# REMOTE NWEA MAP GROWTH 2020-2021 ADMINISTRATION OVERVIEW & FAQS

## GENERAL INFO

**Testing Dates:**

**Fall**: **Year Round**: September 8th – October 9th

**Fall: Comprehensive 1**: September 21st – September 30th (Gr1-3 Reading **ONLY**)

**Fall: Comprehensive 2**: September 28th – October 30th (Gr 4+ Reading; Gr1 – 10 Math)

**Winter**: January 11th – January 29th (Gr1-10)

**Spring**: May 3rd – May 7th (Gr2 & Gr3 Reading **ONLY**)

**Summer**: June 21st – July 2nd (Gr1-3 Reading **ONLY**)

**NWEA MAP Assessment Names:**

**Grade 1**: Growth: Math K-2 OH 2017
**Grade 1**: Growth: Reading K-2 OH 2017
**Grades 2-5**: Growth: Math 2-5 OH 2017
**Grades 2-5**: Growth: Reading 2-5 OH 2017
**Grades 6+**: Growth: Math 6+ OH 2017
**Grades 6+**: Growth: Reading 6+ OH 2017

**Optional Science Assessment Names:**
**Grade 3-5**: Growth Science 3-5 OH 2018
**Grade 6-8:** Growth Science 6-8 OH 2018
**Grade 9-12:** Growth Science 9-12 for NGSS

## TEST ADMINISTRATOR (PROCTOR) INFO

**Logging In:**
1. Admin login url is **teach.mapnwea.org.**
2. Userid = CMSD email address
3. If you've forgotten your password, click on 'Forgot Username or Password?' from the login screen and follow instructions.

**Creating a Test Roster: THIS SHOULD BE DONE AT LEAST ONE WEEK PRIOR TO TEST WINDOW!**
1. Refer to the **Proctor Quick Start and MAP Growth Proctor Testing Tips documents** found on SchoolNet. Teachers can use 'Test My Class' option under Manage Test Sessions. Test Sessions can be setup and saved.
2. Non ELA / Math primary classroom teachers / proctors can use the 'Find Students to Test' option
3. Follow instructions in the Proctor Tips document for saving the roster
4. Missing Students? See Troubleshooting tip below…

**New Proctor Feature – Disengaged Student Alert:**
1. Proctors will receive a Disengaged Student alert when a student rapidly answers 3 questions in a row
2. Adaptive questions will no longer lower the skill level because of wrong answers. They will maintain the skill level of the last correct question until the student re-engages
3. When students exhibit rapid guessing, the test will auto-pause (up to 3 times). Proctors should follow the directions in the **Proctor Quick Start** document to resume the test after speaking with the student about doing their best on the assessment.

**Test Security & Administration Highlights:**
1. This is not an exhaustive list, all test security protocols listed in the **CMSD Student Assessment Test Security Plan and Protocols** document apply to administration of NWEA MAP Growth Assessments.
2. MAP Growth assessments are to be administered only during the normal school day.
3. For remote testing – groups of 9 to no more than 15 are recommended

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4. Proctors should open a video chat session and the proctor portal session in two different web browser tabs and arrange them side by side
5. Students should not take longer than 90 minutes on the online platform, however, students can take up to two school days to be administered the assessment.
6. **Both human read-aloud and text-to-speech is prohibited for MAP Growth Reading assessments; regardless of what is documented in the IEP / 504 plan**. MAP Growth K-2 is administered with headphones for students to listen to pre-recorded content. MAP Growth does not have pre-recorded content; no headphones are needed.
7. **Text-to-speech is available to all students for MAP Growth Math assessments but must be assigned manually by the proctor**. To enable this feature, proctors must assign the appropriate math test first; then enable text-to-speech through Assign Accommodations / Embedded Designated Features. Check all four text-to-speech options.
8. Sign and date the **Test Administrator Security Agreement** form. Provide a copy to the NWEA point person prior to administering the NWEA.

## TROUBLESHOOTING / MISSING STUDENTS / TESTING IRREGULARITIES /ASSISTANCE

**Troubleshooting:**
Refer to the **Proctor Testing Tips** & the **Proctor Quick Start** documents located on SchoolNet. Click Outreach > Portfolio > Assessments > NWEA - Documents

**Testing Irregularities:**
For test administration or security issues, contact the Assessment team and complete the Test Incident form located at this link: https://bit.ly/37VbJIC

**Missing Students:**
*Rosters should be created at least one week before testing*. If a student is missing, please check the student record in eSchool+; ensure that the student has both a schedule and a state student ID (SSID) in eSchool+. **If either of these items is missing, the student will not appear in NWEA.** Once eSchool+ corrections are made, allow 24-48 hours for the student to appear in NWEA. If problems persist, complete a student update request using the online form at this link: https://bit.ly/37TtA2K

