Remote Testing Administration Guide for MAP Growth

7/01/20
V1.3

Contents

Overview

How can students take MAP® Growth™ assessments when they're not at school? This guide is designed to help your school successfully plan for and administer MAP Growth in a remote environment.

Remote testing with MAP Growth is like testing in the school setting. One critical difference is the need for clear communication between proctors, students, and families who will be participating from two different locations. As during past MAP Growth test administrations, school leaders need to communicate their expectations, procedures, and protocols. Proctors need to be trained and ready to support students as they take MAP Growth assessments remotely.

This document includes key information for school leaders to prepare their staff, students, and families for remote testing. Additionally, it provides recommendations and supplemental resources for administering the assessment.

Preparing for MAP Assessments

School Leaders

School Leaders set the stage for successful test administration and student engagement by setting policies, processes, and protocols that result in a secure and equitable environment.

NWEA recommends that school leaders take the following actions:

- Ensure staff, students, and families adhere to all assessment security requirements defined by your school/district
- Establish a process to ensure any device used for student assessment adheres to the [NWEA technical requirements](#)
  - Students or families/caregivers can run a self-check on their devices at [NWEA Workstation Diagnostic](#) to verify their devices adhere to minimum requirements
- Establish processes and protocols to support any relevant accommodations
  - Embedded Accommodations – Ensure teachers know when to assign MAP Growth embedded accommodations. This includes text to speech and accessible versions of the MAP Growth test.
  - Non-embedded Accommodations – Students may require accommodations not embedded with the MAP Growth test (bilingual dictionaries, English dictionaries, color contrast, magnification). Schools will need to ensure students have access to these types of non-embedded accommodations during testing.
  - Accessibility – Some students may need assistive technology to support testing (refreshable braille device, screen reader software). Schools should plan to provide assistive technology to students as needed.
- Provide proctors access to this guide which includes tutorials, parent and student resources, trouble-shooting tips etc.
  - Additional resources can be found on the [MAP Suite Remote Testing and School Closure Community page](#)
- Create a schedule for testing (windows/dates/time of day)
- Establish a plan for proctors and students to communicate during testing that, at a minimum, addresses the following topics:
  - Monitoring guidelines
  - Roles and responsibilities of school personnel
  - Policy on personal privacy
  - Issue escalation protocols (i.e. "What should proctors do when something goes wrong")
- Determine what communications platform (video chat, text chat, phone hotline, etc) your school/district is going to use during testing, and have a technical team conduct live simulations to ensure it successfully facilitates a high-quality test experience

- Develop a communication strategy for families/caregivers that seeks to accomplish the following objectives:
  - Inform families/caregivers about the upcoming MAP Growth testing schedule
  - Provide families/caregivers information on what MAP Growth is, as well as instructions on how to help their child/student have a successful testing session
  - Give families/caregivers information about what happens after the assessment, and how they can best work with the teacher/proctor to answer any follow up questions they may have
- NWEA recommends including the following items in any communication plan directed towards families/caregivers:
  - The Parent Toolkit
    - The online home for parents interested in learning more about MAP Growth
  - The Family Guide (available in several languages here) which includes:
    - An overview of MAP Growth.
    - An explanation of the purpose and design of MAP Growth.
    - An introduction to the RIT score and how the assessment results are used
  - Schedule for testing (date/time)
  - Device Set-up and Student Directions (Appendix A).
  - Information about the communication platform that proctors and students/parents/caregivers will use during the testing session
  - Process information and any necessary login credentials

Before Testing Administration

Proctors

NOTE: Because NWEA is unable to support family/guardian inquiries, proctors are the first tier of support for students and families; doing all they can to create a comfortable and engaging testing experience. The following list outlines our recommended actions for proctors.

