# PROCTOR QUICK START
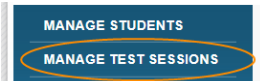
To learn the basics, watch the Proctor videos in the MAP Help Center. See also the Readiness Check for Testing and the Testing Tips for MAP Growth for help during testing.

## Set Up Testing in MAP

On the MAP Growth site (teach.mapnwea.org), choose **Manage Test Sessions**, and follow Option 1, 2, or 3 to create a testing session. A testing session groups students so you can administer testing and has no effect on reporting.

### Option 1—Find Students to Test

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

1. Click **Find Students to Test**.

2. Choose criteria and click **Search**.

3. Review the search results and click **Add Students**.

4. Repeat the search as needed.

   Keep the student count below 100; too many can slow the student sign-in.

   If a student is missing, try using <No School Assigned> in the criteria.

   If you need to add a student, contact a school leader for instructions.
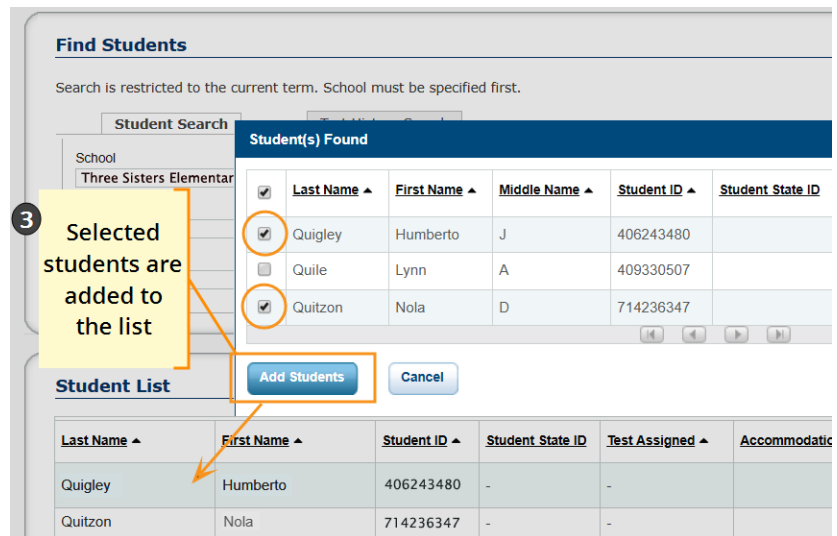
5. Select students and make needed assignments (each person can have a different assignment):

   a. **Assign Test:** Do this now so students don't have to choose it later.

   b. **Assign Accommodations:** Records how you'll accommodate and enables the Text-to-Speech feature.

      See also: Assignments for tests, accommodations, or Text-to-Speech on page 2.

6. If you plan to use this testing session at a later time, click **Save Session**.

   Use a name that's unique and easy to type. Avoid spaces, special characters, capital letters, and ambiguous letters like "l." Examples: **jbmath72** (your initials +subject +grade +period) or **21eagle918** (room +mascot +month +year)

7. If you need to test immediately, click **Test Now**.

nwea

## Option 2—Test My Class

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

1. Click **Test My Class**.

   If the button doesn't work, your MAP profile was not associated with a class of students for this term. (This association must happen every testing term.) Contact a MAP leader in your school or district.

2. Select one of your classes, if prompted.

   The proctor console appears and the testing session starts.

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

   a. **Assign Test:** Do this now so students don't have to choose it later.

   b. **Assign Accommodations:** Records how you'll accommodate and enables the Text-to-Speech feature.

      See also: Assignments for tests, accommodations, or Text-to-Speech on page 2.
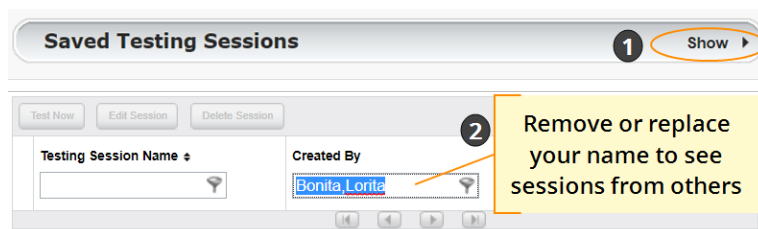
## Option 3—Use a Saved Testing Session

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

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

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

   **Note:** You cannot access testing sessions created by someone with the School Proctor role, unless you have the District Proctor role.



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

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

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

When making test assignments, refer to this diagram of test naming conventions. As shown, many tests have an accessible version that is compatible with screen readers.

When assigning accommodations, select all the assistance you plan to provide so it is permanently recorded with the test. You cannot change these assignments once the student starts testing, unless you suspend the test and ask the student to rejoin the testing session.



