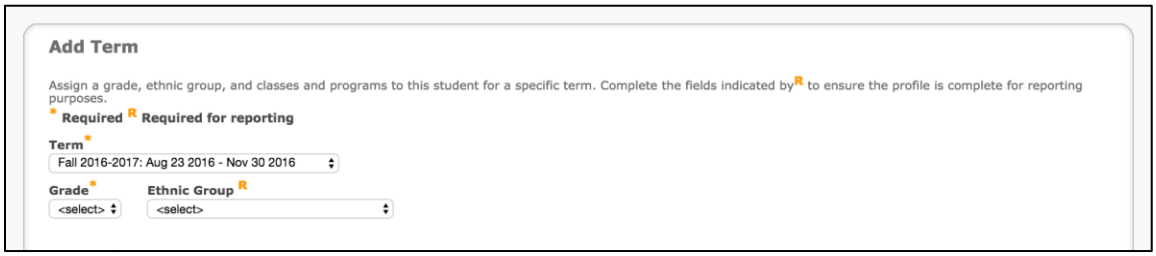
- On the NWEA administrative portal (http://teach.mapnwea.org), select Manage Students in the left navigation pane.
- Search for the student and then choose View/Update.
- Fill in the student's gender and date of birth if they are blank.
- If the student is missing his/her student ID, email csotechteam@rcab.org to request a new student ID.



- Navigate to the Terms section and select the current testing term. Click View/Update Term.



- On this page, fill in the student's grade and ethnic group.

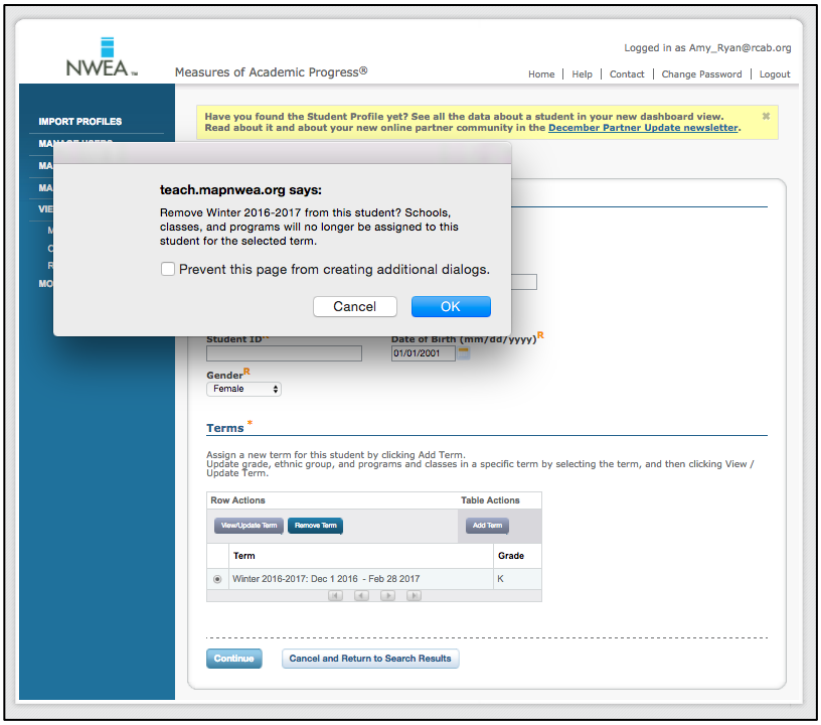


- If student is not assigned to a school and/or class, see page 19 for directions on how to update these fields.
- When all fields marked with an orange R are complete, click the Update Term icon at the bottom of the Student Profile page.
- The Student Profile Summary page appears. Review the student information and then click the Continue icon.
- Another Student Profile Summary page may appear. Click the Submit icon at the bottom of the Student Profile Summary. Be sure to continue through any subsequent screens that appear and to click Submit until a confirmation page appears.
- Once the reporting attributes are updated, it takes 24 hours for the system to process the updates. As a result, if you hope to generate any school level reports, the updates will be available the following day.

Deleting a Student from the Current Term

In the event that the student leaves the school community, you can remove the current testing term from the Student Profile in the NWEA administrative portal. It is important that the larger student profile be left intact in the event that the student elects to join another Catholic school in the Archdiocese of Boston. To remove the student from the active testing roster:

- Go to the NWEA administrative portal: http://teach.mapnwea.org
- Log into the portal using your ID and password.
- In the left navigation pane, select Manage Students.
- Search for the student and the choose View/Update.
- Navigate to the Terms section and select the current testing term.
- Click Remove Term and select Ok from the pop-up dialogue box.



- From Basic Student Information page, click the Continue icon at the bottom of the page.
- Another Student Profile Summary page may appear. Click the Submit icon at the bottom of the Student Profile Summary. Be sure to continue through any subsequent screens that appear and to click Submit until a confirmation page appears.
- Once the current testing term is removed, it takes 24 hours for the system to process the updates. As a result, if you hope to generate any school level reports, the updates will be available the following day.

Managing Testing Sessions Using Pause, Suspend, or Terminate

Three essential features of the proctoring console are the ability to pause, suspend, or terminate. The chart below highlights the difference between each option and the best time to use it.

FUNCTION	WHAT IT DOES	WHEN TO USE IT
Pause	▪ 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	▪ 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	▪ 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.

FREQUENTLY ASKED QUESTIONS

General Questions

What if a student does not show up when trying to create a testing session?

- Log into the administrative portal (http://teach.mapnwea.org) and select Manage Students in the left navigation pane.
- Search for the student by last name.
- If the student is located within the NWEA system, then he/she is most likely missing a school and/or class association. These issues result in a student not appearing in the Manage Testing Sessions section. See the directions on page 21 to update a student's school and class.
- If you are unable to locate the student, then you need to create a new Student Profile within the NWEA administrative portal. See the directions on page 18 for creating a new student profile.
- Schools using FACTS SIS should make sure the student's class and reporting attributes are also updated in FACTS SIS.

What if a student does not show up in a report after testing?

- A student does not show up in a report, it is most likely because his/her MAP profile is missing one or more required reporting attributes. The required reporting fields are as follows: Student ID, Date of Birth, Gender, Grade, Ethnic Group, School of Record, and Classes. All of required fields are marked with an orange letter "R" within the Student Profile. To update these field, see the directions on page 23.

What happens if a student takes test twice?

- If you realize the student is taking the same test **during** testing:
  - Select the student and click Select Action.
  - If the status is **To Be Confirmed**—choose Do Not Confirm.
  - 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.
  - Click Select Action > Test Again.
  - When the status changes to Awaiting Student, assign the correct test.
  - Direct the student to sign in again.
- If you realize the student completed the same test twice **after** testing, the test result with the lowest standard error automatically appear in school level reports. If you are interested in using a different test result, please contact the CSO Technology Team at csotechteam@rcab.org.

What happens if I can't see *Manage Test Sessions option* in the MAP portal?

- Your NWEA MAP profile is not designated as a Proctor. Please email the CSO Technology team (csotechteam@rcab.org) and request that your NWEA administrative account be updated.

Can more than one user at the school be granted administrator access and be capable of accessing all of the school level data?

- Yes. At the beginning of each academic year, schools are asked to update access for all users. You can designate mutliple users as administrators at this time.
- If a change is needed during the academic year, please email the CSO Technology Team (csotechteam@rcab.org) and include the school principal on the communication. We will not grant access to this role without explicit permission from the school principal.

How can specialists and teachers who teach multiple grades/classes access all students?

- Specialists and teachers can gain access to multiple grades/classes by either becoming an administrator or by updating the rostering file.
- If you want to expand a specific teacher's role to be expaned to include administrator access, please email the CSO Technology Team (csotechteam@rcab.org) and include the school principal on the communication. We will not grant access to this role without explicit permission from the school principal.
- If you wish to restrict a teacher's access to specific classes/grades for non-FACTS SIS schools, the rostering file needs to be updated. Each student is usually listed once on the roster file with his/her associated teacher and class. If more than one teacher needs access to a particular class, then all of the students need to be listed on the spreadsheet for a subsequent time and then connected to the new teacher. For example, if there are three fifth grade teachers, all fifth grade students would be listed on the roster three times, each time listed with a different fifth grade teacher. The CSO Technology Team can partner with you on this request and work to process the updated roster file. Please email the CSO Technology team (csotechteam@rcab.org) and request help with this process.
- If you wish to restrict a teacher's access to specific classes/grades for FACTS SIS schools, you will need to make sure the teacher's are associated with mathematics, reading, english language arts, science or homeroom class in FACTS SIS. Each of these classes are imported into NWEA. Please email the CSO Technology team (csotechteam@rcab.org) and request help with this process.

What should we do if a student has left the school?

- The current testing term needs to be removed from the Student Profile in the NWEA administrative portal. It is important that the larger student profile be left intact in the event that the student elects to join another Catholic school in the Archdiocese of Boston. To remove the student from the active testing term, see page 25.

Questions for Proctors

If I encounter issues with NWEA during the middle of a test, who can I contact?

- CSO Technology Team
  During the test administration windows, please contact the CSO Technology Team through the shared email dedicated to this work (csotechteam@rcab.org). This shared email is actively monitored to ensure that the community receives timely support and attention. We can provide support in the following areas: student rosters, NWEA MARC users (e.g., proctors, administrators, and instructors), NWEA MARC usernames and passwords, and accessing reports.
- NWEA Emergency Technical Support
  In the event of a technical emergency during testing, please contact NWEA's Technical Support for immediate assistance at 877.469.3287. The NWEA Technical Support team can help schools in event that an unexpected error appears on a student device or devices are unable to connect to the appropriate test.

How many questions do students see per test?

- For MAP Growth Grades K-2 and MAP Growth Grades 2+ tests the number of items per test vary by subject. Each count is the maximum number of items offered; in some instances, tests will offer less items than are listed here. Generally all tests follow the rules highlighted below.
  - MAP Growth Grades 2+: Mathematics: 53 items
  - MAP Growth Grades 2+: Reading: 43 items
  - MAP Growth Grades 2+: Language Usage: 53 items
  - MAP Growth Grades 2+: General Science: 45 items
  - MAP Growth Grades K-2: Reading: 52 items
  - MAP Growth Grades K-2: Mathematics: 52 items

What is the recommended testing time?

- Since the MAP Growth Grades K-2 and MAP Growth Grades 2+ adapt to the student's responses and the test is untimed, the actual testing time will vary from by student. The times listed below are approximate.
  - MAP Growth Grades 2+: 45 minutes
  - MAP Growth Grades K-2: 50 minutes

What if a student takes more than one class period to finish a test?

- As a proctor, you can suspend student test sessions. If a student's test is suspended, he/she can resume testing at a later date. Upon resuming the test, a student can choose whether to resume the current test where they left off or to start the test over.
- NWEA recommends resuming a test within 14 days. Students may benefit from additional days of instruction and the length of time has the potential to influence the score.
- Click the link below to see the Proctor Quick Start for directions on how to suspend a MAP Growth test: https://teach.mapnwea.org/impl/ProctorQuickStart.pdf

How does rapid testing work?

- 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.
- Students who rapid-guessed on 30% or more of the test questions might receive a score that misrepresents their abilities.
- In order to address rapid guessing, NWEA has put in place the following measures:
    - While waiting to be confirmed, students will see tips helping them understand the purpose of the test, the relevance of trying their best, and what might happen if they go too quickly.
    - Most tests will pause when a student has rapid-guessed on multiple questions.
        - Both student & proctor are notified.
        - Proctor can reengage and resume test (from either student device or proctor console) or suspend test
        - Test will pause two to three times during a test session if necessary
    - Rapid-guessing information will be available for each student directly within the proctor console
        - Test session information will show the number of rapid guesses while student is testing
        - Number of rapid guesses will change to percentage once the test is completed
        - Red flag will appear next to instances of excessive rapid guessing
    - Before closing the session, the proctor has the ability to download a summary of that test session to capture information like testing status and rapid-guessing information
    - The new Retest Recommended – Rapid Guessing report will show only students who reached or exceeded the 30% threshold for excessive rapid guessing
        - The Grade breakdown report and student profile will continue to show this information
    - Tests will not be invalidated due to rapid-guessing, but we recommend that students be retested if they reach the 30% threshold for excessive rapid-guessing to ensure the data reflects what a student truly knows before being used to inform decisions.

What do I do with my students who finish the test early?

- We recommend teachers plan in advance for this likelihood and develop a set of activities for students who finish early.
- It is best practice to plan an activity for these students that does not disturb other students who may still be testing. We also recommend that student not be allowed to play games after completing the test as it may result in students who are still testing to want to speed through the test in order to finish.

Can students use scratch paper while testing?

- Yes, students are permitted to use scratch paper during testing.

Can students who move to my school after testing has finished take the test outside of the test window?

- Yes, students can be tested outside of the diocese-wide testing window but, the results will not appear in school level reports and be factored in end-of-the-year reports for growth purposes.
- When the student completes the test, print or note the student's score from the End of Test Score Report as the results will not appear on reports.

Can calculators be used on the MAP Growth tests?

- MAP Growth Grades 2+ tests have calculators built into the test. If an item permits use of a calculator, then it will automatically appear.
- NWEA has developed three calculators: Basic, Scientific, and Advanced.
    - The basic calculator will appear on items that are appropriate for calculator use on the MAP 2-5 and 6+ assessments.
    - The scientific and advanced calculators can be found on appropriate items on the MAP 6+ assessment. These are the only test-level restrictions on calculators.
    - Aside from these restrictions, the individual items, and not the test itself, determine which calculator is available for use. Each item with a calculator has a specific calculator type. Students cannot choose a specific calculator. If an item includes a calculator, it is designed for use with that calculator.
- The NWEA MAP Growth Grades 2+ test is grade agnostic, and therefore the calculator is not introduced at any particular grade level. They are assigned at the item level for appropriate items.
- Growth K-2 items and tests do NOT have a calculator available for use.

