

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 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?

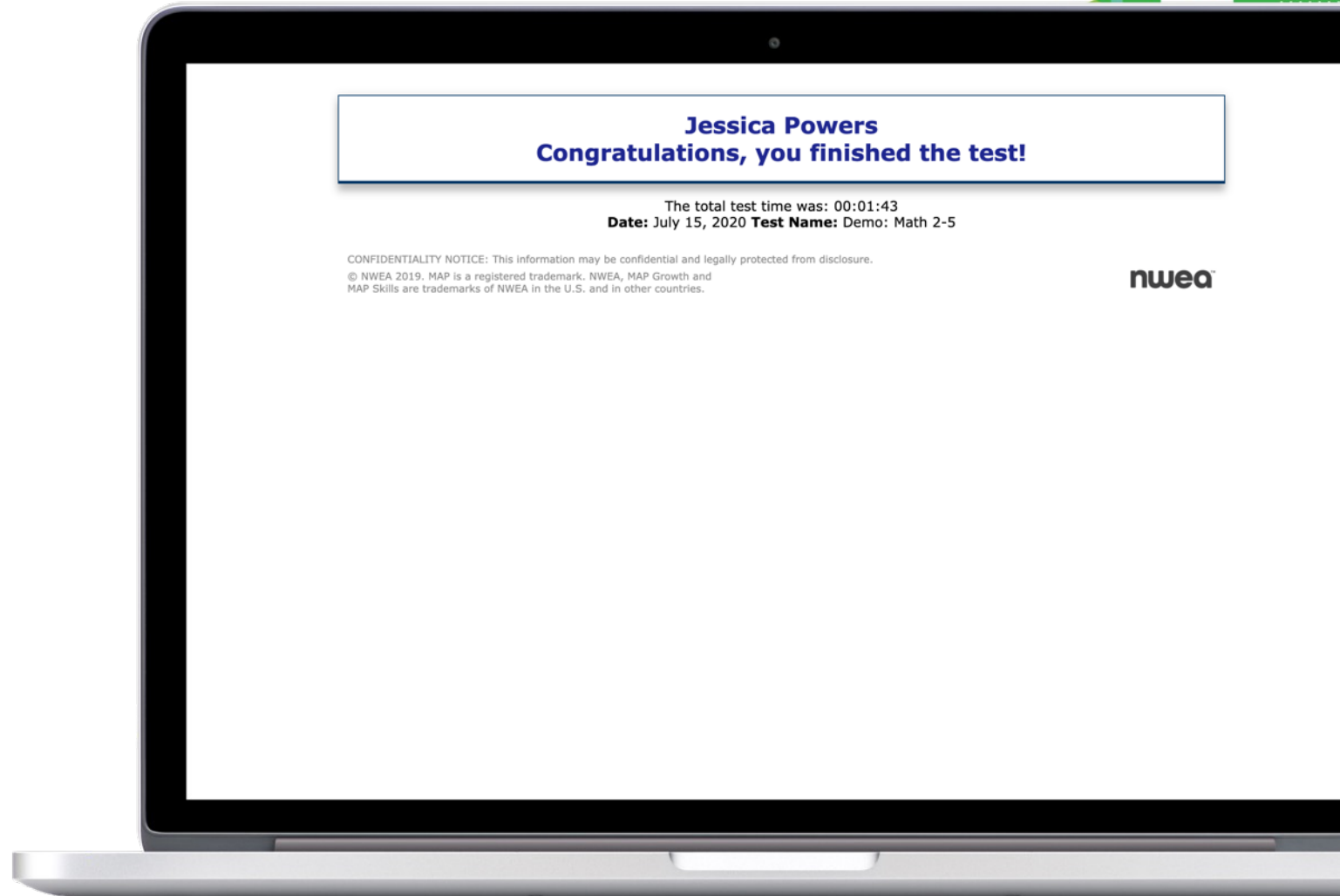
- + No, after clicking the arrow button, your answer is final, and you can't go back to make changes.
- + Your test is always changing and updating based on how you answer each question. Each new question depends on how you answered the one before it. This is why you can't go back.



