

Catholic Schools Office



NWEA Test Administration Manual

Archdiocese of Boston – Catholic Schools Office
Academic Year: 2017-2018

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TESTING POLICIES & SCHEDULE

All students in grades 2 through 8 are required to take the MAP 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 the MAP for Primary Grades. 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.

Fall Testing Window	Winter Testing Window	Spring Testing Window
9/5/17 to 10/6/17	1/8/18 to 2/9/18	4/30/18 to 6/1/18

Subject	Grades	Test Name	Required/Optional
Math	Grades K-1	MAP: Math Primary Grades MA 2011	Optional
Reading	Grades K-1	MAP: Reading Primary Grades MA 2011	Optional
Math	Grades 2-5	MAP: Math 2-5 MA 2011 V2	Required
Reading	Grades 2-5	MAP: Reading 2-5 MA 2011 V2	Required
Language Usage	Grades 2-5	MAP: Language 2-12 MA 2011	Required
Science	Grades 2-5	MAP: General Science MA 2006 V2	Optional
Math	Grades 6-8	MAP: Math 6+ MA 2011 V2	Required
Reading	Grades 6-8	MAP: Reading 6+ MA 2011 V2	Required
Language Usage	Grades 6-8	MAP: Language 2-12 MA 2011	Required
Science	Grades 6-8	MAP: General Science MA 2006 V2	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 2017-18 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.

Guide for Preparing for the Testing Windows

This guide highlights all of the steps that need to be completed 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

Download & Update NWEA Roster File Template

- Each school has a personalized online Box folder that contains assessment data; use the provided login credentials to access the NWEA roster file. If access is needed, contact the CSO (csotechteam@rcab.org).
- Download the roster file in Excel.
- Update the Excel file following the detailed guidelines on the CSO Technology Team website : <http://csotechteam.weebly.com/>

Submit Completed Roster File to CSO

- Upload the roster to the Box folder provided by the CSO
- Rostering files contain confidential data and should not be shared via email.

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.

Update User Access to NWEA MARC – Fall Administration Only

- Once the roster file is set, each school will receive a list of NWEA MARC users.
- Use this opportunity to add new teachers, assign specific roles (e.g., administrator, proctor, instructor) and remove access.
- Email updated user file to CSO (csotechteam@rcab.org).

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 MPG 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 assessment per academic day.
 - The MPG and MAP 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 (45 minutes), MPG (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.

Designate Proctors & Review Training Materials

- Watch Proctor Quick Start Video: <https://nwea.adobeconnect.com/a203290506/proctorquickstart/>
- Download the detailed Proctor Guide: <https://teach.mapnwea.org/assist/doc/ProctorGuide.pdf>
- Print the Proctor Tips & Trouble Shooting Guide and Proctor Console Issues & Solutions to help with day-to-day administration and typical testing challenges (see Appendix C & D).

Guide for Preparing for the Testing Windows**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 16 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

- NWEA provides an excellent handout, Accommodations Checklist that highlights standard accommodations and serves as a way for teachers to document the types of support provided to students (see Appendix F). 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 test (<http://bit.ly/2gVQDCy>).
- All suspended tests must be resumed within 28 days complete the outstanding assessment.

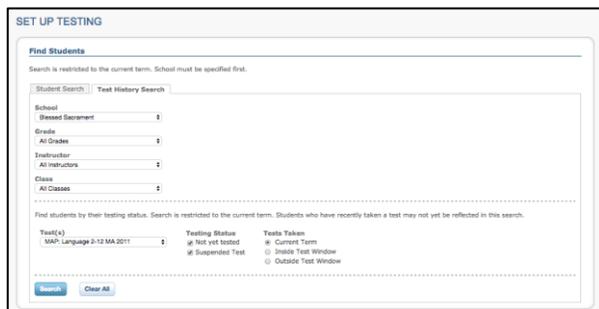
Guide for Administering the Tests

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.



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.

Guide for Administering the Tests

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

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.

Guide for Administering the Tests

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 designated 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.

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).

Guide for Administering the Tests

- 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 percentiles, 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 understand 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% percentiles 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 December 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.](#)

Resources 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 Quick Start Video**
<https://nwea.adobeconnect.com/a203290506/proctorquickstart/>
This detailed video walks teachers and administrators through the NWEA MARC site and the Manage Students feature.
- **Proctor Guide**
<https://teach.mapnwea.org/assist/doc/ProctorGuide.pdf>
If you are prepared to read through documentation, NWEA prepared a 24-page guide to proctoring and managing test sessions.
- **Testing Step-by-Step Setup**
https://teach.mapnwea.org/assist/help_map/Content/AboutMAP/VideoBrowse/VideoTutorials.htm
If the Proctor Guide is daunting, these short videos walk 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.
- **Proctor Console Issues & Solutions**
Similar to the troubleshooting guide, this document (see Appendix D) highlights common issues and solutions. It is an excellent tool to print and 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

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.

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. 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. Please contact the CSO Technology Team (csotechteam@rcab.org) and request a new student ID number.

Basic Student Information

Create or update a student profile for testing and/or reporting.

* Required ^R Required for reporting

First Name ^R Middle Name

Last Name ^R

Student ID ^R Date of Birth (mm/dd/yyyy) ^R

Gender ^R

- 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.

Add Class ->

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

Add Term

Add Classes

Term
Winter 2016-2017: Dec 01 2016 - Feb 28 2017

School
St. Paul - Hingham

Instructor
Start typing the Instructor's last name until results are displayed.
Select an Instructor before selecting a class.
Danubo, Kerin

Classes

Select one or more classes from the list on the left, and then click Add Class. Revise by selecting one or more classes from the list on the right, and then click Remove Class. When done, click Add Classes to assign classes to the selected student.

Available Classes		Classes to Assign		
Class		Class	Instructor	School
K	<input type="button" value="Add Class ->"/>			
	<input type="button" value="Remove Class"/>			

- 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."

STUDENT PROFILE

Student profile has been created successfully.

Name: amyryan amyryan
Gender: Female
Date of Birth: Jan 1 2001
Student ID:

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. Below is a step-by-step guide to the process of updating a student's class association:

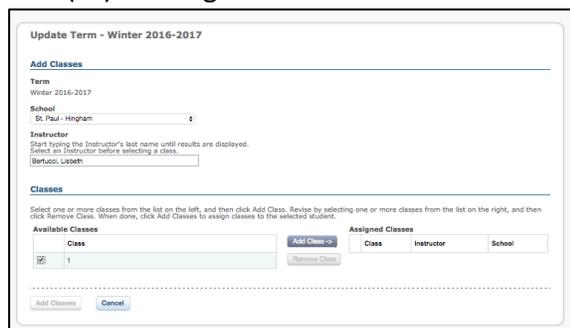
- Go to the NWEA administrative portal: <http://teach.mapnwea.org>
- Log into the portal using your ID and password
- In the left navigation pane, select Manage Students.
- Search for the student and then choose View/Update.
- Navigate to the Terms section and select the current testing term.
- Click 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.

The screenshot shows the 'Classes' section of the NWEA administrative portal. At the top, it says 'Assign classes to this student for the selected term by clicking Add Classes.' Below this is a table with columns for 'Class', 'Instructor', and 'School'. There is a 'Remove Class' button on the left and an 'Add Classes' button on the right. The table contains one row with a radio button selected next to the class 'K', instructor 'Danubio, Kerin', and school 'St. Paul - Hingham'.

Class	Instructor	School
<input checked="" type="radio"/> K	Danubio, Kerin	St. Paul - Hingham

- 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

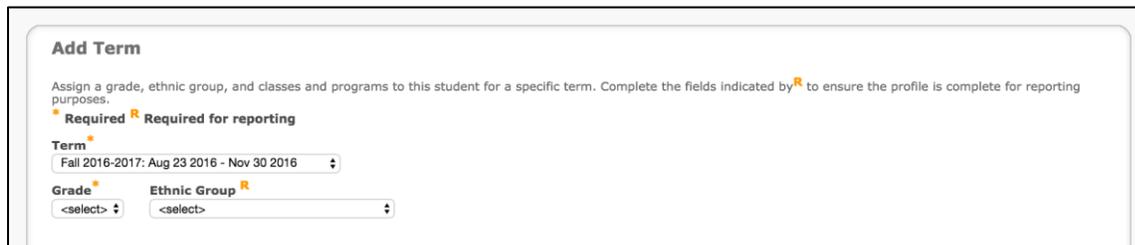
For student data to be properly included in school and district level reports, all of the required reporting fields on the Student Profile must be complete. The required reporting fields are as follows: Student ID, Date of Birth, Gender, Grade, Ethnic Group, School of Record, and Classes. If a student does not appear on a teacher’s class report, a proctor can review the student profile in NWEA MARC and make the necessary adjustments. 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.

Term	Grade
Winter 2016-2017: Dec 1 2016 - Feb 28 2017	K

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



Add Term

Assign a grade, ethnic group, and classes and programs to this student for a specific term. Complete the fields indicated by **R** to ensure the profile is complete for reporting purposes.

Required ^R Required for reporting

Term ^{*}
Fall 2016-2017: Aug 23 2016 - Nov 30 2016

Grade ^{*} **Ethnic Group ^R**
<select> <select>

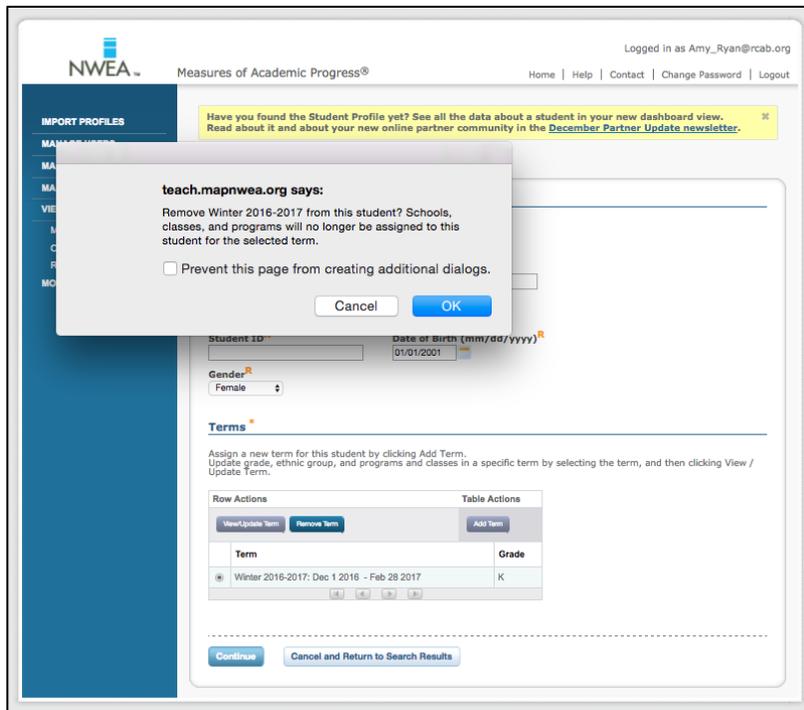
- If student is not assigned to a school and/or class, see page 19 for directions on how to update these fields.
- When all fields marked with an orange R are complete, click the Update Term icon at the bottom of the Student Profile page.
- The Student Profile Summary page appears. Review the student 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 then 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	<ul style="list-style-type: none"> ■ Stops the test where the student left off ■ Allows the student to resume the test within 30 minutes ■ Automatically suspends if the test is not resumed within 30 minutes 	Student needs to leave the test for less than 30 minutes
Suspend	<ul style="list-style-type: none"> ■ Stops the test where the student left off ■ Allows the student to resume the test—or start it over—the same day or another day 	Student needs to leave the test for more than 30 minutes Student appears to be disengaged or ill
Terminate	<ul style="list-style-type: none"> ■ Stops the test where the student left off ■ Discards test results up to the point of test termination 	Student is not to complete the test (for example, the student started taking the wrong test, appears to be disengaged, or is ill) Important! Be sure you want to terminate a test. You cannot recover or continue a terminated test.

