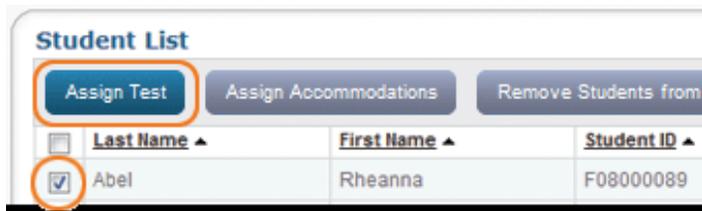


Proctor Tips and Troubleshooting

Create a Testing Session: Test Your Class

1. Log-into MAP System
2. Choose **Manage Test Session**
3. Click **“Test my Class”**, add students
4. Select one of your classes, if prompted.
The Proctor console appears and the testing session starts
5. Select students and make needed assignments (each person can have a different assignment):
 - a. **Assign Test:** Do this now so students do not have to choose it later.
 - b. **Assign Accommodations:** Records accommodations you will provide and enables Text-to-speech (Only if in IEP).



Get the name and password of testing session:

1. At the top of proctor screen see session name and password



2. On a white 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

Use/Find Saved Testing Session

Use this option if a session was already created and saved by you or someone in your district or school.

1. Under **Manage Test Sessions**,
2. Click **show** next to **“Saved Testing Sessions”**

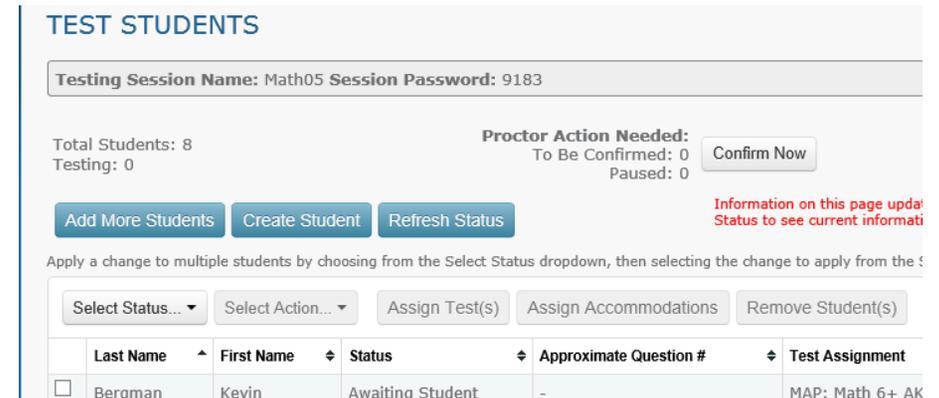


3. To see testing sessions created by others, change **Created By**. **Note:** Access may be limited. With the School Proctor role, you can only access sessions created by someone with the District Proctor role.
4. When you find the test session, click **Test Now**. If not available, you already have a session running (you can only run one at a time). Click **Return to Testing**.

To add or remove students from test session

To add: Once you have your test session pulled up, look at your proctor screen click

To remove: Once you have your test session pulled up, on your proctor screen, check box next to student and then click the “Remove student” button



Proctor Tips and Troubleshooting

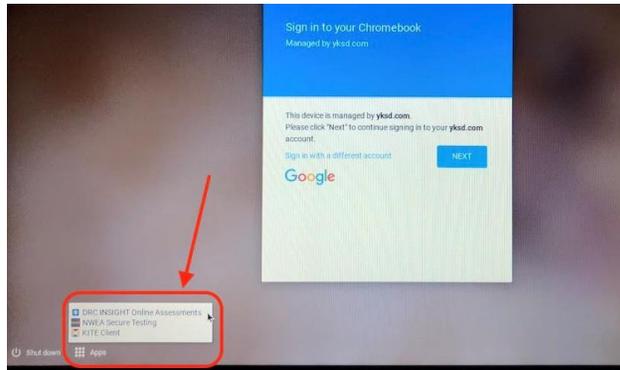
Before Students Arrive

1. On your Proctor console, you should now see the **Test Students** page. If not, click **Test Now**.
2. At the top, look for the **Session Name** and **Password**.
3. Write or display this name and password on a board for all students to copy during sign-in.
Note: The password regenerates every time you start a session and will expire overnight.



When Students Arrive, Student Sign-In

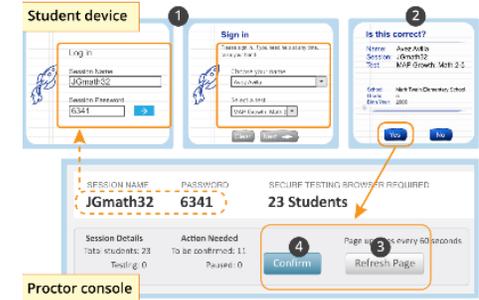
1. On a Chrome book before logging in click on the App at the bottom of the screen



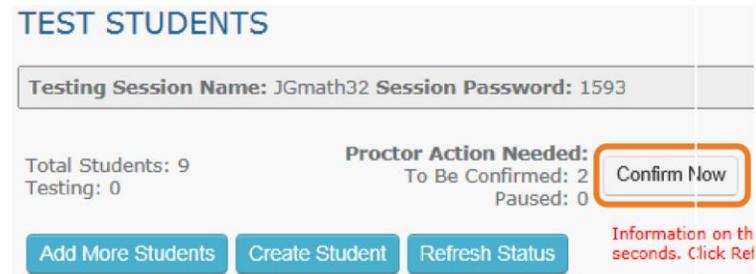
3. On student computers, guide them to complete their prompts:

