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MAP Growth
Proctor Slide Deck

Welcome Proctors!

+ These slides will help you:

- create test day slides

- anticipate and answer student questions

- help students log in to the test

- find solutions to common technical issues

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How to use this deck

01

Review the full slide deck

02

Fill out the slide templates, and delete the slides you don't need

03

Use these slides to guide your students on test days

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Proctoring Resources

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Proctoring Resources

+ Remote Testing Support

+ Help Center: Proctor Quick Start

+ Remote Testing—Explained and Demonstrated for Teacher and Student (covers session creation and student login)

+ Remote Testing: Common Challenges and Situations During Testing (troubleshooting advice)

+ Proctor Troubleshooting Guide

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How should I prepare for testing?

Work through our Proctor Pre-Test Checklist to be sure you and your students are prepared on test day.

Where can I get help?

+ Contact our Partner Support team.

+ Search the Help Center.

Test Day Slides

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Test introduction

Welcome students!

Today we are taking MAP Growth. This helps me know what you're ready to learn next.

It's OK and expected not to know all the answers. Some questions will be easy, and others more difficult.

Give this your best effort, and take your time.

How long is the test?

+ There are [#] questions.

+ The test will take about [#] minutes, but it's OK if the test takes longer.

Proctor: Fill out slides based on Test Type.

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Can I take breaks?

If you need a break, [directions here].

Proctor: Provide directions to students about what to do if they need a break; otherwise, delete this slide.

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Can I use a calculator?

On some questions, a calculator will appear. Only use a calculator on the test if one is provided in the testing application.

Proctor: Delete this slide if students are taking the K–2 test, or are not taking the math test.

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What if I don't know the answer?

It's OK and expected that you won't know all the answers. Just try your best, and select your best guess.

Proctor: Adjust the directions based on your policies.

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Can I change my answer to a previous question?

+ No, after clicking the arrow button, your answer is final, and you can't go back to make changes.

+ Your test is always changing and updating based on how you answer each question. Each new question depends on how you answered the one before it. This is why you can't go back.

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How will I know when I'm done?

+ You will see a "Congratulations" message.

+ Let me know when you are done [or provide alternative directions].

Proctor: Adjust the directions based on your policies.

Jessica Powers
Congratulations, you finished the test!

The total test time was: 00:01:43
Date: July 15, 2020 **Test Name:** Demo: Math 2-5