Text-to-Speech is one of the accommodation choices. It is intended for sighted students, such as English language learners, and it enables audio tools that appear within the test toolbar.
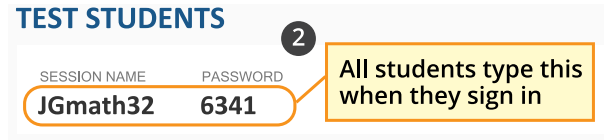
For details, see the MAP Help Center > Testing Growth > Accommodations.
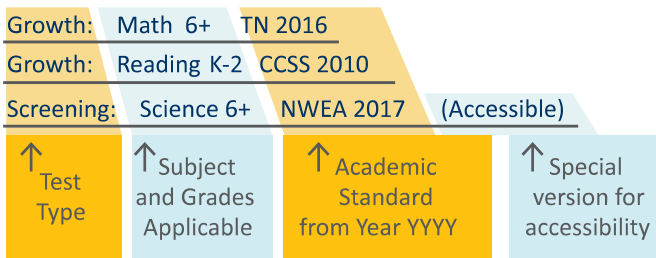
# Student Sign-in

## Before students arrive

1. On your Proctor console, you should now see the **Test Students** page. If not, click **Test Now**.

2. At the top, notice the name and password of the session.

3. Display the name and password so all students can copy it during sign-in.

   **Note:** The password regenerates every time you start a session and will expire overnight.

**TEST STUDENTS**

| SESSION NAME | PASSWORD |
| --- | --- |
| JGmath32 | 6341 |

All students type this when they sign in

## When students arrive

1. On student devices, students start the NWEA secure testing browser or app.

   Or, if your school allows testing with a browser only, you can direct students to: **test.mapnwea.org**.

Mac or PC—NWEA Secure Testing Browser

-Or-

Chromebook or iPad— NWEA Secure Testing App
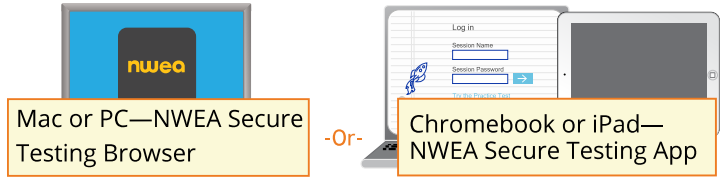
2. Ask students to learn about MAP Growth with these choices on their log-in page:

   - **Try the Practice Test** (about 5 non-scored, example questions)
     Username + Password = **grow**

   - **Student Resources** (explanatory videos about the test, tools, and test engagement)
     –or–

   - Read the student directions script in Testing Tips for MAP Growth.

## Confirm students to start

Confirm students every few minutes, as students are ready.

1. On student devices, guide students to complete their prompts.

2. As needed, check whether students have chosen correctly.

3. On your Proctor console, click **Refresh Status** to see which students have the "To Be Confirmed" status.

4. Click **Confirm**. It confirms all students with "To Be Confirmed" status.

   Or, select individual students, click **Select Action**, and choose **Confirm**.

5. Students: Click **Start Test**.
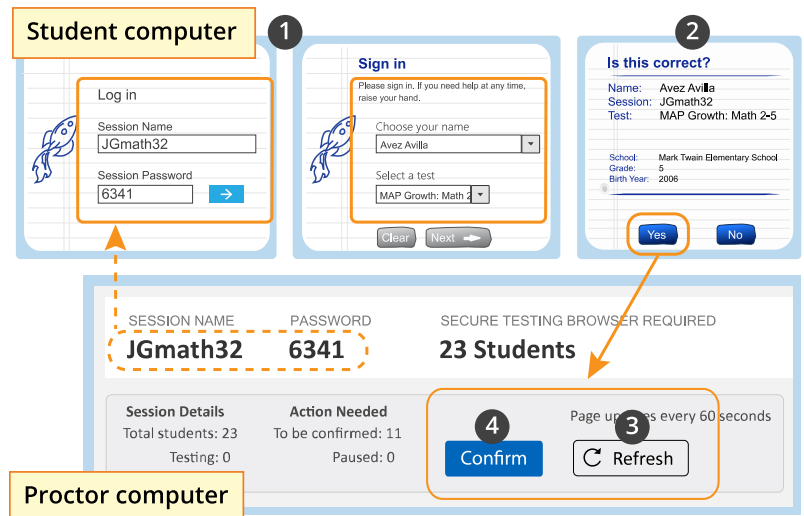
   **Tip:** If your internet connection is slow, ask students to start a few at a time, rather than all at once.

Student computer

Log in
Session Name
JGmath32
Session Password
6341

Sign in
Please sign in. If you need help at any time, raise your hand.
Choose your name
Avez Avilla
Select a test
MAP Growth: Math 2
Clear    Next

Is this correct?
Name:     Avez Avilla
Session:  JGmath32
Test:     MAP Growth: Math 2-5
School:   Mark Twain Elementary School
Grade:    5
Birth Year: 2006
Yes     No

| SESSION NAME | PASSWORD | SECURE TESTING BROWSER REQUIRED |
| --- | --- | --- |
| JGmath32 | 6341 | 23 Students |

| Session Details | Action Needed | |
| --- | --- | --- |
| Total students: 23 | To be confirmed: 11 | Page updates every 60 seconds |
| Testing: 0 | Paused: 0 | Confirm    Refresh |

Proctor computer

## Pause, Suspend, or Terminate

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

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

**\*See also:** Testing Tips for MAP Growth for information about the automatic pause.

## End of Testing

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

**To end for all students:**

1. On the Proctor console, click **End Testing Session**.

   If students are still testing, a prompt shows that those tests will become suspended. Click **Yes** to continue.

2. At the next prompt, choose either:

   a. **Save and Exit:** If the *same group* of students will be tested together later.

   b. **Delete Session:** If different groups will be formed for further testing. (Does not affect test results; students can resume incomplete tests in the same or another testing session.)

3. Close down the browser or app on student devices.

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

**To end one test and continue another:**

1. Select the student, and then select **Test Again**.

2. Select the student and click **Assign Test(s)** to assign a new test (and also **Assign Accommodations** if it differs for the new test).

3. Ask the student to sign in again (same session name and password).