


Pre-Test Proctor Checklist

NWEA has created this resource to help proctors prepare for MAP Growth testing. Before starting, log in at teach.mapnwea.org .

1. Create your test sessions

- Add students
- Assign each student a test
- Assign accommodations
- Name test sessions

[Test Session Creation and Student Log In Steps](#)



Tip: Use simple test session names that students can easily type in

2. Schedule test and practice sessions

- Determine the time, date, and length of each test session
- Complete Test Schedule Worksheet (see page 2)
- Review the Device Readiness & Student Practice Exercise and the Device Readiness Check video.

[Device Readiness & Student Practice Exercise](#)

[Device Readiness Check](#)



Tip: Schedule an hour with students to complete device readiness and practice activities.

3. Fill out proctor slide deck

We created a slide deck to help you prepare for test days. You can edit and personalize these slides to your needs.

- Fill out proctor slide deck
- Save updated slides for use on test day

[MAP Growth Proctor Slide Deck](#)

4. Send communication to families

To help you explain MAP Growth testing, we created a template for you to share with students' families.

- Review the Family Letter Remote Testing Guidance documents
- Fill out and send to students' families

[K–2 Family Remote Testing Guidance](#)

[K–2 \(iPads\) Family Remote Testing Guidance](#)

[2+ Family Remote Testing Guidance](#)

5. Run practice session

- Remind students and families of the practice session
- Complete the practice session using the Device Readiness & Student Practice Exercise or the Device Readiness Check video

[Student Resources](#)

[Practice Test](#)

6. Provide the test session instructions to students and families

- Share instructions for how to join the test session
- Remind parent/caregiver they may be needed to help the student log in
- Tell students what time to log in on test day
- Let students know what tools they need (e.g., scratch paper, pencil, etc.)

Additional resources

[Remote Testing Support](#)

[MAP Help Center](#)

Test and Practice Session Schedule

Recommendations:

- Allow 2 hours for each test session.
- Schedule 1 hour for each practice session.

During a test session, plan to do the following activities:

- Log in students
- Introduce MAP Growth
- Proctor the test
- End the test session

Schedule Worksheet

Session Type	Session Name	Date	Time
Practice Session <input type="checkbox"/> or Test Session <input checked="" type="checkbox"/>	jbmath72	7/22/2020	12:20 - 2:20
Practice Session or Test Session			-
Practice Session or Test Session			-
Practice Session or Test Session			-
Practice Session or Test Session			-
Practice Session or Test Session			-
Practice Session or Test Session			-
Practice Session or Test Session			-
Practice Session or Test Session			-