

Proctor and Teacher Instructions MAP™ for Primary Grades

These instructions will enable you to prepare for and conduct a warm-up session as well as a MAP™ for Primary Grades session with your students in grades K–2. A smooth test requires the following:

- Preparing students for testing
- Preparing the lab before the test session
- Setting up test workstations for each student
- Conducting the test
- Obtaining test results

Additional Resources

For information about selecting the appropriate tests for your students, access the *Guidelines for Placing Students – MAP™ for Primary Grades*[Ⓜ] document.

Preparing Students for Testing

Follow these steps to prepare your students before the test session:

1. Schedule time to complete the *Test Warm-up*[Ⓜ] with your students **one or two days before** testing. If your students are familiar with computers and using a mouse, the *Test Warm-up*[Ⓜ] will take about a half hour. A longer timeframe, one-on-one, or small group instruction may be needed for students who are not familiar with a computer or who have difficulty understanding audio instructions.
2. Access the *Test Warm-up*[Ⓜ] to prepare students for both the Mathematics and Reading assessments. Both Windows® operating system and Mac OS® versions are available. You can run the *Test Warm-up*[Ⓜ] from the NWEA web page, or you can download a zip file, extract the test files, and run the application from the MAP for Primary Grades Test Warm-up subdirectory.
3. If you prefer to read a text version of the audio instructions to your students, access the *Test Warm-up Audio Script*[Ⓜ] document on the NWEA web site. All the audio clues and descriptions are presented sequentially, and they match the warm-up presentation.
4. Before the test, review the *Student Directions* provided on the last page of this document, and read them to all students at the time of testing.

Preparing the Lab Before the Test Session

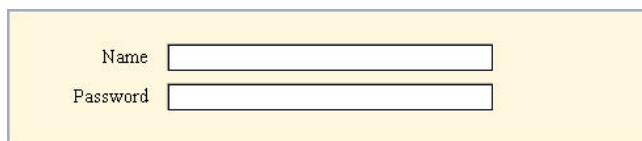
Follow these steps to prepare the lab before the test session:

1. Obtain headphones for each student taking MAP for Primary Grades tests concurrently in a lab setting and place a set at each workstation.
2. Adjust the audio volume on each computer **before** launching the TestTaker session. You can adjust volume during testing only if the workstation keyboard has a separate key that allows access to the control:
 - Before starting TestTaker on a Windows® operating system, open the volume control panel to adjust the volume. Some Windows® keyboards have a volume adjustment key.
 - Before starting TestTaker on a Mac OS®, adjust the volume using the button on the keyboard.
3. Consider covering or setting aside the keyboards at each workstation after setup is complete. Students can do everything they need to do within the test items by using a mouse to left-click on an item. The student does not need to know how to use the keyboard. Covering/moving keyboards reduces the likelihood that students will do something unexpected.
4. Verify that the printer connected to each testing workstation is operational. Make sure the printer you want to use is set as the default printer. You may want to print out the End-of-Test Score Screen Report for each student.

Setting Up Test Workstations for Each Student

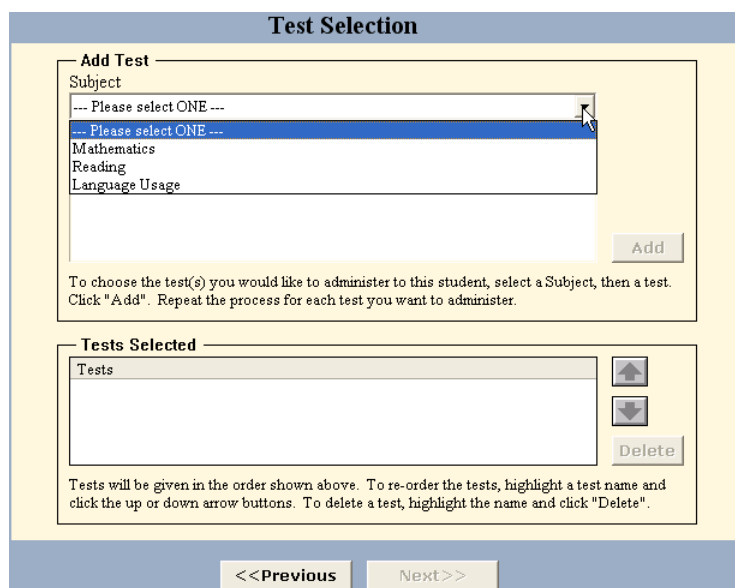
Follow these steps to prepare workstations before the test session:

1. Click the TestTaker icon to launch the application. You will see the **Proctor Login** screen.



The image shows a Proctor Login screen with a yellow background. It contains two input fields: "Name" and "Password".

