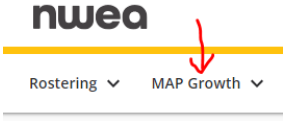
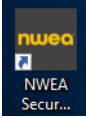
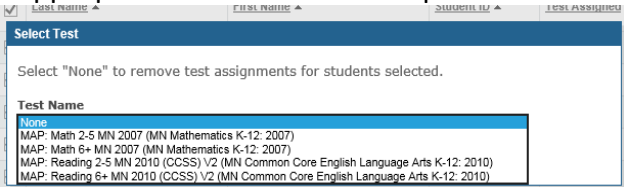


# NWEA MAP – Directions to Administer the Test In Labs or on District PCs.

## Considerations before testing

- If caught cheating or engaging in inappropriate behavior, the reward to is have to test again at another time. The original test will be terminated.
- In the math test, items that permit a calculator have the calculator icon available.  
Students may not access a calculator outside the test.

<u>Teacher/Proctor</u>		<u>Student</u>
1. Log the teacher computer into the NWEA MAP testing site <a href="https://teach.mapnwea.org">https://teach.mapnwea.org</a> using a hard-wired network connection (not WiFi)		Have student computers turned on and logged in such that the desktop is available.
2. Click MAP Growth (upper left) <div style="text-align: center;">  </div> Select <b>Manage Test Sessions</b> (top left)		Click the MAP icon on the desktop to load the test program. <div style="text-align: right;">  </div>
<u><b>If you have one Rostered Class:</b></u> <ul style="list-style-type: none"> <li>• Select <b>Test My Class</b></li> </ul>	<u><b>If you have more than one rostered class:</b></u> <ul style="list-style-type: none"> <li>• Select <b>Test My Class</b></li> <li>• Select Class Section</li> </ul>	<u><b>To Test a group not linked to you</b></u> <ul style="list-style-type: none"> <li>• Select <b>Find Students to Test</b></li> <li>• Select <b>School, Instructor &amp; Class</b></li> <li>• Click <b>Search</b></li> <li>• In the pop-up box of the list of names click <b>Add Students</b></li> </ul>
To Assign the test subject to all students in advance: <ul style="list-style-type: none"> <li>• Select All Students (<b>Status, ALL</b>) or check to box above the box to the left of all students.</li> <li>• Click <b>Assign Test</b></li> <li>• Select Appropriate Test From the Dropdown Box</li> </ul> <div style="text-align: center;">  </div> <ul style="list-style-type: none"> <li>• Click <b>Assign</b></li> <li>• Click <b>Test Now</b> at the bottom of the list</li> </ul>		

3. At the top of the screen identify the <b><u>Session Name</u></b> and <b><u>Session Password</u></b> . Make these available to the students.	
4. <u>Teacher/Proctor</u>	<u>Student</u> If the Join Session log in page is not showing, have the students launch the Test Browser on their station Enter the <b>Session Name</b> and <b>Session Password</b> Click <b>Join</b> <ul style="list-style-type: none"> <li>Type in their name or select from the list in the drop down menu</li> <li>If a test subject is not showing, select the appropriate test</li> <li>Click <b>Next</b></li> </ul> Verify the student Name and Test. If correct, select <b>Yes</b> . Wait for the proctor to Confirm.
5. At Proctor station, click the <b>Confirm Now</b> button as students have a status of To Be Confirmed. Refresh frequently until all students are confirmed. (Refresh is a button in the middle menu bar)	
6. <b>Recommended</b> – Confirm only 8-10 students at a time with about 20 seconds or more between groups to ensure the proctor session is communicating correctly with test devices over the network	Click <b>Start Test</b>

### **Common Issue when students are logging in:**

If a student screen appears to lock up, check the proctor station. If the student has a status of Confirmed, but the test is not progressing, on the proctor station select the student name then from the Select Action button, choose **Do Not Confirm**. This will send the student back to the log in screen and they can log back in.

**Monitoring while students test** – can be done primarily from the proctor screen  
Student Status will show on the Proctor screen

- Awaiting student (student has not logged in)
- Testing (with approximate question #)
- Paused (less than 30 minute pause)
- Suspended (to exit test and resume another day)
- To Be Confirmed
- Confirmed
- Terminated (deletes all responses)

**Unengaged Students-** If the test system determines a student is moving too quickly through the test or answering randomly, the proctor will be notified and the student(s) test will be auto-paused (up to 3 times). Ensure the student is reengaged and then resume their tests. Reports will be available documenting any tests completed with 30% or more rapidly-guessed answers.

