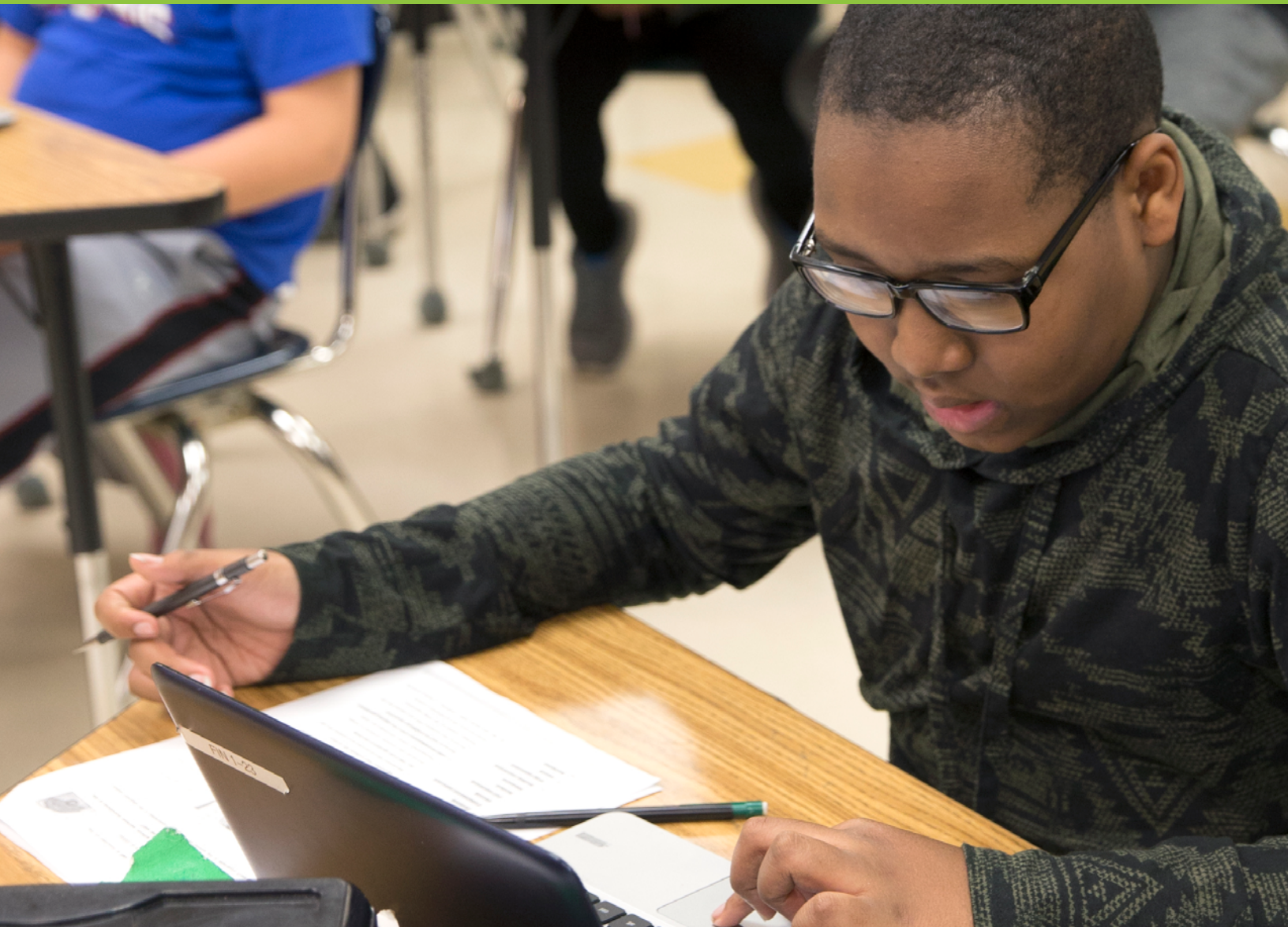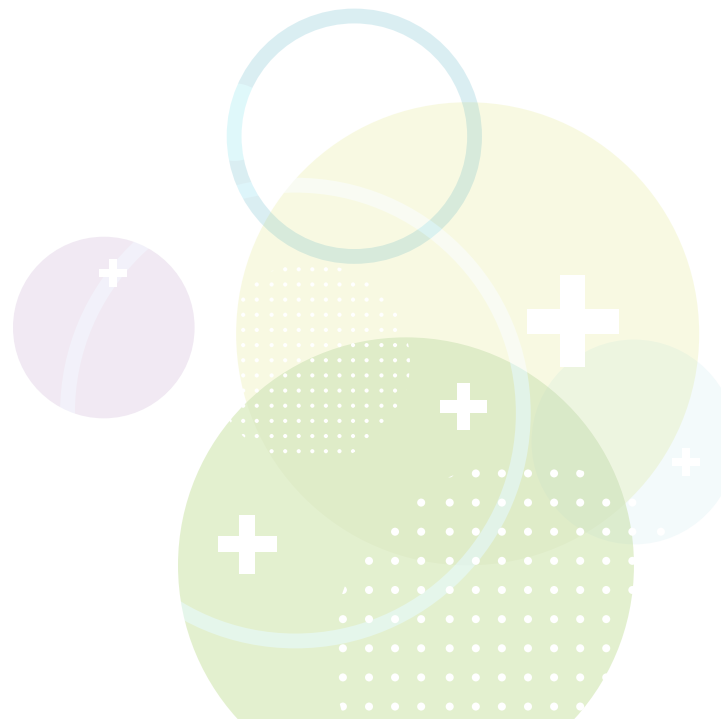**map** GROWTH

