

MAP Growth Administration and Operations Guidance

School Year 2025–2026

Last Updated: September 2025

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NWEA Technical Support:
Phone: (888) 291-0650
Email: nycsupport@nwea.org

About NYC MAP Growth Testing

What Is MAP Growth?

MAP Growth from NWEA® is a computer adaptive assessment—meaning that the difficulty of questions adjusts throughout the assessment based on the student’s responses. MAP Growth is an approved common screener assessment option in NYCDOE.

MAP Growth assessments provide a scaled score referred to as the RIT score. The RIT score allows educators to initially identify students’ achievement in a given subject area. Since the RIT scale is grade-independent, educators can track a student’s growth over time.

MAP Growth assessments are free and available to all DOE schools.

RIT scores:



Measure student performance independent of grade level

Show student growth over time



Connect to New York State Learning Standards

What’s New This Year?

Updated system requirements

The NWEA Secure Testing Browser has been updated for Macs and PCs, and the minimum operating system requirements have changed for Macs and iPads. Review [System Requirements](#) on page 33 to ensure devices are ready for testing.

More flexibility when printing the Family Report

The Family Report is a key resource for helping teachers and schools promote family involvement in their child’s learning. Now, when educators print the Family Report, they can:

- Create a ZIP file with separate PDF files for each student, to be printed individually
- Generate a PDF with reports for a single student, multiple students in a class, an entire class, multiple classes, or the entire school in a single request (depending on the user role)
- Specify whether the PDF file name contains the student’s name and student ID, or just the student ID

These features are available for school administrators starting August 2025, and for teachers starting October 2025.

New MAP Growth 2025 norms

The MAP Growth norms, which determine the achievement and growth percentiles on reports, are updated for 2025. NWEA refreshes MAP Growth norms every 3–5 years to reflect evolving U.S. demographics and shifts in student performance. The 2025 norms are based on test data collected in the post-COVID-19 era, offering educators a more current and relevant context for comparing student performance. NWEA uses three academic years of data to complete a national norms study. The new 2025 norms study is based on the 2021–2022, 2022–2023, and 2023–2024 academic years.

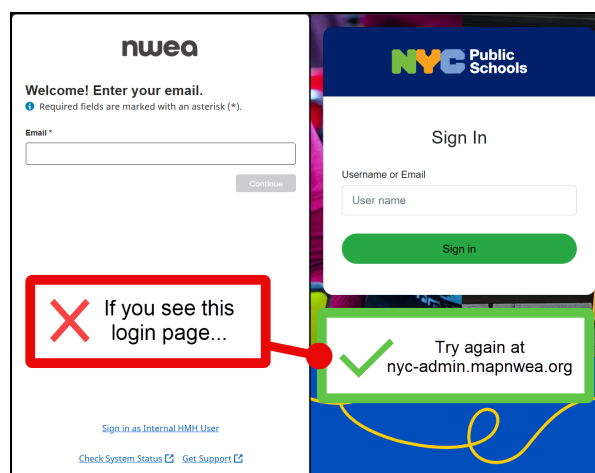
More updates and info on MAP Growth

For more of the latest on NWEA MAP Growth, review the ["What's New"](#) resource in the NYC MAP Connection.

Log In to the MAP Growth Administration Site

To log in to the MAP Growth Administration site:

1. Go to <https://nyc-admin.mapnwea.org>. Your browser will be directed to the NYC Public Schools sign in page.
2. Enter your DOE username and password. Your DOE username is your email address without @schools.nyc.gov.
3. If you experience login issues, contact NWEA Support. Refer to [Technical Support and Help](#) on page 8.



Troubleshooting: If you're directed to the NWEA log in page instead, navigate to <https://nyc-admin.mapnwea.org>. Refer to [How to clear various web browsers' caches](#) on NWEA Connection if the issue persists.

Key Dates for MAP Growth Administration

MAP Growth is administered three times during the year according to the following calendar. All testing must be completed during these windows, including make-up testing for any students who are absent during initial testing. The dates in [Table 1: Administration Activities and Dates](#) on the next page are subject to change pending any DOE updates.

Table 1: Administration Activities and Dates

Activity	Dates
Beginning-of-Year (BOY) Assessment Administration Window	September 8 – October 17, 2025
Middle-of-Year (MOY) Assessment Administration Window	January 2 – February 13, 2026
End-of-Year (EOY) Assessment Administration Window	May 4 – June 12, 2026



Important! Promptly review all assessment results so that any suspended assessments or make-ups for absent students are completed by the end of each window. For more information, refer to [Review Test Completion](#) on page 12.

