

nwea

MAP Growth

Proctor Slide Deck



Welcome Proctors!

- + These slides will help you:
 - create test day slides
 - anticipate and answer student questions
 - help students log in to the test
 - find solutions to common technical issues



How to use this deck

01

Review the full slide deck

02

Fill out the slide templates, and delete the slides you don't need

03

Use these slides to guide your students on test days



Proctoring Resources

Proctoring Resources

- + [Remote Testing Support](#)
- + [Help Center: Proctor Quick Start](#)
- + [Remote Testing—Explained and Demonstrated for Teacher and Student](#) (covers session creation and student login)
- + [Remote Testing: Common Challenges and Situations During Testing](#) (troubleshooting advice)
- + [Proctor Troubleshooting Guide](#)



How should I prepare for testing?

Work through our [Proctor Pre-Test Checklist](#) to be sure you and your students are prepared on test day.



Where can I get help?

- + Contact our Partner Support team.
- + Search the Help Center.





Test Day Slides

Test introduction

Welcome students!

Today we are taking MAP Growth. This helps me know what you're ready to learn next.

It's OK and expected not to know all the answers. Some questions will be easy, and others more difficult.

Give this your best effort, and take your time.



How long is the test?

- + There are [#] questions.
- + The test will take about [#] minutes, but it's OK if the test takes longer.

Proctor: Fill out slides based on Test Type.



Can I take breaks?

If you need a break, [directions here].

Proctor: Provide directions to students about what to do if they need a break; otherwise, delete this slide.



Can I use a calculator?

On some questions, a calculator will appear. Only use a calculator on the test if one is provided in the testing application.

Proctor: Delete this slide if students are taking the K–2 test, or are not taking the math test.



What if I don't know the answer?

It's OK and expected that you won't know all the answers. Just try your best, and select your best guess.

Proctor: Adjust the directions based on your policies.



Can I change my answer to a previous question?

- + No, after clicking the arrow button, your answer is final, and you can't go back to make changes.
- + Your test is always changing and updating based on how you answer each question. Each new question depends on how you answered the one before it. This is why you can't go back.