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.

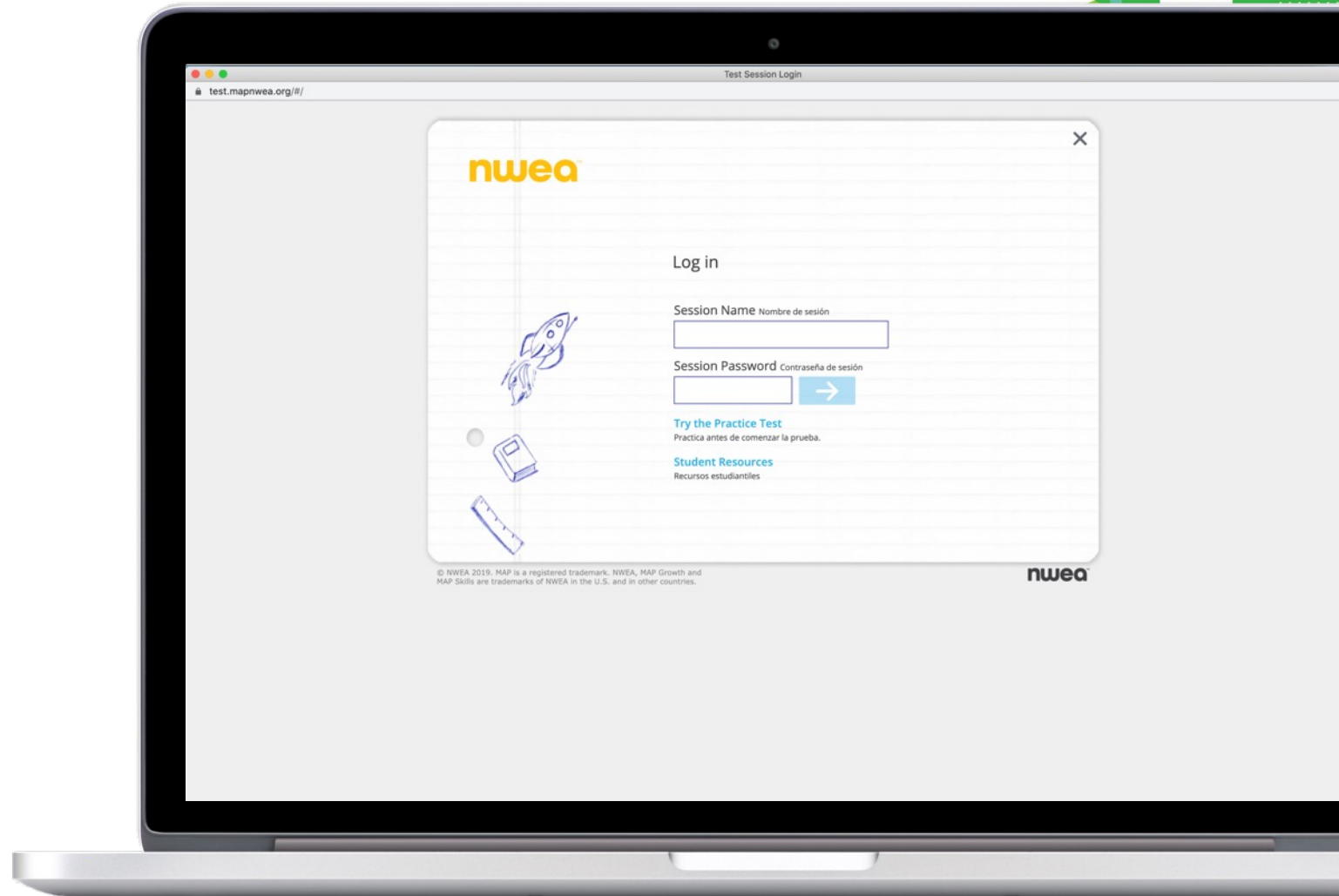
Proctor: Provide directions based on your policies.



