

# NWEA MAP Proctor Guidelines

**“PLEASE READ THIS DOCUMENT CAREFULLY.”**

**These Guidelines are designed to help assure a successful testing session.**

## **The Proctor**

As the proctor, you are responsible for preparing your student and your testing environment prior to testing. Prepare your student by talking to him or her about the test and its goals. Refer to the “*Student Guide to MAP*” included in this mail packet or you can download from web page. There is a PowerPoint presentation available for students, if you choose to use it, located in the NWEA online document library. We recommend this. It is listed as “MAP Student Powerpoint Presentation” at <http://www.nwea.org/support/article/970>

The purpose of this test is simply to get a measurement of your student’s achievement level at this point in time. Your student may encounter several questions they do not know. That is okay. They are expected to see questions that are too difficult. This is the adaptive nature of the assessment. It narrows the field of questions to pinpoint a student’s instructional level. The test is not timed. The “Goals Survey” tests typically take about 1 hour each; “Survey” tests typically take 30 minutes. So, 1 ½ to 3 hours to complete all three test that they will be doing. Students are required to answer every question, and they cannot go back once they submit an answer.

You may be interested in accessing *Parent Toolkit: A guide to NWEA Assessments* as a resource that includes Frequently Asked Questions and Tips for Parents. It is located at <http://www.nwea.org/support/article/930>

Prepare the testing environment by making sure the student will be comfortable during the testing and that the room is neat and free of potential distractions (telephones, glaring sun, attention-drawing posters) and educational aides. Radios or televisions should be off during testing.

## **You Will Need**

- Scratch paper and sharpened pencils for Math. **HANDHELD CALCULATORS ARE NOT PERMITTED.** A pop-up calculator appears in some portions of the Math test.

## **Preparation Checklist**

- Make sure you have followed your testing site’s guidelines for ensuring technological readiness. Confirm your scheduled block of time for MAP test administration from the “Testing Instructions for MAP” letter we sent you.
- There are tests available in Reading, Language Usage, and Math. Your letter from us confirms which tests your student will be taking. Take care to pick the right test and **NEVER** pick a test you have already completed.
- Discuss the key points in the “Student Guide to MAP Testing.” *Optional: Show the PowerPoint presentation: “MAP Student Powerpoint Presentation”.*
- Ensure younger students are familiar with the computer they will test on; i.e., features of the computer such as the mouse, keyboard, etc.
- All students need to know how to use the scroll bar and pop-up calculator (you can show them how to use the Windows accessible or compatible calculator).
- Be sure to clear your calendar of any commitments during the scheduled testing time.
- Remind students they cannot use textbooks, other instructional materials, or hand-held calculators.
- Discuss the importance of listening to the testing directions before beginning the test.
- Make sure your student is well rested and properly nourished.

## **On Testing Day**

- Plan a day to do testing from the dates we gave you on the student’s Testing Instructions sheet. **DO NOT WAIT UNTIL THE LAST DAY!**
- Start testing on the day you picked .
- Remind your student to go to the restroom and get a drink prior to test time.

- To begin taking tests, go to <http://www.acces-inc.com/testing> on the internet. Read the page that comes up and then click on the “Testing” button on the left side menu list. Read the page that comes up entitled “Instructions for Testing”. Be sure your computer meets minimum requirements listed. After you have read the page, at the bottom of page you will see “Select Testing Group”. Pick your “Testing Group” in the drop down box. Your “Testing Group” is listed on the “Testing Instructions” sheet we sent you. Then click on the “Take Test” button.