2. Type your Proctor User Name and Password in the Name and Password fields. Remember that these fields are case-sensitive. Click Next. You will see the **Test Selection** screen.



The image shows the Test Selection screen. It has a blue header with the title "Test Selection". Below the header, there are two main sections:

- Add Test**: This section contains a dropdown menu labeled "Subject" with options: "... Please select ONE ...", "Mathematics", "Reading", and "Language Usage". There is an "Add" button to the right of the dropdown. Below the dropdown, there is a text box with the instruction: "To choose the test(s) you would like to administer to this student, select a Subject, then a test. Click 'Add'. Repeat the process for each test you want to administer."
- Tests Selected**: This section contains a list box labeled "Tests" which is currently empty. To the right of the list box are two arrow buttons (up and down) and a "Delete" button. Below the list box, there is a text box with the instruction: "Tests will be given in the order shown above. To re-order the tests, highlight a test name and click the up or down arrow buttons. To delete a test, highlight the name and click 'Delete'."

At the bottom of the screen, there are two buttons: "<<Previous" and "Next>>".

- Click on a subject from the Subject drop-down menu. Available tests for your chosen subject will display.

Test Selection

Add Test

Subject: Mathematics

Tests Available:

- PRI-MATH-Skills (Comp:10-ProblemSolving)
- PRI-MATH-Screening (Early Numeracy)**
- PRI-MATH-Survey w/Goals (PrSolv,NumSense,Comp)V5
- PRI-MATH-Survey w/Goals (Meas/Geo,Stat/Prob,Alg)V5
- Math Survey w/ Goals 2-5 NWEA V4.1
- Math Survey w/ Goals 6+ NWEA V4.1

Add

To choose the test(s) you would like to administer to this student, select a Subject, then a test. Click "Add". Repeat the process for each test you want to administer.

Tests Selected

Tests:

- PRI-MATH-Screening (Early Numeracy)

Delete

Tests will be given in the order shown above. To re-order the tests, highlight a test name and click the up or down arrow buttons. To delete a test, highlight the name and click "Delete".

<<Previous Next>>

- Highlight a test and click Add. MAP for Primary Grades test names have a PRI prefix to differentiate them from standard MAP tests. Click Next near the bottom of your screen. You will see the **Student Selection** screen.

Student Selection

Search For Student

Student Name: Last: Vu First: _____

Student ID: _____

Grade: All Grades

Search

Enter the first part of the student's name or ID number and press "Search", to find the student you want to test.

Search Results

Last	First	Middle	Student ID	Agency	Grade
Vu	Jessica		MH1238	Primary Sch...	13

Select a student from the list above, then press "Finish" to continue. Conditions are optional.

Conditions: _____

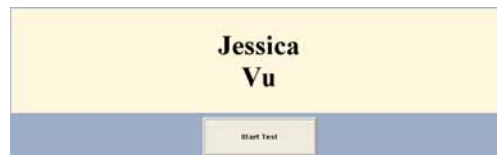
Selected Student

Name: _____ ID: _____

<<Previous Finish

- Type a student's last name into the Last field next to Student Name and click Search. You will see students with that last name. Scroll to the student for whom you are preparing this test. Kindergarten is listed as grade 13 and pre-kindergarten is listed as grade 14.

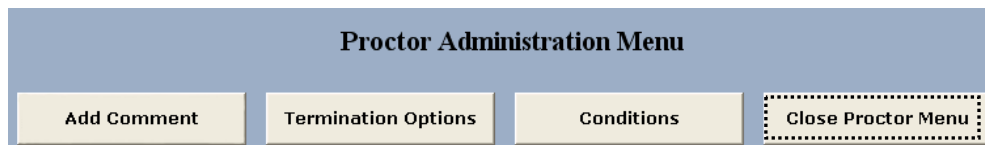
- Click the desired student and click Finish at the bottom of your screen. You will see the **Start Test** screen for your selected student/test combination.