Student Login Steps

Student login

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



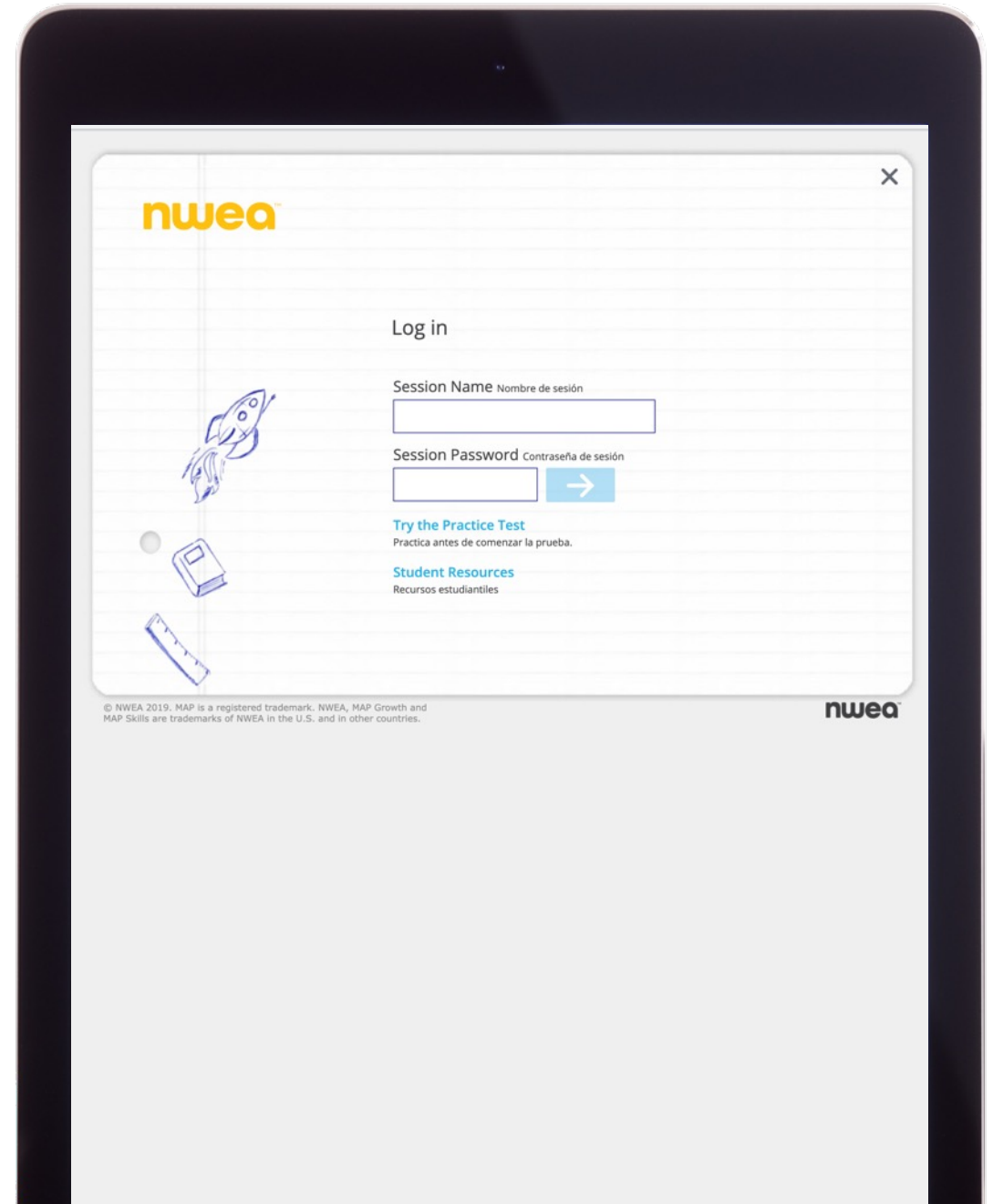
Student login: if taking K–2 test on iPad

Open the testing app.