**Assistance:**
If problems persist, contact Saroya Queen-Tabor – tracy.queen-tabor@clevelandmetroschools.org or 838-0218 or as backup, latisha.grimes@clevelandmetroschools.org

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**Frequently Asked Questions:**

**Q: I can't find my student when I click Test My Class, what do I do?**
A: Please check eSchool+ and make sure that the student has a schedule. **Having a homeroom teacher is insufficient, the student must have a schedule with ELA and Math courses to appear in NWEA.** If the student is missing a schedule, please have building administrator correct in eSchool+. The student must also have as State Student ID (SSID) in their eSchool+ record; this is different from the CMSD ID. The SSID follows this format: XY1234567. The most common reason for the SSID to be missing is that the student's location of birth (city/state/country) is not entered in eSchool+. If the student is missing their SSID, please have building enrollment person check eSchool+ for birth information. If problems persist with the SSID, please email Terence.Bush@clevelandmetoschools.org for assistance. Once all eSchool+ corrections have been made, please allow 24 – 48 hours for the student to appear in NWEA.

**Q: I know that the student is Alternately Assessed, yet they appear on the MAP Not Yet Tested list, how can this be fixed?**
A: NWEA filters out Alt Assessed students based on their IEP Test Type designation in eSchool+; this info is pulled from the IEP when it is entered in IEPplus. **If a student's IEP has expired, the student will be pulled as an active student into NWEA during overnight processing.** To prevent this from happening, the IEP team at the school needs to update the student's IEP to reflect a new end date for the Alt Assessed test type. Once all eSchool+ corrections have been made, please allow 24 – 48 hours for the student to appear in NWEA.

**Q: The student is trying to resume a suspended test, yet their name does not appear in the list of students when they try to login OR they get kicked out of MAP and can't get back in, what now?**
A: Please review the **MAP Growth Proctor Testing Tips** on page 2 under Troubleshooting Common Issues. Pay attention to the student's status on the proctor screen. Take the steps outlined in the Reference Sheet for the applicable student status.

**Q: The student has an IEP that states that they may have read-aloud for all tests, can I turn on text-to-speech for their MAP Reading Assessment?**
A: No. For more information, please refer to the **Assessment Accommodations FAQ Matrix and DYK Read Aloud Accommodations on OST and NWEA** documents on SchoolNet.

**Q: As a Test Coordinator, how can I run a report to show which students still need to take a MAP Assessment?**
A: You can review this video for a demonstration: https://bit.ly/3bbAkcU
Real-time information can be generated through the following steps:
1. From NWEA login, go to Manage Test Sessions
2. Click on Find Students to Test
3. Click on the Test History tab (to the right of the Student Search tab)
4. Select the School (as a suggestion, leave Grade / Instructor / Class blank)
5. Select a MAP test e.g. "Growth: Reading 2-5"
6. Select a Test Status of Not Yet Tested
7. Click Search

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This will generate a list of all students in that grade band who have yet to take the Reading assessment. This list can be saved as a test session for future use during makeup sessions. Note: this same process can be used to generate a list of students who are in the middle of testing; change the Test Status to Suspended Test.

To run real-time Not Yet Tested / Suspended Test reports, go to Manage Test Sessions, click on Find Students to Test, and see the graphic below. The students in the resulting search can be saved in a test session.

To



resume students who have been auto-paused due to rapid-guessing, see the graphic below:

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Q: What supports are available for remote test administration?
A: **Ctrl-Click** on the panels below for self-paced proctor training

| | |
|---|---|
| **If your class has Chromebooks / laptops start here:** | **If your class has iPads start here:** |
| REMOTE TESTING<br>Explained and Demonstrated for Teacher and Student | REMOTE TESTING<br>Explained and Demonstrated for Teacher and Student Using iPad |
| **ALL Proctors should review this video** | **ALL Proctors should review this video** |
| REMOTE TESTING<br>Common Challenges and Situations During Testing | REMOTE TESTING<br>Student rapidly guesses during MAP test |
| **Optional – How to setup makeup sessions start at 5:00** | **ALL Proctors should review this video** |
| Running Completion Reports<br>For OST & NWEA<br>Department of Testing, Assessment and Logistics | MAP Growth Assessments<br>PAUSE vs SUSPEND vs TERMINATE<br>Department of Testing, Assessment and Logistics |

**Share this link to a video for parents / caregivers on how to help their child test from home:**
**https://bit.ly/2EWe7V9**

CLEVELAND METROPOLITAN SCHOOL DISTRICT

Helping Your Child Test from Home
NWEA MAP Growth Assessment

Department of Testing, Assessment and Logistics

       **August 2020**