

MAP Growth Proctor Quick Sheet

Des Moines Public Schools 2019-2020

Username: _____ Password: _____

Teacher log-in website: <https://teach.mapnwea.org>

MAP information website: <http://data.dmschools.org/map>

Fall: Sept 23-Oct 4 (ES)	Sept 3-Oct 4 (MS/HS)	Winter: Jan 2-15 (ES)	Jan 2-31 (MS/HS)	Spring: Apr 28-May 15 (ES/MS/HS)
Reading: Grades 2-10		Math: Grades K-10		
Grade 2---Growth: Reading K-2 IA 2011		Grades K-2---Growth: Math K-2 IA 2010		
Grades 3-5---Growth: Reading 2-5 IA 2011*		Grades 3-5---Growth: Math 2-5 IA 2010*		
Grades 6-10---Growth: Reading 6+ IA 2011		Grades 6-10---Growth: Math 6+ IA 2010		

*Elementary students significantly below grade level may need to take primary grade test

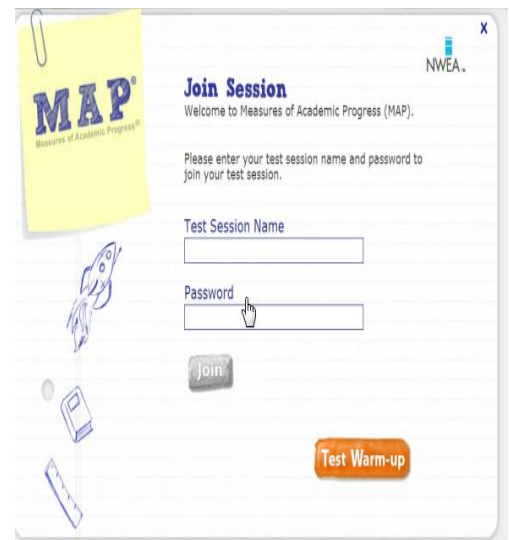
BEFORE you proctor the MAP Growth test:

- View MAP's videos under the heading [Testing for MAP Growth](#)
- Secure the correct number of computers/devices for your students (be sure to have headphones & mice) & be sure that the computer has been updated (check with your tech coordinator if you need support)
- Turn on student computers and log in to the computers with
 - Username: mapproxy
 - Password: mapproxy
- Share your schedule for assessing with your MAP Assessment Coordinator
- Check to see which of your students have a test read aloud accommodation. Students in grades K-5 cannot have TTS assigned to the Reading test. TTS can be assigned based on the student's IEP, 504, or ELL status for all other tests. TTS determination for ELL students will be made by a team of the student's teachers and admin.
- OPTIONAL: Have your students go through the "test warmup" (located on the NWEA Map Testing spot on the student computers)

Proctoring MAP Growth tests:

- Log in as the teacher/assessment proctor: <https://teach.mapnwea.org>
- Click on "Manage Test Sessions"
- Click on Test my Class if you are testing your class
- Select all students and assign appropriate test
- Click "test now"***
- Write test session and password on the board (this info is located at the top of your testing screen)
- Students sign-in to join the testing session (type testing session name and password and click "join")
- Students select or type in their name and follow prompts
- Click on refresh status to confirm students more quickly as students' status change to "Waiting to be confirmed"
- Monitor students and verify student name on computer matches student taking test
- When students finish – click "end testing session"
 - Students' status will change to "completed" when finished
 - Students needing more time will need to have their test suspended (under select action)

Student View



***If you are proctoring a student who is not rostered to you

- Click **Manage Test Sessions**
- Click **Find Students to Test**
- Use the *Student Search* filters to search and add students to the student list
- Once you have all students listed, assign the appropriate test and click **Test Now**

Auto-Pause:

- This is a new feature for 2019-20
- If a student is rapidly guessing on problems the MAP test will auto-pause
- Recommended best practice is to remind the student to take their time and do their best to answer each question
- Resume the test through the teacher computer or enter the PIN on the student computer.
 1. The PIN should never be written down for students to see or use themselves
- After 3 auto-pauses the student has exceeded rapid guessing on 30% or more of the test. Follow one of these options:
 1. Resume the test and allow the student to finish
 2. Suspend the test and have the student finish at a later time
 3. Suspend the test and have the student restart the test from the beginning

The screenshot shows the 'TEST STUDENTS' interface. At the top, there are session details: 'Math1stGrade' (Session Name), 'cxy92a' (Password), '0 Students' (Secure Testing Browser Required), 'Download PDF' (Testing Tips and Script), and '4529' (Proctor PIN). A red '2' is next to the PIN. Below this is a summary bar with 'Session Details', 'Action Needed', and 'Page updates every 60-seconds'. It shows 'Total Students: 9', 'To Be Confirmed: 0', 'Testing: 7', and 'Paused: 1'. There are 'Confirm' and 'Refresh' buttons. A 'Rapid-Guessing Alerts' box shows '1 Paused' and '0 reached rapid-guessing threshold'. Below is a table with columns for 'Last Name', 'First Name', and 'Status'. A red '1' is next to the first row. A 'Resume' button with a red '3' is next to the 'Brown, Scott' row. The 'Quick Help' section is at the bottom.

<input type="checkbox"/>	Last Name	First Name	Status
<input type="checkbox"/>	Agter	Henry	Testing
<input type="checkbox"/>	Baroch	Marti	Testing
<input type="checkbox"/>	Brown	Scott	Paused

1. Student who has been auto-paused
2. PIN to enter on student computer to resume testing (Hover to reveal) or
3. Resume from teacher computer. Select the student, click resume