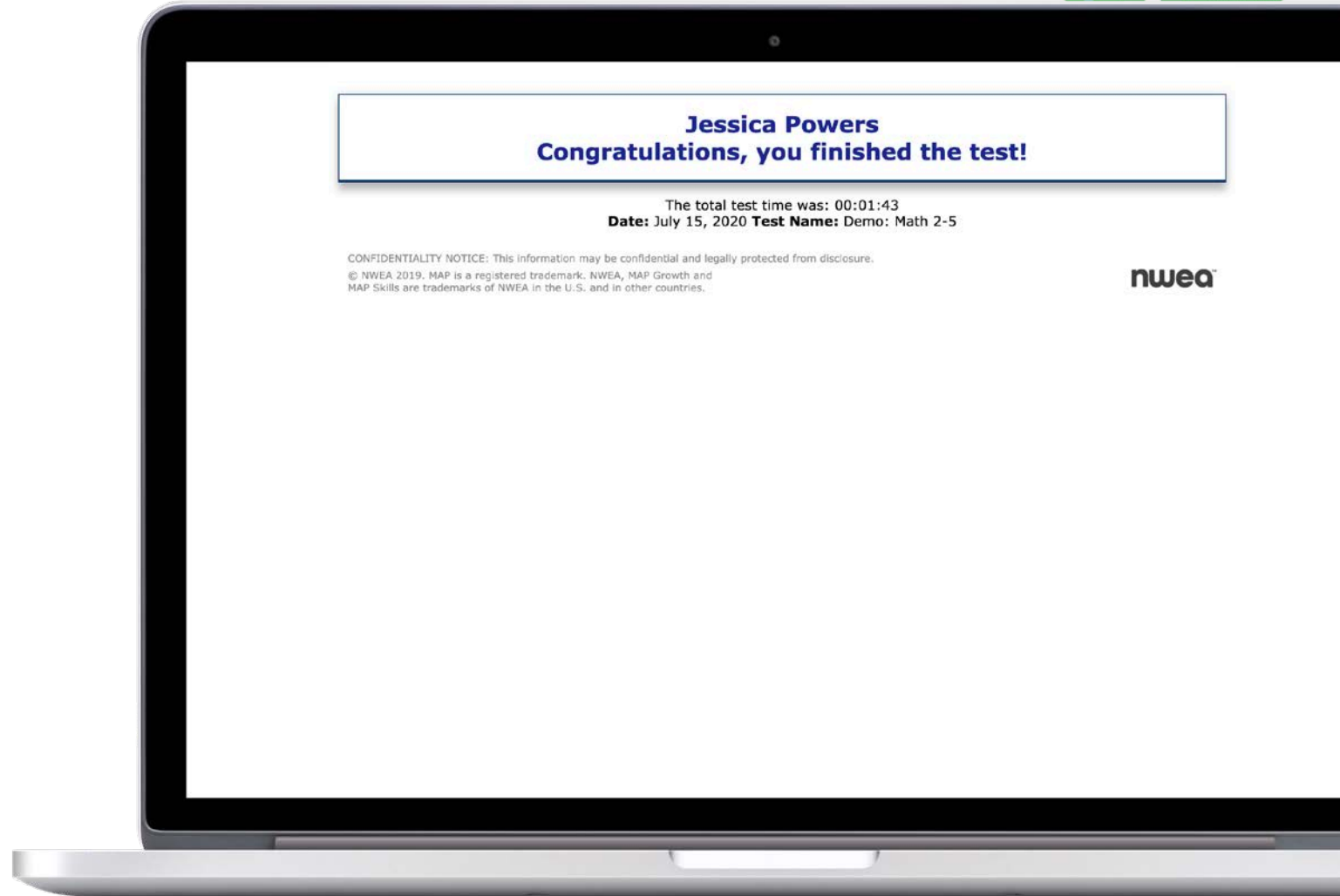


How will I know when I'm done?



- + You will see a “Congratulations” message.
- + Let me know when you are done [or provide alternative directions].

Proctor: Adjust the directions based on your policies.



What else do I need during the test?

- + Scratch paper
- + Pen or pencil
- + Device charger
- + Headphones [if K–2 or using Text-to-Speech]

Proctor: Edit this slide based on your policies.



Should I keep [meeting or chat channel] open during testing?

Keep the communication channel open so that you can contact me if there are any issues [or provide alternative directions].

Proctor: Provide directions based on your preferences.



What should I do if I have a problem?

Let me know, and we will troubleshoot the problem together [or provide alternative directions].

Proctor: Provide directions based on your preferences.



Do I need my parent/caregiver during testing?

No, after you have logged in successfully, parents/caregivers won't be needed.

Proctor: Provide directions based on your policies.