What do I do with my students who finish the test early?

- We recommend teachers plan in advance for this likelihood and develop a set of activities for students who finish early.
- It is best practice to plan an activity for these students that does not disturb other students who may still be testing. We also recommend that student not be allowed to play games after completing the test as it may result in students who are still testing to want to speed through the test in order to finish.

Do all questions on the MAP Growth Grades K-2 test have audio support?

- No, not all MAP Growth Grades K-2 questions have an audio component. For example, an item may have an audio component for the directions, but not for the reading passage.
- As the MAP Growth Grades K-2 Reading asessement progresses to higher RIT levels, the audio support may or may not diminish. Cognitive complexity and the comprehension skill being assessed are factors that contribute to where the items fall on the RIT scale and where or whether audio support is included.
- Click here to learn more about the MAP Growth Grades K-2 test here.

Is the MAP Growth Grades K-2 test independent of the MAP Growth Grades 2+ tests?

- Yes, MAP Growth Grades K-2 is a separate test that should only be given to students in grades K-2; the test requires the use of headphones as it provides students with scaffolded audio support. You can learn more about the the MAP Growth Grades K-2 here.

Questions for Teachers

How do I learn about MAP Growth testing on my own?

- NWEA Connection is an online learning platform (https://community.nwea.org/community/professional-development/) where you will find learning activities and materials that will help you deepen your knowledge about MAP Growth tests. All teachers in the Archdiocese of Boston can make an account within the system, using the same login information as the NWEA MARC site.

How much pre-instruction is necessary to administer the test?

- Teachers need more exposure to the process than students. NWEA's online learning contains short, informative videos about the assessment process. It will help teachers understand how to frame the work and to administer the assessment. You can also access a quick tutorial and videos here.

Is there a tutorial that students and teachers can take to experience the test?

- There are several resources that teachers can use to introduce students to MAP Growth.
    - Students can try sample questions on their own a day or two before testing: http://warmup.nwea.org/
    - If a login is requested for the practice test, please use the following information:
        - Username: grow
        - Password: grow

What is the average amount of time it takes for a student to complete the test?

- On average it takes about 30-45 minutes per test.
- If the assessment is completed in less than 20 minutes, students may not be working to his or her potential. You can have them retake the test as long as its within the testing window.

Does the test provide a Lexile number?

- Yes, the reading test does provide a Lexile for each student tested. You can learn more about Lexile number here.

What types of accommodations are available to support all learners?

- NWEA provides details about accommodations here. Standards accommodations include the following:
    - Presentation: read or reread aloud the test directions
    - Response: assign a scribe to record responses
    - Setting: test a small group of students in a separate setting
    - Timing: offer breaks
    - Materials or Devices: provide scratch paper
    - Miscellaneous: provide a snack during testing
- When determining the best types of support to provide, it is important to note that non-standard accommodations have the potential to bias a student's test score and require special consideration when interpreting results. Below are some examples of non-standard accommodations that can impact a student's performance:
    - Native language translation
    - Reading aloud the answer options
    - Defining words within the test question

Does the MAP Growth test provide National Norm Percentiles?

- MAP Assessments provide several different types of National Norm comparisons.
    - Achievements Norms: See a student's percentile ranking in a nationally representative student population.
    - Growth Norms: Compare a student's growth to that of his/her academic peers.
    - School-level Norms: Monitor school performance over time and compare specific grade levels across schools or the nation.
- You can access the 2015 MAP Normative Data online: https://www.nwea.org/resources/2015-normative-data/

How do I access test results?

- Students see the End of Test screen immediately after the test is complete. The End of Test screen provides immediate data relative to student performance for the test they just completed. All scores presented at the end of a test should be considered preliminary.
- Teachers can login on the NWEA MARC site with their unique credentials to view student and classroom reports 24 hours after completion of a particular NWEA MAP Growth test. This chart (https://teach.mapnwea.org/impl/QRM2_MAP_Reports_Summary_QuickRef.pdf) highlights all of the reports and the corresponding purpose. NWEA also produces an excellent document that highlights all of the reports available through the administrative portal: https://teach.mapnwea.org/impl/PGM2_MAP_Reports_Reference.pdf

Is there an online Parent Portal available?

- No, the NWEA Administrative site is designed specifically for administrators and teachers and is not accessible to parents and families. You can download the CSO NWEA Parent Guide here. The CSO NWEA Parent Guide provides parents and families with an overview of testing in the diocese as well as links to resources to support students at home.

SYSTEM AND BANDWIDTH REQUIREMENTS

In order to ensure that you are able to complete all testing within the designated window, please review the sytem and bandwidth requirements for student machines, teacher devices, network bandwidth and wireless recommendations, and the Firewall and email configurations (see Appendix A).

Student Testing Requirements

The requirements for student devices by type are outlined in the chart below.

Device	Operating System	Secure Testing Tool ‡
Windows® PC *	Windows 7, 8.1, or 10	NWEA secure browser for PC
Macintosh®	Mac OS® X v10.11 to 10.14	NWEA secure browser for Mac, running on Safari® 9 minimum– 12 maximum
iPad®	iOS 10 to 12.	For MAP Growth, use NWEA Secure Testing App For MAP Reading Fluency™, use Reading Fluency Secure Testing App, most recent version (updated regularly—check the maintenance dates and NWEA status page)
Chromebook™ *	Google Chrome™ OS 65 or higher	NWEA Secure Testing App

‡ For all NWEA tools, you must use the versions posted February 2018 or later. For installation instructions, see the System and Technology Guide.

* Touch screens are not supported, and Chromebook tablets are only supported with an external keyboard.

Recommended: Set up computer user accounts dedicated to testing, and disable digital assistants (Siri® and Cortana®), voice dictation, and unsupported screen readers (ChromeVox™ and VoiceOver™). See the System and Technology Guide for details.

Teacher and Staff Requirements

In order to access the proctoring console and reports, devices used by teachers need to meet a different set of standards. It is important to note that iPads are not supported for administering tests. See the chart below.

Device	Operating System	Microsoft	Safari	Firefox	Chrome
Windows® PC	Windows 7, 8.1, or 10	Edge or IE 11 or higher	Not supported	56 or higher	65 or higher
Macintosh®	Mac OS® X v10.11 to 10.14	Not supported	Safari® 9 minimum–12 maximum	56 or higher	65 or higher
Chromebook™	Google Chrome OS (v65 or higher is best)	Not supported	Not supported	Not supported	65 or higher
iPad®	Not fully supported				
Other requirements: Follow specific browser settings, such as allowing cookies and pop-ups; see the *System and Technology Guide*.					

Network Bandwidth

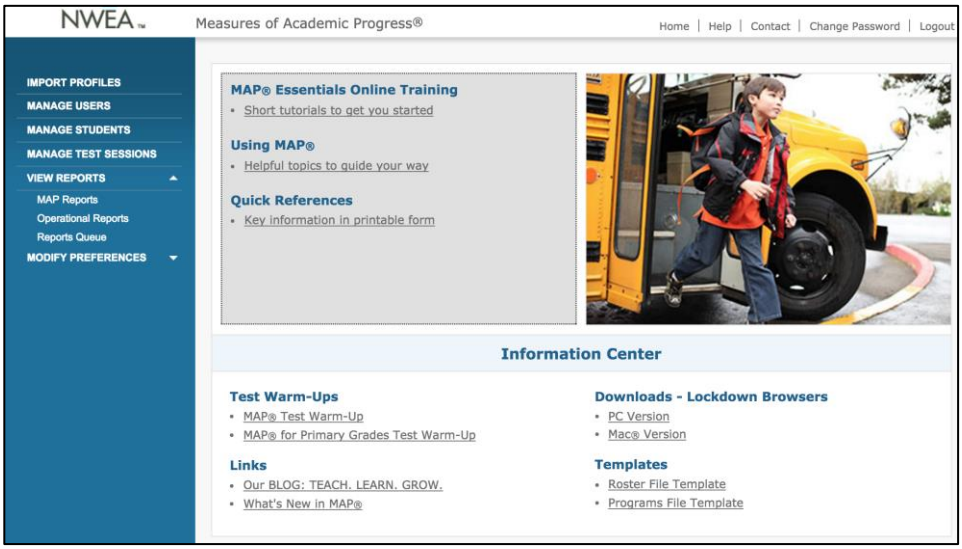
NWEA recommends the following bandwidth for optimal testing environments. It is important to note that schools that are unable to meet these requirements are still capable of administering the NWEA MAP; students may experience delays during testing.

- Grades 3+ — 2 Mbps for every 30 computers concurrently testing;
- Grades K-2 testing—3 Mbps for every 30 computers concurrently testing due to the audio component of the assessment.

You can conduct an Internet speed test using the free, online tool, Speedtest (www.speedtest.net). Be sure to select Portland, Oregon from the location menu as that is where most of the NWEA servers are located. You may wish to conduct this test at different times during the academic day to better understand the network demands.

Lockdown Browser

The updated lockdown browser for both the MAC and PC can be downloaded directly from the NWEA MARC site (http://teach.mapnwea.org). Login using your credentials and look for the Information Center. It appears at the bottom of the main page and contains a set of links for the lockdown browser.



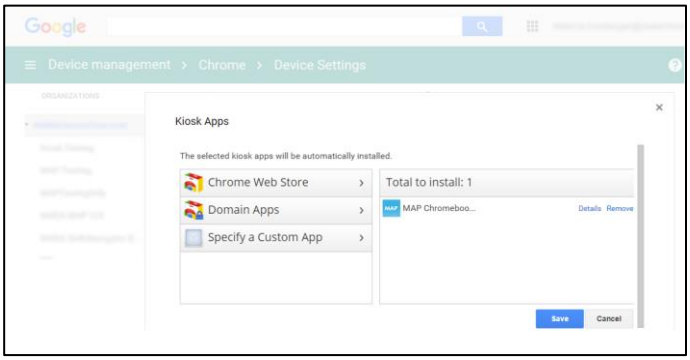
The lockdown browser is not available for the iPad. To create a secure testing environment, NWEA recommends using the Guided Access feature. As Guided Access needs to be activated on each individual device and can be labor intensive, the CSO recommends using the Safari browser and directing students to https://test.mapnwea.org. Students can enter in the testing credentials and complete the required assessments. Proctors need to actively manage the testing environment and ensure that students are not visiting external sites during the assessment.

iPad App for MAP Growth

NWEA has an iPad app called NWEA MAP Growth testing that will enable students to take assessments using touchscreen technology. When taking MAP Growth on an iPad device, the experience will be similar to taking the test on a desktop or laptop computer. The computer adaptive nature of the assessments will remain the same. The app, called NWEA MAP Growth testing, is available for free to download in the Apple App Store: https://itunes.apple.com/us/app/nwea-map-testing/id1087546325?mt=8

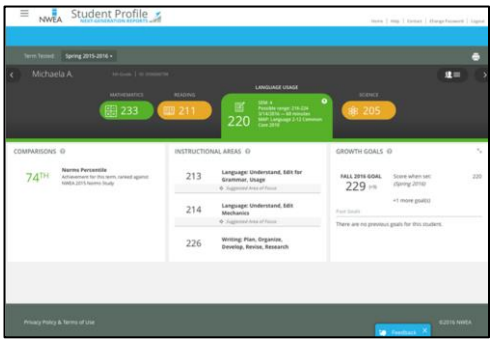
Chromebook Kiosk App

For school using Chromebooks for testing, you are now able to download the MAP Chromebook Testing App which enables students to complete the MAP in a secure kiosk mode. It automatically opens to the student testing site (https://test.mapnwea.org). You can install the MAP Chromebook Testing App through the Management Console.



NWEA Reports Updates

NWEA released the first series of next-generation Reports in NWEA MARC (http://teach.mapnwea.org). These next-generation MAP reports "better visualize, consolidate, and coordinate data to make it easier for educators to interpret and apply the rich information they get from MAP assessments" (NWEA, 2016).[2]



The new reports are designed to help "teachers to easily see how a student is growing academically and what the student needs to support continued growth. A snapshot of key data includes performance compared to national norms and projected proficiency on state summative tests. Instructional area modules provide teachers with insight for focused instruction for each individual student, making differentiated instruction easier" (NWEA, 2016).[3]

To access the new Student Profile Report, log into the NWEA MARC site (http://teach.mapnwea.org). Navigate to MAP Reports and locate the new section named, "Next-Generation Reports."

[2] NWEA: https://www.nwea.org/blog/2016/new-map-reports-help-teachers-more-easily-interpret-assessment-data/
[3] Same as above

NWEA SUPPORT

The Catholic Schools Office Technology team consists of:

Annie Smith
Director of Research & Data
smith_a@rcab.org | 617-779-3611

Becky Mongeau
Data Associate
mongeau_b@rcab.org | 617-779-3615

CSO Testing Support

During the test administration windows, please contact the CSO Technology Team through the shared email dedicated to this work (csotechteam@rcab.org). This shared email is actively monitored to ensure that the community receives timely support and attention. We can provide support in the following areas:

- Student rosters
- NWEA MARC users (e.g., proctors, administrators, and instructors)
- NWEA MARC usernames and passwords
- Reports

NWEA Emergency Technical Support

In the event of a technical emergency during testing, please contact NWEA's Technical Support for immediate assistance at 877.469.3287. The NWEA Technical Support team can help schools in event that an unexpected error appears on a student device or devices are unable to connect to the appropriate test.

Testing News & Announcements

The testing windows for the 2019-20 academic year are outlined at the beginning of this document and publicly available on the Catholic Schools Office Google calendar (http://tinyurl.com/RCABCSO). During active testing periods, the CSO Technology Team will circulate a series of newsletters and continuously update the website dedicated to this work (http://csotechteam.weebly.com). We maintain a contact list of all principals and heads of school along with designated teacher leaders, technology coordinators, and assistant principals. To add educators from your school to this communication series, please email the team at csotechteam@rcab.org.