MAP Growth Assessment List

[Table 2: MAP Growth Assessment List](#) below lists the available assessments by subject, which grades use this assessment, and whether it fulfills the NYCDOE screener requirement.

Screen-reader compatible versions of tests are also available in MAP Growth for students with visual impairments who require the use of screen reader technology as outlined in their IEPs.

Table 2: MAP Growth Assessment List

Assessment Name	Grades Tested	Approved for Universal Screening
Growth: Math K-2 NY 2017 1.1	K-1	Yes
Growth: Math 2-5 NY 2017 1.1	2-5	Yes
Growth: Math 6+ NY 2017 1.1	6-12	Yes
Growth: Spanish Math K-2 NY 2017 1.1	K-	Yes
Growth: Spanish Math 2-5 NY 2017 1.1	2-5	Yes
Growth: Spanish Math 6+ NY 2017 1.1	6-12	Yes
Growth: Algebra I NY 2017 1.1	8-12	Yes
Growth: Algebra II NY 2017 1.1	9-12	Yes
Growth: Geometry NY 2017 1.1	9-12	Yes
Growth: Reading K-2 NY 2017 1.1	K-1	No
Growth: Reading 2-5 NY 2017 1.1	2-5	Yes
Growth: Reading 6+ NY 2017 1.1	6-12	Yes
Growth: Spanish Reading K-2 NY 2017 1.1	K-1	Yes, for Bilingual programs*
Growth: Spanish Reading 2-5 NY 2017 1.1	2-5	Yes, for Bilingual programs*
Growth: Spanish Reading 6-8 NY 2017 1.1	6-8	Yes, for Bilingual programs*
Growth: Language 2-12 NY 2017 1.1	2-12	No
Growth: Science 3-5 NY 2016 1.1	3-5	No
Growth: Science 6-8 NY 2016 1.1	6-8	No
Growth: Science 9-12 NY 2016 1.1	6-8	No
Growth: Science 9-12 Life Science: for use with NGSS 2013 1.1	9-12	No

*For bilingual Spanish programs, Reading should be screened in both languages of instruction. Assessments in both Spanish and English should not be administered on the same day. Refer to the ELL/ML guidance in the current [Academic Screener Selections Guidance](#).

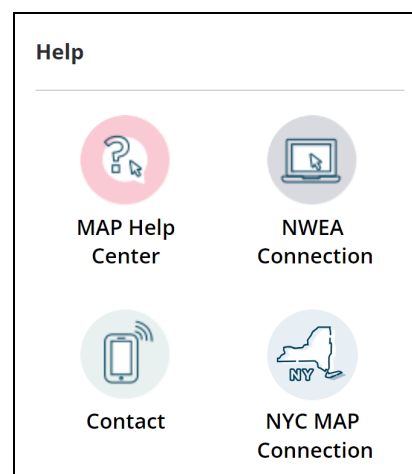
Training and Help Resources

NYC MAP Connection

NYC MAP Connection is a repository for recorded trainings, professional learning materials, and NYCDOE-specific documentation to support the use of MAP Growth assessments.

To log in to NYC MAP Connection:

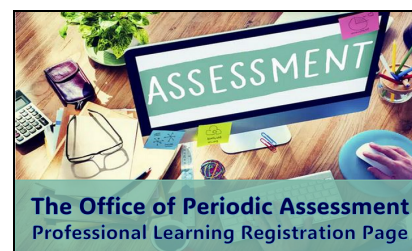
1. Log in to the [MAP Growth Administration site](#) using your NYCDOE username and password.
2. Select **Help** > **NYC MAP Connection** in the upper right.



Professional Learning Live Sessions

Live professional learning (PL) sessions are available during each administration window. Visit the [Office of Periodic Assessment Sharepoint site](#) to view the Periodic Assessment PL calendar and register for a session.

You can also register on the [Office of Periodic Assessment Professional Learning Registration Page](#) on Learning Stream. Select the MAP Growth category.



The [MAP Growth InfoHub page](#) and the [MAP Growth folder](#) of the Office of Periodic Assessment Sharepoint site have additional resources and information.