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 19 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 16 for creating a new student profile.

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 21.

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 multiple 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 expanded 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, 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.

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 22.

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 and MPG 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: Mathematics: 53 items
 - MAP: Reading: 43 items
 - MAP: Language Usage: 53 items
 - MAP: General Science: 45 items
 - MAP for Primary Grades (MPG): Reading: 52 items
 - MAP for Primary Grades (MPG): Mathematics: 52 items

What is the recommended testing time?

- Since the MAP and MPG tests 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: 45 minutes
 - MAP for Primary Grades (MPG): 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 Tips and Troubleshooting Guide for directions on how to suspend a MAP test:

https://teach.mapnwea.org/assist/doc/QRM2_Proctor_Tips_and_Troubleshooting_QuickRef.pdf

Can calculators be used on the MAP tests?

- MAP 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 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.
- The MAP for Primary Grades items and tests do NOT have a calculator available for use.

Can students use scratch paper while testing?

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

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 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](#) the results will not appear on reports.

Do all questions on the MPG test have audio support?

- No, not all MPG 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 MPG Reading assessment 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 for Primary Grades here](#).

Is the MAP for Primary Grades test independent of the MAP 2-8 tests?

- Yes, MAP for Primary Grades is a separate test that should only be given to students in grades K-1; the test requires the use of headphones as it provides students with scaffolded audio support. You can learn more about the [MAP for Primary Grades here](#).

Questions for Teachers

How do I learn about MAP testing on my own?

- Destination PD is a free, online learning platform where you will find learning activities and materials that will help you deepen your knowledge about MAP. All teachers in the Archdiocese of Boston have an account within the system.
- Invitations to Destination PD were automatically emailed to all principals, assessment coaches and teacher leaders. To access the site, go to <https://destinationpd.nwea.org> and use your school email as the username and the password provided by the NWEA MARC administrator.
- If you never received the email, or can't find it, please check your spam/junk/quarantine folder for the invite. This is where the invite is typically directed if it does not appear in your inbox. It is sent from donotreply@NWEA.org.
- If you continue to experience issues accessing Destination PD, [please contact the CSO Technology Team](#).

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

- Teachers need more exposure to the process than students. Destination PD, an online professional development portal through NWEA, 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 through [MAP Essentials](#) -- a web page that does not require a login.

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 and MPG.
 - Use this link to explain why and how to take MAP tests:
http://warmup.nwea.org/warmup_start_educators_map.html
 - Use this link for the MAP for Primary Grades:
http://warmup.nwea.org/warmup_start_educators_mpg.html
 - Students can try sample questions on their own a day or two before testing:
<http://warmup.nwea.org/>

What types of accommodations are available to support all learners?

- NWEA provides an excellent handout Accommodations Checklist that highlights standard accommodations and serves as a way for teachers to document the types of support provided to students (see Appendix F). 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

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](#).

Does the MAP 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. Click here for more information regarding the [End of Test Score Report](#).

- 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 test. This [chart](#) 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, [Reports Portfolio](#).

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 system 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	Browser for MAP	Browser Choices for Skills Navigator®
Windows® PC	Windows 7, 8, 8.1, or 10	MAP lockdown browser for PC, July 2015 release required* Note: Installation includes .NET Framework, which is required.	Firefox 45 or higher, Chrome 41 or higher
Macintosh®	Mac OS® X v10.8, .9, .10, or .11	MAP lockdown browser for Mac, Aug 2013 release (3.0.0.2) or later recommended, running on: Safari® 6.2.2 minimum - 9 max	Safari 6.2 minimum - 9 max, Firefox 45 or higher, Chrome 41 or higher
iPad®	iOS 8 or 9	MAP Testing App Latest update: July 2016	Safari® 8 minimum - 9 max (no App needed)
Note: Testing not supported on iPad v.1, and Pro models require the latest MAP Testing App			
Chromebook™	Google Chrome™ OS 41 or higher	MAP Chromebook Testing App Latest update: July 2016	Chrome 41 or higher
* Check your version—On each PC, you can start the lockdown browser and type: Ctrl+Alt+V. If the pop-up that appears is a version below 5.0.185.0, you must re-install with the latest version, available from the MAP homepage.			
Other requirements: Headphones for primary grades testing. Recommended: Computer user accounts dedicated to testing. See the System and Technology Guide for details, plus iPad and Chromebook setup.			

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	Internet Explorer	Safari	Firefox	Chrome
Windows® PC	Windows 7, 8, 8.1, or 10	10 or 11		45 or higher	41 or higher
Macintosh®	Mac OS® X v10.8, .9, .10, or .11		Safari® 6.2‡ minimum - 9 max	45 or higher	41 or higher
Chromebook™	Google Chrome OS (v41 or higher is best)				41 or higher
iPad®	Not supported at this time				

Other requirements: PDF viewer, such as Adobe Reader®. Also, follow specific browser settings, such as allowing cookies and pop-ups for the MAP URL; see the *System and Technology Guide*.

‡ If Safari below 6.0, use Chrome or Firefox instead of the lockdown browser.

Network Bandwidth

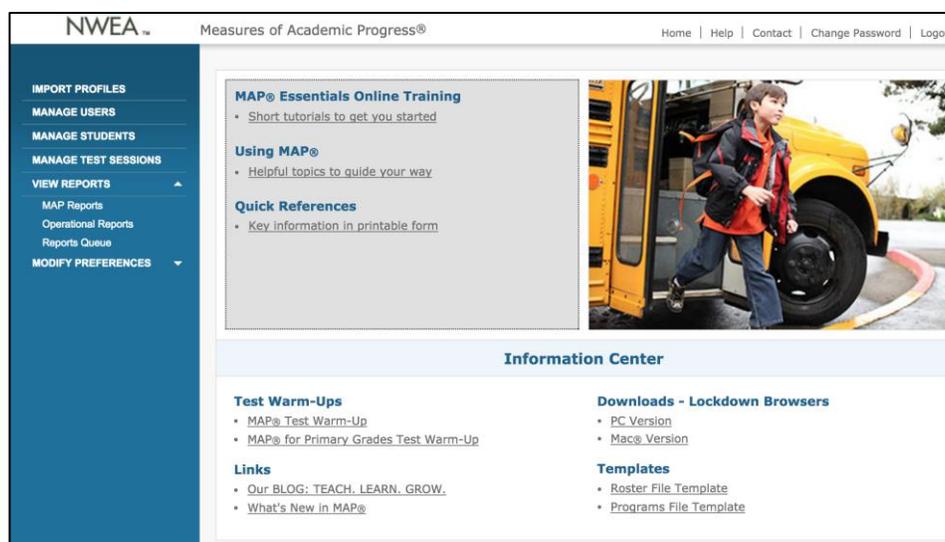
NWEA recommends the following bandwidth for optimal testing environments. It is important to note that schools that are unable to meet these requirements are still capable of administering the NWEA MAP; students may experience delays during testing.

- MAP and Skills Navigator testing — 2 Mbps for every 30 computers concurrently testing;
- MAP for Primary Grades 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.



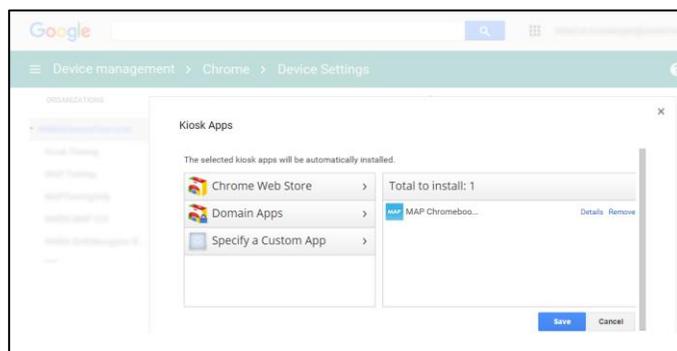
The lockdown browser is not available for the iPad. To create a secure testing environment, NWEA recommends using the Guided Access feature. As Guided Access needs to be activated on each individual device and can be labor intensive, the CSO recommends using the Safari browser and directing students 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.

New iPad App for MAP and MPG

NWEA launched a new iPad app called NWEA MAP Testing that will enable students to take assessments using touchscreen technology. When taking MAP or MPG 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 Testing, is now 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.

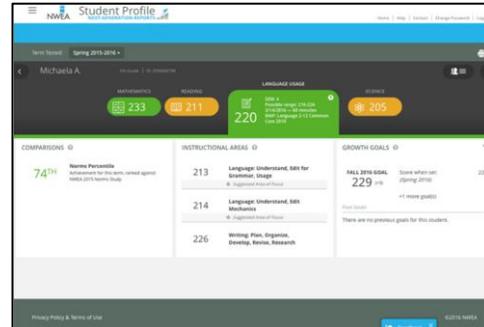


NWEA Reports Updates

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 SUPPORT

The Catholic Schools Office Technology team consists of:

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Associate Superintendent, Academics & Digital Learning

amy_ryan@rcab.org | 617-779-3609

Annie Cervin

Data Manager

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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 2017-18 academic year are outlined at the beginning of this document and publically 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.

System & Bandwidth Requirements

NWEA Minimum Requirements for Student Testing
Appendix A

Here are the minimum system requirements for NWEA Web-based products.

Online copy: https://teach.mapnwea.org/impl/QRM2_System_Requirements_QuickRef.pdf.

Student Testing Requirements

Device	Operating System	Browser for MAP	Browser Choices for Skills Navigator®
Windows® PC	Windows 7, 8, 8.1, or 10	MAP lockdown browser for PC, July 2015 release required* Note: Installation includes .NET Framework, which is required.	Firefox 45 or higher, Chrome 41 or higher
Macintosh®	Mac OS® X v10.8, .9, .10, or .11	MAP lockdown browser for Mac, Aug 2013 release (3.0.0.2) or later recommended, running on: Safari® 6.2‡ minimum - 9 max	Safari 6.2 minimum - 9 max, Firefox 45 or higher, Chrome 41 or higher
iPad®	iOS 8 or 9	MAP Testing App Latest update: July 2016	Safari® 8 minimum - 9 max (no App needed)
Note: Testing not supported on iPad v.1, and Pro models require the latest MAP Testing App			
Chromebook™	Google Chrome™ OS 41 or higher	MAP Chromebook Testing App Latest update: July 2016	Chrome 41 or higher

* Check your version—On each PC, you can start the lockdown browser and type: Ctrl+Alt+V. If the pop-up that appears is a version below 5.0.185.0, you must re-install with the latest version, available from the MAP homepage.

Other requirements: Headphones for primary grades testing. Recommended: Computer user accounts dedicated to testing. See the [System and Technology Guide](#) for details, plus iPad and Chromebook setup.