CATHOLIC SCHOOLS OFFICE
ARCHDIOCESE OF BOSTON

NWEA Test Administration Manual

Archdiocese of Boston – Catholic Schools Office
Academic Year: 2019-2020

Catholic Schools Office
66 Brooks Drive
Braintree, MA 02184
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CATHOLIC SCHOOLS OFFICE
ARCHDIOCESE OF BOSTON

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TESTING POLICIES & SCHEDULE

All students in grades 2 through 8 are required to take the MAP Growth tests in mathematics, reading and language usage in the fall, winter and spring. The science test is optional for all schools.

For students in grades K-1, schools are welcome to administer the Skills Checklists and/or Growth Grades K-2 tests. Skills Checklists are a good way to gather information about what a student knows in certain skill areas. See Appendix B for a detailed set of charts that highlight the available assessment and covered topics.

If you are planning to do science curriulum mapping using 2nd grade science data, 2nd grade students can take Growth: Science 3-5 exam. Otherwise, they do not need to take the science exam.

Fall Testing Window	Winter Testing Window	Spring Testing Window
09/03/19 to 10/04/19	01/02/20 to 02/07/20	04/27/20 to 05/29/20

Subject	Grades	Test Name	Required/Optional
Math	Grades K-1	Growth: Math K-2 MA 2017	Optional
Reading	Grades K-1	Growth: Reading K-2 MA 2017	Optional
Math	Grades 2-5	Growth: Math 2-5 MA 2017	Required
Reading	Grades 2-5	Growth: Reading 2-5 MA 2017	Required
Language Usage	Grades 2-5	Growth: Language 2-12 MA 2017	Required
Science	Grades 2-5	Growth: Science 3-5 MA 2016	Optional
Math	Grades 6-8	Growth: Math 6+ MA 2017	Required
Reading	Grades 6-8	Growth: Reading 6+ MA 2017	Required
Language Usage	Grades 6-8	Growth: Language 2-12 MA 2017	Required
Science	Grades 6-8	Growth: Science 6-8 MA 2016	Optional

NWEA MARC ACCESS

Teachers and school leaders are provided with access to the MAP Administration and Reporting site (MARC). The Catholic Schools Office collaborated directly with schools to roster students and teachers for the 2019-20 academic year. If you have not completed the required templates or encounter an issue with your access, please contact the CSO Technology Team at csotechteam@rcab.org.

Here is an overview of work related to the MARC site:

- MARC site: http://teach.mapnwea.org
- Teachers and administrators login using the email credentials shared by the school during the rostering process.
- Proctors use this site to setup and manage test sessions.
- Administrators use this site to access student, class and grade reports. All principals and heads of school were automatically granted Administrator access within the site.
- Teachers use this site to access student and class reports.
- This site is not publicly available to parents and families.
- Extensive guides and tutorials are available through this site. Go to the Help section for detailed guides for setting up and managing test sessions, accessing reports, and interpreting results.
- If you forgot your password, you can reset it here: http://teach.mapnwea.org. Click forgot password and a new one will automatically be generated and emailed to you from NWEA (donotreply@nwea.org).
- If you are unable to access the system, you must contact the Catholic Schools Office. The NWEA Technical Support Hotline does not have the capability to change passwords and/or usernames. Please email the CSO Technology Team at csotechteam@rcab.org.

GUIDES FOR SUCCESSFULLY ADMINISTERING THE NWEA MAP

To help school administrators, technology specialists and proctors successfully administer the NWEA MAP, we devised a set of guides to highlight critical elements connected to each stage of testing; preparing for a designated testing window, actively testing, and verifying student data once a testing cycle is complete.

Guides for Rostering

These guides highlight the needed steps to roster for FACTS SIS and non-FACTS SIS schools. It is designed to ensure that all students are in the system before the testing window begins.

Non-FACTS SIS Schools: Rostering Guide
Download & Update NWEA Roster File Template • The CSO technology team (csotechteam@rcab.org) emailed each school in July 2019 with your roster • Update the Excel file following the detailed guidelines on the CSO Technology Team website =: http://csotechteam.weebly.com/
Submit Completed Roster File to CSO • Email the CSO with the completed roster (csotechteam@rcab.org)
Roster Uploaded to NWEA MARC Site • After verifying the file, the CSO will roster the school for the next testing window. Each school will receive a confirmation email once the roster is uploaded.

FACTS SIS Schools: Rostering Guide
Update Teachers, Students and Classes in FACTS SIS • In FACTS SIS, add any new students and teachers and assign students to classes • Teachers must have an email listed in FACTS SIS • Students must have birthdate, ethnicity, and gender listed in FACTS SIS
Roster Uploaded to NWEA MARC Site • Mathematics, reading, English language arts, science and homeroom classes will be pulled from FACTS SIS and reviewed by the CSO technology team • The CSO technology team will review all FACTS SIS data and email the school if anything needs to be updated in FACTS SIS • Once everything is updated in FACTS SIS, the CSO will roster the school for the next testing window. Each school will receive a confirmation email once the roster is uploaded.

Guide for Preparing for the Testing Windows

This guide highlights all of the steps that need to be completed after rostering and before the beginning of the new testing window. It is designed to ensure that all students are able to successfully complete the MAP assessments within the diocese-wide testing window.

Guide for Preparing for the Testing Windows

Design a Testing Schedule
• For students to be included within classroom and school reports, all testing must be completed within the designated window.
• Schools should be careful to establish a positive, supportive testing climate that is mindful of students' developmental and academic needs. Ideas for scheduling include:
  o Scheduling time for younger students to complete the MAP Growth for Grades K-2 in two 20-30 minute sessions;
  o Pausing the assessment for a yoga and/or stretch break;
  o Scheduling testing sessions so as not to interfere with specials (e.g., gym, art, recess), religious holidays or vacation days;
  o Building in time for a snack break in the event that students needed extended testing time;
  o Monitoring students' engagement and suspending the test after 50-60 minutes; and
  o Staffing testing sessions with a proctor to monitor the test administration and to oversee the NWEA administrative portal as well as a classroom teacher to better support all learners.
• In terms of crafting a school wide schedule, please keep in mind the following:
  o Students can complete more than one MAP Growth assessment per academic day.
  o The MAP Growth tests are adaptive and are untimed. Students can complete the assessments over the course of several days. Each time a student returns to the assessment, he/she will be presented with a new question.
  o Testing time varies by student, grade and learning needs. Schools can use the following times as a guide for planning: MAP Growth Grades 2+ (45 minutes), MAP Growth Grades K-2 (50 minutes).

Test all Computers • Review the Lab Readiness checklist and minimum requirements by device (see Appendix A). Check all devices to ensure that the school is ready to begin testing. If testing on a Mac/PC, update the lockdown browser.

Guide for Preparing for the Testing Windows
Designate Proctors & Review Training Materials • Review Proctor Guide: https://teach.mapnwea.org/impl/ProctorGuide.pdf • Review Quick Tips & Videos: https://teach.mapnwea.org/impl/maphelp/Content/Testing/ProctorQuickStart.htm • Print the Proctor Testing Tips to help with day-to-day administration and typical testing challenges (see Appendix C).
Create Testing Sessions • Proctors create all testing sessions in advance to ensure a smooth administration on designated days (e.g., identify missing students). Visit the NWEA video tutorial website below and choose the *Set Up Testing Session* video to learn more about how to schedule testing sessions in advance: MAP Video Tutorials
Add New Students • Proctors and/or administrators must add to the NWEA MARC site new students who enroll after rosters have been submitted to CSO. See page 15 for how to create new student profiles.
Prepare Testing Materials • Ensure that labs/classrooms are equipped with pencils and scratch paper.
Document Technical Support Outlets • For Archdiocese of Boston NWEA-related information, see: http://csotechteam.weebly.com/ • In the event of a technical emergency during testing, please contact NWEA's Technical Support for immediate assistance: 877.469.3287. • Direct all questions about rostering, student updates, NWEA reports and passwords to the CSO: csotechteam@rcab.org.

Guide for Administering Tests

This guide covers the critical steps needed during the actual testing window to ensure that all students appear in essential teacher and school level reports. It is important to note that in order for students to appear in formal school reports, all testing must be completed within the designated diocese-wide testing windows.

Guide for Administering the Tests

Determine Accommodations

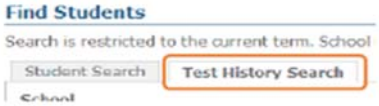
- You can read more about NWEA's accommodations here. Standards accommodations include the following:
  - Presentation: read or reread aloud the test directions
  - Response: assign a scribe to record responses
  - Setting: test a small group of students in a separate setting
  - Timing: offer breaks
  - Materials or Devices: provide scratch paper
  - Miscellaneous: provide a snack during testing
- When determining the best types of support to provide, it is important to note that non-standard accommodations have the potential to bias a student's test score and require special consideration when interpreting results. Below are some examples of non-standard accommodations that can impact a student's performance:
  - Native language translation
  - Reading aloud the answer options
  - Defining words within the test question

Suspend Tests

- During testing, suspend the test for students who did not finish. See the Proctor Tips and Troubleshooting Guide for detailed directions on how to suspend a MAP Growth test (Appendix C).
- All suspended tests must be resumed within 28 days complete the outstanding assessment.

Identify Students Not Tested

1. Only users with proctor privileges can complete this process.
2. During the testing window, go to the NWEA administrative portal: http://teach.mapnwea.org
3. Log into the portal using your ID and password.
4. In the left navigation pane, select Manage Test Sessions.
5. Click Find Students to Test.
6. Click Test History Search.



Guide for Administering the Tests

7. From the School drop-down menu, select the school name.
8. Leave the Grade drop-down menu to the default setting: All Grades.
9. Leave the Instructor drop-down menu to the default setting: All Instructors.
10. Leave the Classes drop-down menu to the default setting: All Classes.
11. From the Test(s) drop-down menu, select one of the options.
12. Look for the check-boxes under the heading, Testing Status. In order to identify all of the students in the school who have not yet tested, including those with suspended tests, it is important to mark both boxes. Check "Not Tested Yet" and "Suspended Test."

13. Leave the Test Taken field to the default setting: Current Term.
14. Click search.
15. A list of all students will appear. Use this information to schedule make-up tests for students before the testing window formally closes; see testing windows on page 2.

Schedule Make-Up Tests

1. Schedule makeup sessions for both students who are absent test day and/or students who do not finish in the allocated time *before the testing window ends*.
2. Go to the NWEA administrative portal: http://teach.mapnwea.org
3. Log into the portal using your ID and password
4. In the left navigation pane, select Manage Test Sessions.
5. Click Find Students to Test.
6. From the Setup Testing window, you can find students to test in two ways:

   Use the Student Search
   -From the School drop-down menu, select the school name.
   -Leave the Grade drop-down menu to the default setting: All Grades.
   -Leave the Instructor drop-down menu to the default setting: All Instructors.
   -Leave the Classes drop-down menu to the default setting: All Classes.
   -Search by Last Name

Guide for Administering the Tests

Use the Test History Search
-From the School drop-down menu, select the school name.
-Leave the Grade drop-down menu to the default setting: All Grades.
-Leave the Instructor drop-down menu to the default setting: All Instructors.
-Leave the Classes drop-down menu to the default setting: All Classes.
-From the Test(s) drop-down menu, select one of the options.
-Look for the check-boxes under the heading, Testing Status. In order to identify all of the students in the school who have not yet tested, including those with suspended tests, it is important to mark both boxes. Check "Not Tested Yet" and "Suspended Test."

7. Click Search and then, from the pop-up list, click Add students.
8. Repeat steps 6 and 7 to add more students to the make-up session.
9. IMPORTANT: Select students and click Assign Test.
10. Click Test Now. Status will be "To Be Confirmed" even for those students with suspended tests. While confirming students, choose "Resume Test" when prompted.

Test Outside of the Window

- It is important to note that diocese-wide testing window concludes on a specific date in the fall, winter and spring. Tests administered after the published date will not be visible in school-level reports (e.g., class report, student progress report) or diocese-level results.
- The testing dates are set in alignment with national NWEA norms and guidelines, recommending teaching time between tests, and academic calendar for the Archdiocese of Boston, which accounts for religious holidays and celebrations. The testing window is diocese-wide and is unable to be set from school to school; any changes in the scheduled testing schedule impacts every school in the diocese.
- If a student does not complete a test during the Fall testing window, s/he will not have a growth score in the Spring.
- When a student completes the test outside of the desinated testing window, be sure to print or note the student's score from the End of Test Score Report as the result(s) will not appear on reports.

Guide for Administering the Tests

Monitor Students' Progress

- During the testing window, actively monitor student progress and the duration of the test through the Class Report on the NWEA administrative portal. It will provide you with data to ensure that all students are performing to the best of their abilities.

  1. Go to the NWEA administrative portal: http://teach.mapnwea.org
  2. Log into the portal using your ID and password
  3. In the left navigation pane, select MAP Reports under View Reports.
  4. Choose Class.
  5. Select the current term under both Term Rostered and Term Tested.
  6. Under Report Options, be sure to select Test RIT (under Sort Order) and Goal RIT Ranges (under Goal Range).
  7. Select Next.
  8. Choose Instructor(s)
  9. Click the Create PDF Report button to generate the report(s).

- This report outlines all of the students in each class by test percentiles and highlights the test duration. Carefully review the data and take note of students who scored low and completed the assessment in less than 20 minutes. NWEA uses the 20 minute mark as a benchmark. Time is one indicator that a student did not fully apply themselves to the assessment. To ensure that the results better reflect students' current ability, schools can selectively re-administer the questionable assessment.

- This report can also be used to identify students with missing test results (e.g., suspended tests, no testing data, or missing criteria on the student profile). If a student is known to have completed a particular assessment, but is missing from the report, please use Manage Student option in the NWEA administrative portal (http://teach.mapnwea.org) to locate the Student Profile. Check to ensure that all of the fields marked with the letter "R" are complete.