Proctor:

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

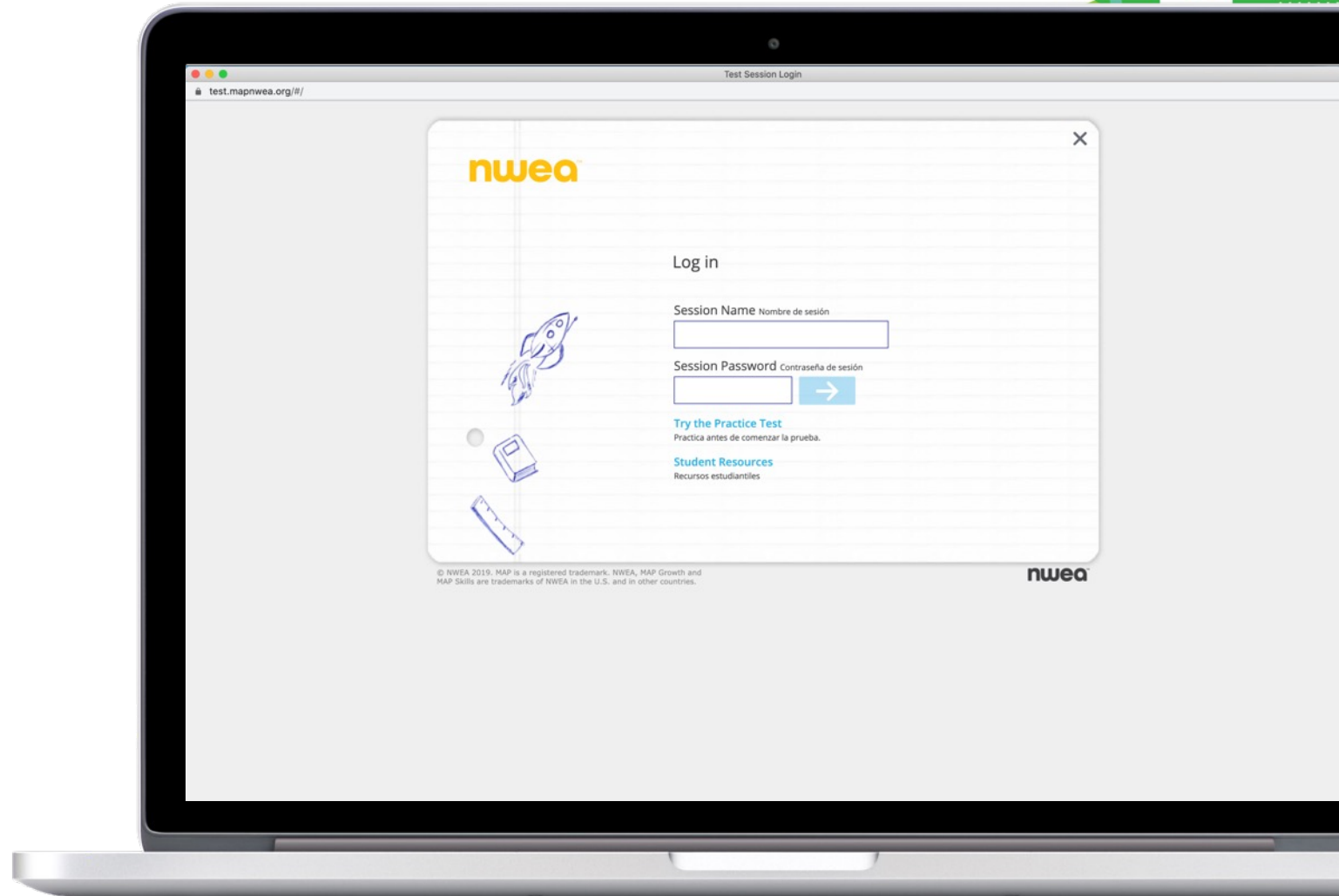


Now, students should enter:

