

# NWEA Proctor Instructions

NWEA has provided a few resources in order to learn how to proctor MAP tests. Log into the system using your NWEA credentials. Your username is likely your full email address. Proctors will need to view the proctor videos found here:

Video:

1. Proctor Quick Start
2. Set Up Testing Session
3. Interrupt + Continue Testing
4. *Make-Up Testing - optional video*

[https://teach.mapnwea.org/assist/help\\_map/Content/Testing/OverviewTipsTesting.htm](https://teach.mapnwea.org/assist/help_map/Content/Testing/OverviewTipsTesting.htm)

Written instructions are also available and can be found here:

[https://teach.mapnwea.org/assist/help\\_map/Content/Testing/SetupSteps.htm](https://teach.mapnwea.org/assist/help_map/Content/Testing/SetupSteps.htm)

On the second page is a quick printout that you can keep with you. It always helps to view another teacher administering MAP so that you can see the steps in play. Participating in the proctor review embedded within the first video is helpful as well. Remember to treat this assessment with the same level of security you would with PARCC or any other state test where you want to have valid results.

1. Ensure that you have created a suitable testing environment for students.
2. Encourage all to do their absolute best to surpass their spring score.
3. Be mindful of students that are moving too quickly through the assessment. Have them slow down.
4. Do not allow students to use their own calculator or other aides that would invalidate their score.

**Optional—Read to students this introduction:**

## **General MAP Testing – All Grades**

Give this test your best effort. You will have enough time to read and answer all the questions. Some questions will be easy, and others will be more difficult. You cannot get all the answers correct, but that is okay. If you really do not know the answer to a question, then ask yourself which answers are definitely wrong, and then choose from the other answers. You DO need to answer ALL questions.

Before you finish a question, you may change your mind and pick a different answer. But, once you move to the next question, your answer is locked, and you cannot go back to the question

you have already answered.

I am here to help when there is a problem with the test. Please raise your hand if any of these things happen:

- If the computer asks for your name, but your name does not appear in the list
- If you have headphones, but you do not hear sound when the test begins
- If a question appears to be missing answers, questions, or instructions

### **Mathematics Testing – Grades 2–5 and 6+**

On some (but not all) test questions, a calculator tool appears at the top. You can click the calculator picture to open an on-screen calculator that helps you answer the question.

If you are unsure about a word in a question, raise your hand for help. I can pronounce the word for you, but I cannot tell you what the word means or explain any math symbols.

### **Reading and Language Usage Testing – Grades 2–5 and 6+**

If a reading passage is too long to fit on the screen, use the scroll bar on the right side of the passage to scroll down and display the rest of the passage and questions about it.

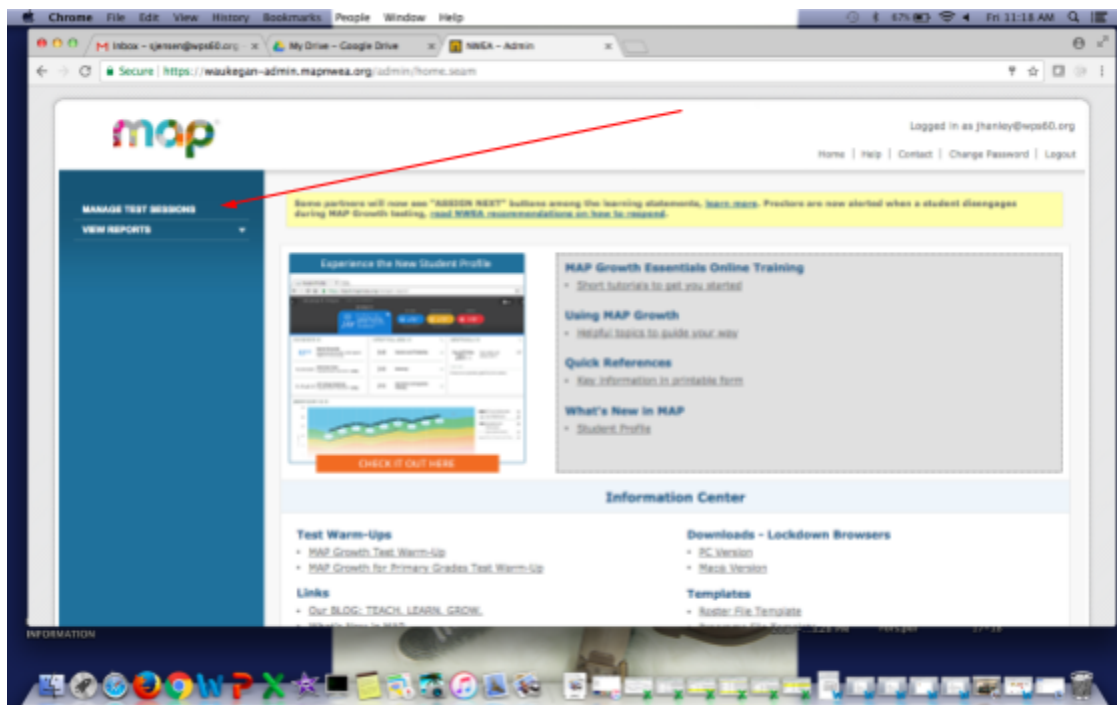
Sometimes the same passage appears again and again, but look carefully, because you will see