Guide for Reviewing Class & School Data

After successfully administering the NWEA MAP, it is important to review the assessment data to ensure that all students have valid test results. The Catholic Schools Office recommends generating the Class Reports and reviewing the student names, testing times, and RIT scores before the close of diocese-wide testing window.

Guide for Reviewing Class & School Data

Review Students' Test Times & Percentiles

- In order to review students' test times and pecentiles, proctors and administrators should generate the Class Report.
  - Go to the NWEA administrative portal: http://teach.mapnwea.org
  - Log into the portal using your ID and password
  - In the left navigation pane, select MAP Reports under View Reports.
  - Choose Class.
  - Select the current term under both Term Rostered and Term Tested.
  - Select School.
  - Choose Sort Order = Test RIT and Goal Range = Goal RIT Ranges.
  - Select Next.
  - Choose Instructor and select Create PDF report.
- NWEA provides schools with broad guidelines to better under this data:
  - According to the National Association for Gifted Children, "gifted individuals are those who demonstrate outstanding levels of aptitude (defined as an exceptional ability to reason and learn) or competence (documented performance or achievement in top 10% or rarer) in one or more domains (2016).[1]
  - Students in the 50% to 80% pecentiles are on-target to maintain growth.
  - Students in the 25% percentile or lower may be 2+ grades lower than their peers.
- NWEA recommends focusing on students who completed the assessment in less than 20 minutes. Students in this category may be candidates for re-testing; the results may not be a true indicator of what students know and are ready to learn.
- If students are missing from the Class Report, it may indicate that an assessment was not completed or that required elements are missing from the Student Profile in the NWEA administrative portal. If it is the latter, use the Manage Student option in the NWEA administrative portal to locate the Student Profile. Check to ensure that all of the fields marked with the letter "R" are complete.

[1] National Association for Gifted Children accessed online at https://www.nagc.org/resources-publications/resources/definitions-giftedness on Decmber 1, 2016.

Guide for Reviewing Class & School Data

Parent Communication

- The Catholic Schools Office created a quick, easy-to-read, two-page guide for parents and families in the Archdiocese of Boston. It covers the basic information of who, what, and how the NWEA MAP assessment data is being used by teachers, schools and the larger community. You are welcome to share it directly with families and to use it as a reference during parent-teacher conferences. You can download the CSO NWEA Parent Guide here.

Reources for Teachers

- The Catholic Schools Office has compiled many resources to help teachers better understand and use the academic data. You can access all of the resources from the website dedicated to this work in the Archdiocese of Boston: http://csotechteam.weebly.com/resources.html

PROCTORING TIPS, TRICKS & RESOURCES

At the school-level, designated proctors need to be prepared to schedule test sessions, manage students, and attend to common technical issues that arise during testing. To help proctors prepare for this role, here are critical resources:

- **Proctor Guide**
  https://teach.mapnwea.org/impl/ProctorGuide.pdf
  If you are prepared to read through documentation, NWEA prepared a 21-page guide to proctoring and managing test sessions.

- **Proctor Quick Start Tips & Videos**
  https://teach.mapnwea.org/impl/maphelp/Content/Testing/ProctorQuickStart.htm
  These videos walk teachers and administrators through the NWEA MARC site and the Manage Students feature.

- **Testing Step-by-Step Setup**
  https://teach.mapnwea.org/impl/SetupChecklistQuickRef.pdf

  If the Proctor Guide is daunting, this short checklist walks proctors through the basic steps to administer the tests.

- **Proctor Tips & Trouble Shooting Guide**
  The troubleshooting guide (see Appendix C) highlights common technical issues and provides step-by-step instructions on how to attend to each one. It is an excellent reference to print and to keep accessible during testing.

MANAGING STUDENT PROFILES

The CSO is responsible for collaborating with schools and ensuring that the roster file is properly uploaded for each testing term. A new roster file must be submitted for each testing window. In the event that new students enroll in the school, proctors can add them to the NWEA MARC site (http://teach.mapnwea.org). This section covers the following topics related to managing student profiles:

- Student ID numbers,
- Transfer students,
- Creating a new student profile,
- Updating a student's class,
- Updating a student's reporting attributes,
- Deleting a student from a current term, and
- Managing testing sessions using pause, suspend and terminate.

Student ID Numbers

Non-FACTS SIS Schools

NWEA requires that all students be assigned a unique identification number. The Catholic Schools Office team will assign ID numbers to students during the rostering period. This process will help to ensure that students' assessment data can be transferred from one Catholic school to a new Catholic school. Please note that this ID number may be different from the one used at the school level or as part of a local database. If a new student enrolls in the school in the midst of a testing window, follow the steps outlined on the next page to create a new profile in NWEA MARC. Once the profile is set, contact the CSO Technology Team by email (csotechteam@rcab.org) and request a new ID number.

FACTS SIS Schools

NWEA requires that all students be assigned a unique identification number. Every night, FACTS SIS will create a unique ID for students who were added into the system that day. If a new student enrolls in the school in the midst of a testing window, follow the steps outlined on the next page to create a new profile in NWEA MARC. Leave the student ID field blank and fill it in the following day using the unique ID created by FACTS SIS.

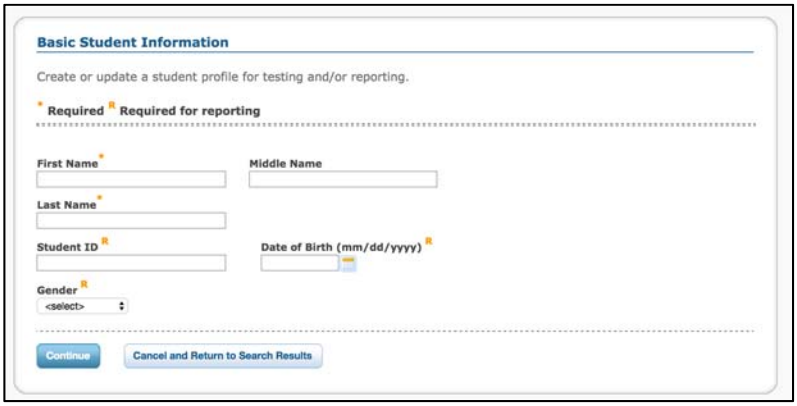
Transfer Students

In the event that you accept a student from another Catholic school in the Archdiocese of Boston, please contact the CSO Technology Team (csotechteam@rcab.org). To track students from school to school, it is important to maintain the unique ID number and to adjust the school affiliation. It will enable students' assessment data to migrate from school to school.

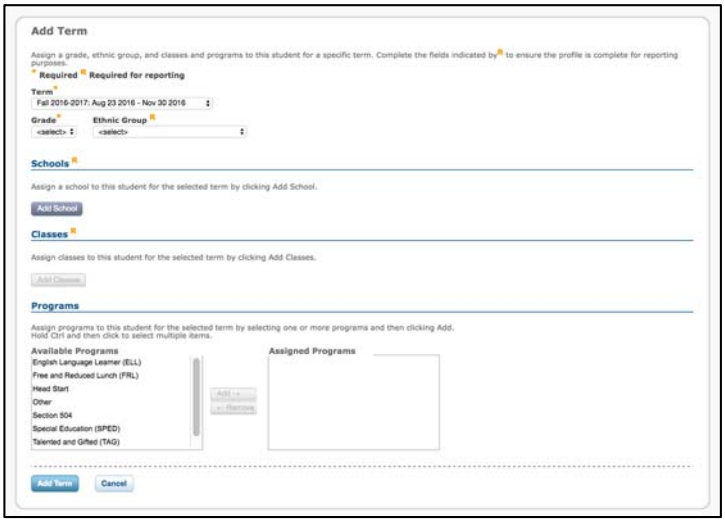
Creating a New Student Profile

When adding a new student, it is important that all of the required fields be completed. This will ensure that the new student is not only able to complete the required assessments but will be included in school level reports (e.g., class reports, grade reports, etc.). If a student does not appear on a teacher's class report, a proctor can review the student profile in NWEA MARC and make the necessary adjustments. *For FACTS SIS schools, make sure the student is also added in FACTS SIS with the same reporting attributes.* Below is a step-by-step guide to the process:

- Navigate to the NWEA MARC site (http://teach.mapnwea.org) and login.
- Click Manage Students
- Search using student's last name to confirm that he/she does not have an active profile or that he/she did not transfer from another school in the diocese.
- Click Create Student
- Complete the **Basic Student Information** that is composed of first name, last name, date of birth, and gender.
- The Student ID field should be left blank. For non-FACTS SIS schools, please contact the CSO Technology Team (csotechteam@rcab.org) and request a new student ID number. For FACTS SIS schools, please wait 24 hours for the system to update and then get the student ID number from the student's FACTS SIS profile.



- Click Continue
- Complete the **Student Profile.** Under the Add Term heading, add the testing term, grade and ethnic group.



- Under the Schools section, click Add School. In the School Name field, type the first few letters of the school and click Search. Choose the appropriate school from the list of options. Once you select a school the Add School icon will become a clickable icon. Click Add School.

- Under the Classes section, click Add Class. From the School drop-down menu, select one of the options. In the Instructor field, type the first few letters of the teacher's last name. Choose the appropriate teacher from the list of options.
- Once the teacher's name is selected, a list of Available Classes will automatically appear in the section below. Mark the check box to the left of the class name. Once at least one class is selected, the Add Class icon will become active.

- Click the Add Class icon (shown above) to automatically move the class from Available Classes column to Classes to Assign column.

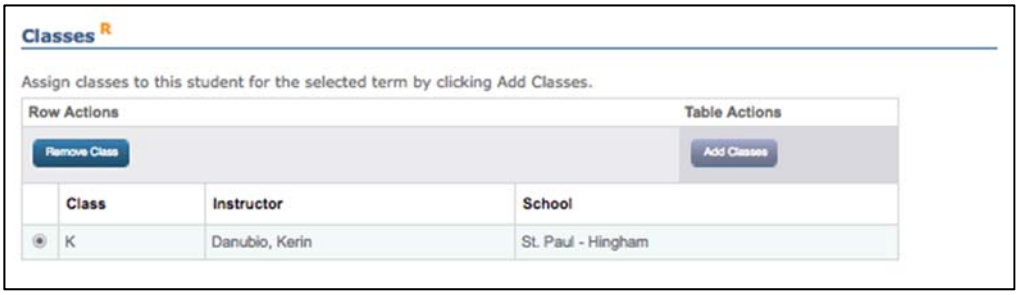
- Repeat this process to add another class or to search for another teacher.
- Once all of the classes are successfully listed in the Classes to Assign column, click the
- After the classes are all successfully added, and listed in the right-hand column, click the Add Classes icon at the bottom of the Add Term window.

- On the Basic Student Profile page, click Add Term (blue icon at the bottom of the window).
- You will automatically be prompted to review all of the entered data and to click Continue.
- On the next screen, review the details for the new student again and click Submit.
- Continue until you reach the confirmation screen, "Student profile has been created successfully."

Updating a Student's Class

Schools may need to update a Student Profile and adjust the class assignment (e.g, student moved to new class, student missing from reports). If a student does not appear on a teacher's class report, a proctor can review the student profile in NWEA MARC and make the necessary adjustments. *For FACTS SIS schools, make sure the student is also assigned to this class in FACTS SIS.* Below is a step-by-step guide to the process of updating a student's class association in NWEA:

- Go to the NWEA administrative portal: http://teach.mapnwea.org
- Log into the portal using your ID and password
- In the left navigation pane, select Manage Students.
- Search for the student and the choose View/Update.
- Navigate to the Terms section and select the current testing term.
- Click View/Update Term.
- Go to the Classes section and select the class that needs to be removed (i.e., last name of the instructor and class name). Click Remove Class.

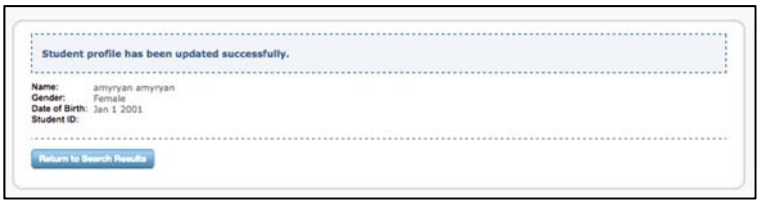


- Go to the Classes section again and select Add Classes.
- From the School drop-down menu, select the school for this student.
- In the Instructor text box, type the teacher's name, last name first. Depending on the platform used to access the NWEA MARC site, the following will happen:
    - As you type, a box appears, listing names that match the letters you typed. Select the desired Instructor.
    - Enter the last name and then hit Enter on the keyboard. Choose the appropriate instructor from the list that appears below the Instructor field.

- Once you select the appropriate instructor, the teacher's name fills the text box, and the classes assigned to that Instructor at the selected school appear in the Available Classes table. Select the class(es) to assign to this student. Click Add Class.

- The selected class(es) will move from the Available Classes table to the Assigned Classes section, which also shows the Instructor for each class.
- After the classes are all successfully added, and listed in the right-hand column, click the Add Classes icon at the bottom of the Update Term window.

- The Student Profile page refreshes, displaying the updated term, school, and class information assigned to this student.
- Click the Update Term icon at the bottom of the Student Profile page.
- The Student Profile Summary page appears. Review the student information and then click the Continue icon.
- Another Student Profile Summary page may appear. Click the Submit icon at the bottom of the Student Profile Summary. Be sure to continue through any subsequent screens that appear and to click Submit until a confirmation page appears.

