2018-19 MAP Test Administration Manual

Contents

Notes

2018-19 MAP Assessment in East China
Testing Windows

	Fall	**Winter**	**Spring**
Rosters Loaded	October 1	January 8	April 2
Testing Window	**Oct 3 – Oct. 31***	**Feb. 1 – Feb. 28**	**April 23 – May 17**
Grade Levels	Required for Grades K – 11	Required for Grades K – 11	Required for Grades K- 11

MAP Test Assignments by Grade Level

Kindergarten

Tests to Assign/Administer	**Estimated Total Testing Time**	**Approx. Number of Questions**
MAP Growth: Reading K-2	40 mins.	43

1st– 2nd Grade

Tests to Assign/Administer**	**Estimated Total Testing Time**	**Approx. Number of Questions**
MAP Growth: Math K-2	40 mins.	43
MAP Growth: Reading K-2	40 mins.	43

Skills Checklists will be available for all K-2nd grade students between MAP testing windows. *Skills Checklists* are short, targeted assessments of specific foundational skills.
This checklist can be found on the NWEA tab of the Teacher Resources Tab and the NWEA website.

MAP Growth: Reading 2-5 and MAP Growth: Math 2-5 may better reflect the knowledge and skills of 2nd grade students who read and comprehend above grade level.

$3^{rd} - 5^{th}$ Grades

Tests to Assign/Administer	Estimated Total Testing Time	Approx. Number of Questions
MAP Growth: Math 2-5	45 mins.	52
MAP Growth: Reading 2-5	50 mins.	48
MAP Growth: Language 2-12	50 mins.	52

$6^{th} - 8^{th}$ Grades

Tests to Assign/Administer	Estimated Total Testing Time	Approx. Number of Questions
MAP Growth: Math 6+	45 mins.	48
MAP Growth: Reading 6+	50 mins.	48
MAP Growth: Language 2-12	50 mins.	52

$9^{th} - 11^{th}$ Grades

Tests to Assign/Administer	Estimated Total Testing Time	Approx. Number of Questions
MAP Growth: Math 6+	45 mins.	48
MAP Growth: Reading 6+	50 mins.	48
MAP Growth: Language 2-12	50 mins.	52

Who is Expected to Test

All East China students from kindergarten through 11th grade are expected to take the MAP assessments in accordance with the district assessment calendar.

Exceptions to this are:

- Students whose IEP team has determined that computer-based general assessments, even with accommodations, are not appropriate and have documented such in the student's IEP.

- English Learner students who have enrolled in school within the U.S.A. for the first time during the current school year.

- Any student whose legal parent/guardian has instructed that their child is to be exempted from MAP testing. Written documentation of this is to be kept in the student's CA-60.

- Students with sudden or chronic health issues that prohibit them from testing during the test window.

- Students who are absent from school during an entire testing window.

- New students entering the district during a MAP testing window if:
    - The teacher determines there is not adequate time to complete testing *or*
    - The teacher determines that MAP testing is not in the best interest of the student *or*

Setting Up Your Testing Schedule

So that technical support is readily available during testing, schools are required to share their test schedules. Please submit your testing schedule and plan to Dawn Cronce via email.

Schools are encouraged school to create a testing schedule that can be used for each test window.

Schedules should include time for make-up testing and small-group or individual testing for students who require testing accommodations. For more information on accommodated testing please see the Appendix.

Scheduling Best Practices

MAP assessments are not timed tests. The MAP testing system keeps track of the total minutes each student spends on each test. This can be a valuable piece of information when analyzing student performance. Once initiated, a MAP test will remain open until the student completes it, it is terminated, or it expires.

Students should be given the time and environment they need to stay focused and give their best effort on MAP tests. This may involve several short test sessions, frequent breaks, a small group setting to minimize distractions, etc.

Teachers of kindergarten, 1st, and 2nd grade students are especially encouraged to break individual tests into two or more testing sessions of no more than 30 minutes each and to give students breaks within that 30 minute time block whenever necessary.

Teachers of 1st - 3rd grade students may want to administer the math test first as the reading tests are a bit longer and sometimes a more difficult transition to computerized testing for younger students.

Although NWEA does not recommend allowing a student to continue a test that has been suspended for more than 14 days, tests will stay active for 28 days after initial launch or until the test window closes, whichever comes first. The MAP system will not score incomplete, terminated, or expired tests.

Getting Ready for MAP Testing

What Teachers Should Know Before Testing Students

- External factors that affect whether or not MAP tests provide an accurate measure of a student's knowledge and skill level include:
  - the student's effort level
  - whether or not the student is given the appropriate time and environment to complete the test
  - whether or not he/she understands how to interact with the testing software

- To help students understand the importance of taking their time and putting their best effort into each testing experience, be sure to communicate the strategies below, in the "What Students Should Know" section, before your first testing session.

- If you are testing a large group of students, be sure to plan for students as they finish their test. Teachers have found that having students bring books to read silently at their computer after they've completed testing for the session seems to minimize distractions. Movement, talking, or other activities on the computer have the potential to impact the scores of students who are still testing.

- If you have set a time limit for a particular test session and will be suspending your students' test, make sure they are aware of this before beginning the session. It can frustrate students when the have worked hard to answer a question only to have it disappear from the screen before they can submit their answer.