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

Proctor:

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

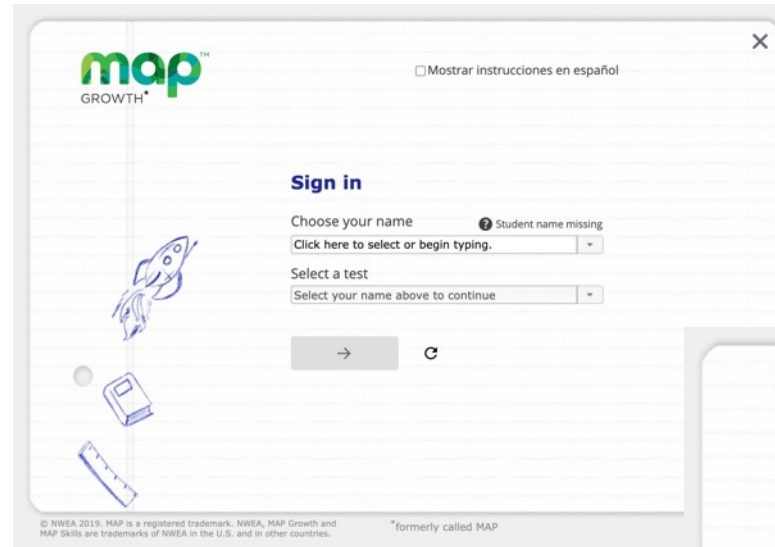


Complete login

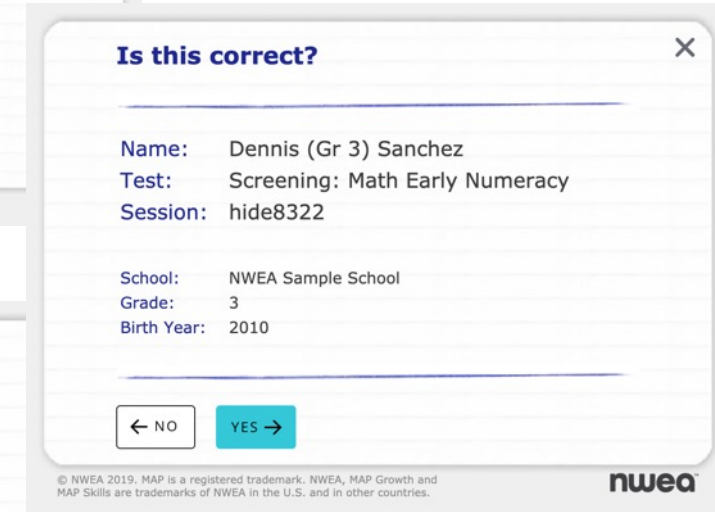
- + Select your name.
- + If it's correct, select "Yes."
- + Then, I will confirm you to begin.

Proctor:

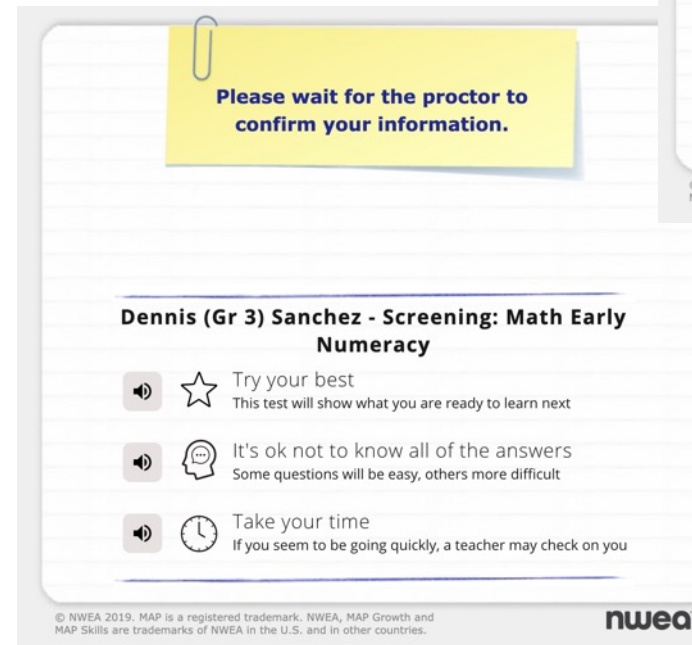
Once you select "Confirm," the student will be able to start their test.