1. Review how to remotely administer MAP Growth Testing
   a. Watch "Remote Testing Explained for Teacher & Student" video
   b. Review Proctor Quick Start guide
   c. Review Directions to sign in (Appendix B)
   d. Review the Proctor Script (Appendix C)
   e. Review the MAP Growth Remote Testing Troubleshooting Guide
   f. Watch "Common Challenges and Situations During Testing" video
2. Decide on the time, date, and test students will be taking
   a. Schedule up to one class at a time to make proctoring easier
   b. Small groups (less than 10 students) are preferred
3. Create test sessions
   a. Select the test that the students should take
   b. When saving your session, please make your session name unique. For example, use a combination of your name, subject, and class period "JonesMath1."
4. Communicate with students and parents/caregivers about the upcoming assessment
   a. Provide scheduling details, test security expectations, and the student/parent/caregiver device preparation guidance (Appendix A)
5. Run a live test of the communication platform that will be used with students/parents/caregivers
   a. Using the school-approved platform, conduct a "dry run" to ensure that the communication platform works and does not present any technical challenges
   b. Note: iPad® devices prohibit the use of dual screens. Students testing on iPad will have to toggle between apps to communicate with their proctor or use a separate device for communication.
       i. See MAP Growth Remote Testing Troubleshooting Guide or help.

6. Review processes and protocols regarding test accommodations, and verify which students should use which accommodations
7. Confirm with students/parents/caregivers they have prepared their devices for testing Students/Caregivers must:
    a. Run a self-check on their devices at [NWEA Workstation Diagnostic](#) to verify they adhere to minimum requirements
    b. Disable pop-up blockers that may prevent access to test.mapnwea.org
        i. Directions on how to do so can be seen <u>here</u>
    c. Ensures their devices adheres to the screen resolution requirements
8. Helps students utilize the K-12 MAP Growth practice assessment
    a. The practice assessments can be found [here](#). The Username and Password are both "grow."
    b. If the student has never tested before, guide students in utilizing the MAP Growth practice assessment prior to taking their MAP Growth assessment
9. Ensure two teachers (or school personnel) are available for chat during the test session
    a. This helps ensure that no questions are missed, and private chats can occur if a parent/caregiver or student needs additional assistance
    b. If available in your school's chat program, use the Q&A utility that allows you to mark questions as answered. This will help to ensure you do not miss any students' questions
10. Create easy to access "testing day contact list"
    a. Ensure that contact information for teachers, proctors, school support staff, and NWEA is placed into one document
11. If needed, contact NWEA for questions related to MAP Growth or use your established school/district support channels

Students
1. Receive the testing date/time/test name from their school/proctor
2. Prepare devices for testing using the Device Setup guide ([Appendix A](#))
3. Follow instructions from their school/teacher on how to communicate with the proctor before and during testing
    a. Proctors will provide support to students/caregivers experiencing testing issues
    b. Students/caregivers should not call NWEA for technical support
4. Ask the proctor or your parent/caregiver to review the tools (accommodations) that you are allowed to use during the assessment
5. Work with your parents/caregivers to develop a plan on how to minimize distractions that could occur during the test

Parents/Caregivers
1. Prepare devices for testing using the Device Setup guide ([Appendix A](#))
2. Confirm that the communication platform is working and that the student can communicate effectively with the school proctor
3. Make sure that the student has access to any accommodations that they need and have been approved by the school/district (pencil/paper, bi-lingual dictionary, etc.)
4. Work with the student to develop a plan on how to minimize distractions that could occur during the test

During Test Administration

Proctors
1. Log into [teach.mapnwea.org](#) ahead of schedule and open your testing session
2. Verify that the school-approved communications platform is working before the session begins

3. Connect with students as they log into their devices using the school-recommended communication platform
4. Provide students with the test session name and password
5. Read the school/district approved proctor script (a sample script is shown later in this document … here)
6. Work with students and parents/caregivers to successfully sign students into the assessment (Appendix B)
7. Begin testing
8. Refer to the MAP Growth remote testing troubleshooting guide as necessary