a different question for the same passage.

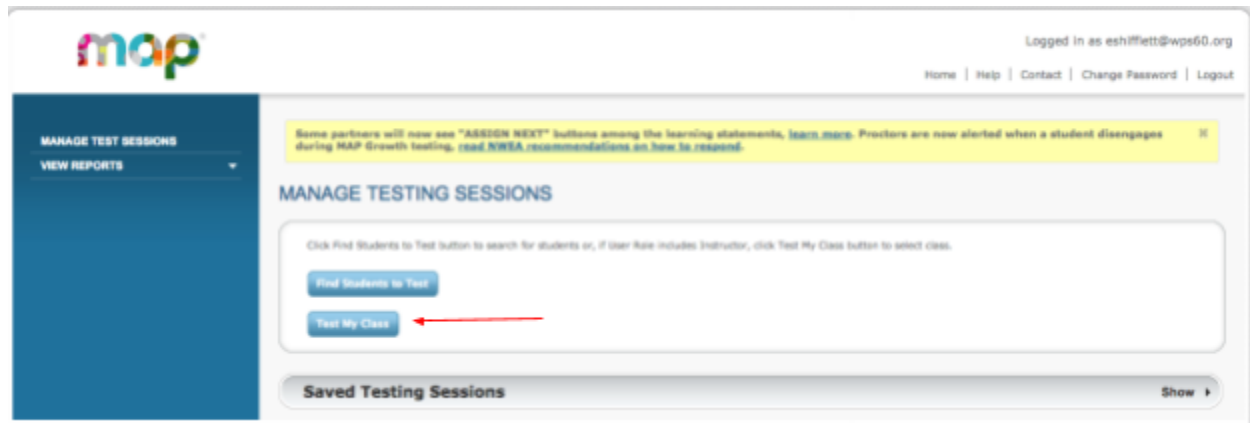
# NWEA MAP Log-In Instructions

**\*\*Please follow the following steps to test your class in ELA & Math.**

1. Log-In to the NWEA MAP site <https://teach.mapnwea.org/> using your credentials.
2. Select **Manage Test Sessions**.



3. Select **Test My Class**.



4. Check the **AM attendance** box and click **test now**.

**Class(es) Found**

<input type="checkbox"/> School ▲	Class Name ▲
<input checked="" type="checkbox"/> COOKE ELEMENTARY	2nd AM Attendance/Homeroom Period AM
<input type="checkbox"/> COOKE ELEMENTARY	2nd Language Arts Period LANG ARTS
<input type="checkbox"/> COOKE ELEMENTARY	2nd Mathematics Period MATH
<input type="checkbox"/> COOKE ELEMENTARY	2nd PM Attendance/Homeroom Period PM
<input type="checkbox"/> COOKE ELEMENTARY	2nd Science Period SCIENCE
<input type="checkbox"/> COOKE ELEMENTARY	2nd Social Science Period SOCSTUDIES