Technical Support and Help

In addition to the technical support resources in [Table 3: Technical Support Contact Information](#) on the next page, there are videos, articles, and documents available in the [MAP Help Center](#) on the MAP Growth Administration site. Quick access to relevant help is available on every page in the MAP Administration site by selecting **Help** on the top right.

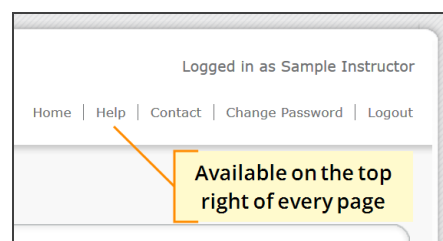


Table 3: Technical Support Contact Information

Types of Issues	Who to Contact	Contact Information
Reports and data inquiries Administration and proctoring navigation Login issues	NWEA Technical Support	Phone: (888) 291-0650 Email: nycsupport@nwea.org Chat: Chat with Support
System status information	NWEA	https://status.nwea.org
System maintenance	NWEA	https://connection.nwea.org/s/system-maintenance-windows
Professional Learning	NWEA	https://connection.nwea.org/s/nyc-professional-learning
Local network issues and upgrade requests Issues with DOE-issued hardware	NYCDOE Division of Instructional and Information Technology (DIIT)	Phone: (718) 935-5100 Email: Submit a ticket
SSO (single sign-on) concerns (for example: user cannot authenticate and their user account has been created in MAP)	NYCDOE Identity Management/SSO Team	Email: idsso@schools.nyc.gov
General Periodic Assessment inquiries (e.g. policy)	NYCDOE Periodic Assessment Team	Email: periodicassessment@schools.nyc.gov
Students not in correct classes Student information missing	NYC Public Schools Service Center to verify information in ATS, STARS, and Galaxy	Phone: (212) 374-5162 Email: servicecenter@schools.nyc.gov

Assessment Coordination

School Assessment Coordinator Responsibilities

Principals, Assistant Principals, and Data Specialists as assigned in Galaxy have the School Assessment Coordinator role in MAP. They set the stage for successful test administration and student engagement by setting school-level policies, processes, and protocols that result in a secure and equitable testing environment in all settings.

NWEA recommends school leaders complete the activities in [Table 4: School Assessment Coordinator Responsibilities Checklist](#) below.

Table 4: School Assessment Coordinator Responsibilities Checklist

	Activity to Complete	Resources
<input type="checkbox"/>	Check technology readiness	Technology Preparation and Requirements on page 33
<input type="checkbox"/>	Create a testing schedule	Key Dates for MAP Growth Administration on page 6
<input type="checkbox"/>	Prepare proctors for testing	Getting Ready to Proctor on page 14
<input type="checkbox"/>	Make arrangements for student accommodations	Prepare for Accommodations on page 15
<input type="checkbox"/>	Plan for communicating with families	Family Guide for MAP Growth The Family Toolkit
<input type="checkbox"/>	Monitor testing progress and support proctors	Review Test Completion on page 12
<input type="checkbox"/>	Conduct makeup testing and retesting	Handling Make-ups and Retesting on page 27
<input type="checkbox"/>	Review school-wide reports such as the School Profile	MAP Growth Reports on page 30

Prepare Testing Schedule

All testing should take place from Monday through Friday during normal school hours. MAP Growth assessments are untimed and can be paused and resumed as needed. Schools should plan test schedules according to the test duration estimates listed in [Table 5: Estimated Time per Test](#) below. First-time testers may require additional time while they become familiar with the testing platform and available tools.



Table 5: Estimated Time per Test

Test	Estimated Time per Test
Practice tests, all grades	About 5 minutes
K-2 tests	About 40 minutes, given in two 20-minute sessions Add 10-15 minutes to assist with signing in to the test session
2-5 and 6+ tests	About 60 minutes

Below are some considerations when creating a testing schedule:

- Students may complete an assessment in more than one sitting.
- Suspended assessments must be completed within 14 days of starting the test.
- If students require multiple test sessions on the same day, consider scheduling a break between sessions.
- Tests may take longer to complete for students new to MAP Growth.
- Leave time for make-up testing before the last day of each administration window.
- If possible, consider scheduling test sessions with a proctor and an additional educator to monitor testing and to better support all learners.




Reminder: Each proctor and educator needs their own device to start a test session and administer testing.