Students

1. Work with your parent / caregiver to login to the assessment (test.mapnwea.org)
2. Follow the instructions provided by the proctor
3. Direct any questions about the test to the proctor
4. Ensure that you are only using the tools (accommodations) that have been approved by the school/district
5. Do your very best, and answer the questions at your own speed

Parents / Caregivers

1. Help student to login using the test session name and password provided by the proctor
2. Ensure that the student is following all rules laid out by the school/district and that the student is not using unapproved devices or accommodations
3. Monitor progress of the student and ensure that technical difficulties are not preventing the student from trying their hardest
4. Be prepared to contact the proctor or the primary school contact should any technical issues arise
5. Enable the student to demonstrate what they are ready to learn by not providing assistance in answering questions

Ending Test Session

Proctors

Once students have all completed their assessment (or when the session ends,) proctors should do the following:

1. Notify students that the session will be ending
2. Make careful note of students who were unable to finish
3. Suspend the test of those who were unable to finish
4. Save and exit the testing session
5. Make arrangements with relevant students to finish their tests at a later time

Students

1. Let your parent / caregiver know that you are done with the test

Parents / Caregivers

1. Help your student shut down the MAP Growth assessment window
2. Ask the student how the assessment went, what they think they did well, and what questions they found most challenging

Appendix A: Device Set-up

Supported Hardware & Browsers:

Supported Hardware:

- MAP Growth assessments can be taken on PC, Mac®, Chromebook™, & iPad

Supported Browsers:

- Chrome 65 or higher
- Firefox 64 or higher
- Safari 11 or higher
- Edge 79 or higher

- Important notes:
    - o Students should use a standard internet browser (Chrome, Firefox, or Safari) rather than the NWEA secure browser (or NWEA testing applications) so that they can easily use a chat program to communicate with the proctor on the same device
        - If students do use the NWEA secure browser, proctors must establish an alternate communication process, such as a phone conference line
    - o K–2 students using iPads MUST use the NWEA testing app, as the audio doesn't work properly in a standard browser (Chrome, Firefox, or Safari)
    - o Internet Explorer is not a supported browser. You will need to use another browser in the list above
    - o If you do not know what browser you have, here is a helpful visual of the most common browsers.
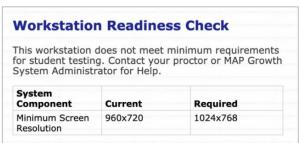

How To Test Your Hardware / Browser:

- Check device configuration: https://check.nwea.org/.
- If errors are detected, refer to the recommendations below

Common Solutions To Device Set-up Issues

- Disable virus and malware scanners as these can interfere with testing
- Turn off any screen saver settings
- Disable automatic updates or schedule them during times outside of when your child is testing
- Extend the time for power-saving sleep mode to at least 30 minutes
- Add MAP Growth website addresses to the approved list in your content filter (Link to section below)
- Set the correct screen resolution (Link to section below)
- Disable Pop-up Blocking (Link to section below)

Workstation Readiness Check

This workstation does not meet minimum requirements for student testing. Contact your proctor or MAP Growth System Administrator for Help.

System Component	Current	Required
Minimum Screen Resolution	960x720	1024x768

Adding Website Addresses To Content Filter

Advanced filtering technology might need to have the following websites added to the exception list settings for any Firewall, Proxy Server, or Firewall setup on your home network:

- fonts.googleapis.com
- Gstatic.com
- https://cdn.mapnwea.org
- https://item.mapnwea.org
- https://practice.mapnwea.org
- https://studentresources.nwea.org
- https://sso.mapnwea.org
- https://teach.mapnwea.org
- https://test.mapnwea.org
- newrelic.com
- https://*.speechstream.net
- https://speechstreamtoolbar-webservices.texthelp.com

Set the Correct Device Screen Resolution

Confirm that your Display settings are set to 1024x768 or higher and that your Scaling/Zoom is set at 100%