Conducting the Test

Important information to help you during the test session:

- Students can do everything they need to do within the test items by using a mouse to left-click on an item. The student does not need to know how to use the keyboard.
- Every time a new item is displayed for a student, the workstation automatically plays an audio file that contains everything a student needs to hear. Students need to listen to the entire auto-play audio file before clicking anywhere on the screen. If they interrupt the auto-play audio file by clicking an answer, they cannot play that particular audio file again.
- A student may click on an audio icon to replay the associated audio file as many times as needed. Do not confuse these audio files with the audio files that play when the item is first displayed.
- If students need a short “wiggle” or water break, that is OK. Access the **Proctor Administration Menu** by pressing Ctrl+Shift+P (Windows® or Intel® Mac® operating systems) or Apple+Shift+P (Mac OS®) on each workstation. You will be prompted for your password and then you will see the blue menu screen.

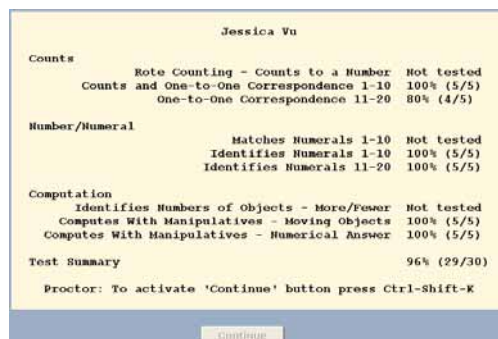


- To restart the test, click the Close Proctor Menu button and enter your password. When a student’s test is restarted, the test will return to the same question in the sequence, but will display a different item.

Obtaining Test Results

Important information to help you after the test session:

On the final screen that appears when a MAP for Primary Grades test is completed, the Continue button is disabled. Disabling this button prevents younger students from inadvertently clicking on the button and dismissing the screen prematurely. To enable the Continue button and proceed to the End-of-Test Score Screen, press Ctrl+Shift+K (Windows® or Intel® Mac® operating systems) or Apple+Shift+K (Mac OS®).



- For immediate documentation of student data, you may print the End-of-Test Score Screen Report after each student completes any test. Online reports are available on the Reports Site 24-48 hours after test events are uploaded through the Test Administration Application (TAA).

Student Directions for the MAP™ for Primary Grades Tests

Read to all students.

Note to Teachers: Before taking your class to the testing lab, remind your students of the following.

- Please sit where you are instructed to sit.
- Do not touch the computers or headphones until I tell you to do so.
- Listen carefully to ALL instructions.
- If you do not know an answer, make your best guess and keep going.
- What you see on your screen may be different from your neighbors.

Note to Teachers/Proctors: All items in *italics* are for your information only.

- Today you will take a test. The activities on this test will help us know what you are ready to learn.
- Raise your hand if you see your name on the computer screen in front of you. Keep them up.
 - ▶ *Wait to give the next instruction until all students have indicated they see their names.*
 - ▶ *Tell them they may lower their hands.*
- Raise your hand if you see a button with words on it under your name. You may lower your hands.
- Raise your hand if you **do not** see a button below your name. Keep your hands up and I will help you.
 - ▶ *Help any students who are not able to identify this start button.*
 - ▶ *Tell them they may lower their hands.*
- We are almost ready to begin.
- Once you begin the test, wait until the talking stops before you click an answer.
- If at any time during the test you have trouble hearing the person talking, please raise your hand and I will help you.
- You will know you are done with your test when you see the barking dog and you hear “Good job.” When you see the barking dog, please raise your hand.
- We are ready to begin.
- Please put on your headphones, and then click the button under your name to begin your test.

Easy Access to Online Resources



NWEA's Web Site



nwea.org >>

[OUR RESEARCH >>](#)

State Information

Select your state from the drop-down menu

- Scale Alignment Studies
- Goal Structures

The Kingsbury Center at NWEA

Click on the Enter the Kingsbury Center link

[SPARK COMMUNITY >>](#)

Click on the Visit the community link

[PARTNER SUPPORT >> ALL RESOURCES >>](#)

Getting started with MAP

Under the Checklist column

- Roles and Responsibilities Checklist - MAP for Primary Grades
- MAP Team Roles and Responsibilities Checklist

Under the Technical Requirements column

- Technical Requirements - MAP for Primary Grades

Starting a Testing Season

Under the Downloads & Templates column

- Class Roster File (CRF) Template
- Special Programs File (SPF) Template
- Creating the Class Roster File (CRF)