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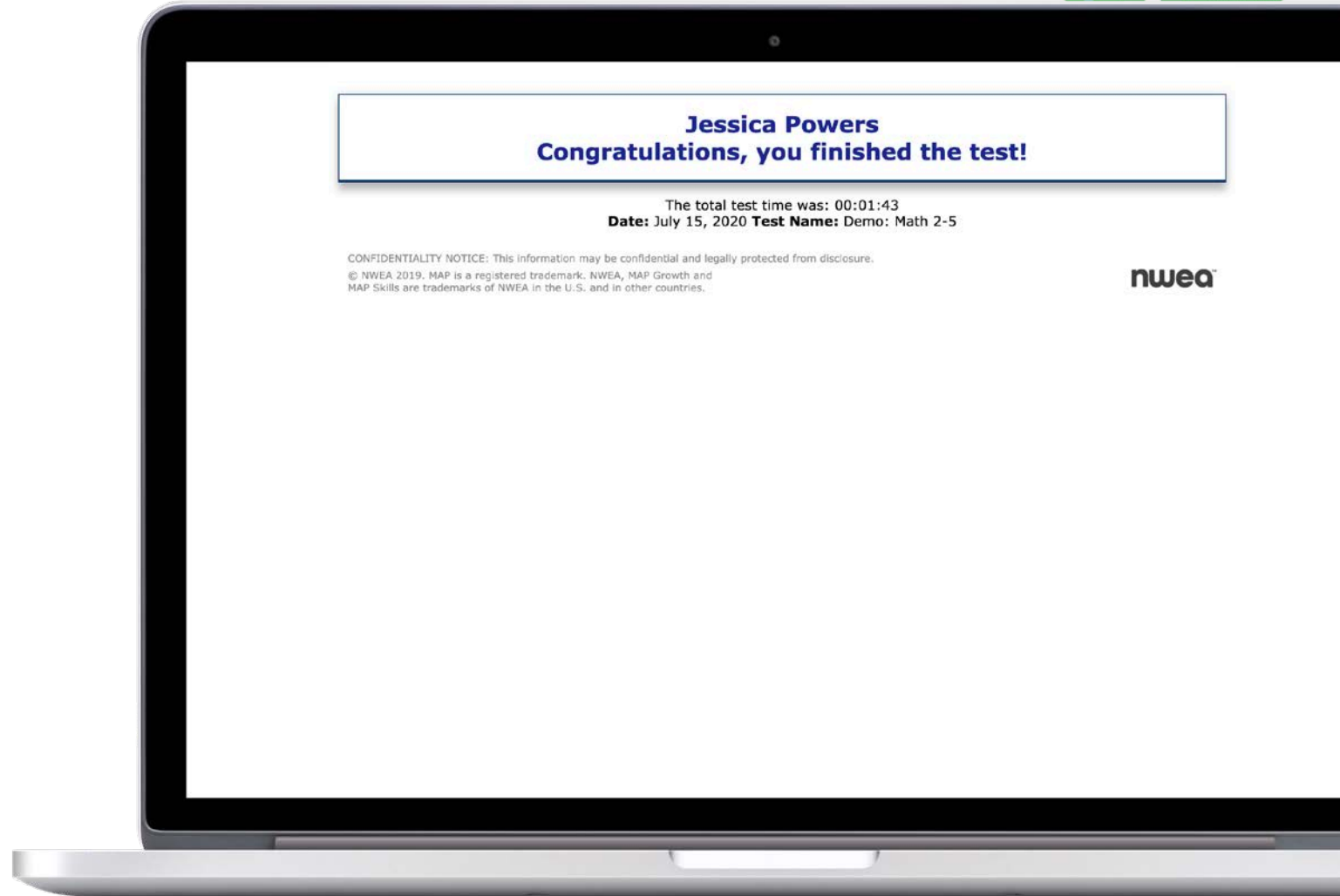
What else do I need during the test?

+ Scratch paper

+ Pen or pencil

+ Device charger

+ Headphones [if K–2 or using Text-to-Speech]

Proctor: Edit this slide based on your policies.

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Should I keep [meeting or chat channel] open during testing?

Keep the communication channel open so that you can contact me if there are any issues [or provide alternative directions].

Proctor: Provide directions based on your preferences.

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What should I do if I have a problem?

Let me know, and we will troubleshoot the problem together [or provide alternative directions].

Proctor: Provide directions based on your preferences.

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Do I need my parent/caregiver during testing?

No, after you have logged in successfully, parents/caregivers won't be needed.

Proctor: Provide directions based on your policies.

