



DMPS MAP Growth Test Coordinator Checklist

1. Testing Logistics

- Testing needs to be completed within the following dates. Complete a schedule for each testing window and arrange technology/labs.

Fall	Sept. 4 –Sept. 14 (ES) <i>Make-ups through Sept. 21</i>	Sept. 4—Oct. 1 (MS/HS)
Winter	Dec. 3 – Dec. 14 (ES) <i>Make-ups through Dec. 21</i>	Dec. 3—Jan. 11 (MS/HS)
Spring	Apr. 22 – May 3 (ES) <i>Make-ups through May 10</i>	Apr. 22—May 17 (MS/HS)

NOTE: Testing may take approximately 50 minutes depending on the grade level, but it is recommended proctors allot at least an hour for testing (some student may need more than an hour to complete an assessment).

2. Computer Updates

- Make sure proctors log into all computers that will be used for testing with their teacher credentials to ensure that the computer has downloaded all updates.

NOTE: This can be done at the end of the day so computers are not updating during school hours.

3. Lab Setup

- Make sure proctors log into all computers using USERNAME: mapprox Password: mapprox to ensure that the lockdown browser is working correctly. (Once logged in, a *Join Session* screen should appear).

4. Roster Verification

- Check to see that teachers are setup with their rosters in the MAP Growth system.
 - Log in at <https://teach.mapnwea.org>
 - Click *Manage Test Session > Find students to Test*
 - Use filters to select instructors and spot check rosters
 - **It is important that teachers who will be proctoring login at least a week before testing to double check their rosters (they know their rosters best).**
 - Changes made to rosters in Infinite Campus should update in the MAP Growth system during the overnight sync.

NOTE: If a teacher is not appearing in the system or if a teacher is missing a roster, please contact your instructional technology coordinator immediately.

5. Proctor Training

- Watch the module *Getting Started with MAP*
- Ensure proctors have the *Proctor Quick Sheet* and the *Proctor Tips and Troubleshooting* document available when testing students

6. Monitor Participation

- Run the Operational Report-*Students without Valid Test Results* to determine if all student have been tested.
 - Log in at <https://teach.mapnwea.org>
 - Click *View Reports > Operational Reports > Students Without Valid Test Results*
 - Use filters to select grade levels, subjects and test

NOTE: All students rostered in your building in Infinite Campus that don't have a valid test score on the tests you have chosen will appear on this report. Remember to cross off students that have tested at another location, NEW ELL, and Alternate Assessment students from this report. Our goal is 95% participation due to students enrolled in multiple locations and student not required to test. Enrollments change in Infinite Campus and sync into the MAP Growth system so participation numbers will change throughout the testing window. The participation rate numbers are provided to give buildings an idea of where they are in the testing process.

7. Access for School Wide Reports

- Users will be able to view reports of students who are rostered to them. If you would like to give building wide access to reports to a user, such as a building ELL teacher, you will need to fill out the form at this link: <https://fs8.formsite.com/DMPSSchools/form671/index.html>
- Changes made to user roles in MAP Growth should update in the MAP Growth system during the overnight sync.