Session name and password (copy from board)	Student name (and test if not assigned)	Yes to continue or No to start over
<p>Join Session Welcome to Measures of Academic Progress (MAP).</p> <p>Please enter your test session name and password to join your test session.</p> <p>Test Session Name JGmath32</p> <p>Password 1593</p> <p>Join</p>	<p>Sign In Please sign in. If you need help at any time, raise your hand!</p> <p>Choose your name Select your name from the list. For example, "Sandra Smith". Avez Avila</p> <p>Selected Test A test has been pre-selected for you by your proctor. MAP: Math 2-5 Common Core 2010 V2</p> <p>Clear Next →</p>	<p>Is this correct?</p> <p>Name: Avez Avila Session: JGmath32 Test: MAP: Math 2-5 Common Core 2010</p> <p>Basic Student Information School: Mark Twain Elementary School Grade: 6 Birth Year: 2004</p> <p>Yes No</p>

4. On your **Proctor console**, click **Refresh Page** to see which students have the "To Be Confirmed" status.



5. Click **Confirm**. This confirms all students with "To Be Confirmed" status. Or, select individual students, click **Select Action**, and choose **Confirm**.



6. **Students**: Click **Start Test**.

Tip: If your internet connection is slow, ask students to start a few at a time, rather than all at once.

Proctor Tips and Troubleshooting

Pause Test (Under 30 min)

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

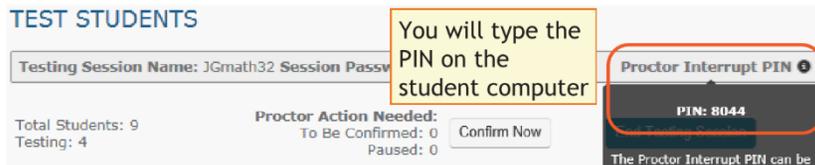
Continue paused test:

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.

1. On the student computer, type: **Ctrl + Shift + P** (or Ctrl+Shift+L). Immediately the student test is paused.
2. Option 1- On 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 test computer.



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, 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.*

To continue suspended testing session: the log-in process is almost identical to when the student signs in the first time.

1. Proctor: click on **Manage Test Session**
2. Click **show** to see the saved testing

Saved Testing Sessions

Show

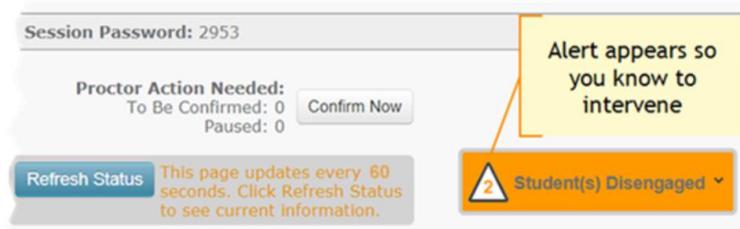
3. Select the Testing Session you saved and click **Test Now**.
 - Note:** The status will be Awaiting Student for everyone, meaning they can now sign into session.
4. Have the student sign in as usual.
 - Note:** If it is the next day, the password students type is new, although the testing session 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

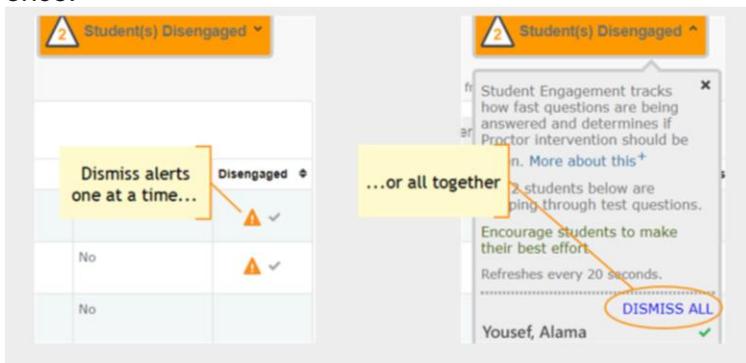
Proctor Tips and Troubleshooting

Student Disengaged with Testing

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



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



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

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).

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.

Student completed test—How do I assign them a new 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.

Contacts

For more technical questions please call
NWEA 1-877-469-3287

Andrea Durny, adurny@yksd.com, 907-374-9424

Proctor Tips and Troubleshooting

Troubleshooting, Common Issues

Whenever testing is slow

On the student computer click **Reset** or use the keyboard command: **Command+R(MAC)**-or-  ChromeBook

Student kicked out and cant re-join –or- Student name missing on the Sign in page

The students status must be **Awaiting Student** in order to appear on the Sign in page. On your proctor screen, select an action depending on the Status:

- *Confirmed-* Select student and choose **Select Action** >> On the dropdown menu select **Do Not Confirm**. Press **Command+R(MAC)**. When you refresh the status should now show **Awaiting Student**. Ask student to sign in again, and then confirm as usual
- *Testing-* Select student and choose **Select Action**, on the dropdown menu select **Suspend Student**. Press **Command+R(MAC)**. When you refresh the status should now show **Awaiting Student**. Ask student to sign in again, and then confirm as usual.
- *Suspended-* Select student and choose **Select Action**, on the dropdown menu select **Test Again**. Press **Command+R(MAC)**. When you refresh the status should now show **Awaiting Student**. Ask student to sign in again, and then confirm as usual.

Delete Test Session- Does that remove test results”

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

Student arrives in the middle of testing

On the proctor computer, Test Students page, click **Add More Students**.

Student completed test- How do I assign them a new 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.

Skip a question with broken controls

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