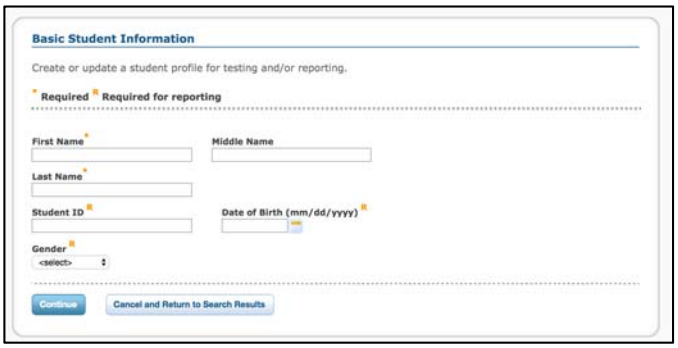


- Once the new class has been added to the Student Profile, it takes 24 hours for the system to process the updates. As a result, if you hope to generate any school level reports, the updates will be available to following day.

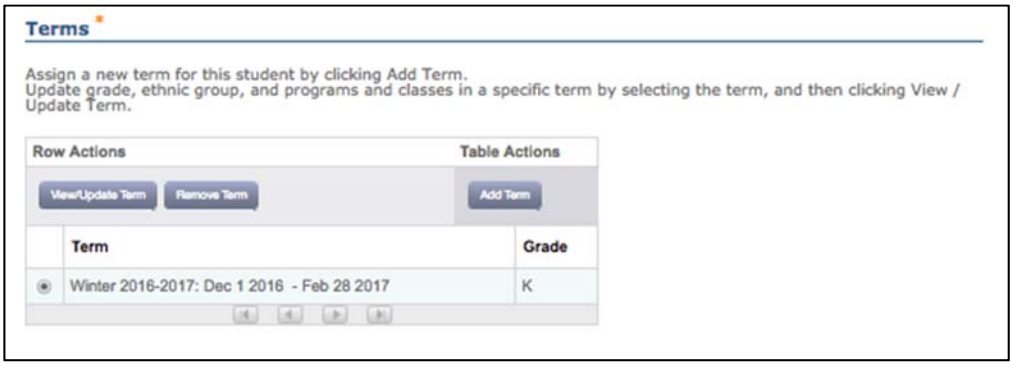
Updating a Student's Reporting Attributes

For student data to be properly included in school and district level reports, all of the required reporting fields on the Student Profile must be complete. The required reporting fields are as follows: Student ID, Date of Birth, Gender, Grade, Ethnic Group, School of Record, and Classes. If a student does not appear on a teacher's class report, a proctor can review the student profile in NWEA MARC and make the necessary adjustments. *For FACTS SIS schools, make sure the student has the same reporting attributes in FACTS SIS.* Below is a step-by-step guide to the process for updating the required reporting attributes:

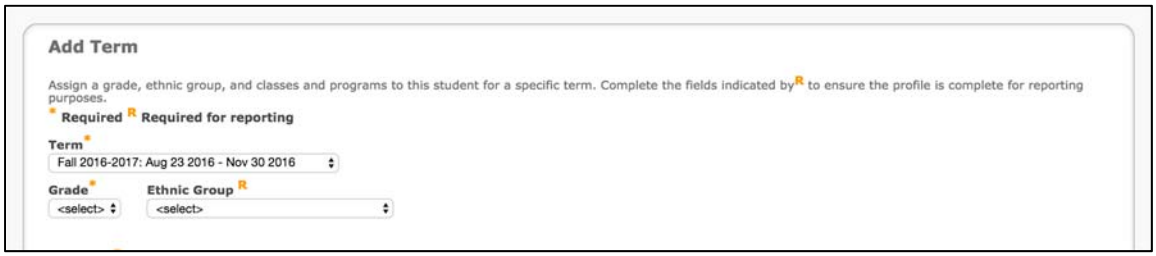
- On the NWEA administrative portal (http://teach.mapnwea.org), select Manage Students in the left navigation pane.
- Search for the student and then choose View/Update.
- Fill in the student's gender and date of birth if they are blank.
- If the student is missing his/her student ID, email csotechteam@rcab.org to request a new student ID.



- Navigate to the Terms section and select the current testing term. Click View/Update Term.



- On this page, fill in the student's grade and ethnic group.

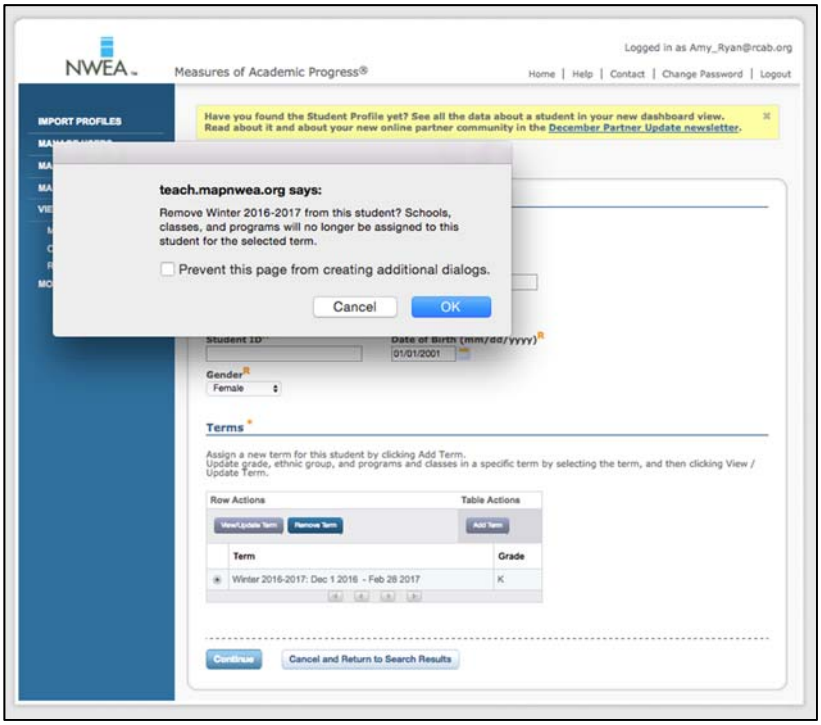


- If student is not assigned to a school and/or class, see page 19 for directions on how to update these fields.
- When all fields marked with an orange R are complete, click the Update Term icon at the bottom of the Student Profile page.
- The Student Profile Summary page appears. Review the student information and then click the Continue icon.
- Another Student Profile Summary page may appear. Click the Submit icon at the bottom of the Student Profile Summary. Be sure to continue through any subsequent screens that appear and to click Submit until a confirmation page appears.
- Once the reporting attributes are updated, it takes 24 hours for the system to process the updates. As a result, if you hope to generate any school level reports, the updates will be available the following day.

Deleting a Student from the Current Term

In the event that the student leaves the school community, you can remove the current testing term from the Student Profile in the NWEA administrative portal. It is important that the larger student profile be left intact in the event that the student elects to join another Catholic school in the Archdiocese of Boston. To remove the student from the active testing roster:

- Go to the NWEA administrative portal: http://teach.mapnwea.org
- Log into the portal using your ID and password.
- In the left navigation pane, select Manage Students.
- Search for the student and the choose View/Update.
- Navigate to the Terms section and select the current testing term.
- Click Remove Term and select Ok from the pop-up dialogue box.



- From Basic Student Information page, click the Continue icon at the bottom of the page.
- Another Student Profile Summary page may appear. Click the Submit icon at the bottom of the Student Profile Summary. Be sure to continue through any subsequent screens that appear and to click Submit until a confirmation page appears.
- Once the current testing term is removed, it takes 24 hours for the system to process the updates. As a result, if you hope to generate any school level reports, the updates will be available the following day.

Managing Testing Sessions Using Pause, Suspend, or Terminate

Three essential features of the proctoring console are the ability to pause, suspend, or terminate. The chart below highlights the difference between each option and the best time to use it.

FUNCTION	WHAT IT DOES	WHEN TO USE IT
Pause	▪ 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	▪ 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	▪ 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.

FREQUENTLY ASKED QUESTIONS

General Questions

What if a student does not show up when trying to create a testing session?

- Log into the administrative portal (http://teach.mapnwea.org) and select Manage Students in the left navigation pane.
- Search for the student by last name.
- If the student is located within the NWEA system, then he/she is most likely missing a school and/or class association. These issues result in a student not appearing in the Manage Testing Sessions section. See the directions on page 21 to update a student's school and class.
- If you are unable to locate the student, then you need to create a new Student Profile within the NWEA administrative portal. See the directions on page 18 for creating a new student profile.
- Schools using FACTS SIS should make sure the student's class and reporting attributes are also updated in FACTS SIS.

What if a student does not show up in a report after testing?

- A student does not show up in a report, it is most likely because his/her MAP profile is missing one or more required reporting attributes. The required reporting fields are as follows: Student ID, Date of Birth, Gender, Grade, Ethnic Group, School of Record, and Classes. All of required fields are marked with an orange letter "R" within the Student Profile. To update these field, see the directions on page 23.

What happens if a student takes test twice?

- If you realize the student is taking the same test **during** testing:
  - Select the student and click Select Action.
  - If the status is **To Be Confirmed**—choose Do Not Confirm.
  - 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.
  - Click Select Action > Test Again.
  - When the status changes to Awaiting Student, assign the correct test.
  - Direct the student to sign in again.
- If you realize the student completed the same test twice **after** testing, the test result with the lowest standard error automatically appear in school level reports. If you are interested in using a different test result, please contact the CSO Technology Team at csotechteam@rcab.org.

What happens if I can't see *Manage Test Sessions option* in the MAP portal?

- Your NWEA MAP profile is not designated as a Proctor. Please email the CSO Technology team (csotechteam@rcab.org) and request that your NWEA administrative account be updated.

Can more than one user at the school be granted administrator access and be capable of accessing all of the school level data?

- Yes. At the beginning of each academic year, schools are asked to update access for all users. You can designate mutliple users as administrators at this time.
- If a change is needed during the academic year, please email the CSO Technology Team (csotechteam@rcab.org) and include the school principal on the communication. We will not grant access to this role without explicit permission from the school principal.

How can specialists and teachers who teach multiple grades/classes access all students?

- Specialists and teachers can gain access to multiple grades/classes by either becoming an administrator or by updating the rostering file.
- If you want to expand a specific teacher's role to be expaned to include administrator access, please email the CSO Technology Team (csotechteam@rcab.org) and include the school principal on the communication. We will not grant access to this role without explicit permission from the school principal.
- If you wish to restrict a teacher's access to specific classes/grades for non-FACTS SIS schools, the rostering file needs to be updated. Each student is usually listed once on the roster file with his/her associated teacher and class. If more than one teacher needs access to a particular class, then all of the students need to be listed on the spreadsheet for a subsequent time and then connected to the new teacher. For example, if there are three fifth grade teachers, all fifth grade students would be listed on the roster three times, each time listed with a different fifth grade teacher. The CSO Technology Team can partner with you on this request and work to process the updated roster file. Please email the CSO Technology team (csotechteam@rcab.org) and request help with this process.
- If you wish to restrict a teacher's access to specific classes/grades for FACTS SIS schools, you will need to make sure the teacher's are associated with mathematics, reading, english language arts, science or homeroom class in FACTS SIS. Each of these classes are imported into NWEA. Please email the CSO Technology team (csotechteam@rcab.org) and request help with this process.

What should we do if a student has left the school?

- The current testing term needs to be removed from the Student Profile in the NWEA administrative portal. It is important that the larger student profile be left intact in the event that the student elects to join another Catholic school in the Archdiocese of Boston. To remove the student from the active testing term, see page 25.

Questions for Proctors

If I encounter issues with NWEA during the middle of a test, who can I contact?

- CSO Technology Team
  During the test administration windows, please contact the CSO Technology Team through the shared email dedicated to this work (csotechteam@rcab.org). This shared email is actively monitored to ensure that the community receives timely support and attention. We can provide support in the following areas: student rosters, NWEA MARC users (e.g., proctors, administrators, and instructors), NWEA MARC usernames and passwords, and accessing reports.
- NWEA Emergency Technical Support
  In the event of a technical emergency during testing, please contact NWEA's Technical Support for immediate assistance at 877.469.3287. The NWEA Technical Support team can help schools in event that an unexpected error appears on a student device or devices are unable to connect to the appropriate test.

How many questions do students see per test?

- For MAP Growth Grades K-2 and MAP Growth Grades 2+ tests the number of items per test vary by subject. Each count is the maximum number of items offered; in some instances, tests will offer less items than are listed here. Generally all tests follow the rules highlighted below.
  - MAP Growth Grades 2+: Mathematics: 53 items
  - MAP Growth Grades 2+: Reading: 43 items
  - MAP Growth Grades 2+: Language Usage: 53 items
  - MAP Growth Grades 2+: General Science: 45 items
  - MAP Growth Grades K-2: Reading: 52 items
  - MAP Growth Grades K-2: Mathematics: 52 items

What is the recommended testing time?

- Since the MAP Growth Grades K-2 and MAP Growth Grades 2+ adapt to the student's responses and the test is untimed, the actual testing time will vary from by student. The times listed below are approximate.
  - MAP Growth Grades 2+: 45 minutes
  - MAP Growth Grades K-2: 50 minutes

What if a student takes more than one class period to finish a test?

- As a proctor, you can suspend student test sessions. If a student's test is suspended, he/she can resume testing at a later date. Upon resuming the test, a student can choose whether to resume the current test where they left off or to start the test over.
- NWEA recommends resuming a test within 14 days. Students may benefit from additional days of instruction and the length of time has the potential to influence the score.
- Click the link below to see the Proctor Quick Start for directions on how to suspend a MAP Growth test: https://teach.mapnwea.org/impl/ProctorQuickStart.pdf

How does rapid testing work?