What Students Should Know to be Successful with MAP Tests

- Your teacher will use your MAP test results to better understand what you already know and what you are ready to learn.

- The results of these tests will be shared with your parent(s)/guardian(s).

- **MAP tests are not timed.** Therefore, do not rush through the test. Rushing will not give accurate information about what you know. Also, don't worry if it takes you longer to finish the test than your classmates. If you find yourself losing focus, let your teacher know you need to take a short break.

- If your test is paused for any reason during the test session, you will be given a new question when you resume your test you will have a new question.

- The MAP program will generate questions that vary in challenge. You will answer approximately 50 questions. You will notice some questions that push you to think in new ways. Take your time and do your best thinking when you are given a challenging question, but don't worry if you do not know or cannot figure out the answer. If this happens, just take your best guess and move on to the next question. You will not be penalized for getting a question wrong. The MAP tests do this on purpose because they are designed to find out what you know and don't know so that they can help your teacher focus on what you are ready to learn next.

- If you need to take a break, ask your teacher and follow the instructions to pause your test.

- Don't worry if you haven't finished your test if your teacher has to end the test session before you are finished. Each question you have answered has been saved by the system and your teacher will schedule another time for you to answer the questions you have remaining. **Follow your teacher's directions for ending your testing session**.

- Be sure you **use all the strategies you have,** especially when the questions get challenging.

- **Do your best thinking to show your best thinking!** Your teacher needs this important information to be sure he/she is meeting your instructional needs.

- If you are using a desktop/laptop/notebook computer, be sure to click the [DONE] button when you are finished with a test to return to the Windows Desktop.

Testing Equipment

Teachers

Teachers will need a **computer** with which to proctor the tests. The proctor computer can be a laptop, desktop PC, notebook, or Chromebook. This computer requires no special software. Teacher/Proctors use the MAP Test Administration website to administer assessments and view results.

Students

Students will need **paper and pencil** for the mathematics test.

Students will need a **computer** on which to take the MAP tests. The computers can be desktop PCs, laptops, notebooks, or Chromebooks with the following important notes:

- **IMPORTANT Note on PCs/Laptops:** Desktop PCs or laptops used for student MAP testing require the installation of a **lock-down browser**. The East China School District Technology office will install this browser out to all computers prior to the first day of MAP testing. Be sure, however, that these computers have been turned on and given time to complete the installation process prior to the first day of testing.

Headphones are required for MAP Growth: K-2 but not MAP Growth: 2-5, 2-12, or 6+ tests.

External Mice are required. Touchpads on Chromebooks are too difficult to use when manipulating test items.

For specific information on other supports and accommodations on MAP tests, please see the Appendix of this test manual.

Working with Test Sessions

What Teachers Must Understand about Test Sessions Before Testing Students

- A "test session" is just a roster of students who will be testing in the same location at the same time.

- A test session is designed to monitor students as they take a MAP test. Therefore, the proctor who launches and manages the test session <u>must be present</u> with the students in that session as they test.

- Test sessions <u>do not</u> store MAP test results or any information about who proctored the test nor which students were in the test session. Grouping students together in a test session, closing or deleting a test session has NO impact on student results.

- Any teacher/proctor in the system can test any student in the system. Any teacher/proctor can also search for any students who have incomplete tests or who have not yet taken a particular test in the current test window. However, once a student completes a MAP test, only teachers who have been linked to the student will be able to see the student's MAP results. The linking of students to teachers is done when the rosters are loaded by the East China School District technology team.

- Students in a test session do not have to be assigned to the same test, but they each can only be assigned one test at a time.

- Each test session's name must be unique. When you are creating and saving test sessions, keep in mind that either you or your students will be typing the name of the session in order to log in. It is recommended that you set a test session name that is easy for your students or you to type.

- Test sessions do not provide any information on what tests a student is expected to take, has taken, or has not yet completed. You must use the "Test History Search" under the *Find Students* screen to identify students based on testing status. Teachers are advised to check their class rosters against the students listed on the class report the morning following a test session and to keep a separate checklist for reference.

- Assigning a student to a test session and test does not prevent the student from being added to another session. However, a student can only be actively logged in and testing in one session at a time.

- A student whose name is listed in an active test session but who is absent (i.e., not logged in) does not affect the roster or the student's tests in any way.
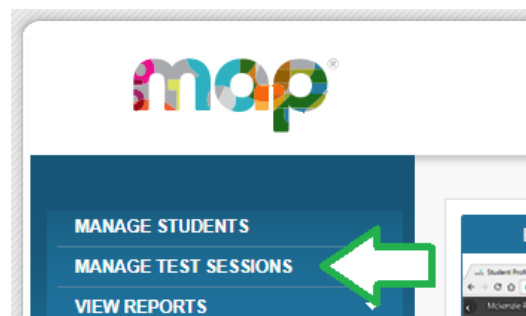
Creating Test Sessions

As you create test sessions it is useful to keep in mind that the process always involves these three general steps:

1. "Find students to test" and "add" them to the test session to build a roster.
2. Assign the appropriate MAP test to students on the roster.
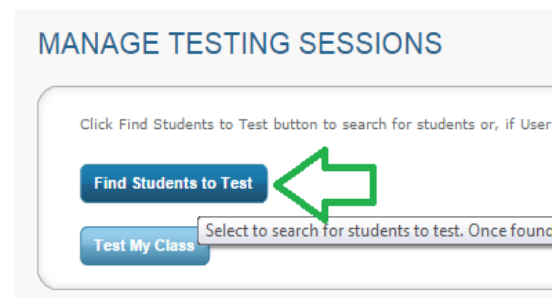3. Save and name your test session.