Student Login Steps

Student login

+ Open a browser

+ Go to test.mapnwea.org

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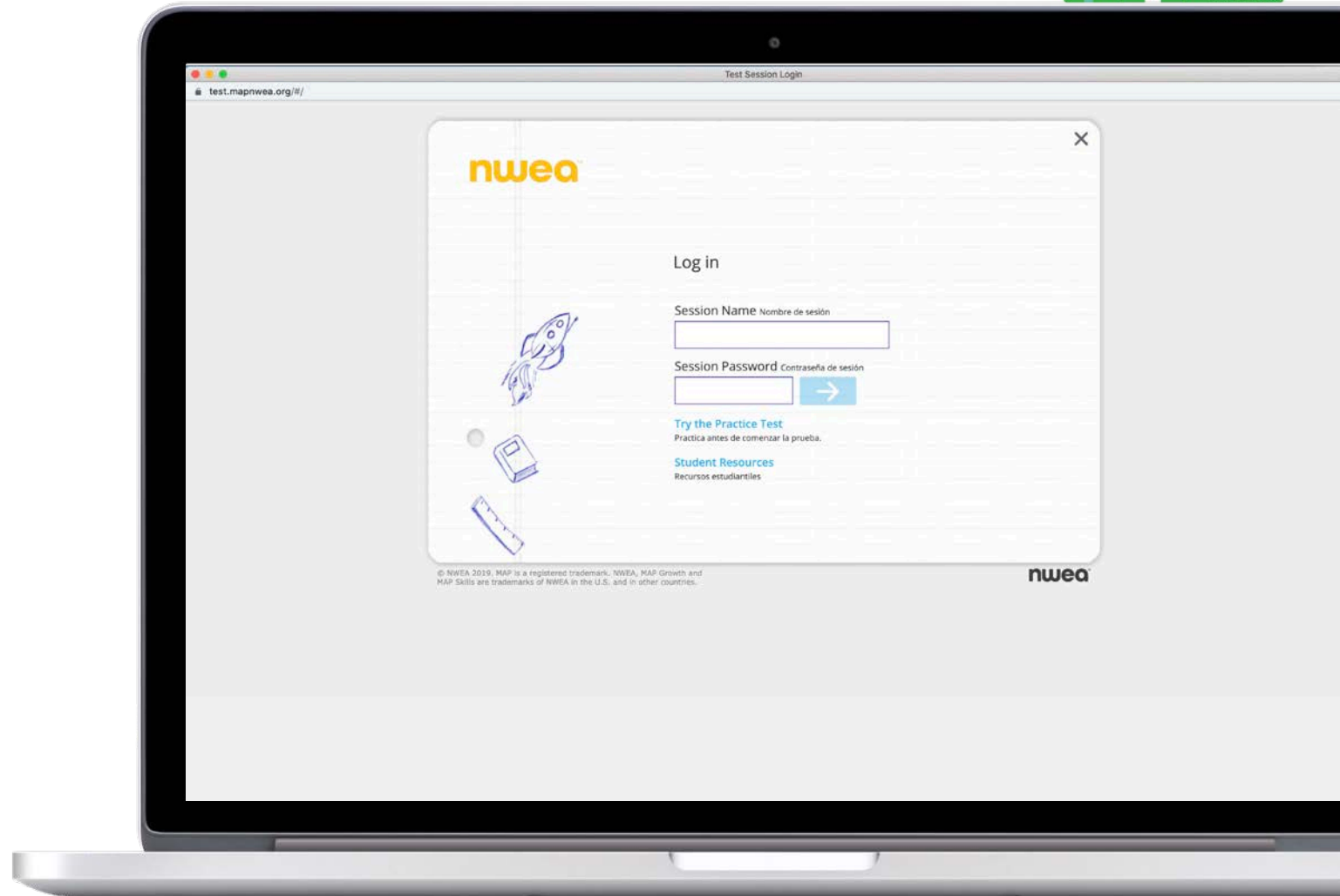
Student login: if taking K–2 test on iPad

Open the testing app.

Proctor:

Students will need a second device in order to communicate with you during the test.
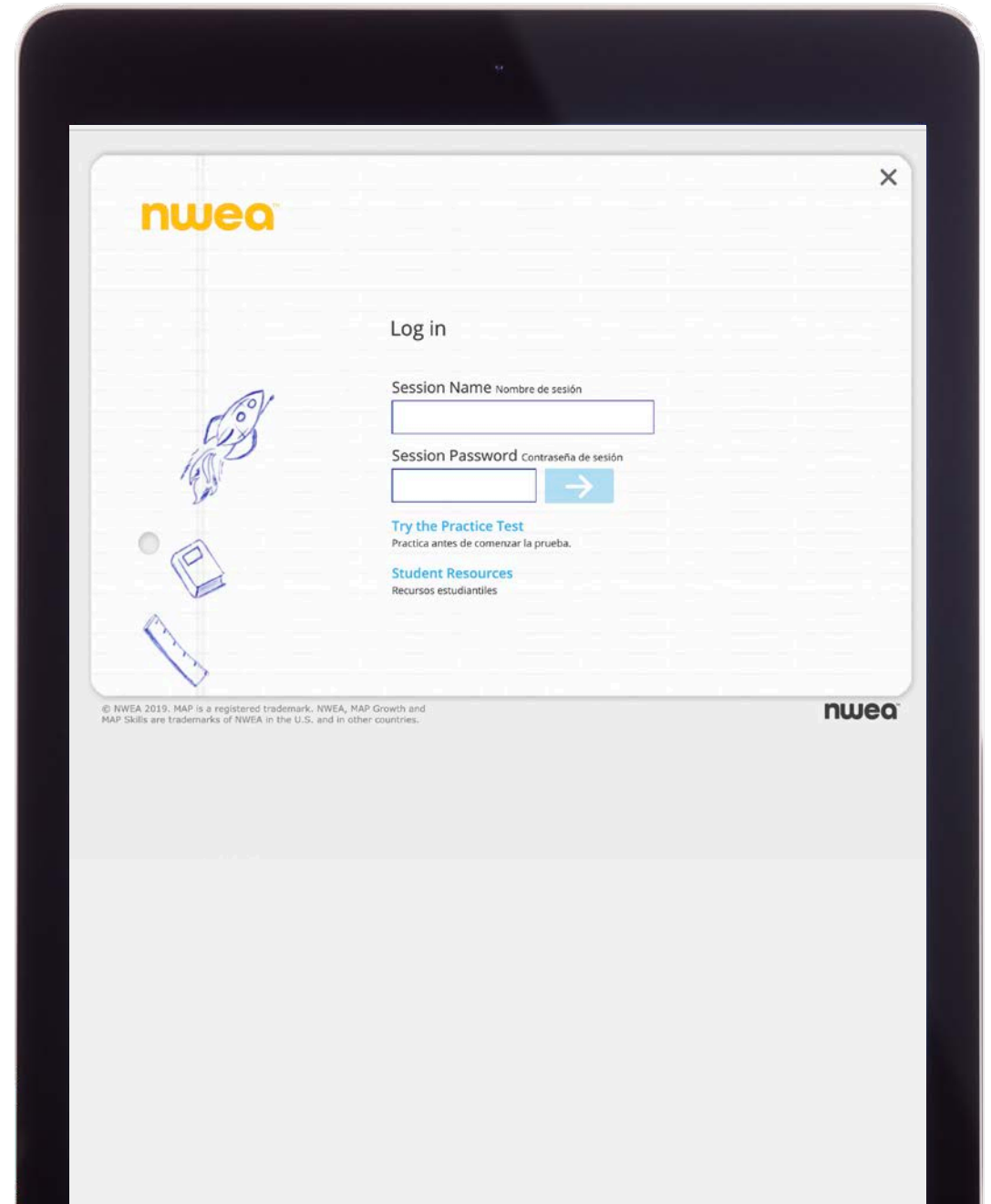
Now, students should enter:

+ Session Name: [enter here]

+ Session Password: [enter here]

Proctor:

The Session Name and Password are available on your Proctor console.
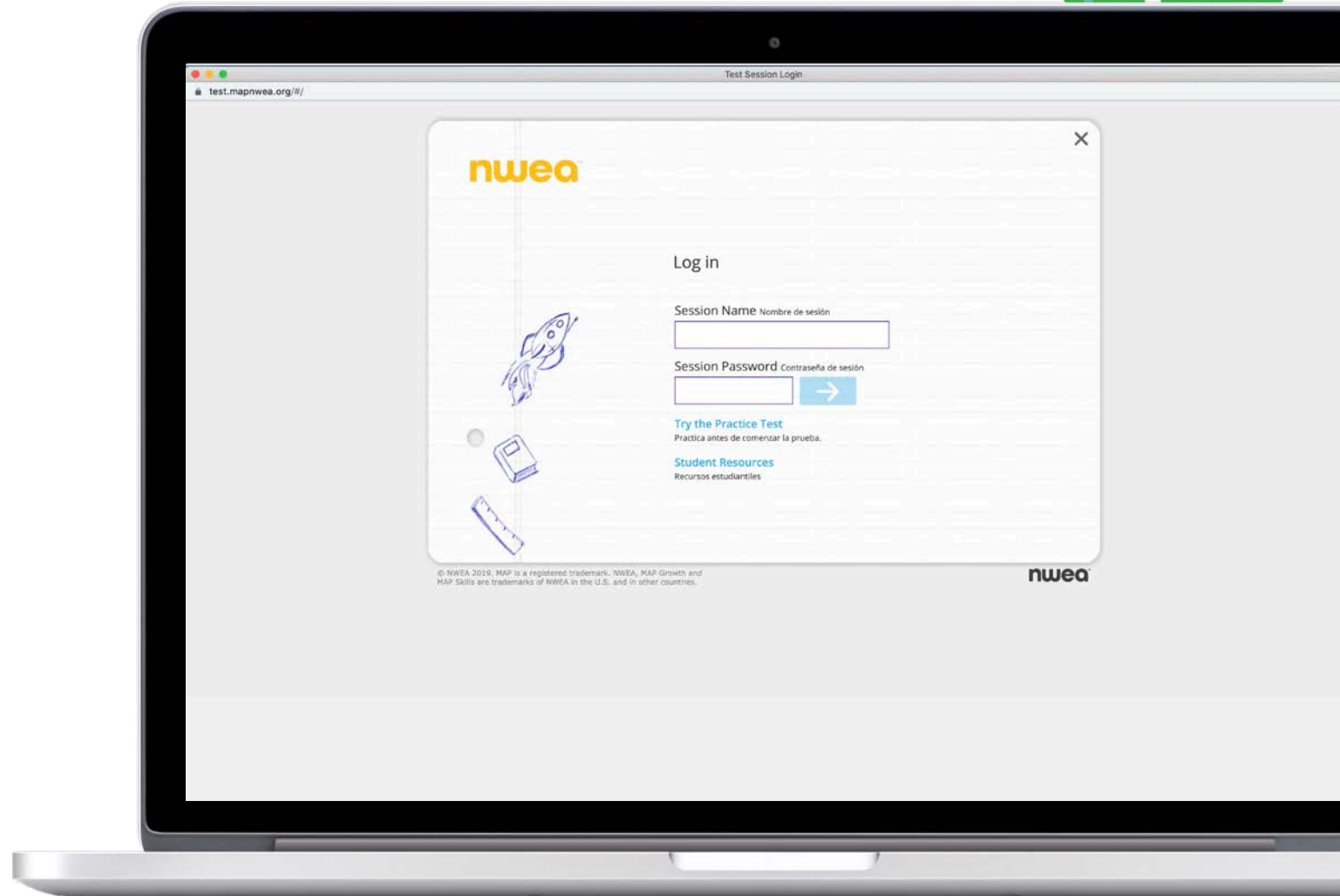
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Complete login

+ Select your name.

+ If it's correct, select "Yes."

+ Then, I will confirm you to begin.

Proctor:

Once you select "Confirm," the student will be able to start their test.

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Common issues during login

"Oops! Where's my test window?"

