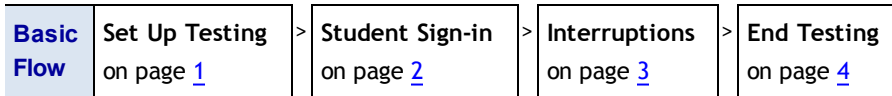


Your computer lab should be prepared ahead of scheduled testing. For details, see: [Lab Readiness Checklist](#) and [Setup Student iPads on page 6](#).



See also: [Troubleshooting Common Issues on page 5](#).

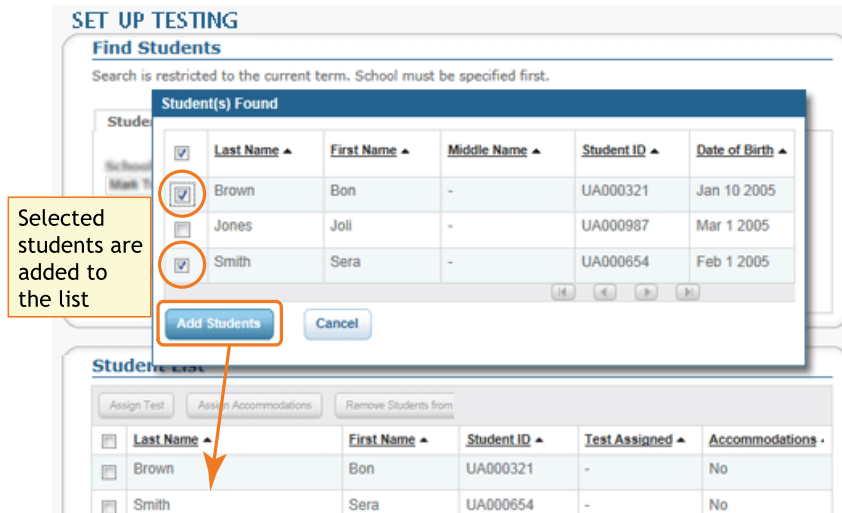
Set Up Testing in MAP



On your **proctor computer**, log into MAP and choose **Manage Test Sessions**.

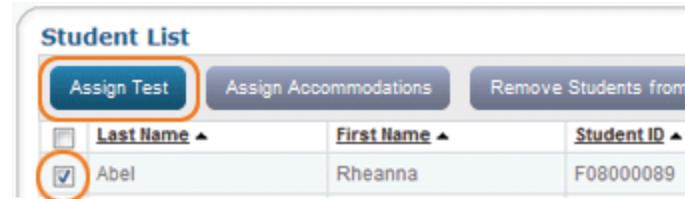
OPTION 1—Find Students to Test

1. Click **Find Students to Test**.
2. Choose search criteria and then click **Search**.
3. Review the search results and click **Add Students**.



4. Repeat the search as needed.

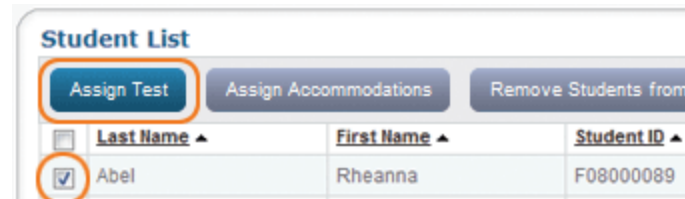
5. RECOMMENDED—Assign tests by **selecting students** and clicking **Assign Test**.



6. OPTIONAL—Use **Assign Accommodations** (adjacent to **Assign Test**).
7. OPTIONAL—Click **Save Session**.
8. When your student list is ready, click **Test Now**.

OPTION 2—Test Your Class

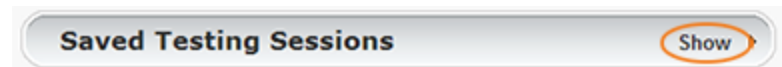
1. Click **Test My Class**.
2. Select one of your classes, if prompted.
3. RECOMMENDED—Assign tests by **selecting students** and clicking **Assign Test**.