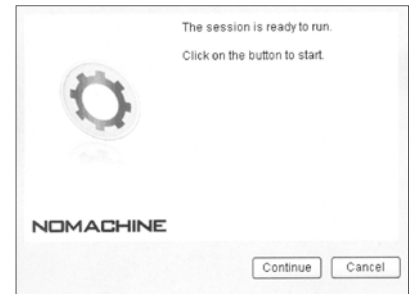


- After You Hit the “Take Test” Button, Our Program Will Begin Loading on Your Computer. You Will See Some of the Following Windows:**

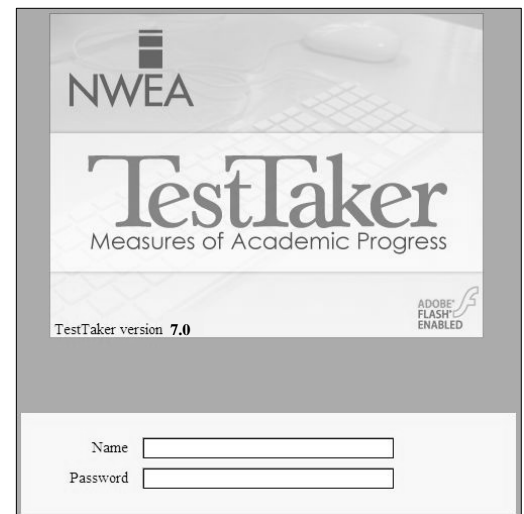
If your computer does not have the latest version of “JAVA”, then our program will ask you to download it. Agree to the windows asking to do this. **Next**, if this is your first time to log into our server, you will see the following window to the right. Click the “download” and allow the NX plugin to be downloaded. This will not harm your computer. **Next**, you may see “Warning—Security” windows asking you to block this or unblock this download. Click “unblock” and allow downloading process. These windows are for security, again downloading our programs will not harm your computer. **Next**, you may see a window from NX asking you to authenticate our server. Click “Yes” to authenticate. You may see other “Warning-Security” windows. Click yes to “unblock”. Every computer is different. Allow our program to load. It will not harm your computer. You may see different security windows and you may have to turn off your security to allow our program to load.



- Eventually you will see the following window at the right appear. When you see this window, click continue.



- When finished loading, you will see a page with NWEA and a box screen to enter a “name and password”. Use the same “Name” and “Password” we have provided you on the “Testing Instructions” sheet. The “Name” is not your name or your students. It should be a letter & number combination such as, “gcs32666”, “cha32954”, or “lca33844”.



- Then you will see a “TEST SELECTION” screen. (Sample on page 3) You will see at the top of screen a scroll down window with subjects. We will only be testing in three areas. Mathematics, Language Usage, and Reading. You will only pick the tests indicated to you. **EXAMPLE:** You pick the subject of Mathematics, you will see a list of tests to choose from. Pick the test we told you to pick from the “Testing Instructions” sheet. **BE SURE TO PICK THE RIGHT TEST WE HAVE CHECK MARKED.** Only one math test. Just follow the directions on the screen, hit the “Add” button and add this test to the bottom “Tests Selected” screen. If you plan to do all three tests in one setting, you will follow this same procedure for Language and Reading. Once all three tests are in the “Tests Selected” window, then hit the “next” button. If you plan to do only one test at a time, which we recommend for 2nd through 6th grade students, then only pick that test you wish to do. Once that test is complete, **NEVER** pick that test again or it will have you do it over again.

### Test Selection

**Add Test**

Subject  
Reading

Tests Available

Reading Survey 2-5 NWEA V4
Reading Goals Survey 2-5 NWEA V4
Reading Survey 6+ NWEA V4
Reading Goals Survey 6+ NWEA V4

**Add**

Tests Selected

Reading Survey 6+ NWEA V4
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**Delete**

Tests will be given in the order shown above. To re-order the tests, highlight a test name and click the up or down arrow buttons. To delete a test, highlight the name

- The next screen will be the “STUDENT SELECTION” screen. You will follow the directions on the screen. You can use the search feature to find your student. Once you find your student, make sure their name and ID# appears in the “Selected Student” window at the bottom of the screen. You will then see a “Finished” button on the bottom of the screen. Click the “Finished” button and continue. Every time you do a test you must go through this procedure again.

### Student Selection

**Search For Student**

Student Name Last: Cole First: \_\_\_\_\_

Student ID: \_\_\_\_\_

Grade: All Grades **Search**

Enter the first part of the student's name or ID number and press "Search", to find the student you want to test.