Ready-to-test toolkit

Welcome

We're honored you've chosen us to work alongside educators in your school or district to improve outcomes for students.

As you prepare to administer MAP® Growth™, this toolkit will serve as an all-in-one resource to answer your technical, rostering, and proctoring questions. The digital guide also includes fillable resources—like checklists and contact sheets—to use with your team or staff. This toolkit is just one part of your NWEA® system of support— the people, resources, and tools we provide to ensure you and your team can prioritize student learning.

Table of contents

Contacts: Your NWEA system of support

Fill this list in with the contact information for your NWEA system of support, both during implementation and after your first administration. These are the people and teams you can count on to ensure you have the resources you need, when you need them.

We also encourage you to add contact information for the individuals or teams in your school or district supporting implementation and future MAP administrations. Having this at the ready can help ensure an efficient testing experience.

Contact list

NWEA ONGOING SUPPORT	CONTACT REGARDING	EMAIL	PHONE
Account manager			
Account executive			
Professional learning consultant	Specific professional learning questions		
NWEA Technical support	General technical support		877.469.3287

DISTRICT MAP TEAM	ROLE	EMAIL	PHONE
	NWEA primary contact		
	NWEA MAP coordinator		

Testing window checklist

A successful test administration is a team effort. Prior to testing, ensure you and/or your MAP team have completed the steps below. Use the fillable form to delegate actions and mark tasks as complete.

NWEA test window administration

ACCOUNT SETUP TASKS (MAP ADMINISTRATION SITE)	OWNER	DEADLINE	POSSIBLE RESULT IF DEADLINE IS MISSED	TASK COMPLETED
Add academic year			Testing will not begin on designated date	
Prepare and import roster files			Testing will not begin on designated date	
Set test window and turn on tests			Students unable to test reports not capturing student data	
Set weeks of instruction			How do weeks of instruction affect reports?	
Set testing rules/ communicate with staff			Confusion around re-testing, students take wrong test	

TECH READINESS TASKS	OWNER	DEADLINE	POSSIBLE RESULT IF DEADLINE IS MISSED	TASK COMPLETED
Ensure that school buildings have enough devices and accessories for all grade levels. Students with accommodations and students taking the primary grade assessment will need headphones			Students may be unable to test or experience difficulties while testing	
Check student, proctor, teacher, and staff requirements			Students may be unable to test and staff may be unable to proctor	
Check wireless recommendations			Staff and students may experience issues when testing	
Check hardware specs and network bandwidth			Staff and students may experience issues when testing	
Check firewall whitelist and email configuration			Staff and students may experience issues when testing	
Check staff browser and other settings			Staff and students may experience issues when testing	

TEST ADMINISTRATION TASKS	OWNER	DEADLINE	POSSIBLE RESULT IF DEADLINE IS MISSED	TASK COMPLETED
Create test sessions and add students			Students will be unable to test	
Ensure staff administering the assessment has been trained			Poor testing experience for staff and students	
Create testing schedules/ submit to district			Incomplete plans for testing resulting in missing student data or extension of testing window	
Monitor testing progress			Missing student data	

PROFESSIONAL LEARNING TASKS	OWNER	DEADLINE	MISSED DEADLINE RESULT	TASK COMPLETED
Distribute NWEA Professional Learning Online login credentials to staff			Staff unable to log in to 24/7 Professional Learning Online courses	
Train new MAP proctors via train-the-trainer model or online training with Professional Learning Online modules			Poor testing experience for staff and students	

COMMUNICATION TASKS	OWNER	DEADLINE	MISSED DEADLINE RESULT	TASK COMPLETED
Notify staff about testing window dates			Staff confusion around NWEA test dates	
Create/send reminder to staff 1–2 weeks prior to test date			Staff confusion could create an unpopular testing experience	
Close testing window			District level reports won't populate	

Notes

Quick reference guides

Looking for additional information on something specific? Download a reference guide to get the answers you need. These easy-to-read documents are another way to share helpful information and guidance with proctors, teachers, and staff. Click here for guidance on remote testing.