Teachers and Staff Requirements

Device	Operating System	Internet Explorer	Safari	Firefox	Chrome
Windows® PC	Windows 7, 8, 8.1, or 10	10 or 11		45 or higher	41 or higher
Macintosh®	Mac OS® X v10.8, .9, .10, or .11		Safari® 6.2‡ minimum - 9 max	45 or higher	41 or higher
Chromebook™	Google Chrome OS (v41 or higher is best)				41 or higher
iPad®	Not supported at this time				

Other requirements: PDF viewer, such as Adobe Reader®. Also, follow specific browser settings, such as allowing cookies and pop-ups for the MAP URL; see the *System and Technology Guide*.

‡ If Safari below 6.0, use Chrome or Firefox instead of the lockdown browser.

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. The resources for NWEA Web-based products are similar to other Web-based applications. For computer display, follow these specifications:

- Screen Resolution: 1024 x 768 or more
- Color Depth: 32-bit recommended (minimum 16-bit)

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 may experience delays.

- MAP and Skills Navigator testing – **2 Mbps** for every 30 computers concurrently testing
- MAP for Primary Grades 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 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 Web site 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 = Okay
- 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 and E-mail Configuration

For the following URLs, you should: add to your white lists, exclude from caching, and prioritize the traffic. Example equipment includes your firewall (hardware and software), content filter, and proxy server/cache. Allow the changes to propagate before testing.

- **Sites for test and administration:**

*.mapnwea.org

Or, if you cannot use the asterisk (*) wildcard character: <https://teach.mapnwea.org>
<https://test.mapnwea.org>
<https://cdn.mapnwea.org>

Also, if using Skills Navigator: <https://skillsnav.mapnwea.org>

- **Site for test warm-up practice (MAP only):**

<http://warmup.nwea.org>

- **Sites for training and documentation:**

<http://nwea.adobeconnect.com>
<http://destinationpd.nwea.org/>

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

*@nwea.org

Catholic Schools Office



MPG Skills Checklists

NWEA MAP for Primary Grades
Appendix B



NWEA ASSESSMENT | MAP FOR PRIMARY GRADES

MPG Assessments: How to Choose Screening Tests and Skills Checklists

Measures of Academic Progress® (MAP®) K – 12 interim assessments from Northwest Evaluation Association™ (NWEA™) support your efforts to maximize student learning. Educators who use MAP for Primary Grades (MPG) assessments aligned to Common Core content standards receive three types of assessments, each with a distinct purpose: Screening Tests; Skills Checklists; and Survey with Goals. This guide is intended to help educators understand the Screening Tests and Skills Checklists. It covers what each assesses, how to determine which to give, and when to assess. You'll also find an explanation of how Survey with Goals fits into the Response to Intervention (RTI) framework by serving as a Universal Screener.

The three MPG test types*

MPG assessment type	Screening Tests	Skills Checklists	Survey with Goals
Purpose	To get baseline information for a new student who's in the earliest stages of learning, particularly a kindergarten or pre-K student	To assess knowledge of a specific skill before or after teaching it, or after seeing Screening Test or Survey with Goals results/scores	Computer adaptive test that assesses achievement according to standards-aligned content ; scores from repeated administrations can be used to measure growth over time
Testing frequency	Once, at the end of pre-K or when a student enters kindergarten	As a pre- and/or post-test	Once each term during test window, until ready to transition to MAP

*The presentation and content of MPG tests are designed for students in grades K-2.

Screening Tests and Skills Checklists: determining which to give

Screening Tests

Screening Tests are helpful in gathering information about students for whom you may have no previous data. They're meant to assess the most basic foundational skills. Use this chart to help determine whether students need to take Screening Tests.

Screening Test	What's assessed?	Who should take it?
Early Literacy	Phonological awareness, letter identification, matching letters to sounds, concepts of print	Prekindergarten or beginning kindergarten students. Why assess: To get baseline information on general foundational skills, if not otherwise known.
Early Numeracy	Counting, matching, identifying numerals, computation with manipulatives	Prekindergarten or beginning kindergarten students. Why assess: To get baseline information on general foundational skills, if not otherwise known.



Skills Checklists

Skills Checklists are a good way to gather information about what a student knows in certain skill areas. After you have Survey with Goals results, look at your students' goal area scores. Then use the charts on the next few pages to help determine which Skills Checklist(s) to administer if a student has low goal area scores. Depending on the student's struggles, these charts can help you determine the Skills Checklist(s) to administer in order to get more information.

Key to interpreting the charts

- Colored boxes represent overlapping skills between Common Core goal areas and a specific Skills Checklist.
- Colored boxes with an  icon represent suggested starting points.
- Blank cells indicate that the content of a Skills Checklist doesn't pertain to the content of the Common Core goal areas.*
- Skills Checklists in reading isolate individual skills that are fundamental building blocks to independently reading connected text. As such, there is considerable overlap with the Foundational Skills goal area for all grades. Recommended starting points for each grade level should be based on points of difficulty for students in each of these grade levels. The recommended Skills Checklists for the remaining three MPG goal areas help the teacher determine if the student with low goal scores in one of those areas is also struggling with decoding.

*Foundational Skills and Number and Operations cover more of the foundational elements of reading and math and therefore have more representation in Skills Checklists.



Skills Checklists: Math

KINDERGARTENERS **FIRST-GRADERS** **SECOND-GRADERS**

For students who struggle in a specific goal area (identified by the vertical labels below), use the Skills Checklists shaded in green. The  icon represents suggested starting points.

Skills Checklists	What's assessed?	KINDERGARTENERS				FIRST-GRADERS				SECOND-GRADERS			
		Operations and Algebraic Thinking	Number and Operations	Measurement and Data	Geometry	Operations and Algebraic Thinking	Number and Operations	Measurement and Data	Geometry	Operations and Algebraic Thinking	Number and Operations	Measurement and Data	Geometry
Number Sense to 10													
Counting, Ordering, Place Value	Counts to 10 backward and forward, one-to-one correspondence, identifies ordinal position, compares numbers using words, groups objects into 10s												
Identifying/Representing	Names and represents numerals; composes and decomposes numbers; identifies whole, part, half; identifies coins and their value												
Number Sense to 20													
Counting, Place Value	Counts by 1s, 2s, 5s forward and backward, counts on from any number, one-to-one correspondence, groups objects into 10s and 1s												
Identifying/Representing	Names and represents numerals, composes and decomposes numbers, identifies multiple ways of representing numbers, identifies or represents fourths												
Ordering	Identifies ordinal position, compares numbers using words, identifies one more or one less than a given number, identifies numbers between two given numbers, compares values of coins												
Number Sense to 100													
Counting	Counts by 1s, 2s, 5s, 10s and counts on by 10s												
Identifying/Representing	Identifies and represents numerals, composes and decomposes numbers, identifies multiple ways of representing whole numbers, fractions (thirds), and money												
Ordering	Compares numbers, identifies one more or one less than a given number using symbols, identifies numbers between two given numbers, orders and compares the value of coins												
Place Value	Identifies standard form notation, identifies number of sets, reorganizes groups of 10s and 1s												
Number Sense to 1000													
Counting	Counts by 2s, 3s, 5s, 10s, 100s and counts on by 10s												
Identifying/Representing	Identifies and represents numerals, composes and decomposes numbers, identifies multiple ways of representing whole numbers, fractions (eighths), and money												
Ordering	Compares numbers using words and symbols, identifies numbers ten more or ten less than a given number, identifies numbers one hundred more or one hundred less than a given number, identifies numbers between two given numbers												
Place Value	Groups objects into 100s, 10s, and 1s, identifies the number of 100s, 10s, and 1s in a given number, identifies standard form notation, identifies multiple ways of representing place value												



Skills Checklists: Math

KINDERGARTENERS	FIRST-GRADERS	SECOND-GRADERS
-----------------	---------------	----------------

For students who struggle in a specific goal area (identified by the vertical labels below), use the Skills Checklists shaded in green. The  icon represents suggested starting points.

Skills Checklists	What's assessed?	KINDERGARTENERS				FIRST-GRADERS				SECOND-GRADERS			
		Operations and Algebraic Thinking	Number and Operations	Measurement and Data	Geometry	Operations and Algebraic Thinking	Number and Operations	Measurement and Data	Geometry	Operations and Algebraic Thinking	Number and Operations	Measurement and Data	Geometry
Computation to 10													
Using Manipulatives	Addition computation and word problems using manipulatives, subtraction computation and story problems using manipulatives												
Using Numbers	One-digit addition and subtraction (horizontal and vertical format), adding three numbers												
Problem Solving	Addition and subtraction word problems												
Computation to 20													
Using Manipulatives	Addition computation and story problems using manipulatives, subtraction computation, and subtraction story problems using manipulatives												
Using Numbers	One-digit addition and subtraction (horizontal and vertical format), adding three numbers												
Problem Solving	Addition and subtraction word problems												
Computation to 100													
No Regrouping – Using Manipulatives	Addition, subtraction, multiplication and division using manipulatives (repeated addition and repeated subtraction)												
No Regrouping – Using Numbers	One- and two-digit addition and subtraction (horizontal and vertical format), adding multiple numbers, multiplication basic facts (horizontal and vertical format)												
No Regrouping – Problem Solving	Addition and subtraction word problems												
With Regrouping – Using Manipulatives	Addition, subtraction, multiplication and division using manipulatives (arrays and equal sharing)												
With Regrouping – Using Numbers	One- and two-digit addition and subtraction (horizontal and vertical format), adding multiple numbers, two-digit multiplication, and division basic facts												
With Regrouping – Problem Solving/ Estimation	Addition and subtraction word problems, and estimation												
Computation to 1000													
Using Manipulatives	Addition, subtraction, multiplication and division (with remainders) using manipulatives												
Using Numbers	Two- or three-digit addition, subtraction, multiplication, division												
Problem Solving/ Estimation	Addition, subtraction, multiplication, and division word problems, and estimation												



Skills Checklists: Reading

KINDERGARTENERS	FIRST-GRADERS	SECOND-GRADERS
-----------------	---------------	----------------

For students who struggle in a specific goal area (identified by the vertical labels below), use the Skills Checklists shaded in green. The  icon represents suggested starting points.

Skills Checklists	What's assessed?	KINDERGARTENERS				FIRST-GRADERS				SECOND-GRADERS			
		Foundational Skills	Language and Writing	Literature and Informational	Vocabulary Use and Functions	Foundational Skills	Language and Writing	Literature and Informational	Vocabulary Use and Functions	Foundational Skills	Language and Writing	Literature and Informational	Vocabulary Use and Functions
Phonological Awareness	Identifies rhyming words, identifies words with the same number of syllables (one-, two-, and three-syllable words), blends syllables												
Phonemic Awareness: Phoneme Identification	Identifies initial consonant, medial vowel, and final consonant sounds												
Phonemic Awareness: Manipulation of Sounds	Blends, substitutes, and deletes phonemes												
Letter Identification	Identifies upper- and lowercase letters												
Phonics: Matching Letters to Sounds	Matches letters to consonant and vowel sounds												
Syllable Types: Vowel Digraphs/ Diphthongs	Decodes words with vowel digraphs and diphthongs												
Syllable Types: CVC, CVCe, R-controlled	Decodes CVC, CVCe, and r-controlled words												
Decode: Consonant Blends/ Digraphs	Identifies letters that make up initial and final consonant blends, initial consonant clusters, and initial and final consonant digraphs												
Decode: Multi-syllable Words, Affixes, Open/C+le	Decodes multisyllabic words with inflectional endings, prefixes and suffixes, and consonant+le												
Decode: Spelling Patterns/ Word Families	Decodes words with common spelling patterns (e.g., -unk, -ock, etc.)												