**Search Results**

Last	First	Middle	Student ...	Agency	Grade
Cole	Sarah		123462	NWEA Trai...	3
Cole	Su		123495	NWEA Trai...	7

Select a student from the list above, then press "Finish" to continue. Conditions are optional.

Conditions: None

**Selected Student**

Name: Sarah Cole ID: 123462

- Now be sure the student’s computer monitor shows the screen that says “Start Test” with your student’s name and ID# listed at the top. **Make Sure it is your student.**
- Administer the test using the appropriate student test directions. We have provided these in written form for you to read to your student before they take the test. Example: For Math test read “ Student Directions for Mathematics Test”.
- You may NOT read any test question, most notably in the Reading and Language Usage sections of the test. **DO NOT HELP YOUR STUDENT.**
- You may read or reread directions, clarify directions, or simplify language in directions only.
- You may NOT define unknown words or math symbols for your student. You may pronounce a word in the Math or Science sections only, as long as you do not give a definition.
- Do not hover over your student as this may make them nervous and may tempt you to help them through any rough spots in the test.
- Remain in the room with your student throughout the testing session. You must remain neutral in responding to the student during test administration. Assistance in test administration must not be “leading” a student to the correct answer. The student’s response must accurately represent the student’s own choice, therefore, your facial expressions and body language must be neutral.
- If there is a problem with any question, such as missing answers, questions, or obviously mismatched question and answer items, record the name of the test, the item number (in the upper right hand corner of the screen), and a description of the problem. Give this information to us. One or two problem items will not affect your student’s score.

### AFTER A SUBJECT TEST IS COMPLETE (Score Screen)

- When your student reaches the score screen for a subject, write down or print the scores for your reference. Then begin the next subject test, until you have completed all three tests, if you selected all three tests to begin with. When testing for this session is completed, close out the application.
- **Important note for those who did not pick all three tests to take at one setting.** When you pick only one subject test to do, you will see a score for your student upon completion of the test, but then the program will take you back to the “Student Selection” screen. **If you decide to do another test at that setting, you will need to go back and delete the test you just took and add a new test.** Follow these directions for picking another test: Hit the “Previous” button on the “Student Selection” screen and go back to the “Test Selection” screen. Delete the test you just completed in the bottom “Tests Selected” window. Then in the “Add Test” window, pick and add the test you still need to complete. Then hit the “next” button and select your student again. Hit the “Finish” button and begin a new subject test.
- If you had to stop the testing process and did not complete all three tests, then you will need to follow the same directions as you used the first time to get started again, **but be sure to not select tests you have already completed.**

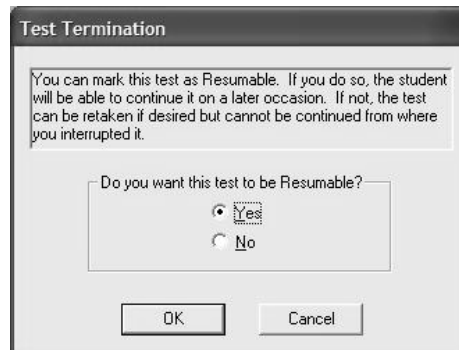
### NEED TO PAUSE A TEST:

- If your student needs to take a break (to use the restroom, etc.), you can pause a test by pressing CTRL+Shift+P at the same time. This will bring up a Proctor Administration Menu Window as seen. Have student take a break. When they come back to resume the test, hit the “Close” button. It will ask you for your password and then Student can resume the test where they left off.



### TERMINATING THE TEST OR RESUMING A TEST FOR A LATER TIME

- Follow the same process as above, CTRL+Shift+P. To terminate that test or resume it a later time, hit the “terminate” button. Choose what you wish to do.



REMEMBER, YOU ARE VITAL TO THE TESTING PROCESS. YOUR STUDENT WILL GENERALLY DO BETTER IN TESTING SITUATIONS WHEN YOU ARE POSITIVE AND ENCOURAGING!