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

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)

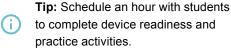
Review the Device Readiness & Student Practice Exercise and the Device Readiness Check video.

Device Readiness & Student Practice Exercise



Device Readiness Check





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

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 [2

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 □ or Test Session ☑	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			-

