Log into MAP (teach.mapnwea.org), choose Manage Test Sessions, and follow Option 1, 2, or 3.

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—Select each student and click 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—Select each student and click Assign Test.
4. OPTIONAL—Use Assign Accommodations (adjacent to Assign Test).
**Proctor Tips and Troubleshooting**

**OPTION 3—Use a Saved Testing Session**

1. Click **Show**.

2. OPTIONAL—To see testing sessions others created, change **Created By**:

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 name and password of the session:

3. On a board, write the name and password for all students to copy.
   - Password is auto-generated whenever you start or restart a testing session
   - Password will expire overnight

**Open browsers and give instructions:**

1. On student computers, students start MAP in one of the following ways:
   - **Mac**—Use MAP icon
   - **PC**—Use Start > NWEA... Chromebooks—Use MAP Testing App (may launch automatically)
   - iPads—Use MAP Testing App + Optional Guided Access

   See also: [Optional: iPad Guided Access Setup on page 1](#), if required by your school.

2. Inform students about the MAP test. Here are resources you can use:
   a. **Student Introduction to MAP Testing** — One-page script you can read.
   b. **Test Warm-up** — Button appears on the student sign-in page (except on iPads). Alternatively, you can show the warm-up video on a projector using these links: [MAP Growth warm-up video](#) or [K-2 warm-up video](#).
Confirm students to start:

1. On student computers, guide students to complete the following:
   - Session name and password (copy from board)
   - Welcome to MAP Growth
   - Enter your test session name and password
   - Sign in
   - Choose your name
   - Next
   - Test Information on the screen: Click Start Test

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.
   c. 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 25 minutes of inactivity, 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.
   You will type the PIN on the student computer

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

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. If student(s) will continue the test today, then leave the testing session open.
   – or –

5. If student(s) will continue on another day, then:
   a. Click End Testing Session when everyone is suspended (or finished).
   b. When prompted, click Save and Exit.
      Note: Students should continue the test within 14 days, because more instruction between testing can influence the score. The maximum is 28 days. After 28 days, tests cannot be resumed and students will need to start over.

Continue suspended testing session:

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. 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.
   ▼ Tests Exceeding 28 Days—In this case, choose Start New Test or Do Not Confirm. You cannot continue the suspended test.

End of Testing

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

1. On your proctor computer, check the Status column for any students still testing.

2. When no one is left testing, click End Testing Session. At the prompt, choose:
   a. Save—if the same group of students will be tested together later.
   b. Delete—If different groups will be formed for further testing. (Deleting it does not affect test results, because tests are associated with the students, not the test session.)

3. Before students leave, ask them to close down (click the X at top).

Is it okay to leave the testing session 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.
Proctor Tips and Troubleshooting

Make-up Testing

Note: Students should continue tests within 14 days, although the maximum is 28.
1. Click Manage Test Sessions on the left.
2. Click Find Students to Test.
3. Click Test History Search.
5. Click Search and then, from the pop-up list, click Add Students.
If needed, sort students by the Test Event Start Date column.
6. IMPORTANT: Select students and click Assign Test.
7. Click Test Now.

Note: The Status will be Awaiting Student for everyone, meaning they can now sign into the session.
8. While confirming students, choose Resume Test when prompted.

⚠️ Tests Exceeding 28 Days—In this case, choose Start New Test or Do Not Confirm. You cannot continue the suspended test.

Troubleshooting Common Issues

Whenever testing is slow:
On the student computer, click Reset or use the keyboard command:
F5 (Win) —or— Command+R (Mac)

Saved testing session is missing
By default, you only see the testing sessions you created. To see testing sessions others created, change the Created By filter:

Student name missing on the Sign In page
—or— Student kicked out and can't re-join
The student's status must be Awaiting Student in order to appear on the Sign In page. On your proctor computer, select an action depending on the Status:
- Confirmed—Choose Select Action > Do Not Confirm (you will confirm later)
- Testing—Choose Select Action > Suspend
  - Once suspended, chose Select Action > Test Again
- Suspended—Choose Select Action > Test Again
Ask the student to sign in again, and then confirm as usual.
Proctor Tips and Troubleshooting

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.

Students arrive in the middle of testing
On the **proctor computer**, Test Students page, click **Add More Students**.

Student completed test—How do I assign a different test?
**Note**: Ideally, a student should take no more than one full MAP test per day.
1. Confirm student status is Completed, Terminated, or Suspended.
2. Select the student, and then select **Test Again**.
   The student status changes from Completed to Awaiting Student.
3. Select the student and click **Assign Test(s)** to assign a new test.
4. Instruct the student to sign in again with the same session name and password.

Question appears blank (white screen) or displays a UUID error
*If a question still does not display after refreshing the student's browser:*
1. On your **proctor computer**, with a student selected:
   a. Choose **Select Action > Suspend**.
   b. Select the student again.
   c. Choose **Select Action > Test Again**.
      The test continues where the student left it.
2. On the **student computer**:
   a. Click **Ok** at the prompt.
   b. Join the test again.

Skip a question that appears broken ("Problem Item Report")
**Option A—Skip the question:**
1. On the **proctor computer**, student selected, 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.

**Option B—Both skip the question and report the problem to NWEA:**
**Note**: This feature is not available on iPads.
1. On your **proctor computer**, hover over the **Proctor Interrupt PIN** to reveal the code:
   -Turqoise bubble reading "You will type the PIN on the student computer"
   -Select Action > Pause.
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 (a "problem item report"), and the test resumes with the next question.
Keep Students Engaged

A student is probably disengaged when he or she answers three successive questions with rapid guesses, and so an alert appears for the Proctor to intervene:

If left unchecked, the MAP results would become less reliable.

How to Intervene

The best way to help students re-engage will vary for each student. In general:

- Approach quietly and encourage the student to re-engage. Be as positive as you can.
- Avoid singling out a student publicly. Drawing attention to a student may distract others and lower the student’s confidence.
- Emphasize that it’s important to answer each question to the student’s best ability.
- Determine whether the student is capable, right now, of re-engaging. If the student is not capable (such as illness), consider pausing or suspending the test, and resume when the student will be fully engaged.
- Avoid helping the student to answer test questions. Encouragement is okay; helping to take the test is not.

After intervening, you can dismiss alerts individually or all at once:

Note: Although you are not required to dismiss the notifications, it will help you keep track of who needs intervention and whether a student has become disengaged again.