The MAP Growth Sign in screen features the logo in the top left and a checkbox for "Mostrar instrucciones en español" in the top right. The main heading is "Sign in". Below it, the text "Choose your name" is followed by a dropdown menu and a link "Click here to select or begin typing.". Below that, the text "Select a test" is followed by another dropdown menu with the instruction "Select your name above to continue". At the bottom are two buttons: a right arrow and a refresh icon. On the left side, there are illustrations of a rocket, a book, and a ruler. At the very bottom, small text reads "© NWEA 2019. MAP is a registered trademark. NWEA, MAP Growth and MAP Skills are trademarks of NWEA in the U.S. and in other countries." and a note "*formerly called MAP".



The "Is this correct?" confirmation screen displays the following information: Name: Dennis (Gr 3) Sanchez, Test: Screening: Math Early Numeracy, Session: hide8322, School: NWEA Sample School, Grade: 3, and Birth Year: 2010. At the bottom, there are two buttons: "← NO" and "YES →". The NWEA logo is in the bottom right corner. Small text at the bottom reads "© NWEA 2019. MAP is a registered trademark. NWEA, MAP Growth and MAP Skills are trademarks of NWEA in the U.S. and in other countries."



The proctor instructions screen features a yellow box at the top with a paperclip icon and the text "Please wait for the proctor to confirm your information." Below this, the title "Dennis (Gr 3) Sanchez - Screening: Math Early Numeracy" is displayed. Three instruction cards follow, each with a speaker icon: "Try your best" (with a star icon and text "This test will show what you are ready to learn next"), "It's ok not to know all of the answers" (with a speech bubble icon and text "Some questions will be easy, others more difficult"), and "Take your time" (with a clock icon and text "If you seem to be going quickly, a teacher may check on you"). The NWEA logo is in the bottom right corner. Small text at the bottom reads "© NWEA 2019. MAP is a registered trademark. NWEA, MAP Growth and MAP Skills are trademarks of NWEA in the U.S. and in other countries."

Common issues during login

“Oops! Where’s my test window?”

- + Student needs to disable pop-up blocking
- + [Directions by device](#)

Workstation readiness check

- + May require and update to your device operating system or browser. See our [System Requirements](#) for testing.
- + Screen resolution error tip
 - Chromebook: Ctrl+Shift+0, then refresh browser
 - Adjust your device screen resolution settings