If you receive the Minimum screen resolution error message after signing into the test session. Please close your browser and use the instructions below for the device you are using below

Chromebook
Keyboard shortcuts to set resolution and scale to 100%

- Press Ctrl + Shift + 0
- Press Ctrl + 0
- [Guidance video](#)

Windows 10
- Right click on the desktop and select Display settings
- Slide the "Change the size of text, apps..." to the right to make text bigger. Or slide it to the left to make them smaller. Set this 100%.
- Click "Advanced Display Settings" at the bottom of the settings window
- Click "Advanced sizing of text and other items" at the bottom of the window
- Change screen resolution to 1024x768 or higher
- [Guidance video](#)

Mac
- Click the Apple menu
- Click System Preferences
- Click Displays
- Click the Scaled option

iPad (using Safari)

- Go to settings
- Select Safari
- Toggle off - Request Desktop Website
- Note – no special settings needed when using the NWEA iPad app

Click on option that provides a screen resolution of 1024x768 or higher
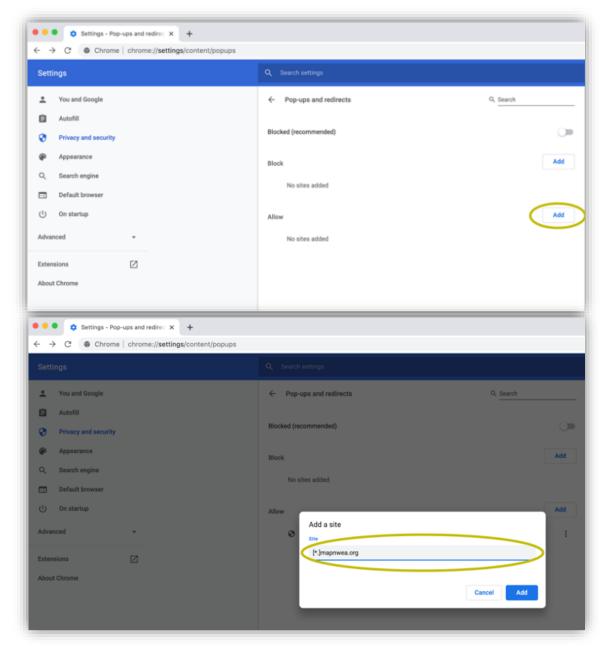
Disable Pop-Up Blocking

- Parents/Caregivers should confirm pop-up blockers are disabled prior to testing
- Instructions on how to disable pop-up blockers in each of the approved browsers are listed below

If the caregiver/parent/student has NOT disabled pop-ups prior to testing, they may see a message indicating the need to do so
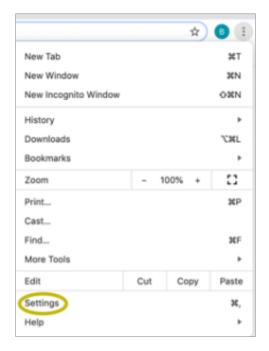
Disable Pop-Ups in Chrome
Option 1: Navigate to chrome://settings/content/popups in the address bar then add [*.]mapnwea.org to the Allow list by using the Add function.
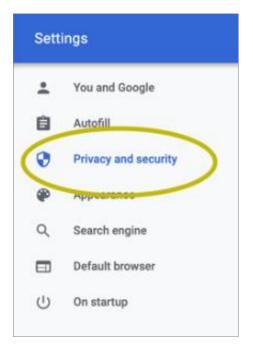
Oops! Where's my test window?

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.
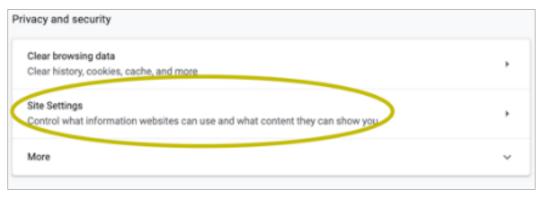**Solution:** Refresh or close the browser window and try re-launching your test.