Step-by-Step Instructions

Use these instructions to create and save test sessions that you can use later.

1. Login to your MAP Administration account.

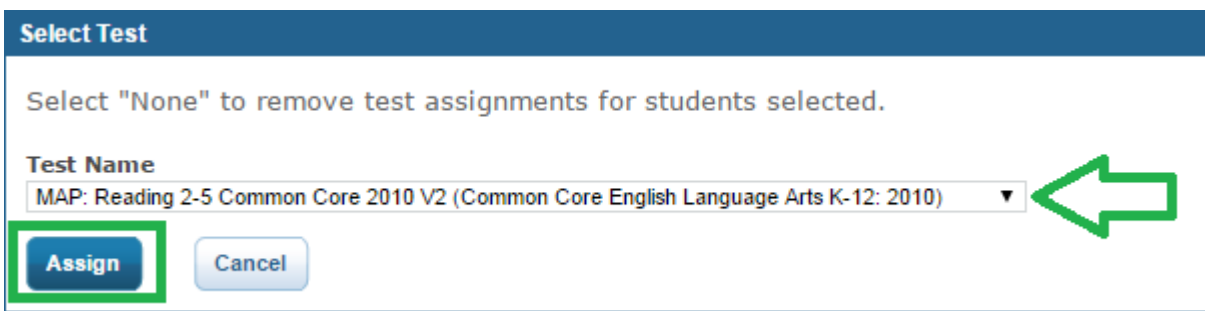2. Click on "Manage Test Sessions."

3. Click on Find Students to Test

4. Students will appear in the Student(s) Found list. Add students to the test session you are creating by clicking on the **Add Students** button. Students with a check in the box to the left of their name will be added to the test session. By default, all the boxes are checked. If you do not want to include a student in the test session, remove the check from the box.
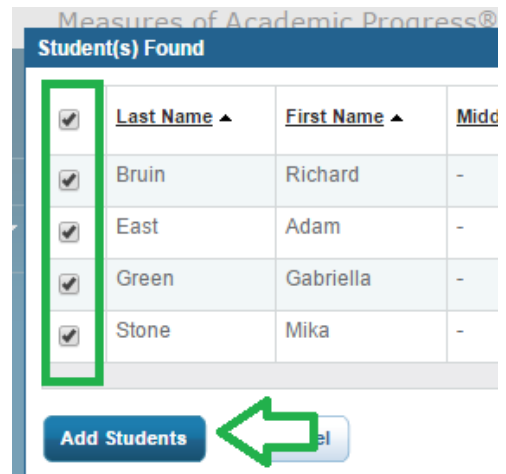
5. You have now completed the first step of this 3-step process. Scroll down to see the students you've added to your test session in the "Student List" section of the screen. Now, you are ready to complete the second step: assigning the test you want to administer. To do this, check the box at the top of the column (to the left of the words "Last Name") as shown below in the picture on the left. When you do this, the **Assign Test** button will become active (shown in the picture on the right). Click it to select the test you would like to assign to these students.
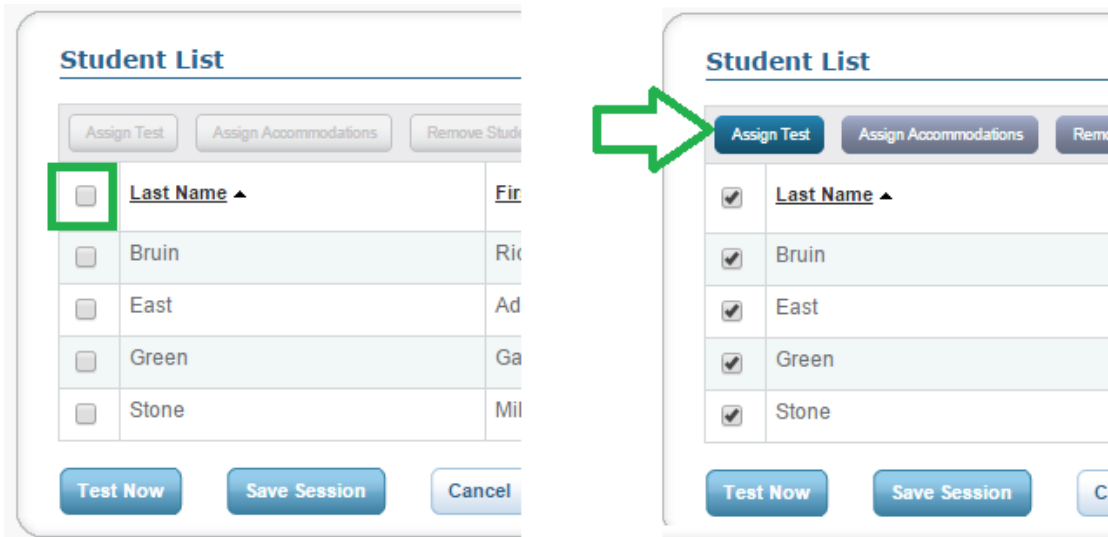
6. Pull down the list of tests under the Test Name and select the test you would like to assign. The MAP reading test is shown in the example below. Click the **Assign** button to assign the test.