4. OPTIONAL—Use **Assign Accommodations** (adjacent to **Assign Test**).

OPTION 3—Use a Saved Testing Session

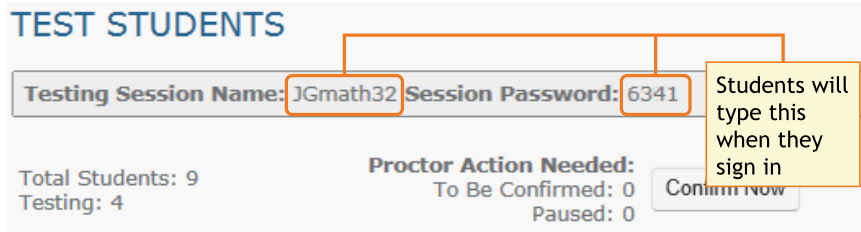
1. Click **Show**.
2. OPTIONAL—To see *all* testing sessions, clear the **Restrict to Current User** check box.
3. When you find and select a testing session, click **Test Now**.



Student Sign-In

Get the name and password of the testing session:

1. On your **proctor computer**, you should now see the **Test Students** page. (If not, click **Test Now**.)
2. At the top, notice the session name and password:

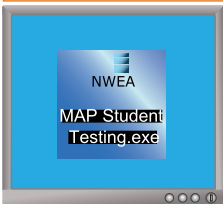


3. On a board, write the name and password for the students to copy.
 - The password is auto-generated whenever you start a test session.
 - It will expire at the end of the day.

Open browsers and give instructions:

1. On student computers, start MAP in one of the following ways:

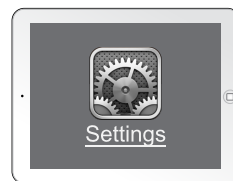
Mac— Use MAP icon
PC— Use Start > NWEA...



-Or- Chromebooks— Students use a restricted account that opens MAP



-Or- iPads— Use the Guided Access feature

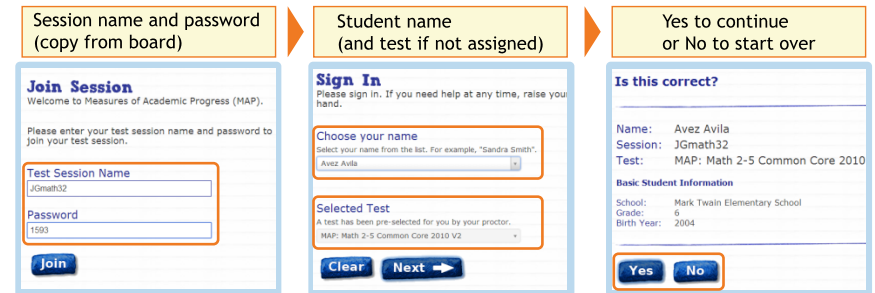


See also: [Setup Student iPads on page 6](#).

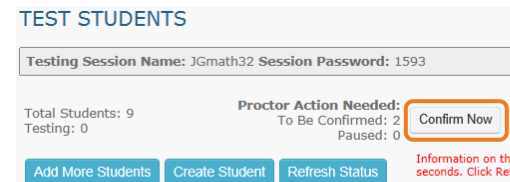
2. Inform students about the MAP test. Here are resources you can use:
 - a. [Student Introduction to MAP Testing](#) – One-page document you can read.
 - b. [MAP warm-up video](#) and [MPG warm-up video](#) – Show on a projector. Also available to students by clicking the **Test Warm-up** button on their sign-in page.

Start MAP and confirm students:

1. On student computers, guide students to complete the following:



2. On your **proctor computer**, confirm students every few minutes, as students are ready:
 - a. Click **Refresh Status** to see which students have the "To Be Confirmed" status.
 - b. Click **Confirm Now**. It confirms all students with "To Be Confirmed" status.



– or –

Select students, click **Select Action**, and choose **Confirm**.

3. **Students:** Click **Start Test**.

Pause Test (Under 30 min)

1. From your **proctor computer**, select student(s).
2. Click **Select Action** and choose **Pause**.

Continue paused test:

1. From your **proctor computer**, click **Refresh Status**.
2. Select the student(s) with status "Paused."
3. Click **Select Action** and choose **Resume**.
4. On the **student computer**, the test resumes with a new question.
 - Student must resume from the same computer.
 - After 30 minutes, the test automatically becomes suspended.

Student Computer Interruption (Optional)

If there is a problem with the proctor controls, you can interrupt from the student computer. This feature is not available on iPads.