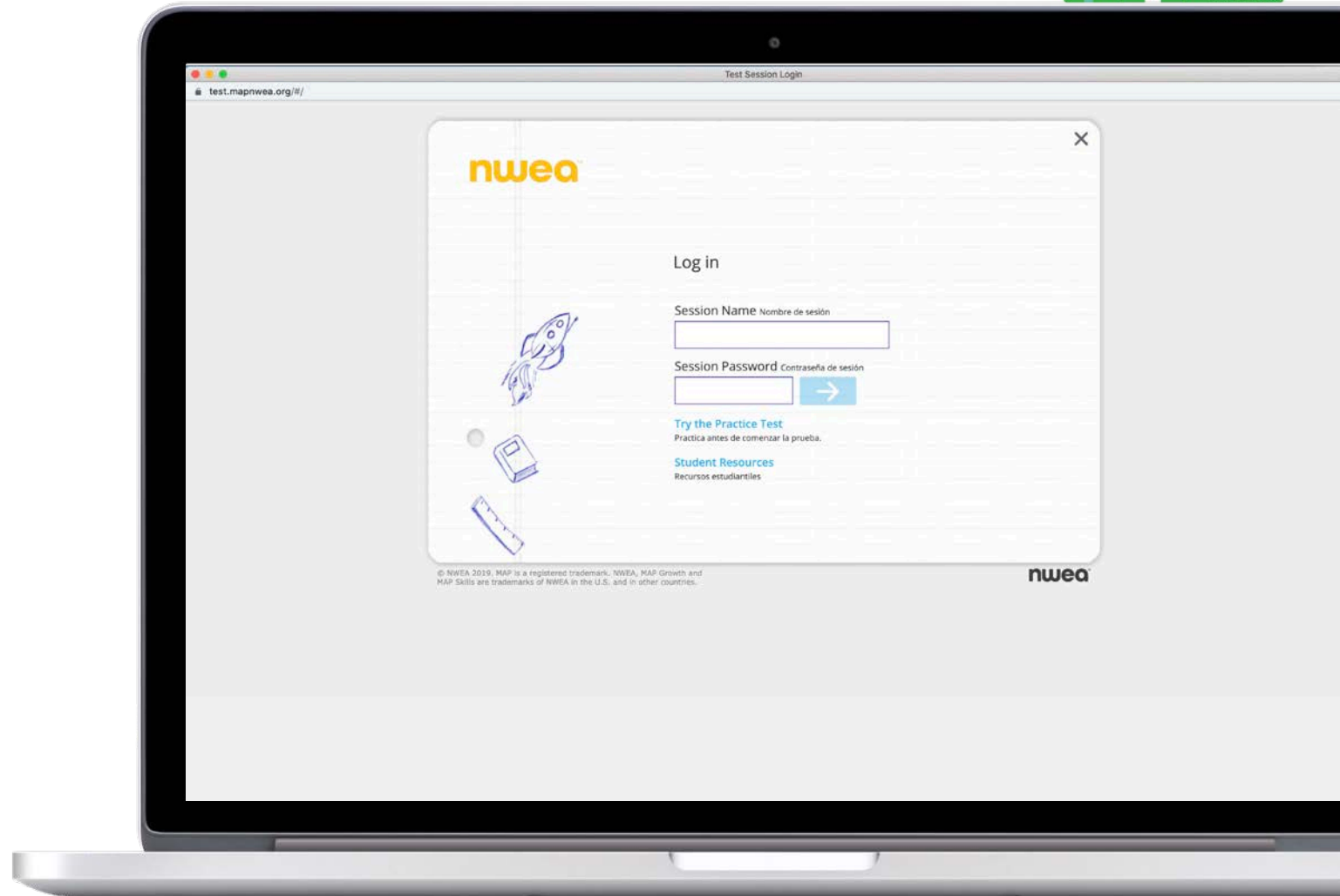




Student Login Steps

Student login

- + Open a browser
- + Go to test.mapnwea.org



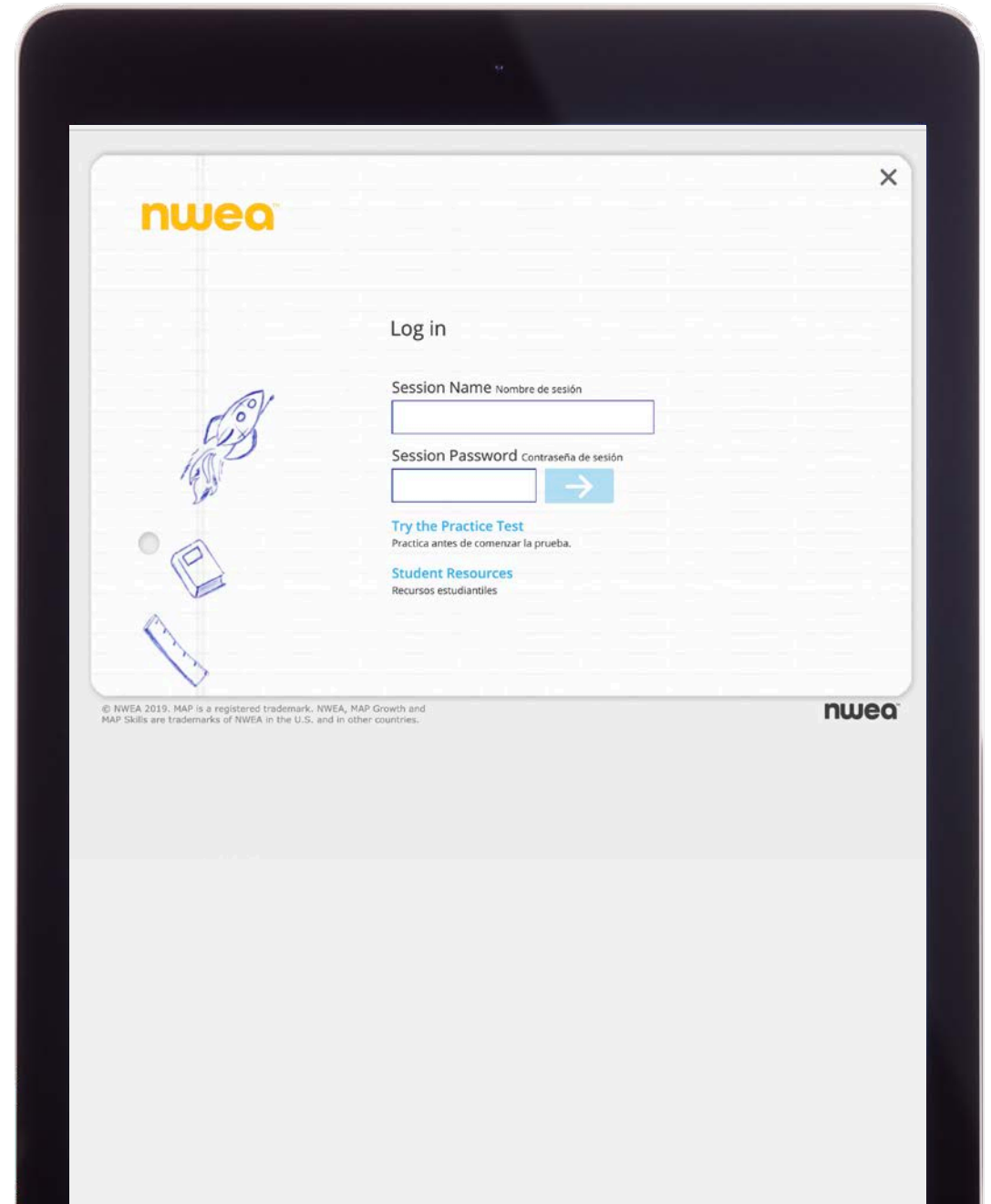
Student login: if taking K–2 test on iPad

Open the testing app.



Proctor:

Students will need a second device in order to communicate with you during the test.