MPG as a universal screener

The National Center on Response to Intervention (NCRTI) recognizes MAP K – 12 assessments as universal screeners. See their evaluation of MAP 2 – 12 and MPG on the NCRTI Screening Tools Chart here:

<http://www.rti4success.org/resources/tools-charts/screening-tools-chart>.

Two key features make Survey with Goals an excellent universal screener that can help you identify students who may need additional support.

1. Survey with Goals enables you to look at score changes term-to-term and year-over-year thanks to its mature, reliable, and stable scale. By providing accurate and fair scores that aren't tied to grade level performance, you can measure term, annual, and longitudinal growth for all students, including students in particular tiers of intervention. That's not true of all screeners.
2. As Survey with Goals content covers Common Core standards, you can measure your students' instructional readiness and student growth on these rigorous new standards.

Survey with Goals makes an ideal Universal Screener. However, please note there are no recommendations to use Screening Tests or Skills Checklists for progress monitoring due to the lack of cut points and validating research. Instead, teachers must interpret results from Screening Tests or Skills Checklists for themselves.

Learn more at NWEA.org.

NWEA has nearly 40 years of experience helping educators accelerate student learning through computer-based assessment suites, professional development offerings, and research services.

Proctor Tips & Troubleshooting

NWEA Quick Reference
Appendix C

Your computer lab should be prepared ahead of scheduled testing. For details, see: [Lab Readiness Checklist](#).



See also: [Troubleshooting Common Issues on page 6](#).

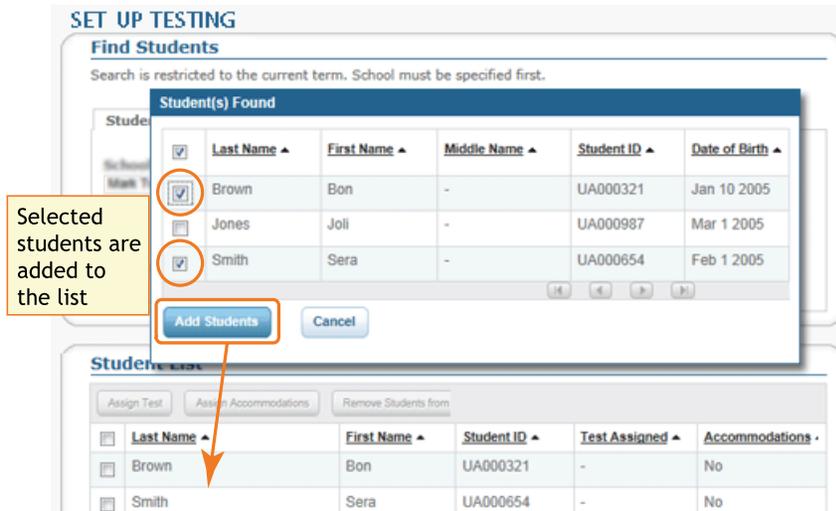
Set Up Testing in MAP



On your **proctor computer**, log into MAP, choose **Manage Test Sessions**, and follow Option 1, 2, or 3.

OPTION 1—Find Students to Test

1. Click **Find Students to Test**.
2. Choose search criteria and then click **Search**.
3. Review the search results and click **Add Students**.



4. Repeat the search as needed.

5. RECOMMENDED—Assign tests by **selecting students** and clicking **Assign Test**.



6. OPTIONAL—Use **Assign Accommodations** (adjacent to **Assign Test**).
7. OPTIONAL—Click **Save Session**.
8. When your student list is ready, click **Test Now**.

OPTION 2—Test Your Class

1. Click **Test My Class**.
2. Select one of your classes, if prompted.
3. RECOMMENDED—Assign tests by **selecting students** and clicking **Assign Test**.



4. OPTIONAL—Use **Assign Accommodations** (adjacent to **Assign Test**).

OPTION 3—Use a Saved Testing Session

1. Click **Show**.
2. OPTIONAL—To see testing sessions others created, change **Created By**:



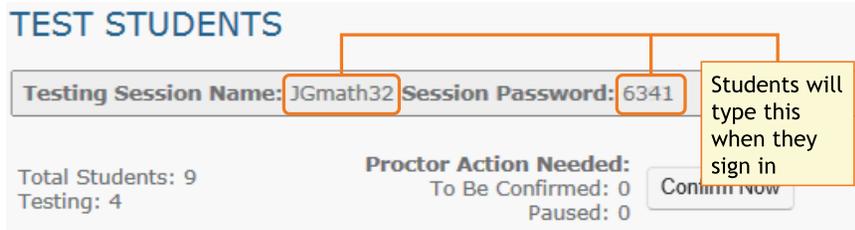
3. When you find and select a testing session, click **Test Now**.

Proctor Tips and Troubleshooting

Student Sign-In

Get the name and password of the testing session:

1. On your **proctor computer**, you should now see the **Test Students** page. (If not, click **Test Now**.)
2. At the top, notice the session name and password:

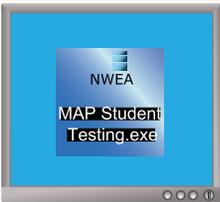


3. On a board, write the name and password for the students to copy.
 - The password is auto-generated whenever you start a test session.
 - It will expire at the end of the day.

Open browsers and give instructions:

1. On **student computers**, start MAP in one of the following ways:

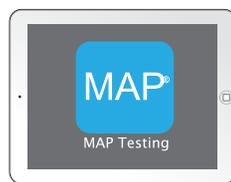
Mac— Use MAP icon
PC— Use Start > NWEA...



-Or- Chromebooks— Students use a restricted account that opens MAP



-Or- iPads— Use MAP Testing App + optional Guided Access

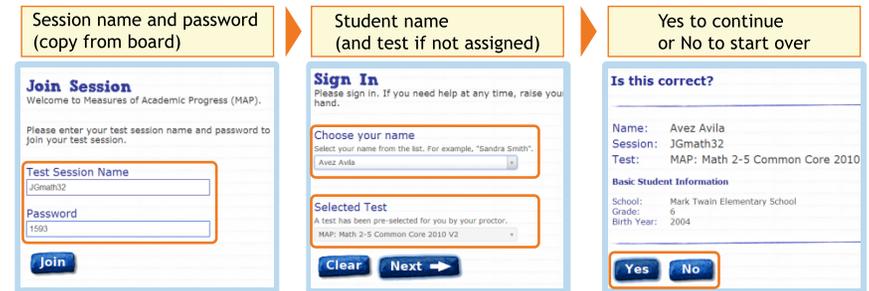


See also: [Optional: Guided Access Setup on page 5](#), if required by your school.

2. Inform students about the MAP test. Here are resources you can use:
 - a. [Student Introduction to MAP Testing](#) – One-page document you can read.
 - b. **Test Warm-up** – Button appears on the student sign-in page (except on iPads). Alternatively, you can show the warm-up video on a projector using these links: [MAP warm-up video](#) or [MPG warm-up video](#)

Start MAP and confirm students:

1. On student computers, guide students to complete the following:



2. On your **proctor computer**, confirm students every few minutes, as students are ready:
 - a. Click **Refresh Status** to see which students have the "To Be Confirmed" status.
 - b. Click **Confirm Now**. It confirms all students with "To Be Confirmed" status.



— or —

Select students, click **Select Action**, and choose **Confirm**.

3. **Students:** Click **Start Test**.

Pause Test (Under 30 min)

1. From your **proctor computer**, select student(s).
2. Click **Select Action** and choose **Pause**.

Continue paused test:

1. From your **proctor computer**, click **Refresh Status**.
2. Select the student(s) with status "Paused."
3. Click **Select Action** and choose **Resume**.
4. On the **student computer**, the test resumes with a new question.
 - Student must resume from the same computer.
 - After 30 minutes, the test automatically becomes suspended.

Student Computer Interruption (Optional)

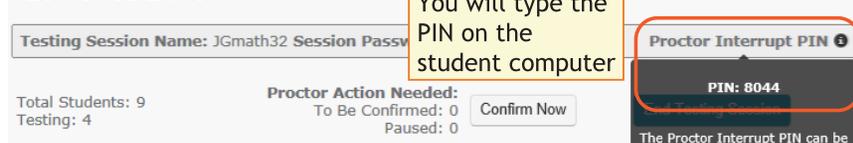
If there is a problem with the proctor controls, you can interrupt from the student computer. This feature is not available on iPads.

1. On the **student computer**, type: **Ctrl** + **Shift** + **P** (or Ctrl+Shift+L). Immediately the student's test is paused.
2. **OPTION 1**—Continue from your **proctor computer** using **Select Action** > **Resume**.

—or—

OPTION 2—On your **proctor computer**, get the PIN code so you can continue on the **student computer**.

TEST STUDENTS



The screenshot shows the 'TEST STUDENTS' interface. On the left, there is a summary of the testing session: 'Testing Session Name: JGmath32 Session Passv', 'Total Students: 9', 'Testing: 4', 'Proctor Action Needed: To Be Confirmed: 0', and 'Paused: 0'. A 'Confirm Now' button is visible. On the right, a 'Proctor Interrupt PIN' dialog box is open, displaying the PIN '8044'. A yellow callout box points to the PIN field with the text 'You will type the PIN on the student computer'. Below the PIN field, it says 'The Proctor Interrupt PIN can be'.

Once you type the PIN on the student computer, you can resume, report a problem with the test questions, or take other actions.

Suspend Test (Longer Than 30 Minutes)

1. From your **proctor computer**, select student(s).
Tip: Click **Select Status** and choose **Testing** to quickly select students who are still testing.
2. Click **Select Action**, choose **Suspend**, and click **OK** when prompted.
3. **Students** click the **OK** prompt.
4. Before students leave, ask them to close down (click the X at top).
5. When ready, click **End Testing Session**.
6. When prompted, click **Save and Exit**.
Note: Students should continue the test within 14 days, because more instruction between testing can influence the score. The maximum is 28 days. After 28 days, tests cannot be resumed and students will need to start over.

Continue suspended testing session:

1. Click **Manage Test Sessions** on the left.
2. Click **Show** to see the saved testing sessions.

Saved Testing Sessions

Show

3. Select the Testing Session you saved and click **Test Now**.
Note: The Status will be **Awaiting Student** for everyone, meaning they can now sign into the session.
4. Have students sign in as usual.
Note: The password students type is new, although the testing session name remains the same as before.
5. On your proctor computer, click **Confirm Now**.
6. When prompted, select **Resume Test** and click **Submit**.
⚠ Tests Exceeding 28 Days—In this case, choose **Start New Test** or **Do Not Confirm**. You cannot continue the suspended test.

End of Testing

Before you can begin another testing session, you must end the first session:

1. On your **proctor computer**, check the **Status** column for any students still testing.
2. When no one is left testing, click **End Testing Session**. At the prompt, choose:
 - a. **Save**—If the *same group* of students will be tested together later.
 - b. **Delete**—If different groups will be formed for further testing. (Deleting it does not affect test results, because tests are associated with the students, not the test session.)
3. Before students leave, ask them to close down (click the X at top).

Test session—Is it okay to leave open?

Although it's possible to leave your testing session running until more students arrive, you cannot keep it running overnight. Every night, they are closed automatically, and any students left in a testing status switch to suspended status.