- 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.
- Students who rapid-guessed on 30% or more of the test questions might receive a score that misrepresents their abilities.
- In order to address rapid guessing, NWEA has put in place the following measures:
    - While waiting to be confirmed, students will see tips helping them understand the purpose of the test, the relevance of trying their best, and what might happen if they go too quickly.
    - Most tests will pause when a student has rapid-guessed on multiple questions.
        - Both student & proctor are notified.
        - Proctor can reengage and resume test (from either student device or proctor console) or suspend test
        - Test will pause two to three times during a test session if necessary
    - Rapid-guessing information will be available for each student directly within the proctor console
        - Test session information will show the number of rapid guesses while student is testing
        - Number of rapid guesses will change to percentage once the test is completed
        - Red flag will appear next to instances of excessive rapid guessing
    - Before closing the session, the proctor has the ability to download a summary of that test session to capture information like testing status and rapid-guessing information
    - The new Retest Recommended – Rapid Guessing report will show only students who reached or exceeded the 30% threshold for excessive rapid guessing
        - The Grade breakdown report and student profile will continue to show this information
    - Tests will not be invalidated due to rapid-guessing, but we recommend that students be retested if they reach the 30% threshold for excessive rapid-guessing to ensure the data reflects what a student truly knows before being used to inform decisions.

What do I do with my students who finish the test early?

- We recommend teachers plan in adavance for this likelihood and develop a set of activities for students who finish early.
- It is best practice to plan an activity for these students that does not disturb other students who may still be testing. We also recommend that student not be allowed to play games after completing the test as it may result in students who are still testing to want to speed through the test in order to finish.

Can students use scratch paper while testing?

- Yes, students are permitted to use scratch paper during testing.

Can students who move to my school after testing has finished take the test outside of the test window?

- Yes, students can be tested outside of the diocese-wide testing window but, the results will not appear in school level reports and be factored in end-of-the-year reports for growth purposes.
- When the student completes the test, print or note the student's score from the End of Test Score Report as the results will not appear on reports.

Can calculators be used on the MAP Growth tests?

- MAP Growth Grades 2+ tests have calculators built into the test. If an item permits use of a calculator, then it will automatically appear.
- NWEA has developed three calculators: Basic, Scientific, and Advanced.
    - The basic calculator will appear on items that are appropriate for calculator use on the MAP 2-5 and 6+ assessments.
    - The scientific and advanced calculators can be found on appropriate items on the MAP 6+ assessment. These are the only test-level restrictions on calculators.
    - Aside from these restrictions, the individual items, and not the test itself, determine which calculator is available for use. Each item with a calculator has a specific calculator type. Students cannot choose a specific calculator. If an item includes a calculator, it is designed for use with that calculator.
- The NWEA MAP Growth Grades 2+ test is grade agnostic, and therefore the calculator is not introduced at any particular grade level. They are assigned at the item level for appropriate items.
- Growth K-2 items and tests do NOT have a calculator available for use.

What do I do with my students who finish the test early?

- We recommend teachers plan in advance for this likelihood and develop a set of activities for students who finish early.
- It is best practice to plan an activity for these students that does not disturb other students who may still be testing. We also recommend that student not be allowed to play games after completing the test as it may result in students who are still testing to want to speed through the test in order to finish.

Do all questions on the MAP Growth Grades K-2 test have audio support?

- No, not all MAP Growth Grades K-2 questions have an audio component. For example, an item may have an audio component for the directions, but not for the reading passage.
- As the MAP Growth Grades K-2 Reading asessement progresses to higher RIT levels, the audio support may or may not diminish. Cognitive complexity and the comprehension skill being assessed are factors that contribute to where the items fall on the RIT scale and where or whether audio support is included.
- Click here to learn more about the MAP Growth Grades K-2 test here.

Is the MAP Growth Grades K-2 test independent of the MAP Growth Grades 2+ tests?

- Yes, MAP Growth Grades K-2 is a separate test that should only be given to students in grades K-2; the test requires the use of headphones as it provides students with scaffolded audio support. You can learn more about the the MAP Growth Grades K-2 here.

Questions for Teachers

How do I learn about MAP Growth testing on my own?

- NWEA Connection is an online learning platform (https://community.nwea.org/community/professional-development/) where you will find learning activities and materials that will help you deepen your knowledge about MAP Growth tests. All teachers in the Archdiocese of Boston have an account within the system, using the same login information as the NWEA MARC site.

How much pre-instruction is necessary to administer the test?

- Teachers need more exposure to the process than students. NWEA's online learning contains short, informative videos about the assessment process. It will help teachers understand how to frame the work and to administer the assessment. You can also access a quick tutorial and videos here.

Is there a tutorial that students and teachers can take to experience the test?

- There are several resources that teachers can use to introduce students to MAP Growth.
  - Students can try sample questions on their own a day or two before testing: http://warmup.nwea.org/
  - If a login is requested for the practice test, please use the following information:
    - Username: grow
    - Password: grow

What is the average amount of time it takes for a student to complete the test?

- On average it takes about 30-45 minutes per test.
- If the assessment is completed in less than 20 minutes, students may not be working to his or her potential. You can have them retake the test as long as its within the testing window.

Does the test provide a Lexile number?

- Yes, the reading test does provide a Lexile for each student tested. You can learn more about Lexile number here.

What types of accommodations are available to support all learners?

- NWEA provides details about accommodations here. Standards accommodations include the following:
    - Presentation: read or reread aloud the test directions
    - Response: assign a scribe to record responses
    - Setting: test a small group of students in a separate setting
    - Timing: offer breaks
    - Materials or Devices: provide scratch paper
    - Miscellaneous: provide a snack during testing
- When determining the best types of support to provide, it is important to note that non-standard accommodations have the potential to bias a student's test score and require special consideration when interpreting results. Below are some examples of non-standard accommodations that can impact a student's performance:
    - Native language translation
    - Reading aloud the answer options
    - Defining words within the test question

Does the MAP Growth test provide National Norm Percentiles?

- MAP Assessments provide several different types of National Norm comparisons.
    - Achievements Norms: See a student's percentile ranking in a nationally representative student population.
    - Growth Norms: Compare a student's growth to that of his/her academic peers.
    - School-level Norms: Monitor school performance over time and compare specific grade levels across schools or the nation.
- You can access the 2015 MAP Normative Data online: https://www.nwea.org/resources/2015-normative-data/

How do I access test results?

- Students see the End of Test screen immediately after the test is complete. The End of Test screen provides immediate data relative to student performance for the test they just completed. All scores presented at the end of a test should be considered preliminary.
- Teachers can login on the NWEA MARC site with their unique credentials to view student and classroom reports 24 hours after completion of a particular NWEA MAP Growth test. This chart (https://teach.mapnwea.org/impl/QRM2_MAP_Reports_Summary_QuickRef.pdf) highlights all of the reports and the corresponding purpose. NWEA also produces an excellent document that highlights all of the reports available through the administrative portal: https://teach.mapnwea.org/impl/PGM2_MAP_Reports_Reference.pdf

Is there an online Parent Portal available?

- No, the NWEA Administrative site is designed specifically for administrators and teachers and is not accessible to parents and families. You can download the CSO NWEA Parent Guide here. The CSO NWEA Parent Guide provides parents and families with an overview of testing in the diocese as well as links to resources to support students at home.

SYSTEM AND BANDWIDTH REQUIREMENTS

In order to ensure that you are able to complete all testing within the designated window, please review the sytem and bandwidth requirements for student machines, teacher devices, network bandwidth and wireless recommendations, and the Firewall and email configurations (see Appendix A).

Student Testing Requirements

The requirements for student devices by type are outlined in the chart below.

Device	Operating System	Secure Testing Tool ‡
Windows® PC *	Windows 7, 8.1, or 10	NWEA secure browser for PC
Macintosh®	Mac OS® X v10.11 to 10.14	NWEA secure browser for Mac, running on Safari® 9 minimum– 12 maximum
iPad®	iOS 10 to 12.	For MAP Growth, use NWEA Secure Testing App For MAP Reading Fluency™, use Reading Fluency Secure Testing App, most recent version (updated regularly—check the maintenance dates and NWEA status page)
Chromebook™ *	Google Chrome™ OS 65 or higher	NWEA Secure Testing App

‡ For all NWEA tools, you must use the versions posted February 2018 or later. For installation instructions, see the System and Technology Guide.

* Touch screens are not supported, and Chromebook tablets are only supported with an external keyboard.

Recommended: Set up computer user accounts dedicated to testing, and disable digital assistants (Siri® and Cortana®), voice dictation, and unsupported screen readers (ChromeVox™ and VoiceOver™). See the System and Technology Guide for details.

Teacher and Staff Requirements

In order to access the proctoring console and reports, devices used by teachers need to meet a different set of standards. It is important to note that iPads are not supported for administering tests. See the chart below.

Device	Operating System	Microsoft	Safari	Firefox	Chrome
Windows® PC	Windows 7, 8.1, or 10	Edge or IE 11 or higher	Not supported	56 or higher	65 or higher
Macintosh®	Mac OS® X v10.11 to 10.14	Not supported	Safari® 9 minimum–12 maximum	56 or higher	65 or higher
Chromebook™	Google Chrome OS (v65 or higher is best)	Not supported	Not supported	Not supported	65 or higher
iPad®	Not fully supported				
Other requirements: Follow specific browser settings, such as allowing cookies and pop-ups; see the *System and Technology Guide*.					

Network Bandwidth

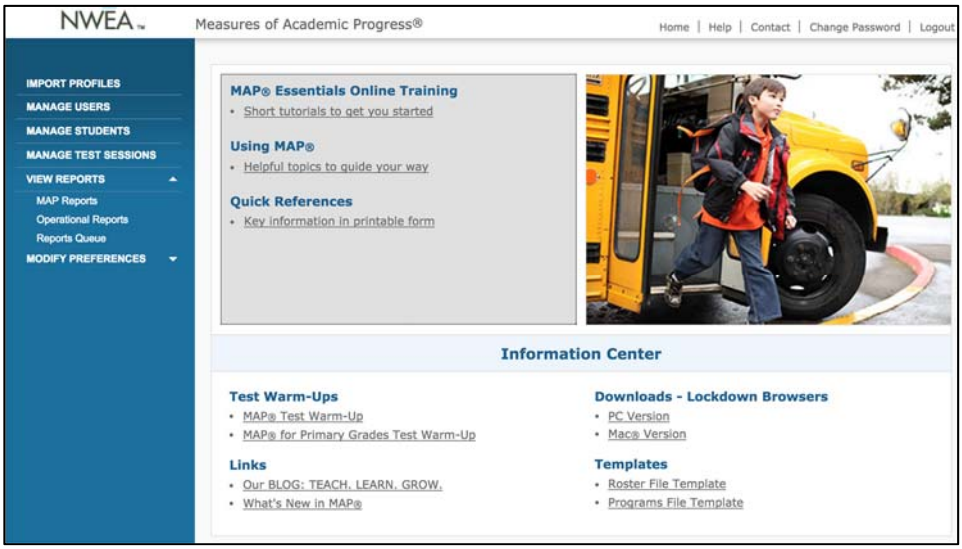
NWEA recommends the following bandwidth for optimal testing environments. It is important to note that schools that are unable to meet these requirements are still capable of administering the NWEA MAP; students may experience delays during testing.

- Grades 3+ — 2 Mbps for every 30 computers concurrently testing;
- Grades K-2 testing—3 Mbps for every 30 computers concurrently testing due to the audio component of the assessment.

You can conduct an Internet speed test using the free, online tool, Speedtest (www.speedtest.net). Be sure to select Portland, Oregon from the location menu as that is where most of the NWEA servers are located. You may wish to conduct this test at different times during the academic day to better understand the network demands.

Lockdown Browser

The updated lockdown browser for both the MAC and PC can be downloaded directly from the NWEA MARC site (http://teach.mapnwea.org). Login using your credentials and look for the Information Center. It appears at the bottom of the main page and contains a set of links for the lockdown browser.



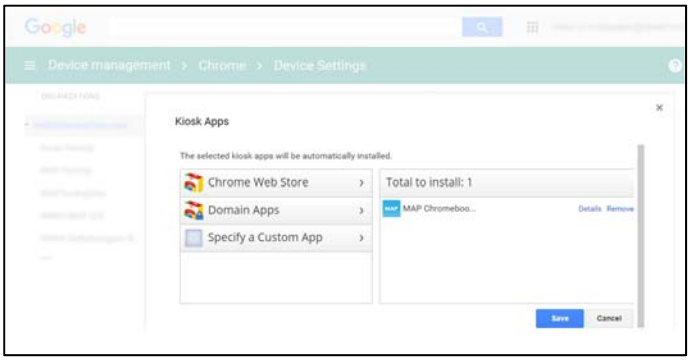
The lockdown browser is not available for the iPad. To create a secure testing environment, NWEA recommends using the Guided Access feature. As Guided Access needs to be activated on each individual device and can be labor intensive, the CSO recommends using the Safari browser and directing students to https://test.mapnwea.org. Students can enter in the testing credentials and complete the required assessments. Proctors need to actively manage the testing environment and ensure that students are not visiting external sites during the assessment.

iPad App for MAP Growth

NWEA has an iPad app called NWEA MAP Growth testing that will enable students to take assessments using touchscreen technology. When taking MAP Growth on an iPad device, the experience will be similar to taking the test on a desktop or laptop computer. The computer adaptive nature of the assessments will remain the same. The app, called NWEA MAP Growth testing, is available for free to download in the Apple App Store: https://itunes.apple.com/us/app/nwea-map-testing/id1087546325?mt=8

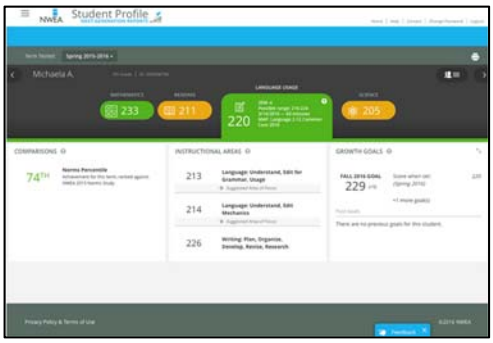
Chromebook Kiosk App

For school using Chromebooks for testing, you are now able to download the MAP Chromebook Testing App which enables students to complete the MAP in a secure kiosk mode. It automatically opens to the student testing site (https://test.mapnwea.org). You can install the MAP Chromebook Testing App through the Management Console.