Option 2:

- Click the Menu icon to the right of the address bar (it is the icon with three vertical dots)
- Select Settings > Privacy and Security > Site Settings > Pop-ups and redirects
- Either toggle the Blocked option, or add [*.]mapnwea.org to the Allow list
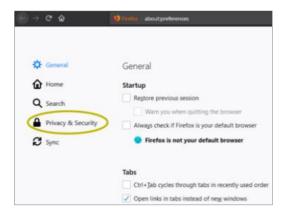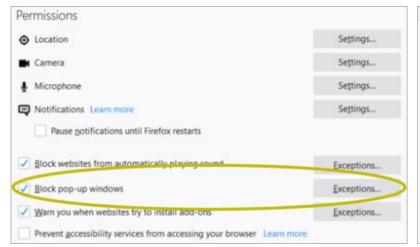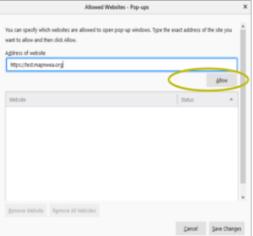
Disable Pop-ups in Firefox (Windows)

Click the **Menu** icon to the right of the address bar (the icon with three parallel lines) Select **Options**, then go to the **Privacy & Security** tab. Clear the **Block pop-up windows** checkbox, or click **Exceptions** then **Add** https://test.mapnwea.org/ to the list of allowed websites.
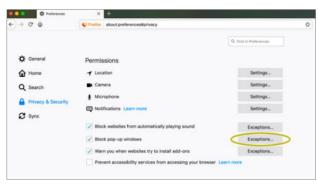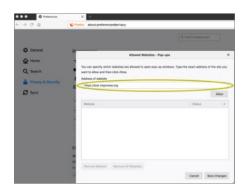

Disable Pop-ups in Firefox (Mac OS X)

From the Menu, select **Firefox > Preferences > Content**. Clear the Block pop-up windows checkbox or add http://test.mapnwea.org/ to the **Allow** list and save the changes

Disable Pop-ups in Safari 11
From the **Safari Menu**, select **Preferences**, then the **Security tab.** Clear the **Block pop-up** windows check box

Disable Pop-ups in Safari 12
Right-click in the address bar and select Settings for This Website. Change the Pop-up Windows selection to Allow
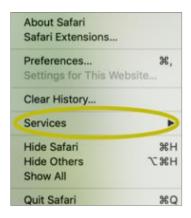

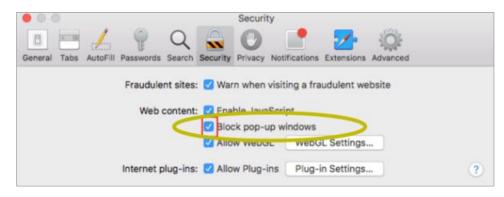## Disable Pop-ups in Safari 13
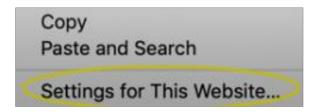From the **Safari Menu**, select **Preferences**, then the **Websites.** Clear the **Block pop-up** windows check box