Session login information is not working

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

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

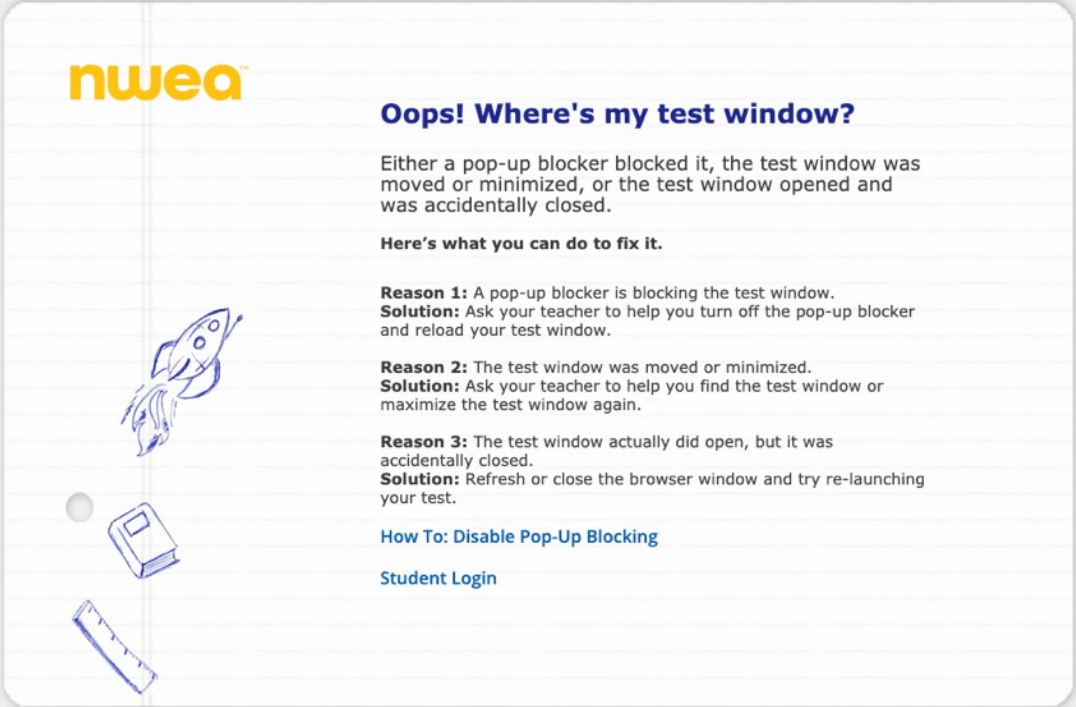




Troubleshooting Tips

“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.](#)



The screenshot shows a white rectangular box with a light gray border, set against a light gray background. In the top left corner of the box is the 'nwea' logo in orange. To the left of the text is a vertical line of blue line-art icons: a rocket, a book, and a ruler. The main text is in blue and black. It starts with the title 'Oops! Where's my test window?' in bold blue. Below it is a paragraph in black explaining the error. Then, a section 'Here's what you can do to fix it.' is followed by three numbered reasons and their solutions. At the bottom are two blue links: 'How To: Disable Pop-Up Blocking' and 'Student Login'. The bottom of the box has a small copyright notice and the 'nwea' logo.

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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](#)

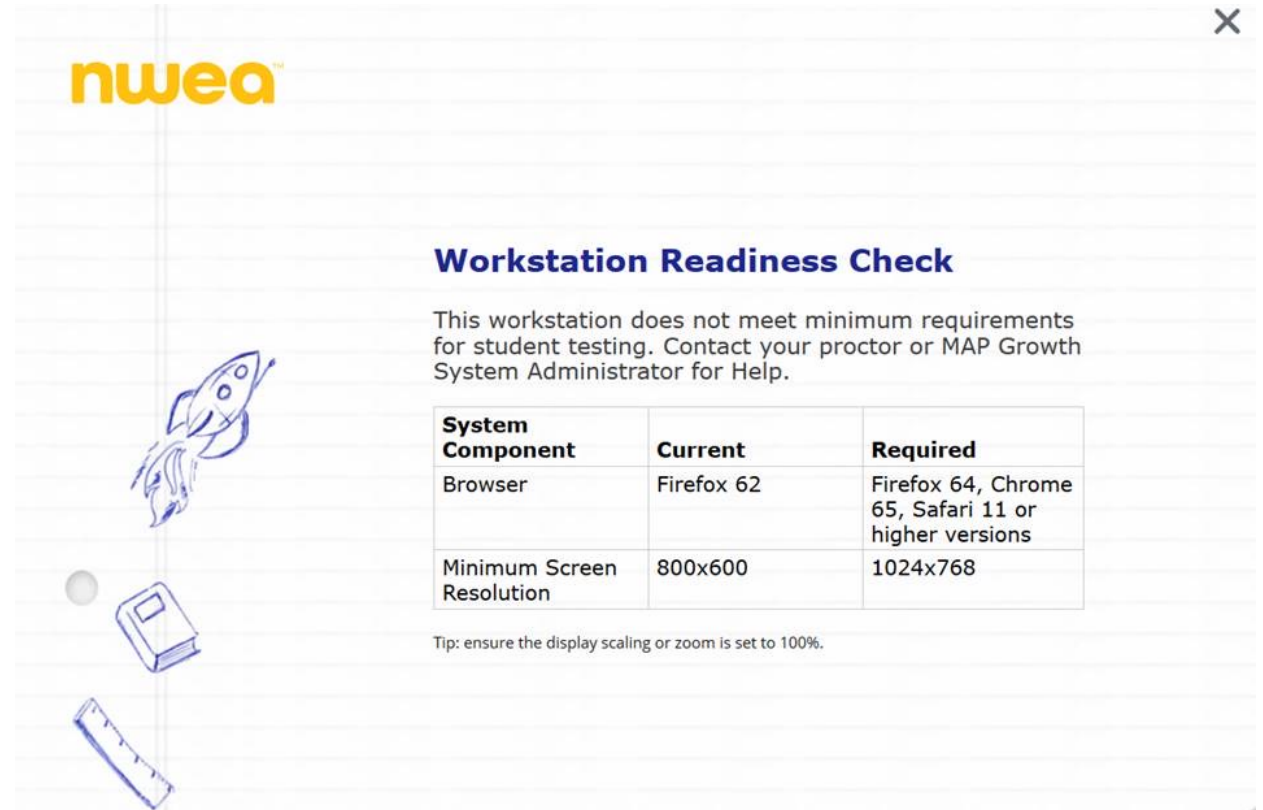
[Student Login](#)