+ Student needs to disable pop-up blocking

+ <u>Directions by device</u>

Workstation readiness check

+ Screen resolution error

  – Chromebook: Ctrl+Shift+0, then refresh browser

  – Windows: Ctrl+0, then refresh browser

Session login information is not working

+ Make sure students are on test.mapnwea.org and not the practice test login

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Good luck,
you'll do
great!
We will stop
at [time].
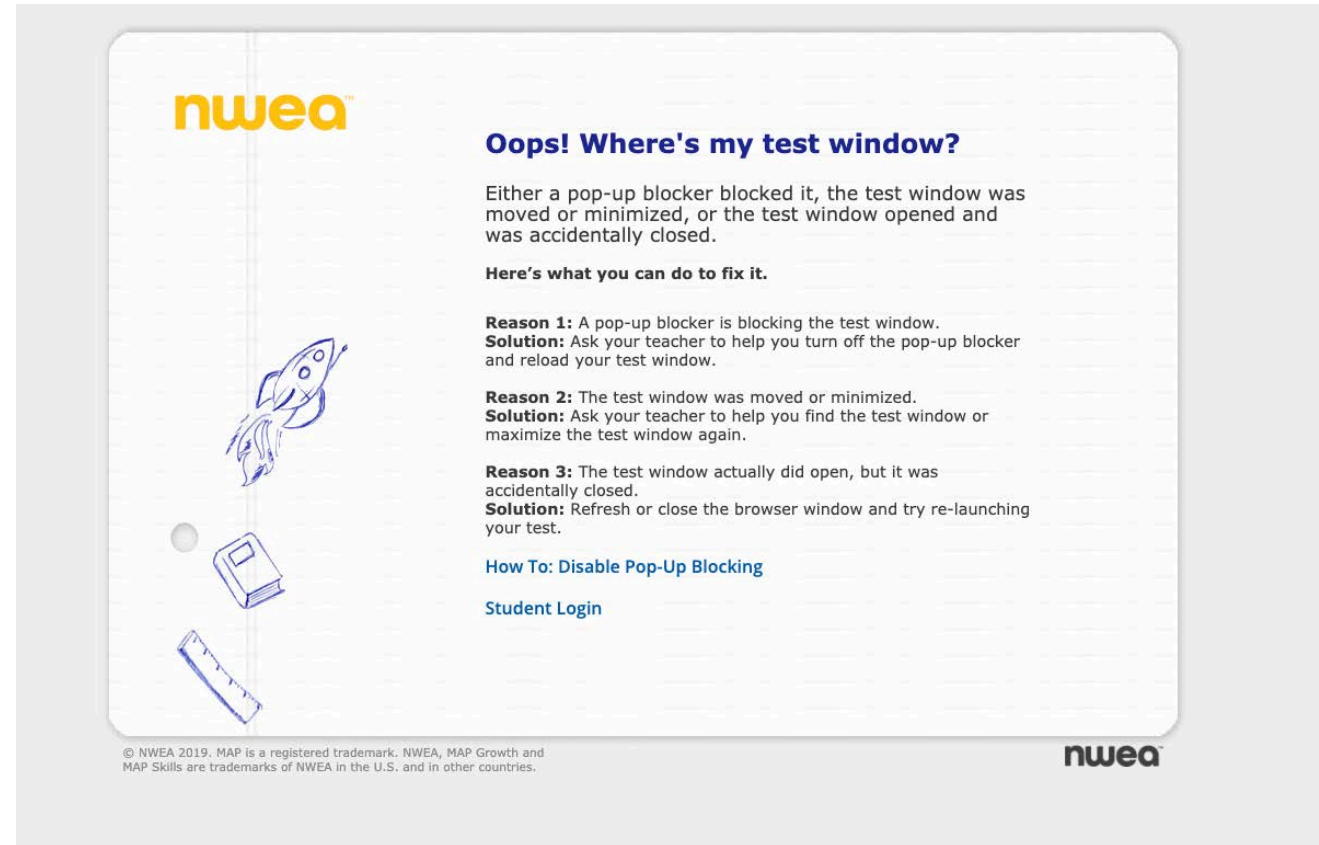
Troubleshooting Tips

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"Oops! Where's my test window?" error

+ If a student sees this and not the login page, they likely need to disable pop-up blocking.

+ Directions by device.

Workstation Readiness Check error

+ Screen Resolution error:

- Chromebooks: Ctrl+Shift+0, then refresh browser
- Windows: Ctrl+0, then refresh browser

+ Other errors may require an update to the operating system or browser. See our System Requirements.

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Workstation Readiness Check

This workstation does not meet minimum requirements for student testing. Contact your proctor or MAP Growth System Administrator for Help.

System Component	Current	Required
Browser	Firefox 62	Firefox 64, Chrome 65, Safari 11 or higher versions
Minimum Screen Resolution	800x600	1024x768

Tip: ensure the display scaling or zoom is set to 100%.

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Student can't find name when signing in

On the proctor console, find the student's test status. Then follow the directions below to get them back into "Awaiting Student" status.

+ **Suspended, Completed, or Terminated** status:

    1. Select student

    2. Select Action: Test Again

    3. Refresh the student's screen

+ **Paused or Testing** status:

    1. Select student

    2. Select Action: Suspend

    3. Select student

    4. Select Action: Test Again

    5. Refresh the student's screen

+ **Confirmed or To Be Confirmed** status:

    1. Select student

    2. Select Action: Do Not Confirm

    3. Refresh the student's screen

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Glossary for "Select Action" dropdown

+ Confirm / Do Not Confirm

Confirms the student to start their test. Clicking "Do Not Confirm" will put students back at the login page.