- Consider when and where to schedule students who have special needs, including those who need separate test environments and other accommodations.
- While the assessment is untimed, do not use state assessment timing guidelines for MAP Growth. Students should try their best on every question, not spend too much time on a question if they are stuck, and continue with the assessment until it concludes.

Review Test Completion

Check these operational reports, available under **MAP Growth > Other Reports > Operational Reports**, throughout the administration window to monitor testing progress and resolve data issues.

Table 6: Available Operational Reports to Monitor Progress

Report	Description
Test Events by Status	Grade-by-grade count of valid, invalid, suspended, and terminated tests
Students Without Valid Test Results	<p>List of students who haven't started a test, or who have a suspended test. These students are listed as Not Tested. Also lists students who have completed tests that are invalid. These students are listed as Invalid with an invalidation reason (such as "Test duration too short").</p> <div> Important! Suspended assessments must be completed within 14 days of starting the test.</div>
Students Without Reporting Attributes	<p>List of students missing attributes, like ethnicity, that are needed for reporting.</p> <p>Contact your ATS administrator to fix any missing attributes. Changes to ATS can take between 48–72 hours to appear in the MAP Growth Administration site.</p>

Managing Users and Students

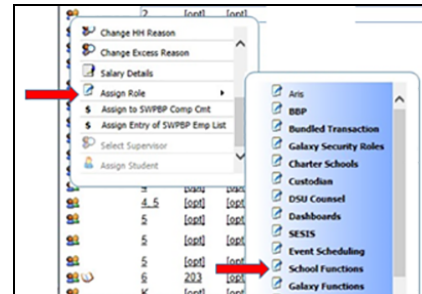
Managing Staff Roles

Educator roles in MAP Growth are determined by their school roles in Galaxy. Refer to [User Role Matrix](#) on page 39 for details. All teachers with the School Educator role have access, not just ELA and Math teachers.

If a user needs school-level access to the MAP Growth Administration site, the principal should assign the **Data Specialist** or **Related Services Point** role in Galaxy.

To assign either of these roles in Galaxy:

1. Choose **Assign Role**.
2. To assign the **Data Specialist** role:
 - a. Select **Aris**.
 - b. Under **Assign Roles**, select **Data Specialist**.
3. To assign the **Related Services Point** role:
 - a. Select **School Functions**.
 - b. Under **Assign Roles**, select **Related Services Point**.
4. Select **Save**.



Updating Student Records

Student information in MAP, including school, official class, course/section, and teacher information, comes from ATS and/or STARS nightly. Only course sections beginning with E, M, S, H, and ZJ are rostered in MAP Growth.

To update students in MAP, make the needed updates or corrections in ATS, STARS, or Galaxy. Updates take approximately 48–72 hours to appear in the MAP Growth Administration site.



Getting Ready to Proctor

About the Proctor Role

Proctors administer MAP Growth Assessments and are the first tier of support for students and families for testing. Part of their role is to create a comfortable and engaging testing experience. Proctor responsibilities and links to helpful resources are in [Table 7: Proctor Responsibility Checklist](#) below.

Table 7: Proctor Responsibility Checklist

	Activity to Complete	Resources
<input type="checkbox"/>	Review proctor training materials.	Proctor Training below
<input type="checkbox"/>	Communicate with families about testing.	Family Guide for MAP Growth The Family Toolkit
<input type="checkbox"/>	Schedule a practice test.	Prepare Students with Practice Tests on page 15
<input type="checkbox"/>	Review and plan for student accommodation needs.	Prepare for Accommodations on page 15
<input type="checkbox"/>	Create your test sessions and assign tests and accommodations.	Create a Test Session on page 16
<input type="checkbox"/>	Run and monitor test sessions.	Proctoring MAP Growth Tests on page 19
<input type="checkbox"/>	Review MAP Growth data for students in your classes	MAP Growth Reports on page 30

Proctor Training

Training is available for teachers and other staff administering MAP Growth assessments. Review the following resources to prepare. Additional resources are linked at [Training and Help Resources](#) on page 8.



The following live and self-paced training and professional learning are available:

1. [Proctor Quick Start video series](#) on Vimeo
2. [Proctor Quick Start page](#) on the MAP Help Center
3. [Live training webinars for NYCDOE educators](#)



Tip: Review the practice tests and related videos before showing them to students so you can better answer questions. Refer to [Prepare Students with Practice Tests](#) on the next page.

