













Testing Season Quick Start Guide

Use this document to perform the necessary steps in preparing for MAP® testing.

Before Testing				
Task	Purpose	CRF Coordinator	Tech Coordinator	MAP Coordinator
Create your CRF and SPF* at least two weeks prior to testing**	The CRF sets the structure for testing by enrolling students to the term, generating teacher logins and establishing report groupings. A new CRF is required each testing term.			
Upload your CRF and SPF using the Upload Roster link on the Reports Site (https://reports.nwea.org)	Roster files must be securely uploaded; emailed copies will not be accepted.			
Respond promptly to calls and emails from the Tech Support team regarding questions on your CRF and SPF	This will ensure the CRF and SPF are processed in a timely manner.			
Archive previous term's NTE data**	Archiving ensures that your new testing folder will have only the most current information.			
Populate a new testing folder**	This ensures test scores are captured accurately.			
Ensure technical readiness in your computer lab	Verifying the workstations can launch TestTaker helps identify any technical problems prior to your first day of scheduled testing.			
Distribute teacher user names and passwords***	NWEA strongly urges districts to allow teachers access to their data throughout your testing window. All employees included as teachers on your CRF will have a username and password created for them.			
Explanatory Notes				
<p>*A Special Program File (SPF) is an optional file; however, if your district is submitting an SPF, it must be submitted at the same time as the Class Roster File (CRF).</p> <p>**See page 2 for the three-part process essential in preparing for MAP testing.</p> <p>***School administrators have access via the Reports site to their school proctor/teacher user names and passwords.</p>				

Tech Corner

- Local and district firewalls may need to be disabled during downloads; *.nwea.org may need to be whitelisted.
- If installing TestTaker to the same network share as the testing data, ensure the TestTaker application is installed into its own dedicated folder.
- The user logging in to the testing computer must have Full Control access to the NTE folder for the TestTaker application to function properly.



Submit a New CRF/SPF

Each testing season, you'll begin by submitting a new NWEA Class Roster File, or CRF. The CRF is a specifically formatted spreadsheet that details which students will be available for testing. This file also creates Teacher accounts; Teachers cannot be created in TAA. You may also include the optional Special Programs File, or SPF, which allows you to specify which students are in which special program(s) for the purposes of percentage-based reporting.

Each CRF/SPF is processed within 14 calendar days. You should submit your roster at least 14 days prior to when you intend to finalize your technical setup and subsequently begin testing.



Archive

We recommend archiving your testing data each term to avoid data corruption.

Archive Process	
1.	Create an archive NTE folder on your network, not within the NTE folder.
2.	Cut and paste the Students and TestEvents folders into the new folder.
3.	Cut and paste all loose files into new folder.
Items to Remain in NTE after Archiving is Complete	
Fall Term Only <ul style="list-style-type: none"> • Audio† and the Updates folders • TestTaker folder†† 	All Other Terms <ul style="list-style-type: none"> • The Test.cdx, Test.dbf, and Test.fpt files • The Tests, Audio†, and the Updates folders • TestTaker folder††
Explanatory Notes † Audio folder applies to districts testing with MAP™ for Primary Grades® assessments †† If the application is within the NTE folder	

Once your district receives the email notification that your district's latest Class Roster File has been completed, you can then begin downloading the most current data into a clean Network Testing Environment (NTE) folder for testing.



Populate the NTE

To populate your clean NTE folder use the NTE Administration Tool 2 (NTE Admin) or the Test Administration Application (TAA). NTE Admin can be downloaded from <http://www.nwea.org/adminhelp>; TAA from www.nwea.org/taa.

Purpose	Required Downloads	NTE Folder Contents
NTE Admin and TAA serve similar purposes, but each includes unique functionality. <ul style="list-style-type: none"> • TAA is required for managing student testing accounts, managing School Administrator and Proctor accounts, and uploading and downloading data. • NTE Admin uploads and downloads data, but does so in a faster and more efficient manner than TAA. Depending on your district's needs, you may benefit from using both tools at different points during your testing season.	<ul style="list-style-type: none"> - School Data‡ - Student Data - Test Packages‡‡ 	<ul style="list-style-type: none"> - Students folder - Tests folders - Updates folders - Collection of loose files - Audio folder‡‡‡ - TestTaker folder, if applicable
Explanatory Notes ‡School Data (NTE Admin) = Agency Data (TAA) ‡‡Test packages must be updated at the beginning of each academic year ‡‡‡The Audio folder applies to districts offering MAP® for Primary Grades assessments		

If you need assistance or have questions, please contact NWEA Technical Support at 877-469-3287 or email techsupport@nwea.org.