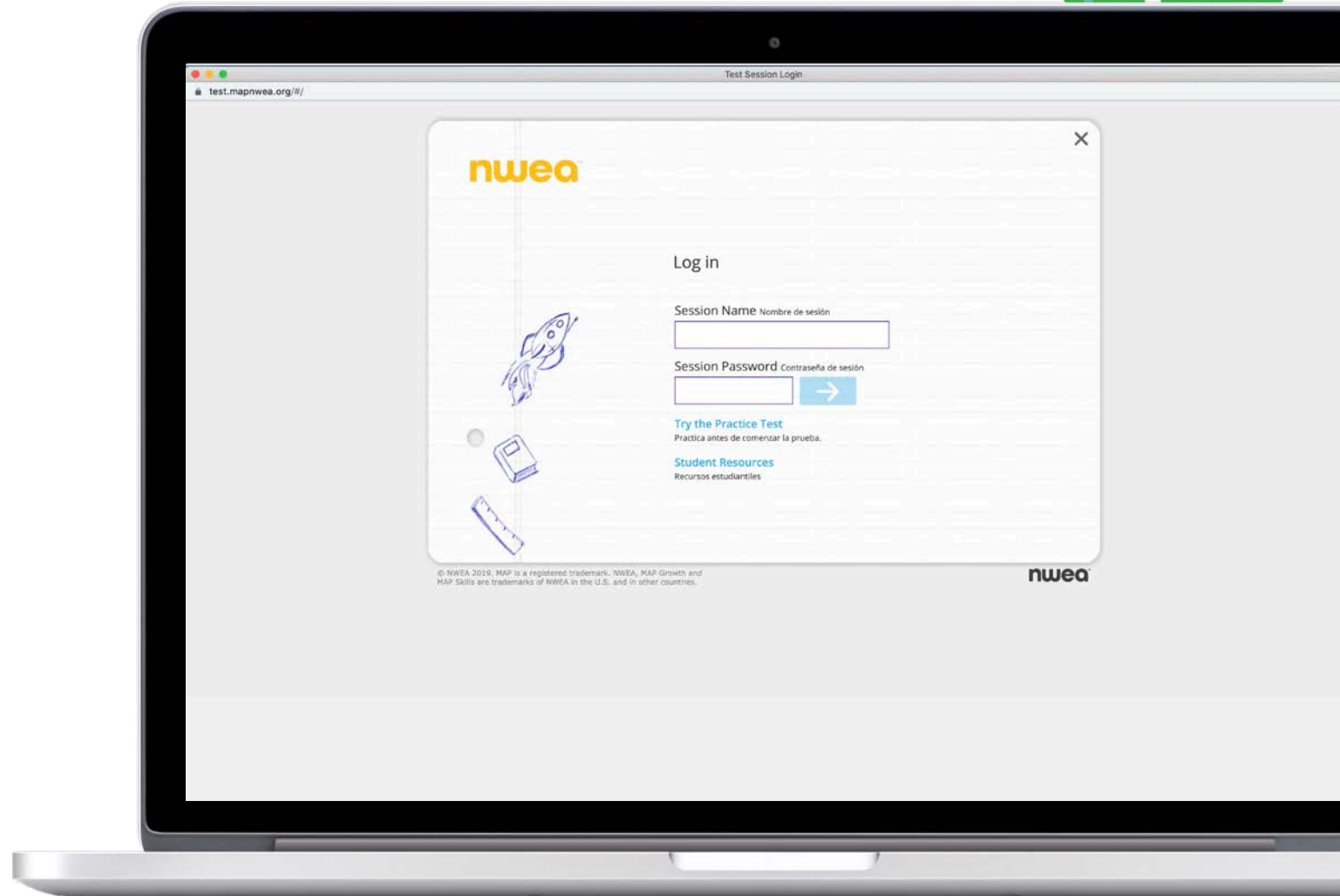


Now, students should enter:

- + Session Name: [enter here]
- + Session Password: [enter here]

Proctor:

The Session Name and Password are available on your Proctor console.



Complete login

- + Select your name.
- + If it's correct, select "Yes."
- + Then, I will confirm you to begin.

Proctor:

Once you select "Confirm," the student will be able to start their test.

map GROWTH

Mostrar instrucciones en español

Sign in

Choose your name Student name missing
Click here to select or begin typing.

Select a test
Select your name above to continue.

→ ↻

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Is this correct?

Name: Dennis (Gr 3) Sanchez
Test: Screening: Math Early Numeracy
Session: hide8322

School: NWEA Sample School
Grade: 3
Birth Year: 2010

← NO YES →

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Dennis (Gr 3) Sanchez - Screening: Math Early Numeracy

Try your best
This test will show what you are ready to learn next

It's ok not to know all of the answers
Some questions will be easy, others more difficult

Take your time
If you seem to be going quickly, a teacher may check on you

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Common issues during login

“Oops! Where’s my test window?”

- + Student needs to disable pop-up blocking
- + Directions by device

Workstation readiness check

- + Screen resolution error
 - Chromebook: Ctrl+Shift+0, then refresh browser
 - Windows: Ctrl+0, then refresh browser