Prepare for Accommodations

Teachers should take time to prepare for any special needs that students may have during testing. If any students need the text-to-speech accommodation for the 2–5 or 6+ tests, you must assign this accommodation to their test when creating the test session.

Review the supporting features in MAP Growth described in [Accommodations, Accessibility, and Testing Tools](#) on page 40. Complete any additional required setup in advance of testing day.

Prepare Students with Practice Tests

Allow up to 30 minutes for students to watch the instructional videos and take a practice test. MAP Growth practice tests familiarize students with the testing browser, types of questions, and the available testing tools. They are not intended to help students learn test content. If any students miss the practice test, schedule another time for these students to review this resource before testing.

A day or two before testing:

- 1. Direct students to studentresources.nwea.org. Alternatively, you can project the site onscreen for the whole class.
- 2. Select **MAP Growth Grades K–2** (for students in kindergarten or first grade) or **MAP Growth Grades 2+** as appropriate.
- 3. Start with the video activities. If students are viewing on their own, they should use headphones.
 - **Explore Tools (Grades 2+ only):** Demonstrates each testing tool, including Text-to-Speech.
 - **Get Ready for the Test:** Introduces the MAP Growth assessment.
- 4. After the video activities, select **Practice Test > Open Practice Test**.
- 5. In the **Username** and **Password** boxes, type **grow**, then select the blue arrow.
- 6. Choose the appropriate **Grade, Subject, Test Language**, and **Test**. Students who need the Text-To-Speech accommodation can also select this option.

Table 8: Practice Test Login Information

Username	Password
grow	grow



Important! Only use Screen Reader Compatible tests for students who are blind or have a visual impairment and whose IEPs require a screen reader such as JAWS or other third-party accessibility tool. Assign these tests when creating a test session.

Create a Test Session

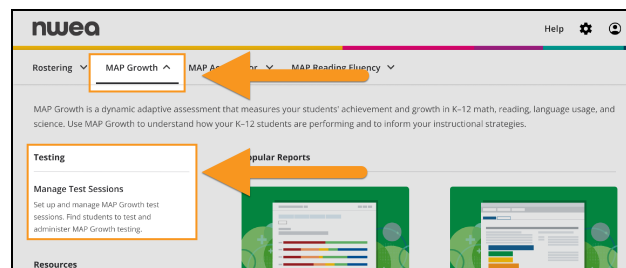
A test session defines a group of students who will be assessed at the same time. Proctors use test sessions to assign assessments, monitor progress, and control testing.



Reminder: Proctors must create their own test sessions. They cannot access test sessions created by other proctors, including testing coordinators and administrators. Any educator with the School Educator role in Galaxy can create and proctor test sessions for students.

To create a test session:

1. Log in to the [MAP Growth Administration site](#) using your NYCDOE username and password.
2. Select **MAP Growth** at the top.
3. Under **Testing**, select **Manage Test Sessions**.



Troubleshooting: If you are not at the start page, select **Manage Test Sessions** in the navigation pane on the left.

4. Select **Test My Class**. If you don't have classes, or you are testing different students, refer to [Alternative method: Create a session using Find Students to Test](#) on page 18.
5. Select one of your classes, if prompted. The proctor console appears and the test session is now active.
6. Continue to [Assign tests and accommodations](#) below.



Important! Proctors **must** assign tests to students before students log in. This ensures that students do not select the wrong test when logging in.

Assign tests and accommodations

For a short video demonstration, visit [Assigning Tests and Accommodations in an Active Session](#).

To assign tests and accommodations including Text-to-Speech:

1. Select the students who will be assigned the same test. You can assign different tests to different students in the same test session.
2. Select the **Assign Test** button.
3. Select the test from the menu and select **Assign**. Tests used for screeners have Growth at the beginning, followed by the subject, grade level, state, the year standards were published, and test version number. For example: *Growth: Reading 2-5 NY 2017 1.1*.



Important! Only use Screen Reader Compatible tests for students who are blind or have a visual impairment and whose IEPs require a screen reader such as JAWS or other third-party accessibility tool. Assign these tests when creating a test session.

4. The tests are now assigned. *Note that this step does not begin the students' tests.*
5. Select any students who need accommodations and choose **Assign Accommodations**.
6. From the window that appears, select which accommodations or designated features to assign.
7. If assigning Text-to-Speech, select the option under the appropriate category: Designated Features or Accommodations.