5. Choose **ALL** from the drop down list.


**TEST STUDENTS**

Testing Session Name: deep5877 Session Password: 7409 Proctor Interrupt PIN ⓘ

Total Students: 22  
Testing: 0

Proctor Action Needed:  
To Be Confirmed: 0  
Paused: 0

This page updates every 20 seconds. Click Refresh Status to see current information.

 Student(s) Disengaged ▾

Apply a change to multiple students by choosing from the Select Status dropdown, then selecting the change to apply from the Select Action options.

Select Status... ▾	Select Action... ▾	Assign Test(s)	Assign Accommodations	Remove Student(s)				
<div><div>All</div><div>Awaiting Student</div><div>To Be Confirmed</div><div>Testing</div><div>Completed</div><div>Paused</div><div>Suspended</div><div>None</div></div>								
<input type="checkbox"/>		eca	Awaiting Student	-				
<input type="checkbox"/>		Christopher	Awaiting Student	-				
<input type="checkbox"/>		essa	Awaiting Student	-				
<input type="checkbox"/>		el	Awaiting Student	-				
<input type="checkbox"/>		as	Awaiting Student	-				
<input type="checkbox"/>		a	Awaiting Student	-				
<input type="checkbox"/>		Hinze	Jaelynn	Awaiting Student	-			
<input type="checkbox"/>		Kelly	Isryelle	Awaiting Student	-			
<input type="checkbox"/>		Lima	Belen	Awaiting Student	-			
<input type="checkbox"/>		Lyons	Jaleah	Awaiting Student	-			
<input type="checkbox"/>		Morales	Dianeli	Awaiting Student	-			
<input type="checkbox"/>		Otis	Tracy	Awaiting Student	-			

## 6. Choose **Assign Test**.

**TEST STUDENTS**

Testing Session Name: deep5877 Session Password: 7409 Proctor Interrupt PIN ⓘ

Total Students: 22  
Testing: 0

Proctor Action Needed:  
To Be Confirmed: 0  
Paused: 0

Confirm Now

End Testing Session

Add More Students Refresh Status This page updates every 20 seconds. Click Refresh Status to see current information.

⚠ Student(s) Disengaged ▾

Apply a change to multiple students by choosing from the Select Status dropdown, then selecting the change to apply from the Select Action options.

Select Status... ▾ Select Action... ▾ Assign Test(s) Assign Accommodations Remove Student(s)

	Last Name	First Name	Status	Approximate Question #	Test Assignment	Accommodations	Disengaged
<input checked="" type="checkbox"/>	Arreola	Rebeca	Awaiting Student	-		No	
<input checked="" type="checkbox"/>	Balcasar	Christopher	Awaiting Student	-		No	
<input checked="" type="checkbox"/>	Beecher	Jenessa	Awaiting Student	-		No	
<input checked="" type="checkbox"/>	Carrillo	Angel	Awaiting Student	-		No	
<input checked="" type="checkbox"/>	Dorman	Lucas	Awaiting Student	-		No	
<input checked="" type="checkbox"/>	Herndon	Della	Awaiting Student	-		No	
<input checked="" type="checkbox"/>	Hinze	Jaelynn	Awaiting Student	-		No	
<input checked="" type="checkbox"/>	Kelly	Isryelle	Awaiting Student	-		No	
<input checked="" type="checkbox"/>	Lima	Belen	Awaiting Student	-		No	
<input checked="" type="checkbox"/>	Lyons	Jaleah	Awaiting Student	-		No	
<input checked="" type="checkbox"/>	Norales	Dianell	Awaiting Student	-		No	

## 7. Choose the test that you will be taking that day. ELA or Math.

**Select Test**

Select "None" to remove test assignments for students selected.