NWEA Reports Updates

NWEA released the first series of next-generation Reports in NWEA MARC (http://teach.mapnwea.org). These next-generation MAP reports "better visualize, consolidate, and coordinate data to make it easier for educators to interpret and apply the rich information they get from MAP assessments" (NWEA, 2016).[2]



The new reports are designed to help "teachers to easily see how a student is growing academically and what the student needs to support continued growth. A snapshot of key data includes performance compared to national norms and projected proficiency on state summative tests. Instructional area modules provide teachers with insight for focused instruction for each individual student, making differentiated instruction easier" (NWEA, 2016).[3]

To access the new Student Profile Report, log into the NWEA MARC site (http://teach.mapnwea.org). Navigate to MAP Reports and locate the new section named, "Next-Generation Reports."

[2] NWEA: https://www.nwea.org/blog/2016/new-map-reports-help-teachers-more-easily-interpret-assessment-data/
[3] Same as above

CATHOLIC SCHOOLS OFFICE
ARCHDIOCESE OF BOSTON

System & Bandwidth Requirements

NWEA Minimum Requirements for Student Testing

Appendix A

System and Bandwidth Requirements

Here are the minimum system requirements for the MAP® suite. See the MAP Help Center for details.

Student Testing Requirements

Student technology requirements depend on whether or not your schools require secure testing:

- **Secure Testing:** Recommended for MAP Growth™. With proper setup, tools from NWEA will prevent students from accessing other websites. When implementing MAP Growth, your district can choose a setting that requires all students to use one of the secure testing tools.
- **Browser-Only Testing:** Only recommended for MAP Skills™ and MAP Reading Fluency™. For MAP Growth™, testing with a standard browser is possible, but students could access outside resources during the test. As a result, you risk **compromising your assessment** of their performance and growth.

Secure Testing

As a best practice, use NWEA secure testing browsers and apps (also called "lockdown browser") for MAP Growth™ testing. With proper set-up, these tools prevent students from accessing other websites.

Device	Operating System	Secure Testing Tool ‡
Windows® PC *	Windows 7, 8.1, or 10	NWEA secure browser for PC
Macintosh®	Mac OS® X v10.11 to 10.14	NWEA secure browser for Mac, running on Safari® 9 minimum– 12 maximum
iPad®	iOS 10 to 12.	For MAP Growth, use NWEA Secure Testing App For MAP Reading Fluency™, use Reading Fluency Secure Testing App, most recent version (updated regularly—check the maintenance dates and NWEA status page)
Chromebook™ *	Google Chrome™ OS 65 or higher	NWEA Secure Testing App

‡ For all NWEA tools, you must use the versions posted February 2018 or later. For installation instructions, see the System and Technology Guide.

* Touch screens are not supported, and Chromebook tablets are only supported with an external keyboard.

Recommended: Set up computer user accounts dedicated to testing, and disable digital assistants (Siri® and Cortana®), voice dictation, and unsupported screen readers (ChromeVox™ and VoiceOver™). See the System and Technology Guide for details.

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Browser-Only Testing

Testing with only a standard browser is advised for MAP Skills™ and MAP Reading Fluency™, because the risk to assessment integrity is low. For MAP Growth™, your school assumes the risk from browser-only testing.

Device	Operating System	Browser Choices for:	
		MAP Skills or Growth	MAP Reading Fluency
Windows® PC	Windows 7, 8.1, or 10	Firefox 56 or higher, Chrome 65 or higher	Chrome 68 or higher
Macintosh®	Mac OS® X v10.11 to 10.14	Chrome 65 or higher, Firefox 56 or higher, Safari® 9 minimum– 12 maximum	Chrome 68 or higher
iPad®	iOS 10 to 12.	Safari® 9 minimum– 12 maximum	Testing app required – see prior table
Chromebook™	Google Chrome™ OS 65 or higher	Chrome 65 or higher	Chrome 68 or higher

Note: For MAP Reading Fluency, you must also meet these requirements: Headphones for Students on page 3

Teachers and Staff Requirements

Device	Operating System	Microsoft	Safari	Firefox	Chrome
Windows® PC	Windows 7, 8.1, or 10	Edge or IE 11 or higher	Not supported	56 or higher	65 or higher
Macintosh®	Mac OS® X v10.11 to 10.14	Not supported	Safari® 9 minimum–12 maximum	56 or higher	65 or higher
Chromebook™	Google Chrome OS (v65 or higher is best)	Not supported	Not supported	Not supported	65 or higher
iPad®	Not fully supported				

Other requirements: Follow specific browser settings, such as allowing cookies and pop-ups; see the *System and Technology Guide*.

Hardware Specifications

Computer hardware must meet the minimum requirements specified by the manufacturers of the operating system and browser in use. Hardware that exceeds the minimum is recommended for an optimal experience. For computer display, follow these specifications:

- Screen Resolution Minimum: 1024 x 768 for students, and 1280 x 1024 for staff
- Scaling or Zoom: 100%
- Color Depth: 32-bit recommended (minimum 16-bit)

Headphones for Students

For tests aimed at early learners, students can hear questions read through audio playback. For the best experience, use headphones.

In addition, there are specific headphone recommendations for testing with MAP Reading Fluency:

- Over the ear, not buds
- Noise cancellation
- Boom microphone, on the end of a stiff arm that extends in front of the child's mouth rather than attached to the headphone cord
- USB connection for better sound quality

Network Bandwidth

The following bandwidth recommendations are based on best estimate calculations. Test sites that do not meet these recommendations will be able to deliver assessments, but they may experience delays.

- Grades 3+ testing — **2 Mbps** for every 30 computers concurrently testing.
- Grades K-2 testing — **3 Mbps** for every 30 computers concurrently testing. More bandwidth is required because of audio and interactive features.
- Look for limitation points in your internal network (such as school-to-district connections when the district has the main Internet connection).
- You may need to calculate the bandwidth requirements separately for each test season, depending on the tests planned. The requirements increase when you test more students, more subjects, or more schools.

Note: Additional bandwidth is needed at the beginning of each MAP Growth test. The initial load is approximately 2.2 MB, and the load time varies based on available bandwidth.

To perform an Internet speed test, use a website such as www.speedtest.net and select Portland, Oregon (the primary location of NWEA servers). For each building where testing will take place, perform the test at different times during the school day.

Wireless Recommendations

Here are general guidelines for Wireless Access Points (WAPs), based on 802.11 g, n, or ac:

- under 25 devices per WAP = acceptable
- between 26 to 50 devices = check the performance
- over 50 devices = try to decrease the number of devices
- WAP in the same room as the testing devices

In the WAP configuration, strive to limit connections to just testing devices. Also, limit devices to connect only with the closest WAP (for example, avoid overlapping channels and disable promiscuous mode on devices). During testing, monitor for interference from rogue WAPs, non-testing devices, and non-testing activities, like iOS updates. If errors occur, try disabling automatic load balancing.

Firewall Whitelist and Email Configuration

For the following URLs, you should: add to your white lists, exclude from caching, and prioritize the traffic. Update both hardware (such as firewall, content filter, and proxy server/cache) and software (such as antivirus and anti-malware). Allow the changes to propagate before testing.

- **Sites for test and administration:**

  For MAP suite:

  ```
  https://cdn.mapnwea.org
  https://item.mapnwea.org
  https://practice.mapnwea.org
  https://studentresources.nwea.org
  https://sso.mapnwea.org
  https://teach.mapnwea.org
  https://test.mapnwea.org
  newrelic.com
  ```

  Also, if using Text-to-Speech accommodation tools:

  ```
  https://nweaservices.speechstream.net
  https://nweaservicesbackup.speechstream.net
  https://nweatoolbar.speechstream.net
  https://nweacache.speechstream.net
  https://speechstreamtoolbar-webservices.texthelp.com
  ```

Also, if using MAP Skills™:

```
https://skillsnav.mapnwea.org
school.nettrekker.com
```

Also, if using MAP Reading Fluency™:

```
https://readingfluency.mapnwea.org
https://readingfluency-cdn.mapnwea.org
https://lmapi.mapnwea.org
```

- **Sites for training, documentation, and analytics:**

```
https://community.nwea.org
https://dpdol.nwea.org
https://legal.nwea.org
https://prolearning.nwea.org
https://prolearningonline.nwea.org
https://start.nwea.org
```

- **Allow in email spam filter (both server and clients):**

```
*@nwea.org
```

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Early Learning Test Selection

Choosing the Best Test for Grades K-1

Appendix B

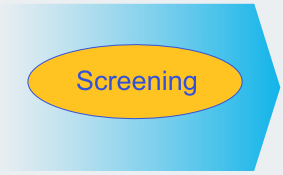
EARLY LEARNING TEST SELECTION

If your school has chosen to implement the tests for early learning grades, you can select from three types:

MAP Growth K-2	Adaptive test to assess **growth** from one term to the next and obtain learning statements to identify what the student is ready to learn. **Spanish math** tests are available. **Practice** tests are also available to help K-2 students prepare—see Administering Tests for Early Learners on page 3
Screening:	Get **baseline information** for a new student who is in the earliest stages of learning, particularly a kindergarten or pre-K student (not recommended beyond kindergarten).
Skills Checklist:	Assess **knowledge of a specific skill** before or after teaching it. There are 38 skills to choose from in mathematics and reading; scored as percent correct.

Selecting Which Test to Use

The best test to use changes over time:

New Kindergartner	Repeated Testing Over Time	Transition to 2-5
		
Used early to mid-K to assess foundational skills.	Used from K-2, while audio support is needed. Use Skills Checklists at any time, and use MAP Growth K-2 once each term.	Begin between grade 2 fall and grade 3 fall.

Choosing a Screening Test

The Screening tests for early learners can replace many one-on-one manual assessment sessions. There are two choices:

- Screening: Mathematics Early Numeracy, with 35 questions
- Screening: Reading Early Literacy, with 33 questions

Both tests adapt after an initial set of questions to determine the level of difficulty for the next set of questions. For details, see Screening Test Structure for Early Learners on page 4.

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Choosing a Skills Checklist Test

The Skills Checklists follow an overall sequence of academic progression so you can use the assessment most appropriate to each student's abilities. This progression is outlined in the following lists:

- Skills Checklists for Reading on page 5
- Skills Checklists for Mathematics on page 6

Relation to Common Core—If your state standards are related to Common Core, you can see correlations to those standards in the *Skills Checklist Selection Guide* (available on www.nwea.org by searching for "skills checklist").

Choosing a MAP Growth K-2 Test

For a broader assessment each term, turn to the MAP Growth K-2 tests. These tests are also aligned to state standards, where available.

- Standards for most states:
  cdn.nwea.org/state-information/index.html
- Standards for common core:
  cdn.nwea.org/state-information/Common-Core-Instructional-Areas.pdf
- Standards for international:
  http://cdn.nwea.org/state-information/NWEA-International-Instructional-Areas.pdf

Transitioning from K-2 to 2-5 Tests

Beyond grade 2, the K-2 test content is less appropriate, and students should transition to the 2-5 tests. How you make the transition depends on each student's unique circumstances. For detailed guidance about the transition, see:

- MAP Growth Grade-level Test Guidance
  (in the MAP Help Center, open Testing Growth > Early Learner Testing)

Administering Tests for Early Learners

- Before Testing:
  - Get headphones for each student.
  - Check the audio on each student device.
  - Set up testing sessions in advance . If you do not see the MAP Growth K-2 or other tests available, ask someone responsible for MAP setup to check the test restriction settings.
- Student Practice:
  - *Practice with questions*—From the student log-in page (test.mapnwea.org), students can click **Try the Practice Test** to become familiar with sample test questions. They need to use a generic log-in:
    - Username = grow
    - Password = grow
- During Testing:
  Administer testing like all MAP Growth tests, and also follow these best practices:
  - Interrupt the MAP Growth K-2 test mid-way.

    After about 20 minutes, use the **Pause** or **Suspend** actions to give students a rest.
  - Make sure students close the test.