Note: Your Proctor profile is also limited to running only one testing session at a time. If needed, you can add students to a testing session by clicking the **Add More Students** button.

Student completed test—How do I assign them a new test?

Note: Ideally, a student should take no more than one full MAP test per day.

1. Confirm student status is Completed, Terminated, or Suspended.
2. Select the student, and then select **Test Again**.
The student status changes from Completed to Awaiting Student.
3. Select the student and click **Assign Test(s)** to assign a new test.
4. Instruct the student to sign in again with the same session name and password.

Make-up Testing

Note: Students should continue tests within 14 days, although the maximum is 28. You can prioritize make-up testing based on the Test Event Start Date (in step 5).

1. Click **Manage Test Sessions** on the left.
2. Click **Find Students to Test**.
3. Click **Test History Search**.

Find Students

Search is restricted to the current term. School

Student Search **Test History Search**
School

4. Select, at a minimum: School, Test, and Testing Status.

Student Search **Test History Search**

School
Bethel Elementary School

Grade
All Grades

Instructor
All Instructors

Class
All Classes

Find students by their testing status. Search is restricted to the current term.

Test(s)
MAP: Math 2-5 Common Core 2010 V2

Testing Status
 Not yet tested
 Suspended Test

If no student is found, try setting School to No School Assigned

5. Click **Search** and then, from the pop-up list, click **Add Students**.
6. **IMPORTANT:** Select students and click **Assign Test**.
7. Click **Test Now**.
Note: Status will be "To Be Confirmed," even for those with suspended tests.
8. While confirming students, choose **Resume Test** when prompted.
⚠ Tests Exceeding 28 Days—In this case, choose **Start New Test** or **Do Not Confirm**. You cannot continue the suspended test.

Using iPads for Testing

With the NWEA MAP Testing App from the iTunes App Store, you can provide easy access to MAP tests, including primary grades.

Optional: Guided Access Setup

The iPad app does not stop students from exiting the test. Typically, your school will have Single App Mode enabled, but if they do not, you can secure each iPad, one at a time, using the Guided Access feature:

1. **Before testing:**
 - a. Open the iPad settings.
 - b. Choose **General > Accessibility > Guided Access**.
 - c. Turn it **On**.
 - d. Press **Passcode Settings** and type a code that students will not know.
2. **Start of testing:**
 - a. Start the NWEA MAP Testing App.
 - b. Turn the iPad to landscape display.
 - c. Triple-click the iPad Home button to open Guided Access:

 - d. Under the **Hardware Options**, turn off **Motion** to prevent the test from switching to portrait display.
 - e. Press **Start**.
 - f. Student can now join the test session.
3. **During testing** – Keep in mind that you cannot interrupt the test at the student's iPad. Use controls on the proctor computer instead.
4. **After testing** – Triple-click the Home button again, and use the passcode to turn off Guided Access.

If the iPad app freezes...

The app could freeze if there is a break in the wireless connection. You need to exit the app and restart.

Tip: If pressing the Home button fails to exit, then try pressing both Home and Power buttons at the same time until the iPad restarts.

Next, on your **proctor computer**, select an action depending on the Status:

- *Confirmed*—Choose **Select Action > Do Not Confirm** (you will confirm later)
- *Testing*—Choose **Select Action > Suspend**
 - Once suspended, chose **Select Action > Test Again**

Ask the **student** to sign in again, and then confirm as usual.

If you need to interrupt testing at the iPad...

The easiest way to interrupt iPad testing is through the controls on your proctor computer. However, if you are unable to use a proctor computer, it is possible to interrupt directly at the iPad:

- Connect a keyboard directly into the iPad (you will need an adapter and a simple, low-power keyboard).
- Type the interrupt shortcut: **Ctrl + Shift + P**.
- Not available if using iOS 8.

Troubleshooting Common Issues

Whenever testing is slow

On the student computer, click **Reset** or use the keyboard command:

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

Saved testing session is missing

By default, you only see the testing sessions you created. To see testing sessions others created, change the **Created By** filter:



Student name missing on the Sign In page —or— Student kicked out and can't re-join

The student's status must be **Awaiting Student** in order to appear on the Sign In page. On your **proctor computer**, select an action depending on the Status:

- **Confirmed**—Choose **Select Action > Do Not Confirm** (you will confirm later)
- **Testing**—Choose **Select Action > Suspend**
 - Once suspended, chose **Select Action > Test Again**
- **Suspended**—Choose **Select Action > Test Again**

Ask the student to sign in again, and then confirm as usual.

Delete Test Session—Does that remove test results?

No, the tests are associated with the students, not the test sessions. Closing or deleting a testing session does not affect test results. Students can resume incomplete tests in the same or another testing session.

Students arrive in the middle of testing

On the **proctor computer**, Test Students page, click **Add More Students**.

Student completed test—How do I assign them a new test?

Note: Ideally, a student should take no more than one full MAP test per day.

1. Confirm student status is **Completed**, **Terminated**, or **Suspended**.
2. Select the student, and then select **Test Again**.

The student status changes from **Completed** to **Awaiting Student**.

3. Select the student and click **Assign Test(s)** to assign a new test.
4. Instruct the student to sign in again with the same session name and password.

Question appears blank (white screen) or displays a UUID error

If a question still does not display after refreshing the student's browser:

1. On your **proctor computer**, with a student selected:
 - a. Choose **Select Action > Suspend**.
 - b. Select the student again.
 - c. Choose **Select Action > Test Again**.
The test continues where the student left it.
2. On the **student computer**:
 - a. Click **Ok** at the prompt.
 - b. Join the test again.

Skip a question with broken controls

1. On the **proctor computer**, 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.

Proctor Console Issues

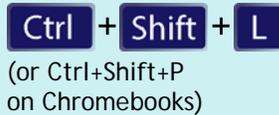
NWEA Web-Based MAP Advisory
Appendix D

Beginning Test

ISSUE: Proctor confirms, but student frozen with "Please wait for the proctor to confirm" page.

Student Computer

1. Type this shortcut:



2. Log in as proctor

3. Confirm the student:

ISSUE: Proctor confirms, but student frozen with "You are confirmed to start the test" page.

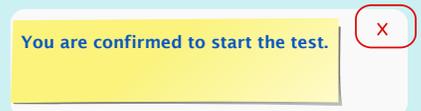
Proctor Computer

1. Terminate the test:

2. Status changes back to:

Student Computer

3. Close the browser:



4. Restart the secured browser and re-join the test.

Pausing, Suspending, Terminating Test

ISSUE: Student is testing, but proctor cannot interrupt and the status is incorrect.

Proctor Computer

If:

Should be "Testing"

...and when you try to interrupt testing it prompts you:

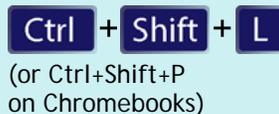
Wait 5 minutes

ISSUE: Proctor interrupts student test, but student computer fails to respond and student continues testing.

Student Computer

1. Type this shortcut:

Note: Don't close student's browser!



2. Log in as proctor

3. Click an action button:



Ending Testing Session

ISSUE: Student finishes test, but status still shows "Testing."

Proctor Computer

If:

Should be "Test Complete"

1. End the session anyway:



2. Save and exit:



Catholic Schools Office



NWEA Proctor Guide

NWEA Web-Based MAP
Appendix E

PROCTOR GUIDE

for the Web-Based MAP[®] system

About This Guide

This *Proctor Guide* is written for anyone who:

- Helps students start MAP testing
- Controls student testing

Alternatively, use the short document from the MAP Help Center:

[Proctor Tips and Troubleshooting](#) (6 pages)

Main Sections:

- [Starting Out on page 2](#)
- [Overview and Best Practices for Testing on page 4](#)
- Main Tasks:
 - [A: Setup on page 5](#)
 - [B: Student Sign-in on page 8](#)
 - [C: Interrupt/Continue on page 11](#)
 - [D: End of Test on page 14](#)
- [Make-up Testing on page 15](#)
- [Potential Issues During Testing on page 16](#)
- [Optional: iPad Guided Access Setup on page 20](#)
- [Summary of Test Types on page 22](#)

Starting Out

- **Your login:**

Typically, you receive your username and password from an automated email (sender is MAP-AutoResponder@nwea.org). It also provides a link to the MAP Website:

<https://teach.mapnwea.org>

If your password is forgotten...

There is a "Forgot Username or Password?" link under the main log-in prompt. This will send log-in information to the e-mail address that was saved in the MAP system. If the e-mail does not appear, *check the junk or spam folder*.

If needed, a MAP leader can reset a password (*NWEA cannot do this*).

Note: Each person can also change their own password, such as after a reset. After logging into MAP, click **Change Password** from the bar on the top right.

- **Your role:**

The role or roles you are assigned in the MAP system determine what the system allows you to do (your permissions). Typically you have one or both of these roles:

- Proctor—Enables you to conduct MAP testing.
- Instructor—Grants access to the test results of your students. Also enables the Test My Class feature (see [Option 2: Test Your Class on page 7](#)).

For more about MAP roles, see this topic from the MAP Help Center: [User Roles and Permissions](#)

Lab Readiness Checklist

Prepare your student computers for MAP® testing at least a week ahead.

Plan Ahead

- Read the requirements for Web browsers and more (use the following link)
- Calculate the network bandwidth needed for testing
 - Test the bandwidth on typical computers during normal daytime Internet usage.
 - Plan to limit Internet usage for non-test activities on days that you conduct tests.

For details, see: [System and Bandwidth Requirements](#).

First-Time Desktop Computer Preparation

- Download and distribute the MAP lockdown browser to all testing computers**
 - Download it from the home page when you log into Web-Based MAP.
 - **Windows:** Run the installation program either individually on each computer or globally over the network.
 - **Mac:** No installation is involved. Simply copy the file to each computer desktop. (It is possible to copy it automatically with distribution tools your district may have.)
- Check if each computer meets requirements by starting its lockdown browser**
 - **Success:** The Join Session page appears.
 - **Failure:** The page identifies the computer components that failed. Take note so your team can resolve the issues.

For details, see: [System and Technology Guide](#).

Chromebook and iPad Preparation

- Use the app that NWEA provides for each device:**
 - **Chromebook:** Use the "MAP Chromebook Testing App" from the Chrome Management Console.
 - **iPad:** Use the "NWEA MAP Testing App" from the iTunes App Store.
 - **Set-up instructions, see:** [System and Technology Guide](#).

Best Practices for the Lab

- Disable virus scanning during testing**
- Prevent screen savers and power-saving sleep mode during testing**

Open your system preferences to make these changes. Extend the delays to at least 30 minutes to allow for testing.
- Get headphones and check volume for primary grades testing**

Overview and Best Practices for Testing

To learn the basics, watch these short videos, including an interactive practice testing session:

[Proctor videos](#) in the MAP Help Center

Best Practices for Testing Sessions

- **Ensure the lab is ready at least a day ahead**

Use the [Lab Readiness Checklist on page 2](#).

- **Assign the test for each student**

Test assignment is a step you take during setup, and it relieves students from having to choose the test themselves. See also: [Summary of Test Types on page 22](#).

- **Limit the number of students in a session**

The MAP testing session is the software feature that controls who can test—and how many. Adding too many students in the testing session (100+) becomes hard to manage. Try limiting to the students you have in the lab on a given day.

