

**MAP Testing Quick Guide**

**Testing All Students:**

* Enter proctor **Username and Password** at <https://lsps-admin.mapnwea.org>
* Click on **Manage Test Sessions** (left blue column)
* Click on **Test My Class**
* Make sure all students are selected that you want to test this session
* Click **Assign Test** above the students’ names
* Scroll until you find the correct test and click **Assign**
* Click the blue **Test Now** button
* **STUDENTS**: You will get log in information for the students at the top of the proctor computer screen (**Test Session Name: and Password:** ). Make sure that they type the Test Session Name and Password correctly on the Join Now page and click **Join**. Then, they need to start typing their name and click on it when it appears. **NAME MUST APPEAR** by itself when they start typing (or they’re not linked to the testing session). The test they’re taking should automatically pop up after they click on their name. They click **Next** and **Yes** (after they’ve checked if the info is correct on screen). The proctor’s screen will say Awaiting Student under Status until they have clicked Yes.
* Continue to click **Refresh Status** on the proctor computer until all of the students’ status says To Be Confirmed.
* Make sure all students are selected and click **Confirm, Go**
* The students click **Start Test**. Their status should then say Testing.
* Continue to **Refresh Status** on proctor computer to monitor testing

**If a student can’t log in (their name doesn’t appear in Enter Name space):**

* Click **Refresh Status** on proctor computer
* Click on the student that can’t log in (check their status)
* Terminate their test session by clicking on **Action: Terminate**, **Go** then **OK**
* **Refresh Status**
* Click on students name, **Action: Test Again**, **Go** (make sure correct assigned test is still under Test Assignment)
* Have **student** **log in** like they did the first time with same Test Session Name and Password. Enter their **name**, **Next**, and **Yes**. Proctor computer will say Awaiting Student until student click Yes to confirm information is correct
* Continue to **Refresh Status** until students status says To Be Confirmed
* Click under Action: **Confirm**, **Go**
* *(Sometimes it will not let you Terminate the test. Usually, it’s because the student Status somehow says To Be Confirmed, even though the student isn’t logged in. When that happens, Confirm the test anyway. Then, select that student again and follow termination procedures above.)*

**If student’s test freezes/questions not loading during testing session:**

* Click **F5** on *their* computer first (to refresh)
* Still not working – click **Refresh Status** on proctor computer
* **Select** that **student** only
* Under **Action**: click **Pause**, **Go**. (You can Pause a test up to 30 min.)
* **Refresh Status** on proctor comp.
* **Select** that **student**, click under **Action**: **Resume**, **Go**
* **Refresh** **Status** on proctor computer
* If that still doesn’t work…..

**Student’s test freezes/questions aren’t loading still:**

* **Select** **student** under **Action**: click **Suspend**, **Go**, **OK**
* **Refresh** **Status** on proctor comp.
* The student’s Status on proctor computer will say Suspended (The test will be saved as long as the student’s Status says Suspended!)
* Close the student’s program (sometimes you just have to shut down the computer).
* **Refresh** **Status** on proctor computer
* **Select** **student** from proctor comp., under **Action**: click **Test** **Again**, **Go** (Make sure the test is correct under Test Assignments still.) The status will say Awaiting Student.
* Student will complete log in process again.
* **Refresh** **Status** on proctor comp. Student’s Status says To Be Confirmed, click **Confirm** under **Actions**:, **Go** THEN select either **resume** test, start **new** test, or **do not** confirm. **Submit**.
* If resuming, student clicks Start Test and proctor comp. should say Testing under Status.
* Continue to click **Refresh Status**

**Suspending Tests (cntd.)**

If students cannot finish the test in one session you may suspend their test. Just **select** all **students** who cannot finish, **Suspend** under Action:, **Go**, **OK**. Make sure their status says Suspended. *(NWEA says that the test will be saved and can be suspended up to 28 days.)*

**Saving a Testing Session**

This is helpful if you want to set up the session ahead of time. It allows you to have the students Test Session Name and Password prior to the test. You don’t have to assign test.

* Manage Test Sessions
* Test My Class
* Select students (if not already)
* Assign Test
* Save Session
* Name the session
* Save and Exit

**Retrieving Saved Testing Session**

* Manage Test Sessions
* Click on Saved Testing Sessions for a list
* Click Testing Session
* Click Test Now