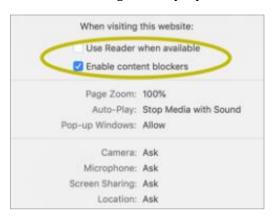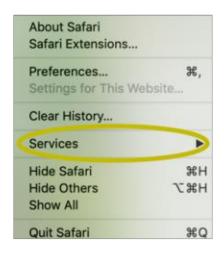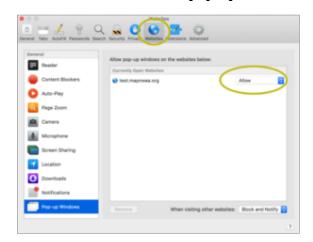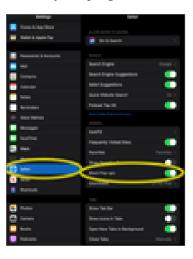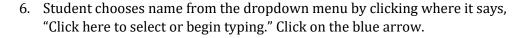## Disable Pop-ups on iPad
Settings > **Safari** > **Block Pop-ups**. If the slider is green, turn it off by swiping to the left
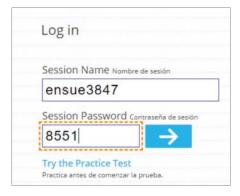
Appendix B: Test Session Sign-in

1. Proctor and Student - At the specified testing time, both the proctors and students log in to their school-approved communications platform (video meeting, chat, etc.)
2. Student/Parent/Caregiver navigates to https://test.mapnwea.org/
   a. If pop-ups have not been disabled a window may appear with a message that reads "Oops! Where's my test window?" (see screenshot) This message may appear when a pop-up blocker prevented the test widow from opening. Please refer to the instructions on how to disable pop-up blocking in Appendix A above.
3. Proctor reads directions for testing to the students
   a. A sample proctor script is provided below
4. The student receives the session name and password from the proctor
5. On the login screen, the students/parents/caregivers enter the test session name and password.

Oops! Where's my test window?

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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.

Log in

Session Name Nombre de sesión

ensue3847

Session Password Contraseña de sesión

8551

Try the Practice Test
Practica antes de comenzar la prueba.

6. Student chooses name from the dropdown menu by clicking where it says, "Click here to select or begin typing." Click on the blue arrow.

Sign in

Choose your name   Student name missing
Adam Crown (250)
Select a test
Demo Growth: Math K-2

7. Student verifies name and other details are correct. Student checks with the proctor if something seems incorrect. If correct, student clicks on the blue button that says "Yes."
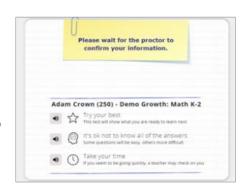
Is this correct?

Name: Adam Crown (250)
Test: Demo Growth: Math K-2
Session: ensue3847

School: Xperience School 250
Grade: 3
Birth Year: 2010

← NO   YES →

nwea

8. Student waits for the proctor to confirm their request to start the test
9. Once student has been confirmed by the proctor, a blue arrow will appear on the students' screen. Students should click on the blue arrow to start the test.

Please wait for the proctor to confirm your information.

Adam Crown (250) - Demo Growth: Math K-2

Try your best
This test will show what you are ready to learn next

It's ok not to know all of the answers
Some questions will be easy, others more difficult

Take your time
If you seem to be going quickly, a teacher may check on you

Appendix C: MAP Growth Proctor Script (Remote Testing)

Below is a sample script that you can use as a starting point while building your remote testing support materials and assessment plan.

For All Students

Today you will be taking the MAP® Growth™ assessment. It's important to give your best effort on this test. It is a chance to show how much you know. Your teacher can use it to choose what you are ready to learn next. This is not a timed test, so it's important to take your time to understand each question before answering.

Some questions will be easy, and others will be more difficult. It's okay not to know all of the answers. If you are not sure how to answer a question, then ask yourself which answers are definitely wrong, and choose from the other answers. Read every question and try your best. 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'm here to help if there is a problem with the test. If you have any questions, need a break, or if the test tells you to slow down, use the chat program to communicate with me.

If Testing Math in the MAP Growth 2-5 or 6+ test

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 not sure about a word in a question, please ask using (insert name of school approved communication platform here). I can pronounce the word for you, but I cannot tell you what the word means or explain any math symbols.

If Testing Reading Or Language Usage in the MAP Growth 2-5 or 6+ test

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 a passage appears again and again, but look carefully, because you will see different questions for the same passage.