NWEA MAP Testing Quick Reference

https://kas-admin.mapnwea.org or http://bit.ly/kasnwea
http://bit.ly/kasmapmac Mac client | http://bit.ly/kasmapwin Win client

Tests and Number of Questions

	1 - Language	*2 - Math*	*3 - Reading*
G1	*-none-*	MAP: Math Primary 57 questions *approx. 40 min*	MAP: Reading Primary 57 questions *approx. 30 min*
G2-G5	MAP: Language 2-12 53 questions *approx. 40min.*	MAP: Math 2-5 52 questions *approx. 60min.*	MAP: Reading 2-5 53 questions *approx. 50 min.*
G6-G9	MAP: Language 2-12 53 questions *approx. 60 min.*	MAP: Math 6+ 53 questions *approx. 90 min.*	MAP: Reading 6+ 43 questions *approx. 90 min.*

Preparing for the Test Session

1. Make sure you remember your login information for the NWEA website
   https://kas-admin.mapnwea.org *(NOTE: your username is your email address)*
2. Check your class roster under Manage Test Sessions > Test My Class. If your rosters are ok, you are done. Repeat this procedure on test day.
3. If you are proctoring students that are not in your regular class but are testing with you that day *(check testing rosters)*: click on Add Students and search for the extra students. Then Save test session under a short name that you can easily share with students.

Testing Step by Step

TEACHER WORKFLOW

1. Login to https://kas-admin.mapnwea.org
2. Start testing session *(see Preparing for the Test Session above)*
3. **Write the student workflow on the board**
4. Write the test session name and password
5. Write the test name
6. Have students follow workflow *(they will reach 5. and wait for you).*
7. Read Testing Prompt *(see below).*
8. Click Confirm Now to start the test.
9. During the test, check on your dashboard that all students chose the right test ;) ...

STUDENT WORKFLOW

1. Restart your computer.
2. Start the NWEA Lockdown Browser.
3. Login with the session name and password.
4. Choose your name and the correct test.
5. Verify all information carefully and continue until you reach *Waiting for proctor screen*
6. Click on Start Test.
7. When you are done, finish another NWEA test (ask proctor) or **close your computer**.
8. *MS/HS only*
   Make-ups G block in Lecture Hall

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10. **Students who are done need to close their computer** or finish another test.
11. At the end click on *End Testing Session*. Students who are not done need a makeup at a later time.

Testing Prompt

"*This is not a timed test, and you will have enough time to read and answer all the questions. Give this test your best effort. Some questions will be easy, and others will be more difficult. You cannot get all the answers correct, but that is okay. If you really do not know the answer to a question, try to eliminate some answer choices, and then choose the best answer out of the remaining options. You do need to answer all questions. Some important things to remember as you are taking the test are:*

- *Before you click the Next button, you may change your mind about an answer and click on as many answers to a question as you like. But, once you click Next or press the Enter key, you are finished with that question. You cannot change it or go back to a question you have already answered.*
- *If you come across a question that appears to be missing answers, questions, or instructions, raise your hand for help.*

Mathematics Testing

IMPORTANT: <u>*Students can use scratch paper with a pen or pencil. On some (but not all) test questions, a calculator icon appears in the upper right corner of the question.*</u> *If the onscreen calculator appears with a test question, click on it to use it. If you are unsure about a word in a question, raise your hand for help. I can pronounce the word for you, but I cannot tell you what the word means or explain any math symbols.*

Reading and Language Usage Testing

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 the same passage is repeated with a different question, so do not skip the question because the passage is the same."

FAQ and Troubleshooting

IMPORTANT: Never click on Terminate a test.

If a student cannot start the test but her status is listed as "Confirmed"
1. Ask the student to close the lockdown browser.
2. On your dashboard, select the student, click *Select Action*, and choose *Do Not Confirm*.
3. Ask the student to sign in again and login to the test session once more.
4. Click *Confirm Now.*

If a student's test gets stuck, suspended or the lockdown browser accidentally closes
1. If possible, try to refresh the page (*Command+R* on Mac / *Alt+F5* on Win / *Refresh* on Chromebook)
2. If this doesn't work, force quit the lockdown browser with keyboard shortcut *Control + Shift + Q.*
3. From your dashboard, click on *Select Action > Suspend* for that the student then *Test Again*.
5. Ask the student to sign in again and login to the test session once more.
6. When she is ready, click *Confirm Now.*

When a student finishes one test and wants to continue to another test
1. Select the student and click on *Select Action > Test Again*

- updated 05 september 2016 -

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