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Workstation Readiness Check error

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



The screenshot shows a browser window with the nwea logo at the top left. On the left side of the page, there are blue line-art illustrations of a rocket, a book, and a ruler. The main content area is titled "Workstation Readiness Check" in bold blue text. Below the title, a message states: "This workstation does not meet minimum requirements for student testing. Contact your proctor or MAP Growth System Administrator for Help." Below this message is a table with three columns: "System Component", "Current", and "Required". The table contains two rows of data. At the bottom of the page, there is a tip: "Tip: ensure the display scaling or zoom is set to 100%."

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 displays the MAP Growth Proctor Console interface. A 'Sign in' modal is open, showing a 'Choose your name' dropdown menu with a 'Student name missing' error message. Below it is a 'Select a test' dropdown menu. A 'Refresh' button is visible. In the background, a table lists students with columns for 'Last Name', 'First Name', 'Status', and 'Question #'. A context menu is open over the table, showing options: 'Confirm', 'Do Not Confirm', 'Pause', 'Resume', 'Suspend', 'Terminate', and 'Test Again' (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.

Select Status... ▼					Select Action... ▼		Assign Test	Assign Accommodations	Add
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	-				

How do I pause a student's test?

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

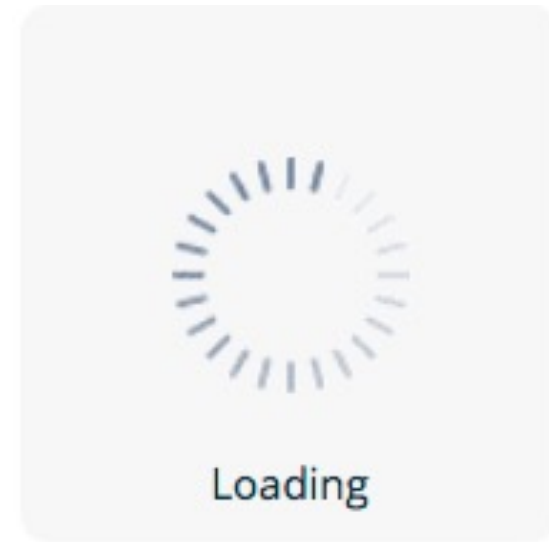
Proctor:

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

Select Status... ▼				Select Action... ▼		Assign Test	Assign Accommodations	Add
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 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



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.