1. On the **student computer**, type: **Ctrl** + **Shift** + **P** (or Ctrl+Shift+L). Immediately the student's test is paused.
2. OPTION 1—Continue from your **proctor computer** using **Select Action** > **Resume**.
—or—
OPTION 2—On your **proctor computer**, get the PIN code so you can continue on the **student computer**.

TEST STUDENTS

Testing Session Name: JGmath32 Session Passw

Total Students: 9
Testing: 4

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

Confirm Now

Proctor Interrupt PIN ⓘ

PIN: 8044

The Proctor Interrupt PIN can be

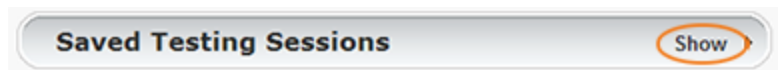
Once you type the PIN on the **student computer**, you can resume, report a problem with the test questions, or take other actions.

Suspend Test (Longer Than 30 Minutes)

1. From your **proctor computer**, select student(s).
Tip: Click **Select Status** and choose **Testing** to quickly select students who are still testing.
2. Click **Select Action**, choose **Suspend**, and click **OK** when prompted.
3. **Students** click the **OK** prompt.
4. Before students leave, ask them to close down (click the X at top).
5. When ready, click **End Testing Session**.
6. When prompted, click **Save and Exit**.
Note: Students should continue the test within 14 days.

Continue suspended tests:

1. Click **Manage Test Sessions** on the left.
2. Click **Show** to see the saved testing sessions.



3. Select the Testing Session you saved and click **Test Now**.
Note: The Status will be **Awaiting Student** for everyone, meaning they can now sign into the session.
4. Have students sign in as usual.
Note: The password students type is new, although the testing session name remains the same as before.
5. On your proctor computer, click **Confirm Now**.
6. When prompted, select **Resume Test** and click **Submit**.

End of Testing

Before you can begin another testing session, you must end the first session:

- Click **End Testing Session**.
- Before students leave, ask them to close down (click the X at top).

Test session—Is it okay to leave open?

Although it's possible to leave your testing session running until more students arrive, you cannot keep it running overnight. Every night, they are closed automatically, and any students left in a testing status switch to suspended status.

Note: Your Proctor profile is also limited to running only one testing session at a time. If needed, you can add students to a testing session by clicking the **Add More Students** button.

Delete Test Session—Does that remove test results?

No, the tests are associated with the students, not the test sessions. Closing or deleting a testing session does not affect test results. Students can resume incomplete tests in the same or another testing session.

When a single student finishes early:

1. First consider how long the student has been testing. Ideally, a student should take no more than one full MAP test per day.
2. If you do decide to give another test:
 - a. On your **proctor computer**, select the student.
 - b. Click **Select Action** and choose **Test Again**.
The student's status changes from Completed to Awaiting Student.
 - c. Select the student again and click **Assign Test**.
 - d. Instruct the student to sign in again with the same session name and password.

Make-up Testing

1. Click **Manage Test Sessions** on the left.
2. Click **Find Students to Test**.
3. Click **Test History Search**.

Find Students

Search is restricted to the current term. School r

Student Search **Test History Search**

School
Bethel Elementary School

4. Select a school, a test, and Testing Status.

Student Search **Test History Search**

School
Bethel Elementary School

Grade
All Grades

Instructor
All Instructors

Class
All Classes

Find students by their testing status. Search is restricted to the current term.

Test(s)
MAP: Math 2-5 Common Core 2010 V2


Testing Status
 Not yet tested
 Suspended Test

Search Clear All

5. Click **Search**.
6. Click **Add Students** from the pop-up list.
7. **IMPORTANT:** Select students and click **Assign Test**.
8. Click **Test Now**.


Troubleshooting Common Issues

Student name missing on the Sign In page

1. On the **student computer**, click **Clear**.
2. On the **student computer**, refresh:
F5 (Win) -or- **Command+R** (Mac) -or-  on toolbar (iPad/ChromeBook)
3. *If the name is still missing*—On your **proctor computer**, check if the student is missing from the list—if needed, click **Add More Students**.
4. *If the name is still missing*—On your **proctor computer**, check the status. It must be "Awaiting Student."
 - a. If the status is "Suspended"—Select the student, click **Select Action**, and choose **Test Again**.
 - b. If the status is "Confirmed"—Select the student, click **Select Action**, and choose **Do Not Confirm**. (You will confirm again later.)
 - c. Ask the student to sign in again.