- **Naming testing sessions:**

- Keep it short and easy for students to type
 - Avoid spaces, special characters, and ambiguous letters like "l"
- Make sure the names are unique by using a convention:

- **Example policy for naming testing sessions:**

```
<instructor initials><subject><grade><period>
```

- **Example name based on this format:**

```
< J.B. >< math >< 7 >< 2 >
```

```
jbm72
```

- **In large groups, do not start everyone at once**

If too many students join simultaneously, network performance could degrade. Have students sign in a few at a time.

- **Give primary grade students a break mid-way**

After about 25 minutes, interrupt testing to give students a rest (see [Suspend Tests on page 12](#)).

A: Setup

These instructions walk you through testing, but if you haven't seen it yet, review the [proctor videos](#) in the MAP Help Center. To begin, log into MAP (<https://teach.mapnwea.org>) and click **Manage Test Sessions** on the left.

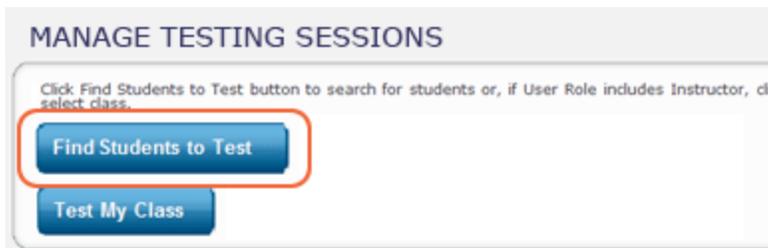


If Manage Test Sessions doesn't appear...

Your MAP profile was not assigned the Proctor role. Contact a MAP leader in your school or district.

Next, choose from the following options...

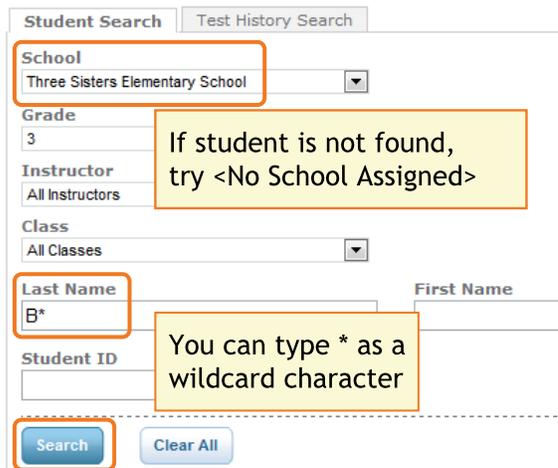
Option 1: Find Students to Test



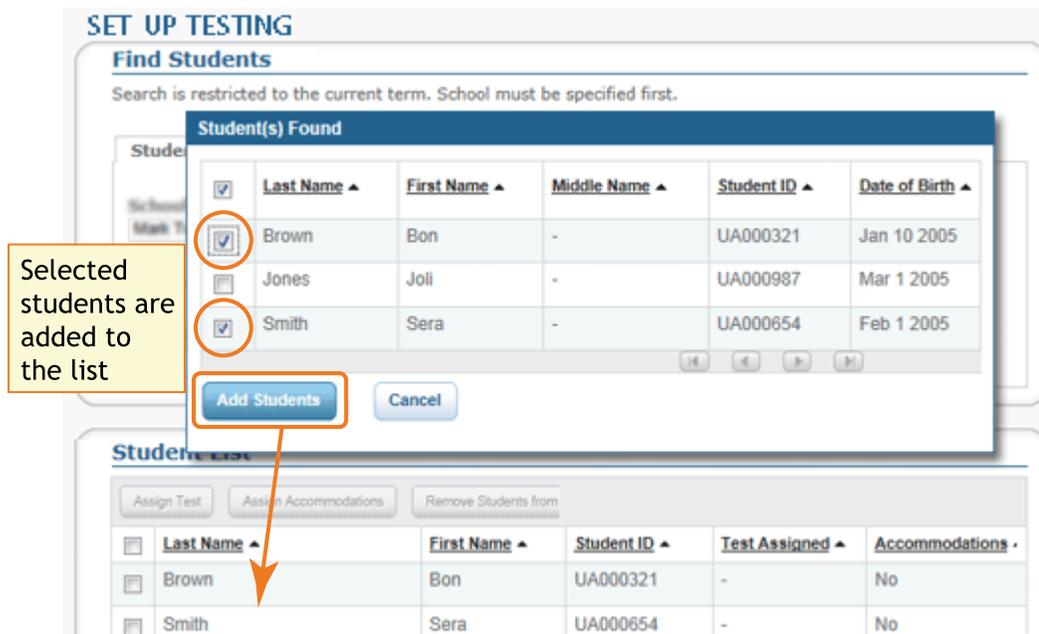
With this option, you search for students by school, grade, class, or other criteria. It is useful for preparing your list of students ahead of time.

How to Find Students...

1. Click **Find Students to Test**.
2. Choose search criteria and then click **Search**.



3. Review the search results, deselect students if needed, and click **Add Students**.



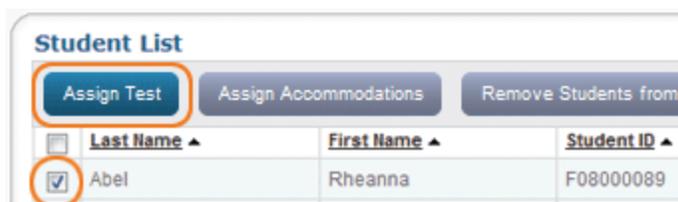
4. Repeat the search as needed.

Note: Although you can add hundreds of students, try to keep the number reasonable, because too many names can slow down the student sign-in.

If the student is missing, see [Setup Testing on page 16](#).

5. RECOMMENDED—Assign tests by **selecting students** and clicking **Assign Test**.

With their tests assigned, students will have it selected automatically when they sign in. Each student can take a different test.



6. OPTIONAL—Use **Assign Accommodations** (adjacent to **Assign Test**).

With this feature, your school keeps a record of what assistance each student received.

Note: You can also assign accommodations during the test (use the same button); however, after the student has finished with a test, you can no longer assign an accommodation.

7. OPTIONAL—Click **Save Session**.

By saving it, you or someone else can use this testing session at a later time.

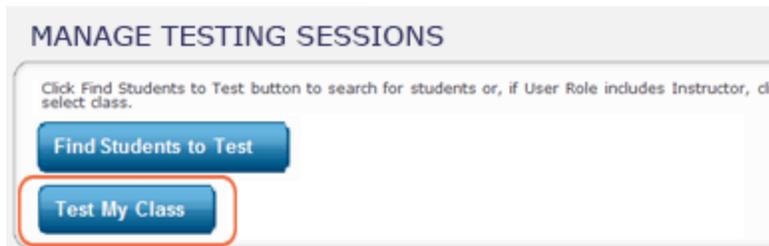
Tips for naming your testing session...

- Keep it simple enough for students to type
- Make it meaningful so you or others can find it later

- Follow school conventions. Example: jbm72
 - jb = Your initials
 - math = Your subject
 - 7 = grade
 - 2 = period

8. When your student list is ready, click **Test Now**.

Option 2: Test Your Class



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

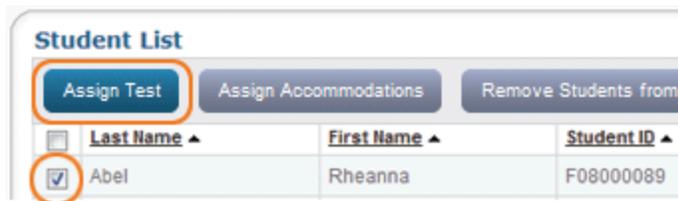
How to Test Your Class...

1. Click **Test My Class**.

If Test My Class button doesn't work...

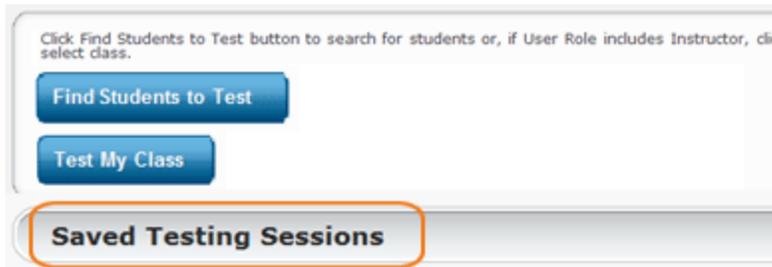
Your MAP profile was not associated with a class of students for this term. (This association must happen every testing term.) Contact a MAP leader in your school or district.

2. Select one of your classes, if prompted.
3. **RECOMMENDED**—Assign tests by **selecting students** and clicking **Assign Test**.
With their tests assigned, students will have it selected automatically when they sign in. Each student can take a different test.



4. **OPTIONAL**—Use **Assign Accommodations** (adjacent to **Assign Test**).
With this feature, your school keeps a record of what assistance each student received.
Note: You can also assign accommodations during the test (use the same button); however, after the student has finished with a test, you can no longer assign an accommodation.

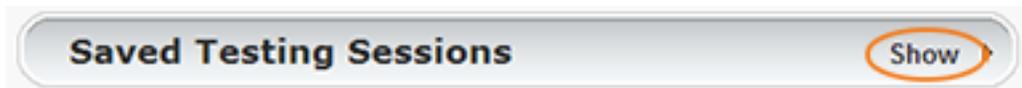
Option 3: Use a Saved Testing Session



With this option, you find a session that was already created ahead of time by you or anyone in your district.

How to Use a Saved Session...

1. Click **Show**.



2. OPTIONAL—To see testing sessions others created, change **Created By**:

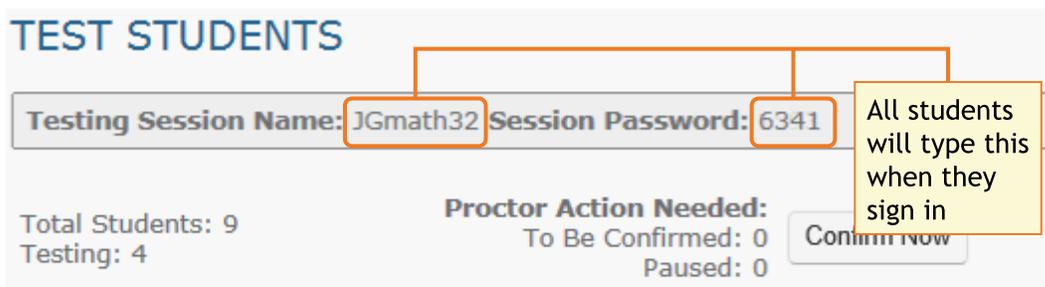


3. When you find and select a testing session, click **Test Now**.

B: Student Sign-in

Get the name and password of the testing session:

1. On your **proctor computer**, you should now see the **Test Students** page. (If not, click **Test Now**.)
2. At the top, notice the name and password of the session:



3. On a board, write the name and password for all students to copy.
 - Password is auto-generated whenever you start or restart a testing session
 - Password will expire overnight

Open browsers and give instructions:

1. On student computers, students start MAP in one of the following ways:



See also: [Optional: iPad Guided Access Setup on page 20](#), if required by your school.

2. Optional—Ask students to click Test Warm-up on the sign-in page (except on iPads). Alternatively, you can show the warm-up video on a projector using these links: [MAP warm-up video](#) or [MPG warm-up video](#).