+ Pause / Resume

Used for breaks up to 25 minutes. If resumed within 25 minutes, can resume without re-logging in. After 25 minutes, will need to log in again.

+ Suspend
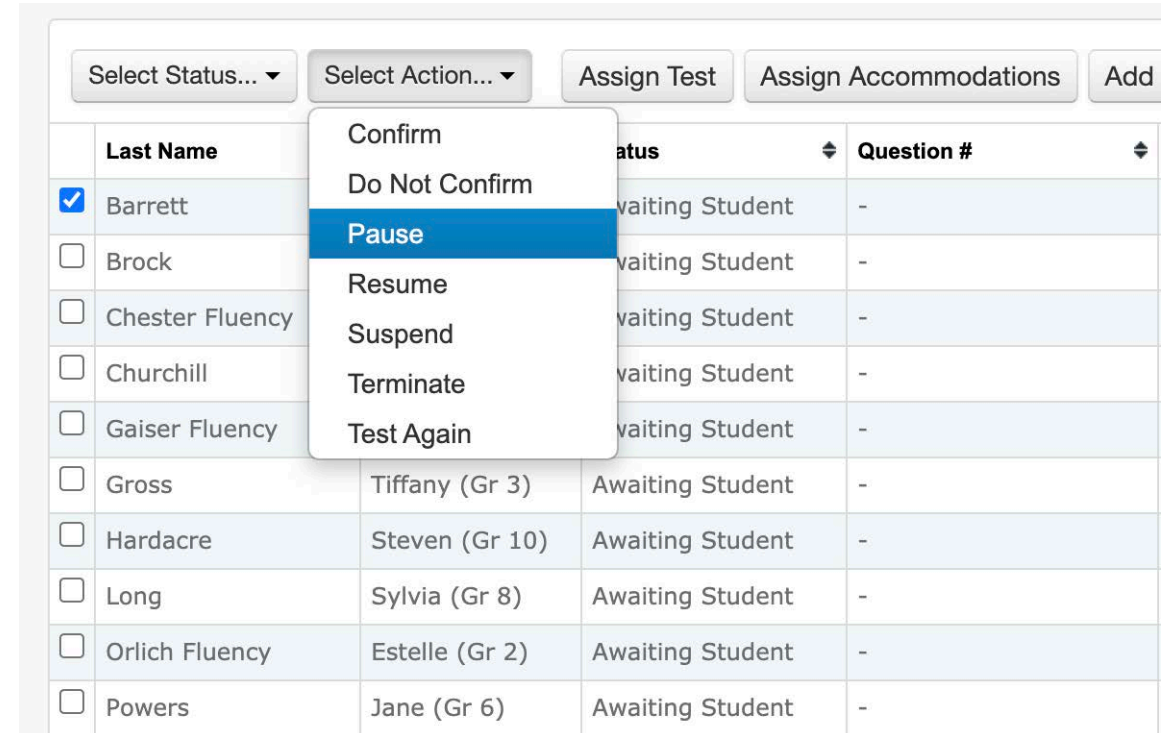
Pauses the test and logs students out.

+ Terminate

Discards student progress on the test.

+ Test Again

Puts the student back into "Awaiting Student" status. Can be logged into same or different test.

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How do I pause a student's test?

+ Select the student.

+ Choose "Select Action: Pause".

Proctor:

Students paused longer than 25 minutes will need to log back in to keep testing.

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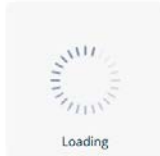# Test question isn't appearing or is taking a while to load

+ On your proctor console, choose:

1. Student

2. Select Action: Suspend

3. Student

4. Select Action: Test Again

+ Restart testing browser on student device

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What happens when I end the test session?

+ Students' tests will be paused, and students will be logged out. Students can resume their tests from where they left off the next time you open the test session.

+ Before ending, "Download Session Progress" to retain a copy of the students' testing progress.