7. Save your test session by clicking on the **Save Session** button.

8. Give your session a meaningful, but easy to type, name then **Save and Exit** button. The Testing Session Name is what your students (or you) will type when you start your test session along with the 4-digit "password" that MAP generates automatically.

9. To access your saved testing sessions, click on the "Saved Testing Sessions" section of the screen. Any sessions that you've saved will automatically appear. (Hint: You can find sessions that other teacher/proctors have created and saved by typing their names into the "Created by" filter under the saved testing sessions.

Student Login

If students are using a Computer Lab or Laptops or Notebooks:
(Not Chromebooks…See Instructions below to use Chromebooks for NWEA testing)
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STEP 1: Students should login to a district
computer as they normally would, using their district
assigned username and password.
Elementary students can use their district login
account or a classroom login.

STEP 2: Use the NWEA Browser desktop icon to launch the testing interface

STEP 3: Type the testing session name and password in the MAP login screen

> **WHEN EXITING THE TEST SESSION**
> Students must click [DONE] and return to the Windows Desktop.

If students are using Chromebooks:

STEP 1: Launch the MAP Chromebook Testing App

DO NOT login to the network. Use the
kiosk mode to launch the NWEA MAP
testing interface.
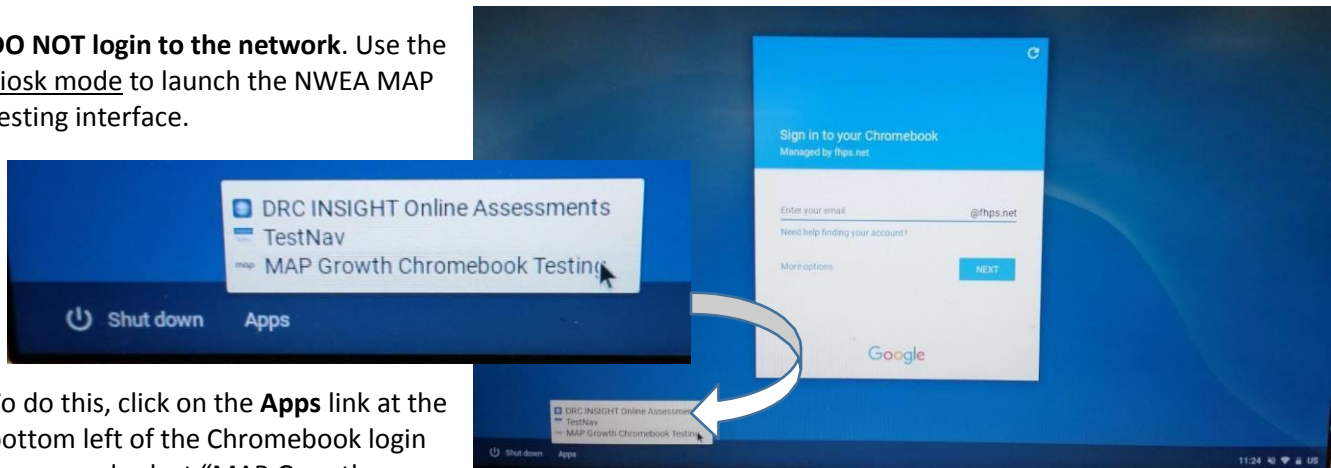
To do this, click on the **Apps** link at the
bottom left of the Chromebook login
screen and select "MAP Growth
Chromebook Testing." Testing using Chromebooks **requires** the use of this app. Using a regular student
login for testing will cause technical problems and compromise the integrity of the testing results.

STEP 2: Type the testing session name and password in the MAP login screen

WHEN EXITING THE TEST SESSION
To exit out of kiosk mode for MAP testing or to take another MAP test during the same test session,
students must **power-off** the Chromebook.

Launching a Test Session

Call East6 china Help desk.

Launching a MAP test is a back-and-forth process between the proctor and student computers. These instructions step through that process. Where the instructions appear side-by-side, steps can be undertaken by proctor and student simultaneously. For more information, you may want to view tutorial videos. From the homepage, select NWEA MAP > MAP Test Administration.

Proctor	Student
When you are ready to start a MAP test, login to the MAP Test Administration website from the computer you will use to proctor the test. The link is: https://teach.mapnwea.org/admin If you are using a test session that you've previously created and saved: 1. Select **Manage Test Session** then 2. Select **Saved Testing Sessions** then 3. Select the test session you would like to administer by clicking the radio button in front of the test session name 4. Click the **Test Now** button. If you click the **Test My Class** button, you will automatically launch an active test session. For more information on the "Test My Class" button, see p. 6 of this test administration manual.	Launching the MAP testing interface is different for students depending on whether they will be using desktop/laptop computers or Chromebooks to test. **_Laptop/Desktops_** must log on to the SAMPLE DISTRICT network first. Students MUST use the generic username: test password: time Once students are logged in, they launch the testing interface by clicking on the NWEA MAP icon located on the Windows Desktop. **_Chromebooks_** <u>do not</u> require a network login. Launch the MAP testing interface from the link found in the bottom left corner of the screen. For more information on the student login process see p. 10 of this test administration manual.
Write **Test Session Name** and **Password** where they are visible to students.	
	Type in **test session name** and **password** in boxes on the MAP test login page.
	Use the drop down list to find and select your name. Check to make sure that you have been assigned the correct test for this session **_or_** select the test from the list provided. Click the **Next** button. *Note to teacher: If you have assigned MAP tests to the students ahead of time, the test will be displayed. If you did not assign a MAP test, the students will have to select the appropriate test from the list.* *(Continued on next page…)*