Session login information is not working

- + Make sure students are on test.mapnwea.org and not the practice test login

**Good luck,
you'll do
great!
We will stop
at [time].**

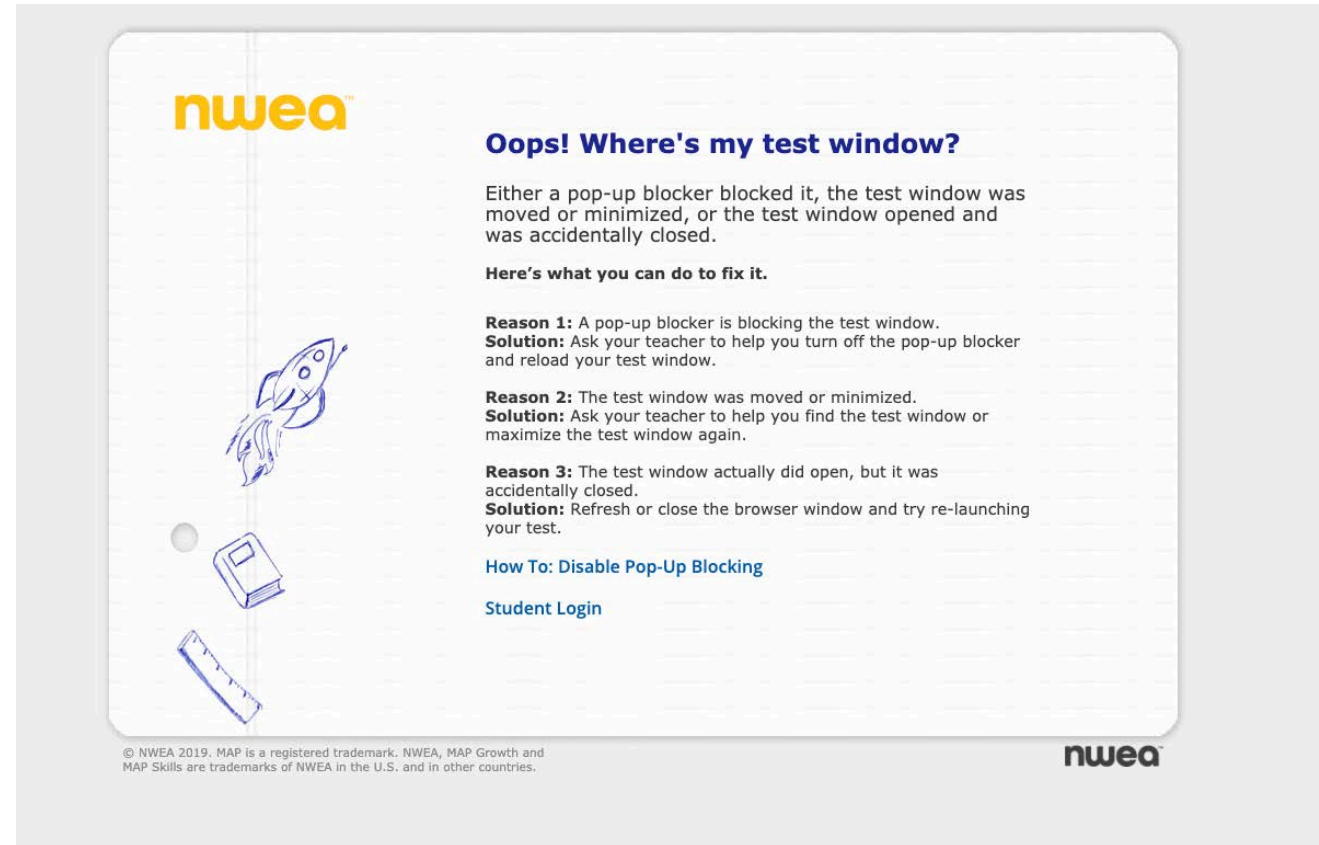




Troubleshooting Tips

“Oops! Where’s my test window?” error

- + If a student sees this and not the login page, they likely need to disable pop-up blocking.
- + Directions by device.



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Oops! Where's my test window?

Either a pop-up blocker blocked it, the test window was moved or minimized, or the test window opened and was accidentally closed.

Here's what you can do to fix it.

Reason 1: A pop-up blocker is blocking the test window.
Solution: Ask your teacher to help you turn off the pop-up blocker and reload your test window.

Reason 2: The test window was moved or minimized.
Solution: Ask your teacher to help you find the test window or maximize the test window again.

Reason 3: The test window actually did open, but it was accidentally closed.
Solution: Refresh or close the browser window and try re-launching your test.

[How To: Disable Pop-Up Blocking](#)