Use the **Accommodations** category if Text-to-Speech is required in the student's IEP. Use **Designated Features** otherwise. *These categories are for reporting purposes only; the Text-to-Speech functionality is the same for both categories.*

	Last Name ▲	First Name ▲	Student ID
<input checked="" type="checkbox"/>	Abel	Rheanna	F08000089
<input type="checkbox"/>	Alger	Luanne	SF060005



Troubleshooting: If Text-to-Speech is unavailable, the student might not have a supported test assigned (such as K-2).

8. If assigning Text-to-Speech, specify which parts of questions to read aloud, per the student's IEP. For example, can limit Text-to-Speech to answer choices only. Consider the following:

For questions with text entry, the text a student types will not play.

If you disable **Assets such as reading passages**, then answer choices embedded in paragraphs **will not play**. See the image for an example.

Read the paragraph, and choose the correct verb for each verb pair.

The benefits of implementing the proposal are numerous. First, the plan will greatly reduce pollution and lessen the impact on nearby wildlife habitats. Second, the measure [will create / would have created] hundreds of new jobs; new employees [will begin / have begun] working in less than three months.

9. To test immediately, refer to [Starting the Test Session](#) on page 19.
10. To save this session for later, select **End Session** and create a session name that is unique and easy for students to type.
Avoid spaces, special characters, and capital letters. Examples: **jbm7** (your initials +subject +grade) or **21eagle925** (room +mascot +month +year).

Alternative method: Create a session using Find Students to Test

For a short video demonstration, visit [How to Find Students for Testing](#). Limit sessions to 30 students per session. Large sessions—such as sessions for an entire grade—can be unwieldy.

1. From **Manage Test Sessions**, select **Find Students to Test**.
2. Choose search criteria and select **Search**.
3. Choose students and select **Add Students**.
4. Repeat the search as needed.
5. Assign tests to all students, and assign accommodations to students as appropriate. Refer to [Assign tests and accommodations](#) on page 16.

The screenshot shows the 'Find Students' interface. At the top, there's a search bar with a note: 'Search is restricted to the current term. School must be specified first.' Below this is a table titled 'Student(s) Found' with columns: Last Name, First Name, Middle Name, Student ID, and Student State. One student is listed: Jones, Kiera, -, 0022553, -. To the right of this table is an 'Add Students' button. Below the 'Add Students' button is a 'Student List' table with columns: Last Name, First Name, Student ID, and Student State. Two students are listed: Smith, James, 0022514, -. To the right of this table is a 'Test Now' button. A blue callout box with the text 'Add selected students to the list' points to the 'Add Students' button. Another blue arrow points from the 'Test Now' button to the 'Add Students' button.



Important! Only use Screen Reader Compatible tests for students who are blind or have a visual impairment and whose IEPs require a screen reader such as JAWS or other third-party accessibility tool. Assign these tests when creating a test session.

6. To save the session for later, choose **Save Session**. To begin testing immediately, choose **Test Now** and refer to [Starting the Test Session](#) on the next page.
7. Create a session name that is unique and easy for students to type. Avoid spaces, special characters, and capital letters. Examples: **jbm7** (your initials +subject +grade) or **21eagle925** (room +mascot +month +year).
8. Select **Save and Exit**.
9. When you are ready to begin testing, refer to [Proctoring MAP Growth Tests](#) on page 19.

Proctoring MAP Growth Tests

Starting the Test Session

This section describes how to open a saved session and get students testing. It includes instructions proctors can read aloud to students to help them launch the MAP Growth secure testing app, log in with the correct name and test, and join the test session.

For a short video demonstration, visit [Opening Your Saved Sessions](#).

Prepare the testing environment and open the saved test session

When it's time to set up the testing environment:

1. Turn on all student testing devices. Distribute headphones, if necessary.
2. Go to the **Manage Test Sessions** page. If you haven't created a session yet, refer to [Create a Test Session](#) on page 16.
3. Select **Show** next to **Saved Testing Sessions**.
4. To re-use a session from a previous administration window, adjust the **Term Last Used/Modified** menu. You can reuse any session from the current academic year.
5. Select a test session and select **Test Now**. The proctor console will appear.



Troubleshooting: If **Test Now** is not available, a session may already be open. Select **Return to Testing** in the upper right and end the session if necessary.