Proctor	Student
	Click the **Yes** button if you see your name and the correct test. Now, please wait for your proctor/teacher to confirm you so that you may begin testing. *Note to teacher: At this point you may want to instruct your students to stop and wait for you to check their screens individually. This helps to ensure they have chosen the correct name and test.*
As students successfully reach the final login/launch screen, their **Status** column will change from "Awaiting Student" to "To Be Confirmed" on your proctor dashboard. To start the test for students who are ready to be confirmed, click on the **Confirm Now** button at the top of your screen. *Note: You do not have to select the student to perform this action as you do with pausing or suspending tests, etc.* *Clicking on the **Refresh Status** button just prior to clicking on the Confirm Now button will immediately update the list of students waiting to be confirmed.*	
	Once you are confirmed to begin testing, a blue **Start Test** button will appear on your screen. Click it to begin your test.

Troubleshooting

This section lists some common and uncommon problems that can occur during different stages of the login and testing process along with step-by-step solutions. The solutions are numbered on pages 14-18. If you are unable to resolve an issue after following these instructions, please

Problems

➡️ General Problems

I forgot my MAP password.	Go to Solution #1
I don't know if I have a MAP password.	Go to Solution #1
The "Test My Class" button stopped working.	Go to Solution #2
I cannot get to the MAP system webpage to proctor a test or look at reports.	Go to Solution #3
The MAP login process seems to be moving very slowly.	Go to Solution #4
The test session name and password will not work.	
If all students are unable to login…	Go to Solution #5
If just one student is experiencing this problem…	Go to Solution #6

➡️ Proctor computer is "**Awaiting Student**" in the Status column but…

Student is back at the Windows Desktop or MAP login screen	Go to Solution #14
Student cannot find his/her name in the list of students	Go to Solution #8
Student is assigned to the wrong test or no test	Go to Solution #13

➡️ Proctor computer says "**To Be Confirmed**" or "**Confirmed**" in the status column but…

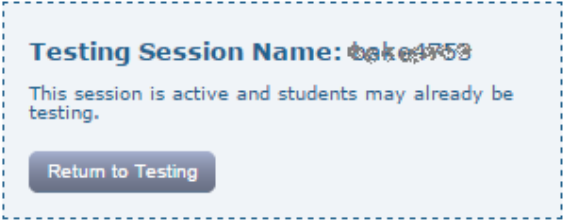|	
Student is back at the Windows Desktop or MAP login screen	Go to Solution #11
Student cannot find his/her name in the list of students	Go to Solution #11
Student is unable to launch test after being confirmed	Go to Solution #11
Student is about to take the wrong test or another student's test	Go to Solution #11

➡️ Proctor computer says student is "**Testing**" in the Status column but…

Student is taking the wrong test	Go to Solution #10
Student is taking a test s/he already completed	Go to Solution #10
Student was kicked out of a test	Go to Solution #9
Computer hardware component has failed	Go to Solution #9
Computer suddenly shut off	Go to Solution #9
Student has received a question that is garbled or otherwise unintelligible	Go to Solution #15

➡️ Other Issues

Proctor computer will not change the student's status in the "Status" column	Go to Solution #18
Restart student on a new test or an unfinished test in the current session when status is "Completed."	Go to Solution #12
Restart student from "Suspended" or "Terminated" status in the current test session.	Go to Solution #12
Student computer has blank white screen	Go to Solution #17
Student's test screen is highlighted blue	Go to Solution #7
Computer screen is turned sideways	Go to Solution #16