Optional—Read to students this introduction:

General MAP Testing

This is not a timed test, and you will have enough time to read and answer all the questions. Give this test your best effort.

Some questions will be easy, and others will be more difficult. You cannot get all the answers correct, but that is okay. If you really do not know the answer to a question, try to eliminate some answer choices, and then choose the best answer out of the remaining options. You do need to answer all questions.

Some important things to remember as you are taking the test are:

- *After you sign in, please raise your hand if your computer screen does not show your name.*
- *Before you click the Next button, you may change your mind and pick a different answer. But, once you click Next or press the Enter key, you are finished with that question. Your answer is locked into the system, and you cannot change it or go back to a question you have already answered.*
- *If you come across a question that appears to be missing answers, questions, or instructions, raise your hand for help.*

Mathematics Testing

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.

Reading and Language Usage Testing

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.

Students sign in and you confirm:

1. On student computers, guide students to complete the following:

Session name and password (copy from board) → Student name (and test if not assigned) → Yes to continue or No to start over

If a student name is missing, see the answers under [Student Sign-in on page 17](#).

2. On your proctor computer, confirm students every few minutes, as students are ready:
 - a. Click **Refresh Status** to see which students have the "To Be Confirmed" status.
 - b. Click **Confirm Now**. It confirms all students with "To Be Confirmed" status.

— or —

Select students, click **Select Action**, and choose **Confirm**.

Use Select Status > To Be Confirmed to quickly select students... → ...followed by Select Action > Confirm

3. **Students**: Click **Start Test**.

C: Interrupt/Continue

Choices for Interruption

Interrupt Action	Duration	Follow-up Action	Notes
Pause	Under 30 min	Resume	<ul style="list-style-type: none">• Student must resume from same computer• Test will continue with next question• After 30 min, test becomes suspended
Suspend	Up to 28 days (see Notes)	Test Again (if using the same testing session)	<ul style="list-style-type: none">• Student can test again in same or different testing session*• Student can choose whether to continue with next question or start over• 14 days is the recommended limit, because too many days of instruction between testing have the potential to influence the score
Terminate	Permanent	Test Again	<ul style="list-style-type: none">• System discards any answers already given

* Test events remain in the system even if you end or delete a testing session.

Pause Tests

To take a short break (30 minutes or less):

1. From your **proctor computer**, select student(s).
2. Click **Select Action** and choose **Pause**.

To continue from pause:

1. From your **proctor computer**, click **Refresh Status**.
2. Select the student(s) with status "Paused."
3. Click **Select Action** and choose **Resume**.
4. On the **student computer**, the test resumes with a new question.
 - Student must resume from the same computer.
 - After 30 minutes of inactivity, the test automatically becomes suspended.

See also: [Interruption at Student Computer on page 13](#).

Suspend Tests

Best Practice: Suspend the MAP for Primary Grades test mid-way (after about 25 minutes) to give younger students a rest.

To take a break longer than 30 minutes:

1. From your **proctor computer**, select student(s).
Tip: Click **Select Status** and choose **Testing** to quickly select students who are still testing.
2. Click **Select Action**, choose **Suspend**, and click **OK** when prompted.
3. **Students** click the **OK** prompt.
4. If student(s) will continue the test today, then leave the testing session open.
- or -
5. If student(s) will continue on another day, then:
 - a. Click **End Testing Session** when everyone is suspended (or finished).
 - b. When prompted, click **Save and Exit**.**Note:** Students should continue the test within 14 days, because more instruction between testing can influence the score. The maximum is 28 days. After 28 days, tests cannot be resumed and students will need to start over.

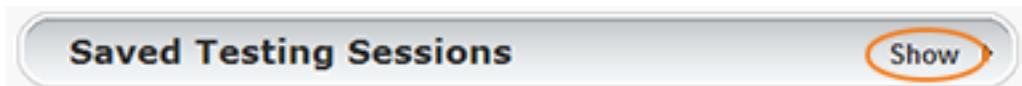
To continue suspended tests on the same day:

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.

To continue suspended tests on another day:

Note: As an alternative, you could create a new testing session instead—see [Make-up Testing on page 15](#). The make-up steps are better suited if you need to test a different group of students.

1. Click **Manage Test Sessions** on the left.
2. Click **Show** to see the saved testing sessions.



3. Select the Testing Session you saved and click **Test Now**.
Note: The Status will be Awaiting Student for everyone, meaning they can now sign into the session.

4. Have students sign in as usual.

Note: The password students type is new, although the testing session name remains the same as before.

5. On your proctor computer, click **Confirm Now**.

6. When prompted, select **Resume Test** and click **Submit**.

Interruption at Student Computer

As an option, you can interrupt from a student computer. Example situations include the following:

- There is a display issue with the test question
- The controls from the proctor computer are slow to respond
- It is quicker than returning to your computer.

Note: This feature is not available on iPads.

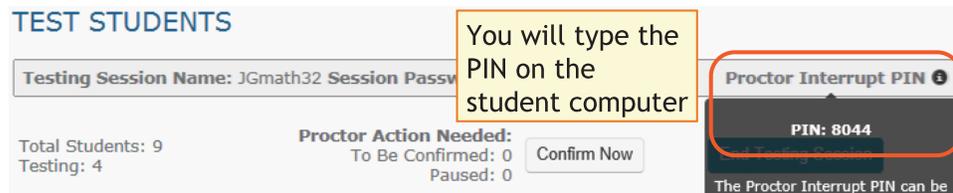
1. On the **student computer**, type: Ctrl + Shift + P (or Ctrl+Shift+L).

Immediately the student's test is paused.

2. OPTION 1—Continue from your **proctor computer** using **Select Action > Resume**.

—or—

OPTION 2—On your **proctor computer**, get the PIN code so you can continue on the student computer.



Once you type the PIN on the **student computer**, you can resume, report a problem with the test questions, or take other actions.

D: End of Test

In general:

Before you can begin another testing session, you must end the first session:

1. On your **proctor computer**, check the **Status** column for any students still testing.
2. When no one is left testing, click **End Testing Session**. At the prompt, choose:
 - a. **Save**—If the *same group* of students will be tested together later.
 - b. **Delete**—If different groups will be formed for further testing.
3. Before students leave, ask them to close down (click the X at top).

Is it okay to leave the testing session open?

Although it's possible to leave your testing session running until more students arrive, you cannot keep it running overnight. Every night, they are closed automatically, and any students left in a testing status switch to suspended status.

Note: Your Proctor profile is also limited to running only one testing session at a time. If needed, you can add students to a testing session by clicking the **Add More Students** button.

When a student finishes, ready for another test:

1. First consider how long the student has been testing.
Ideally, a student should take no more than one full MAP test per day.
2. If you do decide to give another test:
 - a. On your **proctor computer**, select the student.
 - b. Click **Select Action** and choose **Test Again**.
The student's status changes from Completed to Awaiting Student.
 - c. Select the student again and click **Assign Test**.
 - d. Instruct the student to sign in again with the same session name and password.

When lab time runs out for everyone:

In this situation, you should suspend the tests for all students who are still testing.

See [Suspend Tests on page 12](#) for instructions.

To end and discard a test ("terminate"):

For example, you might have accidentally assigned a test that the student should never take.

Use caution:

- You cannot reverse this action. The system discards any answers already given.
 - It's possible that the student would be restricted from taking the test for the rest of the term. This would happen if your district enabled the once per term frequency restriction.
1. Select the student or students.
The student's status must be "Testing."
 2. Click **Select Action**, choose **Terminate**, and click **OK** when prompted.

Make-up Testing

Use these steps to test students who need to finish testing or who have not yet tested.

For more information about interrupting and continuing tests, see [C: Interrupt/Continue on page 11](#).

Note: Students should continue tests within 14 days, although the maximum is 28. You can prioritize make-up testing based on the Test Event Start Date (in step 5).

1. Click **Manage Test Sessions** on the left.
2. Click **Find Students to Test**.
3. Click **Test History Search**.

Find Students

Search is restricted to the current term. School

Student Search **Test History Search**

School

4. Select, at a minimum: School, Test, and Testing Status.

Student Search **Test History Search**

School
Bethel Elementary School

Grade
All Grades

Instructor
All Instructors

Class
All Classes

Find students by their testing status. Search is restricted to the current term.

Test(s)
MAP: Math 2-5 Common Core 2010 V2

Testing Status
 Not yet tested
 Suspended Test

If no student is found, try setting School to No School Assigned

5. Click **Search** and then, from the pop-up list, click **Add Students**.
6. **IMPORTANT:** Select students and click **Assign Test**.
7. Click **Test Now**.
Note: Status will be "To Be Confirmed," even for those with suspended tests.
8. While confirming students, choose **Resume Test** when prompted.

Potential Issues During Testing

Setup Testing

If Manage Test Sessions doesn't appear...

Your MAP profile was not assigned the Proctor role. Contact a MAP leader in your school or district.

If Test My Class button doesn't work...

Your MAP profile was not associated with a class of students for this term. (This association must happen every testing term.) Contact a MAP leader in your school or district.

Saved testing session is missing

By default, you only see the testing sessions you created. To see testing sessions others created, change the **Created By** filter:



Student missing when I try to search for him/her

To alter your search, try using:

- <No School Assigned> in the School drop-down list
- asterisk (*) as a wildcard in the student names.

If the student is still missing, the best practice is to notify a school or district leader. Or, if allowed by your school policies, you could add the student profile—use *Manage Students* from the left menu. *But*, be sure to notify your MAP leaders so they can keep all records in sync.

Student Sign-in

Student name missing on the Sign In page -or- Student kicked out and can't re-join

The student's status must be **Awaiting Student** in order to appear on the Sign In page. On your **proctor computer**, select an action depending on the Status:

- *Confirmed*—Choose **Select Action > Do Not Confirm** (you will confirm later)
- *Testing*—Choose **Select Action > Suspend**
 - Once suspended, chose **Select Action > Test Again**
- *Suspended*—Choose **Select Action > Test Again**

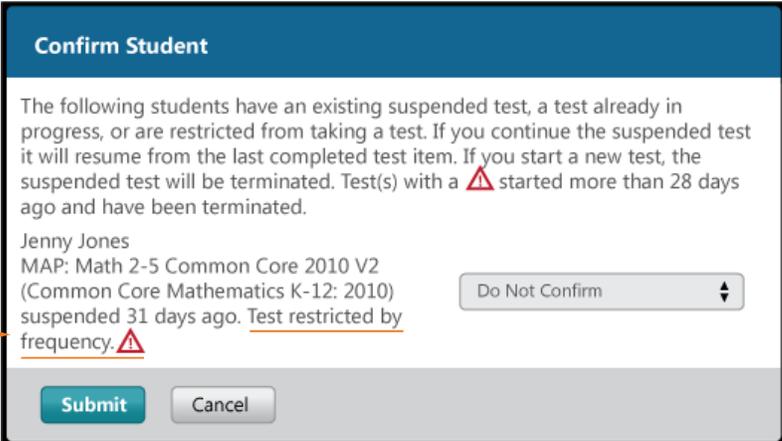
Ask the **student** to sign in again, and then confirm as usual.

Confirmed status appears but no test

On your **proctor computer**, select the student, click **Select Action**, and choose **Do Not Confirm**. Ask the **student** to sign in again.

Confirm Student prompt shows "test restricted"

This prompt indicates a conflict with the test restrictions set up by your district. The prompt explains the reason—for example, the test frequency may be limited to once per testing term.



