

## MAP Testing Directions

Teachers,

I hope your school year is starting well. We are approaching the beginning of fall MAP testing and I would like to give you a few reminders and tips about MAP testing:

Reminders:

- In the fall all students take the long form of the assessment. These are denoted with MAP: at the beginning of the test name
- It is an untimed test, but I recommend telling your students that they should finish within two classes (this will help limit the number of make-ups that are necessary)
- Any student may be exempted from the test if the teacher, parent, or administrator does not think the test is a good fit
- If you experience any issues with student accounts or the testing system itself please contact me or your STC, or both
- If you experience any issues with the computer or network please contact your technology person and your STC or me, or both

Tips:

- Attempt to log into the testing site: <https://k12albemarle-admin.mapnwea.org>
  - Your user name is your full e-mail address
  - If you have forgotten your password, use the Forgot My Password link on the log-in page
  - Bookmark the website for the duration of testing
- Check your class lists to make sure they are accurate. If students are missing from your roster(s), please contact your STC for further information about getting the students added
- Familiarize yourself with the attached document that explains how to proctor test sessions using the Test My Class button