Solutions

|	
1	*To reset your password or to check if you have one:* 1. Go to the MAP Test Administration login page by going to www.nwea.org and, from the menu at the top of the page selecting "Logins" then "Web-based MAP" then "MAP Login" 2. Click on the "Forgot Username/Password?" link. If you have been added to the system as a user already, it will generate another email with a temporary password. If the system says it cannot find a username for you, you may skip to step 4 of this solution. 3. Check your email for a message from NWEA. Use the temporary password you have been sent to login to the system. You will be required to change your password again. 4. If you do not have a username or password for the MAP Test Administration center, please submit an East China HelpDesk ticket to request one.
2	The most likely reason the **Test My Class** button has stopped working is that you accidentally left an active test session open. If you see a box in the upper right portion of the Manage Test Sessions screen with a dotted border like the one picture on the right, here's how to fix it: **Testing Session Name: bake4753** This session is active and students may already be testing. Return to Testing 1. Click on the **Return to Testing** button. 2. Then, click: End Testing Session *You will be prompted to save or discard the session. Neither of these options will affect your students' tests in any way. Save the session if you want to reuse it, otherwise you may discard it and create another one later. Once you have closed the test session, the* **Test My Class** *will be enabled again.*
3	You can always get to the MAP testing system by going directly to NWEA's main website. Type "www.nwea.org" into your browser's address bar. Once you are on the main web page, from the top menu, select Logins > Web-based MAP > MAP Login
4	Check NWEA's network by clicking on ⚠ System Status and Alerts on the MAP login page to see if NWEA is experiencing any problems.
5	If your testing session and password are failing to work for <u>all</u> of your students, you may have experienced a disruption between the internet and the computer you are using to proctor the test. End and then restart the testing session. Be sure to save the current session when prompted. Remember: you can use the same name, but that relaunching a test session will generate a new password.
6	If just one student is having trouble with the testing session name and password and others have been able to login, check for carefully typos. Hint: the student may have typed a space either before or after the text you can actually see. Clear the boxes completely before retyping.
7	*If the screen turns blue when a student testing:* This happens when a student missed the **Next** button and clicked on the background by mistake. To get rid of it, ask the student to click on the very top of the screen.

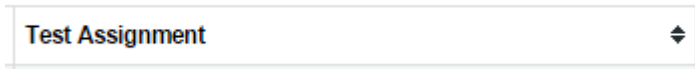| 8	*If the student's name does not appear in the dropdown list of students for him/her to select, but the proctor computer says "Awaiting Student," try these steps to refresh the student's screen:*
	If the student is using a desktop, laptop, or notebook computer, ask him/her to tap the **[F5]** key on the keyboard and then look for his/her name again.
	If the student is using a Chromebook, ask him/her to power the device off and then on again and re-launch the MAP testing app.
	If the student still cannot find his/her name… It is possible that another student in your session has accidentally selected the wrong name from the list and proceeded to log in with it. If you find the other student, discontinue his/her test. (Use the "Problems" chart on p. 13 if you do not know which procedure to use.) Once you have stopped the other student, the original student will be able to login.
9	*Proctor computer says "Testing" but student has been kicked out of the test or the student needs to move to a different computer in order to continue testing:*
	First, on Your Proctor Computer (before moving the student to a working computer or restarting the student's computer) 1. Check box in front of student's name. 2. Click **Select Action…** button 3. Select "Suspend" 4. Click **OK** in the pop-up notification window that appears. 5. Check box in front of student's name again. 6. Click **Select Action…** button 7. Select "Test Again" 8. Click ok in the pop-up notification window that appears. Status column (next to student's name) will now say: "Awaiting Student". 9. Resolve any hardware issues by moving student to a new computer, restarting computer, or finding working headphones, etc. 10. Once student is seated at a functional computer, the student begins login process again: ***On Student Computer:*** 1. Go to the MAP login screen if not already there. 2. Follow the usual procedure to sign-in, typing in the session name and password of the testing session, etc. Note: *If the student's name does not appear in list of students, go to Solution #8 before continuing.* ***Return to the Proctor Computer:*** 1. Student's status should now say "To Be Confirmed." (If not, click the **Refresh Status** button.) 2. Click the **Confirm Now** button 3. Student should begin test when the blue **Start Test** button appears.
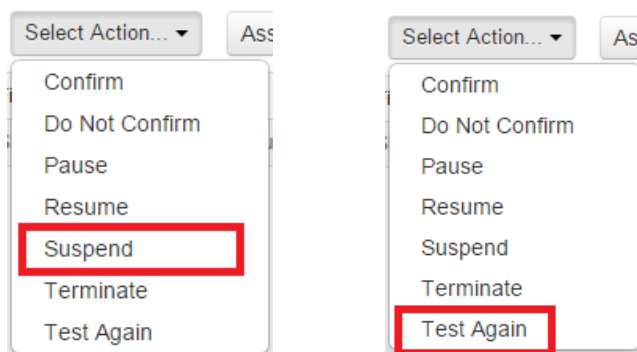
10	*If the student is taking the wrong test and you want to switch the student to a different test in your current test session:*

First, On Your Proctor Computer:

1. Check box in front of student's name.
2. Click **Select Action…** button
3. Select <u>one</u> of the following options (a, b, or c):

   a) If the student is taking a test that s/he has already taken then Select "Terminate" to discard the student's answers. (The results for any test the student has already completed or any other test the student is currently working on <u>will not</u> be affected.) OR

   b) If the student is taking a test that s/he should not be taking at all, then Select "Terminate" to discard the student's answers. (The results for any test the student has already completed or any other test the student is currently working on <u>will not</u> be affected.) OR

   c) If the student is taking a test that you would like him/her to work on at a different time and you just want to swap the current test s/he is taking for a different one, then Select "Suspend" to save the work that the student has done so far.