For proctors of MAP Growth tests

- Proctor quick start
- Testing tips for MAP Growth
- Readiness check for testing
- Proctor guide

For teachers

- MAP reports summary
- MAP reports reference
- Primary grades test selection
- RIT to concepts

For student roster

- Students and staff management guide

For technology

- Video: Quick tips on system readiness
- System and bandwidth requirements
- System technology guide
- Product status page
- Maintenance calendar

For MAP team leaders

- Guidance for administering MAP Growth
- Assessment coordination guide
- MAP setup checklist
- 2020 norm data overview
- 2020 norm data table
- Operational reports summary
- Operational reports reference
- Roles and responsibilities
- Roles permission spreadsheet
- Testing schedule sample
- Testing security checklist

Remote testing

With many schools resuming in online or hybrid formats this year, NWEA is prepared to support remote testing with MAP Growth and MAP Reading Fluency. In fact, over 400,000 students successfully tested remotely in Spring 2020.

To better prepare schools new to remote testing, we created the remote testing support page in NWEA Connection to provide comprehensive guidance and documentation for remote testing.

We've created multiple levels of documentation, to help answer the right questions at the right time with the right level of detail:

- **District and school recommendations** provide high-level overviews of the remote testing process and include important considerations leaders should review in their planning process

- **Remote testing administration guides** provide detailed, step-by-step processes for administering tests remotely

- **Detailed FAQs** answer common questions administrators and proctors encounter in the process

In additional, you'll find detailed proctoring resources, guidance for families, video tutorials and demonstrations for common remote testing practices. We're regularly adding helpful content, so visit the remote testing support page frequently for the latest tools and resources.

Email templates

Clear and frequent communication with teachers and staff sets the stage for a positive MAP experience. Use the email templates below to share specific MAP testing information with your staff based on their MAP role of proctor, teacher, principal, or technological support. Prior to sending, complete your specific school or district information. Log in to access each link.

To proctors

From **<<insert date range>>,** we will be giving the MAP Growth assessment from NWEA to students in grades **<< grade levels here>>** in **<<insert test subjects>>**.

As a proctor, it is important to understand the assessment and your role prior to testing. Below are resources and guidance documents to help you with your preparation.

- [Readiness check for testing](#)
- [Proctor quick start](#)
- [Test engagement](#)
- [Accommodations](#)
- [Choosing correct tests](#)
- [Make-up testing](#)

To ensure students are comfortable with the assessment and built-in tools, allow them the opportunity to take the practice tests prior to testing. Practice assessments can be accessed on student computers via the MAP Growth "join test session" screen or via this link: practice.mapnwea.org. A username and password are required.

Proctors will also want to take the steps below to ensure students are prepared to do their best on the assessment.

- Read the [student directions script](#) to students to prepare them for the test
- Set aside time to utilize the [student resources](#) prior to testing

If you have questions or need additional information prior to testing, please contact **<<insert school or district MAP team leader>>**.

To teachers

From **<<insert date range>>**, we will be giving the MAP Growth assessment from NWEA to students in grades **<<grade levels here>>** in **<<insert test subjects>>**.

As a teacher, it is important to understand the assessment and your role prior to testing. Below are resources and guidance documents to help you with your preparation.

- Report basics
- Report details
- Growth insights
- Norms and standards
- Missing/problematic data
- Data exports
- Training
    - —Video tutorials on reports
    - —Professional Learning online
- Parent/family guidance

If you have questions or need additional information prior to testing, please contact **<<insert school or district MAP team leader>>**.

To principals

From **<<insert date range>>**, we will be giving the MAP Growth assessment from NWEA to students in grades **<<grade levels here>>** in **<<insert test subjects>>**.

As an administrator, it is important for you and your staff to understand the assessment and everyone's role in a successful administration prior to testing.

Encourage your staff to read and bookmark the digital resources below:

- Testing administration and reporting site

- MAP Help Center checklist

- MAP Help Center

- About MAP: Quick references, help documents organized by role

If you have questions or need additional information prior to testing, please contact **<<insert school or district MAP team leader>>**.

To technology support staff

From **<<insert date range>>**, we will be giving the MAP Growth assessment from NWEA to students in grades **<<grade levels here>>** in **<<insert test subjects>>**.

To ensure a smooth administration, technology readiness will need to be completed prior to testing. Below are resources and guidance documents to help you with your preparation.

- Lab readiness checklist and workstation system requirements

- System and technology guide: Including lab readiness checklist and workstation system requirements

- Allowlist recommendations, system and technology guide

- Rostering best practices

If you have questions or need additional information prior to testing, please contact **<<insert school or district MAP team leader>>**.

Additional support

- [NWEA on-demand webinars](#)

- [College Explorer tool](#)

- [Product updates](#)

- [Tip of the week](#)

Support options

- [Open or review support case](#)

- [Open a chat support ticket](#)

- [Call us](#)

Resource library

As a research-based organization, NWEA creates white papers, eBooks, videos, and webinars that are available to the public. Visit our [comprehensive resource library](#) to view, download, and share.

Family resources

- [Family resource center (Family Toolkit)](#)

nwea

NWEA, a division of HMH, supports students and educators worldwide by providing assessment solutions, insightful reports, professional learning offerings, and research services. Visit NWEA.org to find out how NWEA can partner with you to help all kids learn.

APR24 | WELTSK7212