Question appears blank (white screen) or displays a UUID error

On the **student computer**, refresh:


F5 (Win) -or- **Command+R** (Mac) -or-  on toolbar (iPad/ChromeBook)

If question still does not display:

1. On your **proctor computer**:
 - a. Select the student.
 - b. Click **Select Action**, choose **Suspend**, and click **OK** when prompted.
 - c. Select the student again.
 - d. Click **Select Action** and choose **Test Again**.
Test Again will continue the test where the student left it.
2. On the **student computer**:
 - a. Click **Ok** at the prompt.
 - b. Join the test again.

Question displays, but cannot be completed

On the **student computer**, refresh:

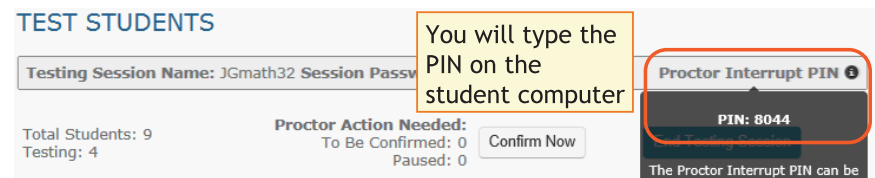
F5 (Win) -or- **Command+R** (Mac) -or-  on toolbar (iPad/ChromeBook)

If still not working, here's a quick fix:

1. On your **proctor computer**, select the student and choose **Select Action > Pause**.
2. Select the student again and then choose **Select Action > Resume**.
3. After the student clicks **Resume**, a new question appears.

Or, to skip the question and report the problem to NWEA:

1. On your **proctor computer**, hover over the **Proctor Interrupt PIN** to reveal the code:



2. On the **student computer**, type: **Ctrl** + **Shift** + **P** (or Ctrl+Shift+L).
3. In the window that appears, type the PIN code.
4. Type a description of the problem with the test question.
Note: The MAP system captures the test name and question number for you.
5. Click **Resume Test**.
The MAP system sends the report to NWEA to be addressed, and the test resumes with the next question.

Setup Student iPads

To test using iPads, keep in mind:

- There is no lockdown browser. Instead, you use the iPad's Guided Access feature *individually* on each device.
- Only the MAP test is supported on iPad, not MAP for Primary Grades.

Follow these steps:

1. Before testing:

- Open the iPad settings.
- Choose **General > Accessibility > Guided Access**.
- Turn it **On**.
- Press **Set Passcode** and type a code that students will not know.

2. Start of testing:

- In Safari, open the MAP testing site:

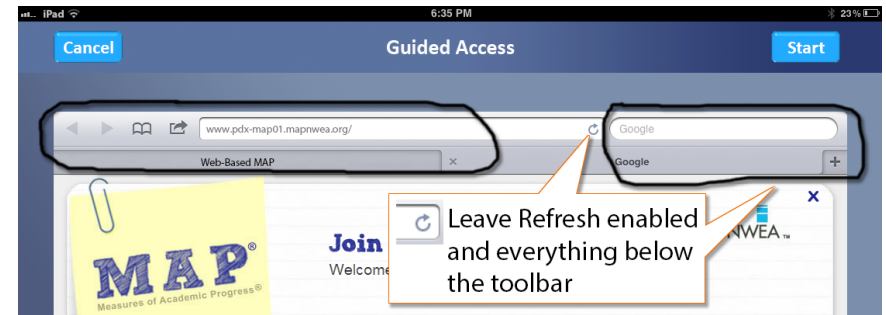
<https://test.mapnwea.org>

Note: Starting June 2014, you can no longer use the prior MAP testing URL: pdx-map01.mapnwea.org.

- Turn the iPad to landscape display.
- Triple-click the iPad Home button to open Guided Access:



- Draw two boxes around the toolbar controls—but not the refresh button:



- Turn off **Motion** to prevent the test from switching to portrait display.
 - Press **Start**.
 - Student can now join the test session.
- During testing** – Keep in mind that you cannot interrupt the test at the student's iPad. Use controls on the proctor computer instead.
 - After testing** – Triple-click the Home button again, and use the passcode to turn off Guided Access.