4. Click ok in the pop-up notification window that appears to verify your action.
5. Check the box in front of student's name again.
6. Click **Select Action…** button
7. Select "Test Again"
8. Click ok in the pop-up notification window that appear. Status column (next to student's name) will now say: "Awaiting Student"
9. Check the box in front of the student's name again.
10. Click the **Assign Test(s)** button.
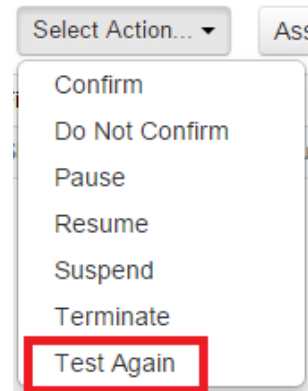
11. Select the test you want the student to take from the drop-down list and click the **Assign** button.
12. Verify that the test you chose now appears next to the student's name under the "Test Assignment" column. (If not, go back to Step 10 of this solution.)
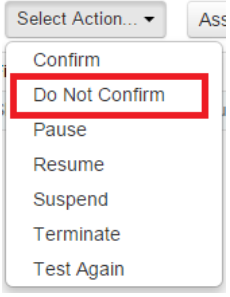
On Student Computer:

1. Go to the MAP login screen if not already there.
2. Follow the usual procedure to sign-in; typing in the session name and password of the testing session, etc.
   Note: *If the student's name does not appear in list of students, see Solution #8 before continuing.*

Return to the Proctor Computer:

1. Student's status should now say "To Be Confirmed." (If not, click the **Refresh Status** button.)
2. Click the **Confirm Now** button.
3. Student should begin test when the blue **Start Test** button appears.

11	*Proctor computer says "Confirmed" or "To Be Confirmed" but the student's name does not appear in his/her dropdown list or test will not start:* ***First, on Your Proctor Computer:*** 1. Check box in front of student's name. 2. Click **Select Action…** button 3. Select "Do Not Confirm" If the Status column next to the student's name now says "Awaiting Student" proceed to instructions for student computer. If the status has not changed back to "Awaiting Student" on the proctor computer, try Steps 1-3 one more time. If proctor computer still does not respond see Solution #18. If you need to assign a different test to a student before proceeding, see Solution #13 then return to this solution to complete the login process. ***On the Student Computer:*** 1. Go back to the MAP login screen if not already there. 2. Follow the usual procedure to sign-in; typing in the session name and password of the testing session, etc. Note: *If the student's name does not appear in list of students, see Solution #8 before continuing.* ***Return to the Proctor Computer:*** 1. Student's status should now say "To Be Confirmed." (If not, click the **Refresh Status** button.) 2. Click the **Confirm Now** button. 3. Student should begin test when the blue **Start Test** button appears.
12	*To restart a student with the current, a new, or a different test during the current session when Status is either "Completed", "Suspended", or "Terminated":* 1. Check the box in front of the student's name. 2. *If* you want the student to continue with the test that is currently assigned to him/her skip to Step 4. *If* you want to assign a different test to the student, click the **Assign Test(s)…** button then select the desired test from the drop-down list before proceeding with Step 3. 3. Check the box in front of the student's name again. 4. Click the **Select Action…** button then "Test Again." In the Status column next to the student's name, it will now say "Awaiting Student" (If it does not, try step 4 in this solution again.)
13	*To assign a test or change the test when the Status is "Awaiting Student", "Completed", "Terminated" or "Suspended":* 1. Check the box in front of the student's name. 2. Click the **Assign Test(s)…** button then choose the desired test from the drop-down list. 3. Click OK.

14	*If the student has accidentally closed the MAP login screen while your proctor computer still says, "Awaiting Student" in the status column to the right of his/her name:* The student should restart the login process by returning to the MAP login screen. Student should continue to use the current testing session name and password. If the student is using a Chromebook, s/he will need to power the device off then back on again in order to return to the MAP login screen. If the student's name does not appear in the list of students as s/he is logging in, see Solution #8
15	*If a student has been presented with a question that is garbled or does not appear to be working correctly, you can reset his/her test. This will generate a new question for the student. To do this:* ***On your proctor computer:*** 1. Check the box in front of the student(s) name. 2. Click the **Select Action…** button then choose "Pause". Click **OK** when prompted. 3. Check the box in front of the student(s) name again. 4. Click the **Select Action…** button then choose "Resume." ***On the student computer:*** Click OK to join the test again.
16	*If the screen is turned sideways:* Someone has used a Windows keystroke combination to change the screen orientation. To turn it back to the regular orientation, try pressing and holding [Ctrl] + [Alt] keys at the same time. Then, still holding those keys down, press the [↑] arrow key.
17	*If student(s) encounter a blank white screen during login or testing:* This problem can be caused by multiple variables within in the system, from the student to the national NWEA network itself. These factors makes providing a solution to this problem very difficult. While this can be extremely frustrating for teacher and students, your understanding and patience is appreciated while your support staff work with you to resolve it. If having the student(s) refresh their screens by pressing the [F5] key on a desktop, laptop, or notebook computer, or if powering the Chromebook off then on again does not resolve it, please call the ECSD Help Desk #1111.
18	*If proctor computer will not change the status of the student in the "Status" column after repeated attempts:* While rare, the likely cause of this problem is that your proctor computer has lost its connection to the internet. To resolve it, you will need to <u>logout</u> and then <u>log back in</u> to the MAP Testing website. Don't worry! This will not disrupt any of your students who are testing. *After* you have logged out and back in to the MAP testing website: 1. Select **MANAGE TEST SESSIONS** from the menu on the left of the main page. 2. Click on the box with the dotted border (pictured in Solution #2) in the upper right portion of the Manage Test Sessions screen to return to the test session.