    After the final message ("Good Job" and dog image appears), you or the students must **click the Close (X)** button. If they do not, the test remains unfinished and will not provide a final score.
- After Testing:
  - Find MAP Growth K-2 results on most reports.
  - For Screening or Skills Checklist results, use the *Screening and Skills Checklist reports*

Screening Test Structure for Early Learners

This screening test adapts after the initial sub-skill section and presents a set of either more or less difficult questions, based on the student's performance to that point:

- If less than 4 correct = less difficult sub-skill section
- If 4 or 5 correct = more difficult sub-skill section

Mathematics Early Numeracy Test

Skill	Initial Sub-skill Section	Adaptive Sections	
		Less Difficult	...or... More Difficult
Counts	Counts 1 to 10 and One-to-One Correspondence for 1 to 10	Rote Counting – Counts to a Number	One-to-One Correspondence for 11 to 20
Number/Numeral	Identifies Numerals 1 to 10	Matches Numerals 1 to 10	Identifies Numerals 11 to 20
Computation	Computes with Manipulatives: Moving Objects	Identifies Numbers of Objects: More/Fewer	Computes with Manipulatives: Numerical Answer

Reading Early Literacy Test

Skill	Initial Sub-skill Section	Adaptive Section	
		Less Difficult	...or... More Difficult
Phonological Awareness	Rhyming Words	Matching Sounds	Manipulating Sounds
Visual Discrimination/Phonics	Letter Identification	Visual Discrimination of Words	Matching Sounds to Letters
Concepts of Print	Orientation to the Page	Understanding Pre-Reading Behaviors	Identify Title/Author and Counting Words

Skills Checklists for Reading

Name of Test	Questions	Content
Reading Consonant Blends-Digraphs	1 familiarization question 47 test questions 1 reward item	• Initial Blends and Clusters • Final Blends • Initial and Final Digraphs
Reading Decoding Multi-Syllable Words	1 familiarization question 30 test questions 1 reward item	• Inflectional Endings • Prefixes and Suffixes • Open and Closed/C+le Syllables
Reading Decoding Patterns-Word Families	1 familiarization question 18 test questions	• Words with Common Spelling Patterns
Reading Letter Identification	1 familiarization question 52 test questions 1 reward item	• Upper Case • Lower Case
Reading Manipulation of Sounds	1 familiarization question 35 test questions 1 reward item	• Blending of Sounds • Substitution of Sounds: Beginning, Middle, and End • Deletion of Sounds
Reading Matching Letters to Sounds	1 familiarization question 31 test questions 1 reward item	• Consonants • Vowels
Reading Phoneme Identification	1 familiarization question 44 test questions 1 reward item	• Initial Consonant Sounds • Final Consonant Sounds • Middle Vowel Sounds
Reading Phonological Awareness	1 familiarization question 35 test questions 1 reward item	• Rhyming • Identifying Number of Syllables (one, two, and three) • Blending
Reading Syllable Types- CVC-CVCe-R-Controlled	1 familiarization question 14 test questions 1 reward item	• CVC • CVCe • R-Controlled
Reading Vowel-Digraphs-Diphthongs	1 familiarization question 21 test questions 1 reward item	• Digraphs • Diphthongs

Skills Checklists for Mathematics

Name of Test	Questions	Content
Math Computation-10 Manipulatives	1 familiarization question 20 test questions 1 reward item	Addition: Computation and Story Problems – Using Manipulatives Subtraction: Computation and Story Problems – Using Manipulatives
Math Computation-10 Numbers	1 familiarization question 25 test questions 1 reward item	Addition: • Two 1-Digit Numbers – Horizontal and Vertical • Three 1-Digit Numbers Subtraction: Two 1-Digit Numbers – Horizontal and Vertical
Math Computation-10 Problem Solving	1 familiarization question 10 test questions 1 reward item	Addition: Story Problems – Result Unknown Subtraction: Story Problems – Result Unknown
Math Computation-20 Manipulatives	1 familiarization question 20 test questions 1 reward item	Addition: Story Problems - Using Manipulatives Subtraction: Computation – Using Manipulatives
Math Computation-20 Numbers	1 familiarization question 25 test questions 1 reward item	Addition: • Two 1-Digit Numbers – Horizontal and Vertical • Three 1-Digit Numbers Subtraction: Two 1-Digit Numbers – Horizontal and Vertical
Math Computation-20 Problem Solving	1 familiarization question 10 test questions 1 reward item	Addition: Story Problems – Result Unknown Subtraction: Story Problems – Result Unknown
Math Computation-100 Manipulatives	1 familiarization question 20 test questions 1 reward item	Addition and Subtraction – Using Manipulatives Multiplication – Using Manipulatives Division – Using Manipulatives
Math Computation-100 Manipulatives Regroup	1 familiarization question 20 test questions 1 reward item	Addition and Subtraction – Using Manipulatives Multiplication – Using Manipulatives Division – Using Manipulatives
Math Computation-100 Numbers	1 familiarization question 35 test questions 1 reward item	Addition: • 1- or 2-Digit Numbers – Horizontal and Vertical • Multiple 1- and 2-Digit Numbers Subtraction: Two 1- or 2-Digit numbers – Horizontal and Vertical Multiplication: Basic Facts – Horizontal and Vertical

Name of Test	Questions	Content
Math Computation-100 Numbers Regroup	1 familiarization question 35 test questions 1 reward item	Addition: • 1- or 2-Digit Numbers – Horizontal and Vertical • Multiple 1- and 2-Digit Numbers Subtraction: Two 1- or 2-Digit numbers – Horizontal and Vertical Multiplication: 2-Digit Numbers <20 by a 1-Digit Number Division: Basic Facts
Math Computation-100 Problem Solving	1 familiarization question 25 test questions 1 reward item	Addition: • Story Problems – Result Unknown • Story Problems – Start or Change Unknown • Story Problems – Multiple Numbers Subtraction: • Story Problems – Result Unknown • Story Problems – Start or Change Unknown
Math Computation-100 Problem Solving Regroup	3 familiarization questions 35 test questions 1 reward item	Addition: Story Problems and Estimation Subtraction: Story Problems and Estimation
Math Computation-1000 Manipulatives	1 familiarization question 20 test questions 1 reward item	Addition: Using Manipulatives Subtraction: Using Manipulatives Multiplication: Using Manipulatives Division: Using Manipulatives (with remainders)
Math Computation-1000 Numbers	2 familiarization questions 20 test questions 1 reward item	Addition: Sums to 1000 Subtraction: Minuend <1000 Multiplication: 2- or 3-Digit Number by a 1- or 2-Digit Number Division: Numbers 100 or Less by a 1- or 2-Digit Number
Math Computation-1000 Problem Solving	3 familiarization questions 30 test questions 1 reward item	Addition: Story Problems and Estimation Subtraction: Story Problems and Estimation Multiplication: Story Problems Division: Story Problems
Math NumberSense-10: Count-Order-PlaceValue	3 familiarization questions 31 test questions 1 reward item	Counts to 10 – Forwards and Backwards One-to-One Correspondence Identifies position – First, Last and 1st – 10th Compares Numbers Using Words Groups Objects into 10s
Math NumberSense-10: Representation	3 familiarization questions 34 test questions 1 reward item	Names Numerals Represents Numerals Correctly Composes and Decomposes Numbers

Name of Test	Questions	Content
		Identifies or Represents Whole, Part of, Half Identifies a Penny, a Nickel, and a Dime Identifies Name of Coin Worth 1¢, 5¢, 10¢
Math NumberSense-20: Count-Order-PlaceValue	2 familiarization questions 24 test questions 1 reward item	Counts by 1s, 2s, and 5s Counts Backwards Counts on from Any Number by 1s One-to-One Correspondence Groups Objects into 10s and 1s
Math NumberSense-20: Ordering	1 familiarization question 30 test questions 1 reward item	Identifies Position: 11th to 20th Compares Numbers 1 to 20 Using Words Identifies Number 1 More or Less Than a Given Number Identifies Numbers Between Two Given Numbers Compares the Value of One Coin to Another: Penny, Nickel, Dime
Math NumberSense-20: Representation	3 familiarization questions 34 test questions 1 reward item	Identifies Numerals and Represents Numbers Composes and Decomposes Numbers Identifies Multiple Ways of Representing Numbers Identifies or Represents Fractions: Fourths
Math NumberSense-100: Counting	1 familiarization question 21 test questions 1 reward item	Counts on by 1s, 2s, 5s, and 10s Counts by 10s to 100
Math NumberSense-100: Ordering	1 familiarization question 25 test questions 1 reward item	Compares Numbers Identifies Numbers 1 Greater Than and Less Than a Given Number Identifies Numbers Between Two Given Numbers Orders and Compares the Value of Coins
Math NumberSense-100: Place Value	1 familiarization question 20 test questions 1 reward item	Identifies Standard Form Name Identifies Number of sets given pictures Identifies number of sets given numbers Reorganizes groups of 10s and 1s
Math NumberSense-100: Representation	2 familiarization questions 35 test questions 1 reward item	Identifies numerals Represents numbers Composes and Decomposes numbers Identifies multiples ways of representing numbers Fractions: thirds Money
Math NumberSense-1000: Counting	1 familiarization question 24 test questions	Counts by 3s Counts on by 2s and 5s

Name of Test	Questions	Content
	1 reward item	Counts by 10s and 100s from numbers ≤100 and ≥100 Counts by 10s from any multiple of 10 Counts on by 10s from any number
Math NumberSense-1000: Ordering	1 familiarization question 35 test questions 1 reward item	Compares numbers using words and symbols Identifies number 10 less or more than a given number Identifies number 100 less or more than a given number Identifies numbers between two given numbers
Math NumberSense-1000: Place Value	2 familiarization questions 20 test questions 1 reward item	Groups objects into 100s, 10s, and 1s Identifies the number of 100s, 10s, and 1s in a number Identifies the standard form of a number from expanded form Identifies multiples ways of showing the same number using place value
Math NumberSense-1000: Representation	3 familiarization questions 30 test questions 1 reward item	Identifies numerals Represents numbers Composes and decomposes Identifies multiple ways of representing numbers Fractions: eighths Money

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Proctor Tips & Troubleshooting

NWEA Quick Reference
Appendix C

TESTING TIPS FOR MAP GROWTH

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, chose **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.

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If "Action Needed to Continue" appears Coming July 2019	The options you have include: • **Resume Test:** Continues a suspended test. • **Start Test Over:** Starts the test over from question 1 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 that's all (you still cannot confirm the student for testing).

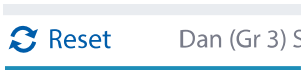
Student directions script

For all students, say:	Give this test your best effort. It is a chance to show how much you know. Your teacher can use it to choose what you are ready to learn next. 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, 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 unsure 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 the same passage appears again and again, but look carefully, because you will see a different question for the same passage.

Test Question Issues

Testing is slow

On the student device, click **Reset**. On desktops, you can also use the keyboard command:



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 device, close the testing browser.

PC or Mac —	iPad —	Chromebook —
Click the **X** at top	Use the **Home** button	Type the exit command: **Shift+Alt+K**

3. On your Proctor console, select the student again and choose **Select Action > Test Again**.
4. On the student 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 clicks **Resume**, a new question appears.

Report a broken question to NWEA

1. On your Proctor console, obtain the **Proctor PIN** (upper right).
2. On the student device, type:
   Ctrl+Shift+P (or Ctrl+Shift+L).
3. In the window that appears, type the PIN code.
4. Type a description of the problem with the test question.
   Note: The MAP system captures the test name and question number for you.
5. Click **Resume Test**.
   The MAP system sends the report to NWEA to be addressed (a "problem item report"), and the test resumes with the next question.

Test Engagement

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

Proctor role in test engagement

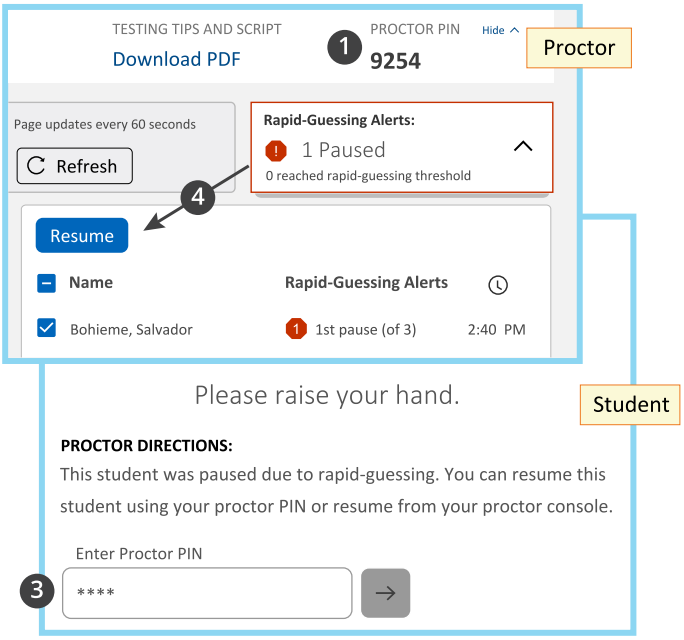
By helping students stay engaged in their test, you help ensure the assessment will better represent the students' abilities and needs. Before testing, clarify with students the purpose of MAP Growth and the importance of taking time on every test question. During testing, check the rapid-guessing alerts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

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

First pause—what to do

Coming July 2019

When a student rapid-guesses multiple times, the test automatically pauses, and an alert appears on the Proctor console. The best way to help students re-engage 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.

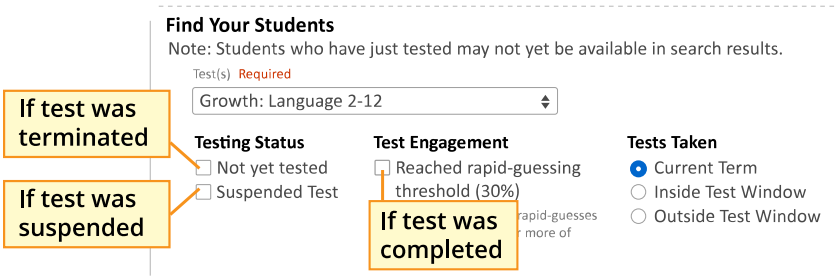
   Avoid helping the student answer test questions.
3. When the student is ready, type the PIN on the student's computer—the test resumes with the next question.
4. Or, for multiple students, use controls on your console (click the alert box, select names, and click **Resume**).

Repeated alerts—what to do

Coming July 2019

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

- As soon as possible, decide whether to continue the student's test another day, when the student is able to reengage. If so, then **Suspend** the test.
- Before closing the testing session, download or print the **Session Details** at the top of the console to keep track of the student's rapid guesses.
- For excessive rapid guessing, discuss with leaders whether to start the test over (a retest).
- When you continue testing or retest, click **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**.)

Continuing Suspended Tests

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

Continue same day, same session

1. With the testing session still open, select the students with Suspended status.
2. Click **Select Action**, choose **Test Again**, and click **OK** when prompted.

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 click **Test Now**.)

The Status for everyone will be Awaiting Student, meaning they can now sign in to the session. The session password would be new while the session name remains the same. When prompted, select **Resume Test** and click **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**, click **Find Students to Test**.
2. Open the **Test History Search** tab.
3. Select School, Test, and other search filters.
4. Click **Search** and then, from the pop-up list, click **Add Students**.
   To help find students, you can sort by the **Test Event Start Date** column.
5. **Important:** Select students and click **Assign Test** and, if needed, **Assign Accommodations**.
6. Click **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 community.nwea.org > Support