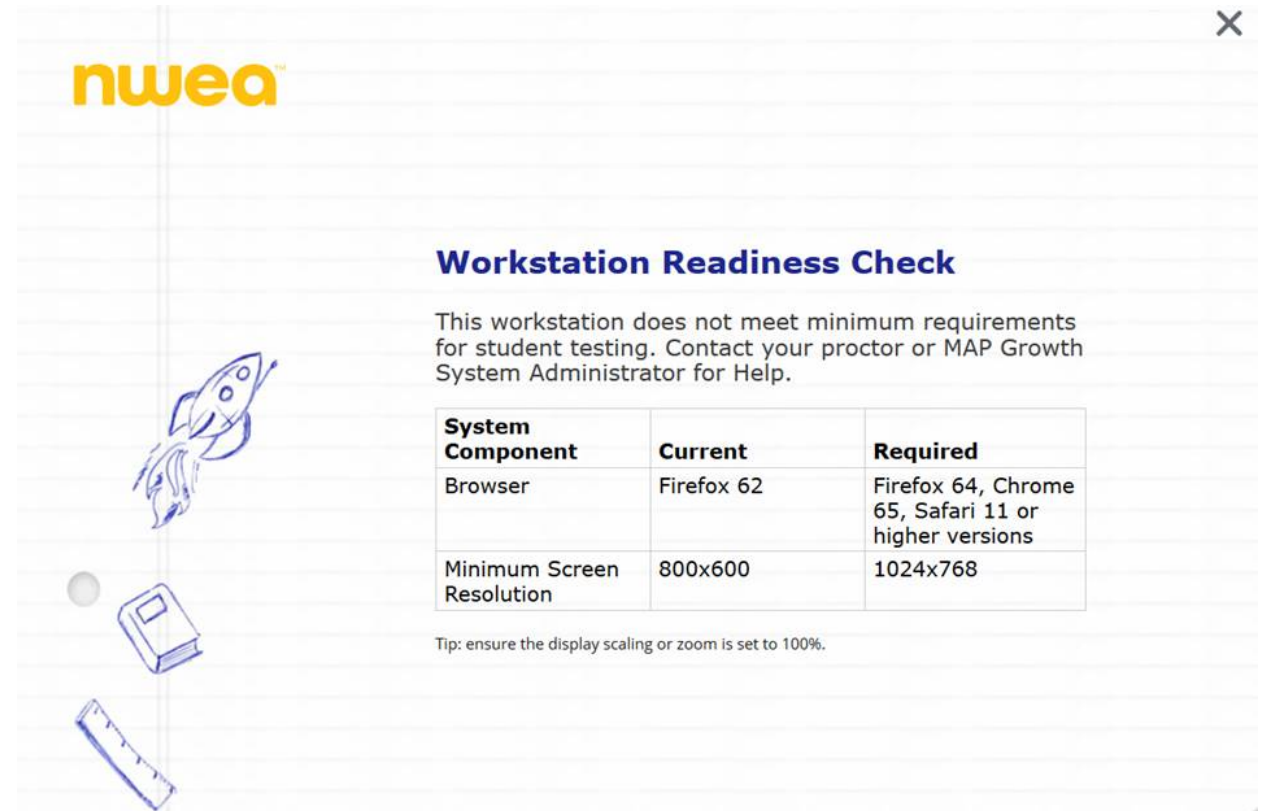
[Student Login](#)

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Workstation Readiness Check error

- + Screen Resolution error:
 - Chromebooks: Ctrl+Shift+0, then refresh browser
 - Windows: Ctrl+0, then refresh browser
- + Other errors may require an update to the operating system or browser. See our [System Requirements](#).



The screenshot shows a window titled "nwea" with a close button in the top right corner. The main heading is "Workstation Readiness Check". Below the heading, a message states: "This workstation does not meet minimum requirements for student testing. Contact your proctor or MAP Growth System Administrator for Help." A table follows, comparing current system components to required ones. To the left of the table are several blue line-art icons: a rocket, a book, a ruler, and a small circle.

System Component	Current	Required
Browser	Firefox 62	Firefox 64, Chrome 65, Safari 11 or higher versions
Minimum Screen Resolution	800x600	1024x768

Tip: ensure the display scaling or zoom is set to 100%.

Student can't find name when signing in

On the proctor console, find the student's test status. Then follow the directions below to get them back into "Awaiting Student" status.

+ Suspended, Completed, or Terminated status:

1. Select student
2. Select Action: Test Again
3. Refresh the student's screen

+ Paused or Testing status:

1. Select student
2. Select Action: Suspend
3. Select student
4. Select Action: Test Again
5. Refresh the student's screen

+ Confirmed or To Be Confirmed status:

1. Select student
2. Select Action: Do Not Confirm
3. Refresh the student's screen

The screenshot shows the MAP Growth proctor console interface. At the top left is the 'map GROWTH' logo. A 'Sign in' dialog box is open, featuring a 'Choose your name' dropdown menu with a 'Student name missing' error message and a 'Click here to select or begin typing.' link. Below it is a 'Select a test' dropdown menu with the instruction 'Select your name above to continue'. There are 'Refresh' and 'Next' buttons at the bottom of the dialog. In the background, a table of students is visible with a context menu open over the 'Gaiser Fluency' row. The context menu options are: Confirm, Do Not Confirm, Pause, Resume, Suspend, Terminate, and Test Again (highlighted in blue). The table has columns for 'Last Name', 'First Name', 'Status', and 'Question #'. The 'Gaiser Fluency' row is highlighted in blue.

Last Name	First Name	Status	Question #	
<input type="checkbox"/>	Barrett	Awaiting Student	-	
<input type="checkbox"/>	Brock	Awaiting Student	-	
<input type="checkbox"/>	Chester Fluency	Awaiting Student	-	
<input type="checkbox"/>	Churchill	Awaiting Student	-	
<input type="checkbox"/>	Gaiser Fluency	Awaiting Student	-	
<input type="checkbox"/>	Gross	Tiffany (Gr 3)	Awaiting Student	-
<input type="checkbox"/>	Hardacre	Steven (Gr 10)	Awaiting Student	-
<input type="checkbox"/>	Long	Sylvia (Gr 8)	Awaiting Student	-
<input type="checkbox"/>	Orlich Fluency	Estelle (Gr 2)	Awaiting Student	-
<input type="checkbox"/>	Powers	Jane (Gr 6)	Awaiting Student	-

Glossary for “Select Action” dropdown

+ Confirm / Do Not Confirm

Confirms the student to start their test. Clicking “Do Not Confirm” will put students back at the login page.