Stopping or Ending a Test

There are four ways to stop a test: End Test Session, Pause, Suspend, and Terminate. What each of these does, when, and how to use them are explained in the tables below.

End Test Session

What It Does	Closes the active test session and automatically suspends all active tests.
When to Use	• your class is finished testing for the day. • your class is finished testing for the current time slot but may continue later in the day or later in the week. • your class is finished with the test.
How to Do	1. Select the **End Testing Session** button. 2. Select **Save & Exit** if you are going to use this test session again. You can change the name or keep it the same, the name you give it will replace the current name. *OR* Select **Delete** if you will not be bringing this group of students together again and do not want it to clutter up your list of saved test sessions. For more information on test sessions, see p. 6 of this test administration manual or go to the NWEA MAP pages on Instruction Junction.

Pause

What It Does	Stops an active test for up to 20 minutes. After 20 minutes the test will be automatically suspended.
When to Use	• a student needs to use the restroom or get a drink of water. • a student is going too fast or too slow and you need to talk with her/him for a few moments.

How to Do	**For just <u>one</u> student or a few selected students in the test session:**
	  1. Check the box in front of the students' names.
	  2. Click the **Select Action…** button then "Pause"
	
	To resume the test…
	  1. Check the box in front of the students' names.
	  2. Click the **Select Action…** button then "Resume"
	
	For <u>all</u> students in the test session:
	  1. Click the **Select Status…** button then "Testing"
	  2. Click the **Select Action…** button then "Pause"
	
	To resume the test…
	  1. Click the **Select Status…** button then "Paused"
	  2. Click the **Select Action…** button then "Resume"

Continued on next page…

Suspend

What It Does	Pauses and saves an incomplete test so that student can resume where s/he left off at another time.
When to Use	• a student needs to leave an active test session for more than 20 minutes. • If the teacher/proctor needs stop the test session for all students currently testing, please use "End Testing Session" as explained on the previous page.
How to Do	**For just one student or a few selected students in the test session:** 1. Check the box in front of the students' names. 2. Click the **Select Action…** button then "Suspend" 3. Click "OK" when prompted. **For all students in the test session:** 1. Click the **Select Status…** button then "Testing" 2. Click the **Select Action…** button then "Suspend" 3. Click "OK" when prompted. *For instructions on restarting a suspended test during an active test session, please see the Troubleshooting section of this manual beginning on p. 13.*

Terminate

What It Does	Discards the student's current test. Terminating a test will not delete any previously completed versions of any MAP test.
When to Use	• a student is taking the wrong test. • a student is taking a test s/he already completed.
How to Do	**For just one student or a few selected students in the test session:** 1. Check the box in front of the students' names. 2. Click the **Select Action…** button then "Terminate" 3. Click "OK" when prompted. **For all students in the test session:** 1. Click the **Select Status…** button then "Testing" 2. Click the **Select Action…** button then "Terminate" 3. Click "OK" when prompted. *For instructions on assigning a different test and restarting a student during an active test session, please see the Troubleshooting section of this manual beginning on p. 13.*

Appendix

Retesting Guidelines

East China School District has set the MAP testing system to allow students to take MAP tests multiple times in the same subject area during the testing window. However, retesting students with valid scores is discouraged.

Every effort should be made to ensure that each test experience is a positive one for students so that the results accurately and fairly reflect their knowledge and skills in the tested subject area. If a student has received an invalidated score or a valid score that the teacher does not feel accurately reflects the student's true skill level, *and* the teacher feels that retesting would be in the best interest of the student, the teacher may retest the student at the earliest possible opportunity.

Supports and Accommodations

Please go to Instruction Junction > NWEA MAP > MAP Test Administration > Supports and Accommodations to access the links below.

All students should be given **pencil and paper** when taking any of the **math** assessments. Blank sheets of paper should be distributed by the teacher to students at the beginning of a math test and collected by the teacher upon completion of the test or test session.

All teachers who proctor MAP tests are expected to be aware of and provide the appropriate supports for students with testing accommodations specified in their IEP or 504 plan at all times. Where possible, it is recommended that proctors of MAP assessments follow the Michigan Department of Education supports and accommodations protocol for state summative tests (M-STEP, MI-Access, and WIDA) for MAP testing. The M-STEP, MI-Access, and WIDA Supports and Accommodations Manual defines and outlines the use of universal tools, designated supports, and accommodations. These, in turn, guide the test **presentation**, how the student's **response** is recorded, the **setting** in which the student takes the test, and the **timing** and/or **scheduling** of the tests.

NWEA published a guide in June 2016 with FAQs on accessibility and accommodations. This guide is available on the SAMPLE DISTRICT Instruction Junction website under the NWEA MAP area.

NWEA also provides guidance on allowable accommodations for MAP assessments here.

Similar to the M-STEP tests, the MAP testing interface provides:

- A **calculator** tool for students to use with specific items, where appropriate. Students can practice with the calculator tool prior to taking a MAP test.

- A **highlighter** tool is also available for MAP tests. Students can familiarize themselves with using the highlighter tool in the warm-up.

- Keyboard navigation for students who are unable to use a mouse to take MAP assessments.

Contacts

East China Help Line #1111