To Suspend, Pause or Terminate a test:

- On the Proctor Screen, select the student(s) to Suspend, Pause or Terminate by checking box to the left of the student name
- From **Select Action**, choose the appropriate option
- The student's test screen will indicate the test has been interrupted

**Restarting tests:**

- A. If a student gets "kicked out" or for some other reason has paused or exited and needs to return to the same session, the student status on the teacher monitor screen needs to be **Resume** or **Awaiting Student** before they can log back in. You may need to do one of the following:
  - If the student status is "Paused", select the student, then select Resume from the Action dropdown
  - If the student status says "Suspended", then select Test Again.
  - If the student status says "testing" but the test is frozen, select Suspend, then select Test Again.
- B. When the entire class is returning to test, create a new session, give the students the new Session name and Password. They will be "Awaiting Student" status and can log in. The students will open up into their test where they left off.

When all students are done (or suspended) click **End Test Session**, then **Delete Session**. Any partially completed tests will be saved and can be resumed in a different session.

Make sure to End Testing Session when students are done for the day. If the session is not ended/deleted, no other sessions can be run by that test proctor.

If you choose to Save a test session in which some students have not yet finished, those students will have to log back into that same session to complete that test. However, if you delete that session, then the students will be able to log into any test session that gets set up for finishing the tests. Deleting the session when students are done for that day does not delete the partially completed tests. Those tests can be completed in another session.

## **Creating a Session for Make-up testing.**

In Manage Test Session select **Find Students to Test**

- Select **Test History Search** tab
- Select School (you can also filter by grade or teacher – those are optional)
- Select Test Name
- Select **Not Yet Tested** to get those students who were absent or otherwise not started. Or... Select **Suspended Test** to find those students who started but need to finish.
- Click **Search**
- A list of student matching the search will show. Select all or those you want, click **Add Students**.
- Assign the appropriate test to those students
- Other students can be added as well. Assign tests as appropriate.
- Click **Test Now** to start the session

## **FAQs:**

### **How much time do I have between starting a session and kids logging in?**

No time limit. The session can be set up and started in advance on test day, but cannot be left overnight.

### **How many students can be in a session?**

No known limit.

### **How many sessions can a proctor run?**

Only one session at one time. Multiple classes and multiple tests can be run in the same session. Students can be added to a session at any time.

### **Do all students in a session have to be taking the same test? Or be in the same grade?**

No. Multiple grades, & subjects can be tested in the same session.

### **If a student's test is paused or suspended, how long until they have to complete the test?**

A test can only be Paused for 30 mins or less. If paused for more than 30 mins it will automatically become suspended.

A test that has been suspended MUST be completed within 28 days of when the test was started. After 28 days the test is automatically terminated and cannot be finished.

### **Can students use Text-To-Speech functionality on their math tests?**

Yes! Contact your NWEA Building Coordinator (or District DAC) for eligibility and set up.

Additional information about NWEA MAP: Administering the tests, accessing the reports, using the data can be found on the Home Page of the NWEA site.

## NWEA MAP *WHAT Ifs....*

<p><b>A student needs to test who is not in your current class roster.</b></p>	<p>No problem. Students can be added to a session anytime, even after testing has started.          Select <b>Add More Students</b>          Select <b>Find Students to Test</b>          Select your School          Type in part of student name &amp; click Search.          Select the appropriate student(s)          Click <b>Add Students</b></p>
<p><b>Some students in the session are taking one test subject and some taking another.</b></p>	<p>No problem. More than one test subject can be tested at one time.          Once the students are added to the test session, select the students who are taking subject A and assign that test. Then select the student(s) to take the other test &amp; assign that subject.</p>
<p><b>No test subject is assigned to the session or to one or more students.</b></p>	<p>No problem. Students can select a test subject on the same log-in screen that they select their name. Make sur to verify students select the correct test.</p>
<p><b>The test period is ending and some students have not finished.</b></p>	<p>No problem. All tests that need more time can be suspended by the teacher from the proctor station. Select the student names by clicking the box by their name(s).          Under Select Action, choose Suspend.          Note: 28 day limit for Suspended tests.</p>
<p><b>A student needs to leave testing early but has not finished.</b></p>	<p>No problem. Suspend that test.          See directions above.</p>
<p><b>A student question does not load fully or appears to be a “Bad” item.</b></p>	<ol style="list-style-type: none"> <li>a. Have the student click the “refresh” button on the lower left of the screen.</li> <li>b. Refresh the screen by selecting F5 on the student key board</li> <li>c. If refresh does not work, close then re-open the student’s test on the proctor screen. Select the student. Under Select Actions, choose Suspend. Select Student again. Under Select Actions, select test Again. Have the student log back in.</li> </ol>