+ Pause / Resume

Used for breaks up to 25 minutes. If resumed within 25 minutes, can resume without re-logging in. After 25 minutes, will need to log in again.

+ Suspend

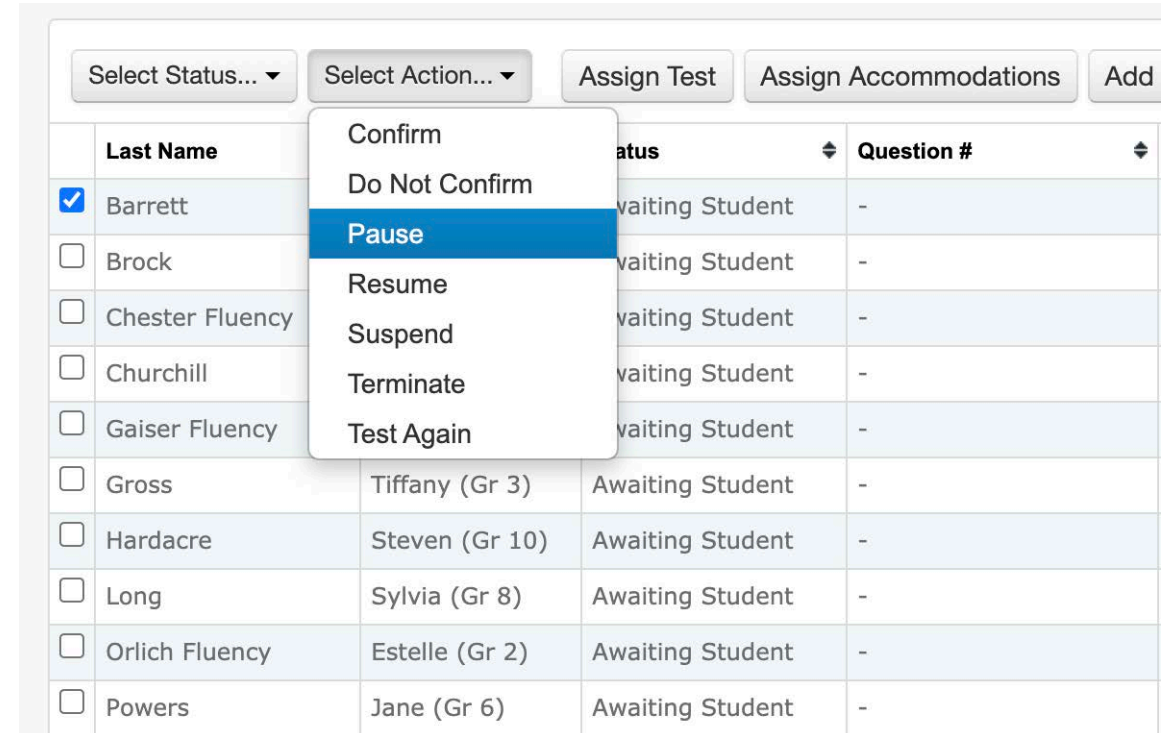
Pauses the test and logs students out.

+ Terminate

Discards student progress on the test.

+ Test Again

Puts the student back into “Awaiting Student” status. Can be logged into same or different test.



The screenshot shows a web interface with a table of students. At the top, there are buttons for 'Select Status...', 'Select Action...', 'Assign Test', 'Assign Accommodations', and 'Add'. The 'Select Action...' dropdown menu is open, showing options: Confirm, Do Not Confirm, Pause (highlighted), Resume, Suspend, Terminate, and Test Again. The table below has columns for 'Last Name', 'Status', and 'Question #'. The 'Status' column is currently set to 'Awaiting Student' for all students.