[PARTNER SUPPORT >> PROFESSIONAL DEVELOPMENT >>](#)

Knowledge Academy

Online Training

Under the Available Courses column

- Preparing for Training: An Overview for Leadership
- MAP Basics
- Enrolling for a Test Term (CRF and SPF)
- Using the Test Administration Application (TAA)
- MAP Proctor Training
- MAP for Primary Grades - Administration
- MAP for Primary Grades - Interpreting Reports
- Dynamic Reporting Suite

[PARTNER SUPPORT >> TEST ADMINISTRATION >>](#)

Before the Testing Cycle

Under the Guides column

- MAP Documents
 - Teacher Handbook - MAP
 - Proctor Handbook - MAP
 - MAP Coordinator & School Administrator Handbook - MAP
 - Guidelines for Choosing the Correct Test - MAP
 - Sample Testing Schedules - MAP
 - End-of-Course Assessments - MAP
 - RIT Charts - MAP

[PARTNER SUPPORT >> TEST ADMINISTRATION >>](#)

Before the Testing Cycle

Under the Guides column

- MAP for Primary Grades Documents
 - Installation Instructions and User Guide - MAP for Primary Grades
 - Classroom Testing Requirements - MAP for Primary Grades
 - Placement Process Activity - MAP for Primary Grades
 - Guidelines for Placing Students - MAP for Primary Grades
 - Test Name List - MAP for Primary Grades
 - Sample Testing Schedule - MAP for Primary Grades
 - Proctor and Teacher Instructions - MAP for Primary Grades
- NWEA Glossary of Terms

Under the Preparing Students column

- MAP for Primary Grades Test Warm-Up (Windows)
- MAP for Primary Grades Test Warm-Up (Macintosh)
- Test Warm-up Audio Script - MAP for Primary Grades
- MAP Student PowerPoint® Presentation

Under the Preparing Parents column

- Sample Parent Letter - First Season
- Sample Parent Letter - Second Season and Beyond
- Parent Toolkit

During the Testing Cycle

Under the Downloads & Templates column

- Problem Item Report Form

[PARTNER SUPPORT >> REPORTS >>](#)

General

Under the Norms and Placement Guides column

- Comparative Data to Inform Instructional Decisions
- Normative Data
- State Proficiency Tables

Online & Dynamic Reports

Under the General column

- Annotated Reports - MAP
- Annotated Reports - MAP for Primary Grades
- Guide to Using NWEA's Dynamic Reporting Suite
- Ten Ways to Use Instructional Resources
- Understanding Teacher Reports

Easy Access to Online Resources



NWEA's Reports Site



nwea.org >>

Click on the [Reports Login](#) link

Enter your **User Name and Password**

After logging in to the Reports Site, the **RIT Scale Norms Study**, **Growth Projection Calculator**, and **School Growth Study** are available for download.

Actions

Order Reports >>

- Achievement Status and Growth (ASG) Reports - Targets Class and Summary Class

Comprehensive Data File >>

Online Reports

Teacher Reports >>

Class Rosters >>

- Online Individual Student Progress Report

MAP for Primary Grades >>

- Screening or Skills Checklist Teacher Report >>
Sub-skill Performance Report

Instructional Resources

Class by RIT >>

- Class Breakdown by Overall RIT Report >>
Click on Subject
- Class Breakdown by Goal Report >>
Click on all students in cell
- DesCartes: A Continuum of Learning or Primary Grades Instructional Data

Data-Tools

DesCartes >>

Dynamic Reports >>

Teacher-Level Login

- Teacher/Class Overview Report
- Lexile Report
- Individual Student Booklist
- Student Goal Setting Worksheet

School-Level Login

- School Overview Report
- Goal by RIT Band Report

District-Level Login

- District by School Report

Primary Grades Instructional Data (S/G only) >>

Important Note: For detailed instructions on accessing reports, reference the **Teacher** and **MAP Coordinator and School Administrator Handbooks**.

OTHER WEB RESOURCES

Find us on [Facebook](#) at NWEA or follow us at twitter.com/NWEA to get updates from NWEA and the SPARK Community and stay current with the latest education headlines.

lexile.com

The Lexile Framework[®] for Reading
Matching readers with texts