**Test Name**

- ✓ None
- Growth: Language 2-12 CCSS 2010 V2 (Common Core State Standards English Language Arts/Literacy: 2010)
- Growth: Math 2-5 CCSS 2010 V2 (Common Core Mathematics: 2010)
- Growth: Math 6+ CCSS 2010 V2 (Common Core Mathematics: 2010)
- Growth: Reading 2-5 CCSS 2010 V3 (Common Core State Standards English Language Arts/Literacy: 2010)
- Growth: Reading 6+ CCSS 2010 V3 (Common Core State Standards English Language Arts/Literacy: 2010)
- Growth: Spanish Math 2-5 CCSS 2010 V2 (Common Core State Standards Mathematics: 2010)
- Growth: Spanish Math 6+ CCSS 2010 V2 (Common Core State Standards Mathematics: 2010)

8. The test name will appear. Write the **Test Session Name** and **Password** on the board for students.

The screenshot shows the 'TEST STUDENTS' interface. At the top, there is a header bar with 'Testing Session Name: deep5877' and 'Session Password: 7409'. Below this, on the left, it says 'Total Students: 22' and 'Testing: 0'. On the right, it says 'Proctor Action Needed: To Be Confirmed: 0' and 'Paused: 0'. There are buttons for 'Confirm Now' and 'End Testing Session'. Below these, there are buttons for 'Add More Students' and 'Refresh Status'. A red arrow points from the 'Testing Session Name' and 'Session Password' header to the 'Confirm Now' button. Below the buttons, there is a table with columns: Last Name, First Name, Status, Approximate Question #, Test Assignment, Accommodations, and Disengaged. The table lists six students: Arreola, Balcazar, Beecher, Carrillo, Dorman, and Herndon, all with a status of 'Awaiting Student'.

Last Name	First Name	Status	Approximate Question #	Test Assignment	Accommodations	Disengaged
Arreola	Rebeca	Awaiting Student	-	Growth: Reading 2-5 CCSS 2010 V3	No	
Balcazar	Christopher	Awaiting Student	-	Growth: Reading 2-5 CCSS 2010 V3	No	
Beecher	Jenessa	Awaiting Student	-	Growth: Reading 2-5 CCSS 2010 V3	No	
Carrillo	Angel	Awaiting Student	-	Growth: Reading 2-5 CCSS 2010 V3	No	
Dorman	Lucas	Awaiting Student	-	Growth: Reading 2-5 CCSS 2010 V3	No	
Herndon	Della	Awaiting Student	-	Growth: Reading 2-5 CCSS 2010 V3	No	

8. Choose **confirm now**. Refresh and select confirm now a few times until all students have started the test.

This screenshot is similar to the previous one, but with a red arrow pointing to the 'Confirm Now' button. The 'Testing Session Name' and 'Session Password' remain the same. The 'Proctor Action Needed' section now shows 'To Be Confirmed: 0' and 'Paused: 0'. The table of students is identical, with all students still in 'Awaiting Student' status.

Last Name	First Name	Status	Approximate Question #	Test Assignment	Accommodations	Disengaged
Arreola	Rebeca	Awaiting Student	-	Growth: Reading 2-5 CCSS 2010 V3	No	
Balcazar	Christopher	Awaiting Student	-	Growth: Reading 2-5 CCSS 2010 V3	No	
Beecher	Jenessa	Awaiting Student	-	Growth: Reading 2-5 CCSS 2010 V3	No	
Carrillo	Angel	Awaiting Student	-	Growth: Reading 2-5 CCSS 2010 V3	No	
Dorman	Lucas	Awaiting Student	-	Growth: Reading 2-5 CCSS 2010 V3	No	
Herndon	Della	Awaiting Student	-	Growth: Reading 2-5 CCSS 2010 V3	No	

\*\*Students using Chromebooks will choose the word “**app**” in the bottom left corner of screen. (No students need to log-in to the Chromebooks.)

\*\*Students should choose “**MAP Growth Chromebook Testing**”.

**\*\*Students enter session and password name from board.**