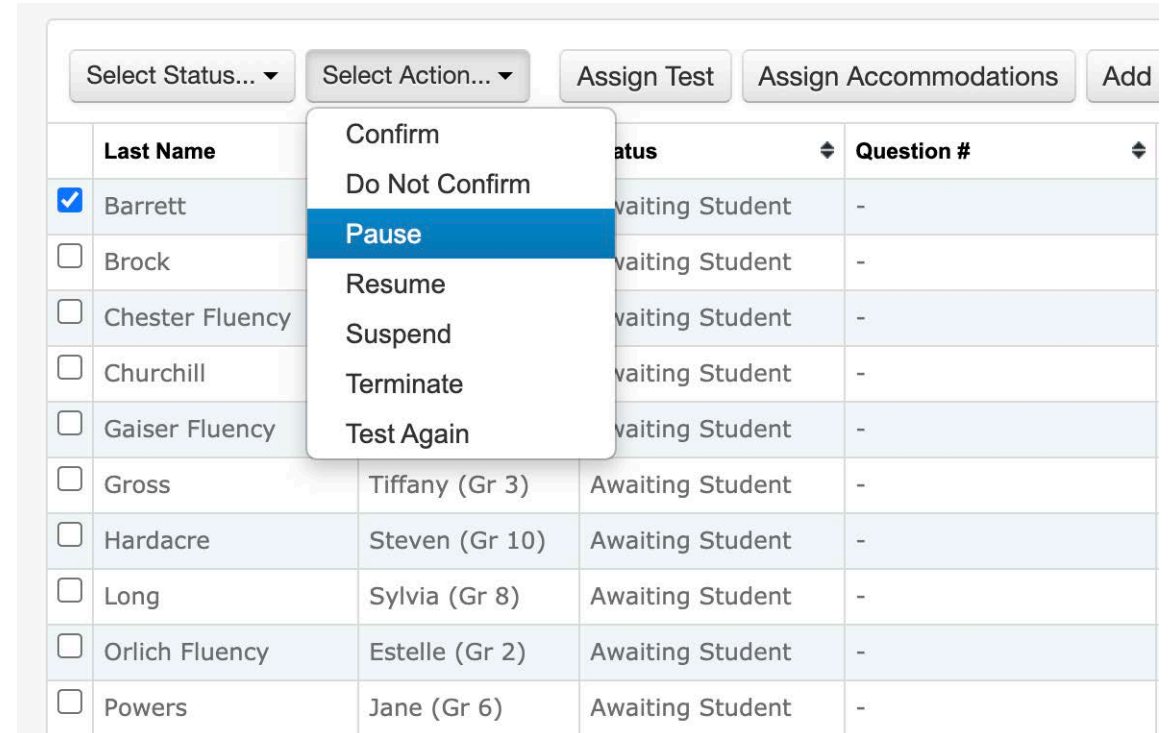
Last Name	Status	Question #
<input checked="" type="checkbox"/> Barrett	Awaiting Student	-
<input type="checkbox"/> Brock	Awaiting Student	-
<input type="checkbox"/> Chester Fluency	Awaiting Student	-
<input type="checkbox"/> Churchill	Awaiting Student	-
<input type="checkbox"/> Gaiser Fluency	Awaiting Student	-
<input type="checkbox"/> Gross	Tiffany (Gr 3) Awaiting Student	-
<input type="checkbox"/> Hardacre	Steven (Gr 10) Awaiting Student	-
<input type="checkbox"/> Long	Sylvia (Gr 8) Awaiting Student	-
<input type="checkbox"/> Orlich Fluency	Estelle (Gr 2) Awaiting Student	-
<input type="checkbox"/> Powers	Jane (Gr 6) Awaiting Student	-

How do I pause a student's test?

- + Select the student.
- + Choose "Select Action: Pause".

Proctor:

Students paused longer than 25 minutes will need to log back in to keep testing.



The screenshot shows a web interface for managing students. At the top, there are buttons for "Select Status...", "Select Action...", "Assign Test", "Assign Accommodations", and "Add". Below these is a table with columns for "Last Name", "First Name", "Status", and "Question #". The "Barrett" student is selected with a blue checkmark. A dropdown menu is open over the "Select Action..." button, showing options: "Confirm", "Do Not Confirm", "Pause" (highlighted in blue), "Resume", "Suspend", "Terminate", and "Test Again".

Last Name	First Name	Status	Question #
<input checked="" type="checkbox"/> Barrett		Awaiting Student	-
<input type="checkbox"/> Brock		Awaiting Student	-
<input type="checkbox"/> Chester Fluency		Awaiting Student	-
<input type="checkbox"/> Churchill		Awaiting Student	-
<input type="checkbox"/> Gaiser Fluency		Awaiting Student	-
<input type="checkbox"/> Gross	Tiffany (Gr 3)	Awaiting Student	-
<input type="checkbox"/> Hardacre	Steven (Gr 10)	Awaiting Student	-
<input type="checkbox"/> Long	Sylvia (Gr 8)	Awaiting Student	-
<input type="checkbox"/> Orlich Fluency	Estelle (Gr 2)	Awaiting Student	-
<input type="checkbox"/> Powers	Jane (Gr 6)	Awaiting Student	-

Test question isn't appearing or is taking a while to load

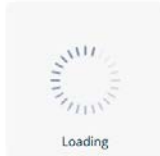
- + On your proctor console, choose:
 1. Student
 2. Select Action: Suspend
 3. Student
 4. Select Action: Test Again
- + Restart testing browser on student device

Read the passage.

A big city is a great place for kids to grow up. There are a lot of things to do. Kids who live in the city often do not have a yard. But, they can go to parks, museums, or the zoo. City kids do not need cars to get around. Kids in the city can walk to places they want to go. Or, they can take a train that runs underground. Kids will meet a lot of new people in the city. Big cities are great for kids.

Choose two sentences from the passage that show how city kids can get around without cars.

1. "Kids who live in the city often do not have a yard."
2. "Kids in the city can walk to places they want to go."
3. "Or, they can take a train that runs underground."
4. "Kids will meet a lot of new people in the city."
5. "Big cities are great for kids."



Loading

What happens when I end the test session?

- + Students' tests will be paused, and students will be logged out. Students can resume their tests from where they left off the next time you open the test session.
- + Before ending, "Download Session Progress" to retain a copy of the students' testing progress.