The screenshot shows a dialog box titled "Confirm Student" with a blue header. The main text reads: "The following students have an existing suspended test, a test already in progress, or are restricted from taking a test. If you continue the suspended test it will resume from the last completed test item. If you start a new test, the suspended test will be terminated. Test(s) with a  started more than 28 days ago and have been terminated." Below this, the student's name "Jenny Jones" and test details "MAP: Math 2-5 Common Core 2010 V2 (Common Core Mathematics K-12: 2010) suspended 31 days ago. Test restricted by frequency. 

 To the right of the text is a dropdown menu with "Do Not Confirm" selected. At the bottom are "Submit" and "Cancel" buttons. A yellow callout box on the left with an orange border and arrow points to the underlined text "Test restricted by frequency." with the text "If a test is restricted, the explanation appears here".

The options you have depend on the type of restriction:

- **Resume Test** — Continues the suspended test.
- **Start New Test** — Starts the test over from question 1.
- **Do Not Confirm** — Disallows the student from taking the test again this term. Once you click Submit, the test becomes terminated. You can then either:
 - assign a different test for the student
 - or, ask someone with the Data Administrator role to override the test restriction.

- **Cancel** will close this prompt but that's all (you still cannot confirm the student for testing).

Testing Management

Students arrive in the middle of testing

On the **proctor computer**, Test Students page, click **Add More Students**.

Student completed test—How do I assign a different test?

Note: Ideally, a student should take no more than one full MAP test per day.

1. Confirm student status is Completed, Terminated, or Suspended.
2. Select the student, and then select **Test Again**.
The student status changes from Completed to Awaiting Student.
3. Select the student and click **Assign Test(s)** to assign a new test.
4. Instruct the student to sign in again with the same session name and password.

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.
Note: Use caution, because Terminated tests will count toward the frequency restriction, if enabled. As a result, the student would be restricted from taking the 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.

Test Question Issues

Audio stopped playing on MPG test

On the **student computer**, click **Reset** or use the keyboard command:

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

Check audio level on headset.

Skip a question that appears broken

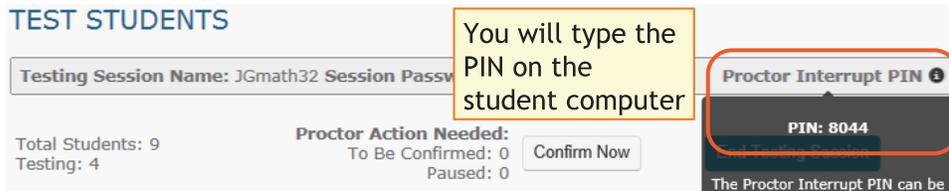
Option A—Skip the question:

1. On the **proctor computer**, 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.

Option B—Both skip the question and report the problem to NWEA:

Note: This feature is not available on iPads.

1. On your **proctor computer**, hover over the **Proctor Interrupt PIN** to reveal the code:



2. On the **student computer**, 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.

Question appears blank (white screen) or displays a UUID error

If a question still does not display after refreshing the student's browser:

1. On your **proctor computer**, with a student selected:
 - a. Choose **Select Action > Suspend**.
 - b. Select the student again.
 - c. Choose **Select Action > Test Again**.
The test continues where the student left it.
2. On the **student computer**:
 - a. Click **Ok** at the prompt.
 - b. Join the test again.

End Testing

Delete Test Session—Does that remove test results?

No, the tests are associated with the students, not the test sessions. Closing or deleting a testing session does not affect test results. Students can resume incomplete tests in the same or another testing session.

Is it okay to leave the testing session open?

Although it's possible to leave your testing session running until more students arrive, you cannot keep it running overnight. Every night, they are closed automatically, and any students left in a testing status switch to suspended status.

Note: Your Proctor profile is also limited to running only one testing session at a time. If needed, you can add students to a testing session by clicking the **Add More Students** button.

Keyboard Commands for Testing

If you encounter problems during MAP testing, such as a problematic question, try these keyboard commands:

Action	PC	Mac®	Chromebook
Refresh the screen	F5	F5 or Command+R or Fn+F5*	No command—use  button
Interrupt or report problem with question		Ctrl+Shift+P or Ctrl+Shift+L	
Close the lockdown browser	Click X in the upper right or Ctrl+Shift+Q	Click X in the upper right or Ctrl+Shift+Q or Ctrl+Opt+Shift+F10	Ctrl+Alt+Shift+Q
Check the Windows lockdown browser version	Ctrl+Alt+V		No command

Optional: iPad Guided Access Setup

The iPad app does not stop students from exiting the test. Typically, your school will have Single App Mode enabled, but if they do not, you can secure each iPad, one at a time, using the Guided Access feature:

1. **Before testing:**
 - a. Open the iPad settings.
 - b. Choose **General > Accessibility > Guided Access**.
 - c. Turn it **On**.
 - d. Press **Passcode Settings** and type a code that students will not know.

2. Start of testing:

- a. Start the NWEA MAP Testing App.
- b. Turn the iPad to landscape display.
- c. Triple-click the iPad Home button to open Guided Access:



- d. Under the **Hardware Options**, turn off **Motion** to prevent the test from switching to portrait display.
 - e. Press **Start**.
 - f. Student can now join the test session.
3. **During testing** – Keep in mind that you cannot interrupt the test at the student's iPad. Use controls on the proctor computer instead.
4. **After testing** – Triple-click the Home button again, and use the passcode to turn off Guided Access.

If the iPad app freezes...

The app could freeze if there is a break in the wireless connection. You need to exit the app and restart.

Tip: If pressing the Home button fails to exit, then try pressing both Home and Power buttons at the same time until the iPad restarts.

Next, on your **proctor computer**, select an action depending on the Status:

- *Confirmed*—Choose **Select Action > Do Not Confirm** (you will confirm later)
- *Testing*—Choose **Select Action > Suspend**
 - Once suspended, chose **Select Action > Test Again**

Ask the **student** to sign in again, and then confirm as usual.

If you need to interrupt testing at the iPad...

The easiest way to interrupt iPad testing is through the controls on your proctor computer. However, if you are unable to use a proctor computer, it is possible to interrupt directly at the iPad:

- Connect a keyboard directly into the iPad (you will need an adapter and a simple, low-power keyboard).
- Type the interrupt shortcut: **Ctrl + Shift + P**.
- Not available if using iOS 8.

Summary of Test Types

Depending on your school's selections, you could have any of the following tests available.

NOTE: The number of questions listed is an approximation. The actual number varies for each student as the system adapts to the student's responses.

Test Type	Use For	Available for	Approx. Length/Time*	Score in Reports
Adaptive Tests				
MAP‡	Measure growth, inform instruction, and assess strategy	MAP reading, language, mathematics, and science	39 to 52 questions/about 45 min.	RIT score (subject and sub-parts called "goals"), shown in all reports (except <i>MAP for Primary Grades</i> reports). Also: Learning Continuum statements and Lexile score for reading test.
Survey	Quickly place incoming students	MAP reading, language, and mathematics	19 to 20 questions/about 20 min.	RIT score (subject-level only), shown in these reports: <ul style="list-style-type: none"> Student Progress, Class, Grade, District Summary Also: Lexile score for reading test.
End of Course	Assess at the end of a course only (only once per student)	MAP geometry, algebra I and II, and integrated mathematics I and II	49 to 52 questions/about 55 min.	RIT score (subject and sub-parts called "goals"), shown on the Student Progress Report, Class Breakdown reports, and similar growth-focused reports.
MAP for Primary Grades (or "MPG")‡	Measure growth, inform instruction, and assess strategy	MPG reading and mathematics	48 to 57 questions/about 50 min. (but administer in two 25 min. sessions)	RIT score (subject and sub-parts called "goals"), shown in all reports (except <i>MAP for Primary Grades</i> reports). Also: Learning Continuum statements and Lexile score for reading test.
MPG Non-Adaptive Tests				
Screening	Assess foundational skills of new kindergarteners	MPG reading and mathematics	33 to 35 questions/about 30 min.	Percent correct, shown only in <i>MAP for Primary Grades</i> reports
Skills Checklist	Get details about a certain skill, as a pre- or post-test for a unit you teach	MPG reading and mathematics	11 to 53 questions/about 8 to 60 min., based on skill tested	

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Accommodations Checklist

NWEA Resources for Teachers
Appendix F

ACCOMMODATIONS CHECKLIST

Use this form to record accommodations provided during testing on the MAP® system. Consider your state and/or district policy, along with the accommodations given to students during instruction, so that accommodations are as consistent as possible. For further guidance, see www.nwea.org/accommodations.

Interpreting Results: When using one or more of the accommodations from the list below, except those marked with a “NOTE,” it is NWEA’s professional judgment that the accommodation(s) will be irrelevant to, or only minimally affect, the validity of the student’s test score. A “NOTE” accompanying the accommodation indicates that there are inherent concerns about how that particular accommodation may affect the student’s test score. The greater the use of such accommodations during the test’s administration, the weaker the validity of the inference that can be drawn from the student’s score. For example, while native language translation as described under Presentation Accommodations below could be provided by the proctor, teacher, or translator, the translation itself may change the meaning of the test directions or test questions. Therefore, native language translation may have more of an impact on the validity of student’s test scores than a quiet test lab. This qualification should be considered when interpreting test scores or using them to make important educational decisions, such as promotion or retention in a course, classroom, or grade.

<i>Test Date:</i>	<i>Proctor:</i>	<i>STUDENTS:</i>			
<i>Presentation Accommodations</i>					
Simplify or clarify directions; for example, clarifying the location of the Next button					
Native language translation (oral or signing) of test directions NOTE: See “Interpreting Results” under the general guidelines above.					
Native language translation (oral or signing) of test questions (not answer options) for math, science, or language usage tests only (not reading tests) NOTE: See “Interpreting Results” under the general guidelines above.					
Read or reread aloud the test directions					
Read or reread aloud the test questions (not answer options) for math, science, or language usage tests only (not reading tests; see also "Symbols" under the guidelines above)					
Use visual magnification devices or software (for example, MAP is compatible with ZoomText 9.1 or MAGic 11)					
Use auditory amplification devices, noise buffers, or software					
Use masks to block portion of screen; for example, the student may use a sticky note, index card, or a blank sheet of paper to move down the screen as he or she is reading					
<i>Response Accommodations</i>					
Assign scribe to record responses					
Dictate responses to a scribe					
Point to responses for a scribe					
Respond in native language					

<i>Test Date:</i>	<i>Proctor:</i>	STUDENTS:			
<i>Setting Accommodations</i>					
Test an individual student in a separate setting					
Test a small group of students in a separate setting; for example, in a Title I room or counselor's office					
Minimize distractions; for example, use a study carrel					
<i>Timing / Schedule Accommodations</i>					
Administer test over multiple sessions in a day					
Administer test over a number of days (within the limits of your district's test administration guidelines)					
Administer test at a particular time of day					
Allow flexible schedule					
Extend time allotted by proctor or test administrator (although all MAP assessments are designed to be untimed for all students)					
Allow stop-the-clock breaks					
Administer at time of day most beneficial to student					
Offer breaks					
<i>Materials or Devices Accommodations</i>					
Provide scratch paper					
Allow the use of a comparable calculator when one is provided on screen with the test question					
<i>Miscellaneous Accommodations</i>					
Provide drink during testing					
Provide snack during testing					
<i>Other Accommodations</i>					