The screenshot shows the NWEA MAP Growth Proctor Console. At the top, it says "nwea believe in what's possible" and "Logged in as Sample Instructor". Below this are links for Home, Help, Contact, Change Password, and Logout. The main header is "TEST STUDENTS" with buttons for "DOWNLOAD SESSION PROGRESS" and "END SESSION". The session details show "SESSION NAME: dark4107", "PASSWORD: 2268", "SECURE TESTING BROWSER REQUIRED: 0 students", "TESTING TIPS AND SCRIPT: View PDF", and "PROCTOR PIN: 2369". Below this, there are sections for "Session Details" (Total Students: 13, Testing: 0), "Action Needed" (To Be Confirmed: 0, Paused: 0), and "Rapid-Guessing Alerts" (0 Paused, 0 reached rapid-guessing threshold). At the bottom, there is a table with columns for Last Name, First Name, Status, Question #, Test Assignment, Accommodations, and Rapid Guesses. The table lists two students: Barrett, Conrad (Awaiting Student) and Brock, Sarah (Awaiting Student).

Last Name	First Name	Status	Question #	Test Assignment	Accommodations	Rapid Guesses
Barrett	Conrad	Awaiting Student	-	Demo Growth: Math 2-5	No	0
Brock	Sarah	Awaiting Student	-	Demo Growth: Math 2-5	No	0

6. Check that all students are assigned the correct test and accommodations.
7. Write or display the session name and password for all students to refer to during sign-in. The session password changes every day.

Log students in and start the test

The steps in this section will guide you through introducing the test to students, helping them log in, and starting the test.

Text that is preceded by **SAY** is a suggested script to help you explain the assessment and guide students through the login process. Other text is instructions for proctors only and should not be read to the students.

Test introduction

SAY: The purpose of this test is to show what you know now so that your teacher can plan for what you will learn next. So give this test your best effort. Some questions will be easy, and others will be more difficult. You will not get all the answers correct, and that is okay because the test is designed that way to figure out what you're ready to learn. If you are stuck on a question, see if you can eliminate some of the answers that are definitely incorrect, and choose from the remaining answers. Do your best, and if you find yourself spending too much time on one question, choose what you think might be the best answer and move on.

SAY: Before you finish a question, you may change your mind and pick a different answer. But remember, once you move to the next question, you cannot go back to the question you just answered.

This test might take the whole class period or a little bit more and that is okay as long as you do your best and are being productive. If you need to take a break to refocus, let me know.

SAY: I am here to help when there is a problem with the test. Please raise your hand if any of these things happen:

- If the computer asks for your name, but your name does not appear in the list
- If you have headphones, but you do not hear sound when the test begins
- If a question appears to be missing answers, questions, or instructions

SAY: If testing grade 2+ math:

On some (but not all) test questions, a calculator tool appears at the top. You can click the calculator picture to open an on-screen calculator that helps you answer the question.

If you are unsure about a word in a question, raise your hand for help. I can pronounce the word for you, but I cannot tell you what the word means or explain any math symbols.

SAY: If testing grade 2+ reading or language usage:

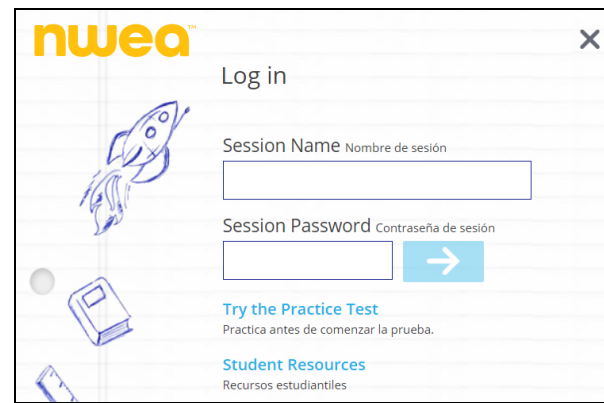
If a reading passage is too long to fit on the screen, use the scroll bar on the right side of the passage to scroll down and see the rest of the passage and questions about it.

Sometimes a passage appears again and again, but look carefully, because you will see different questions for the same passage.

Student login

SAY: Let's start by opening the NWEA secure testing app. You should now be at a screen that says **Log in** and it asks for the session name and password. Is there anyone who isn't on this screen?

Assist students as needed.



SAY: Enter the session name and password exactly as it is written on the board, then use the blue arrow button to move to the next screen.

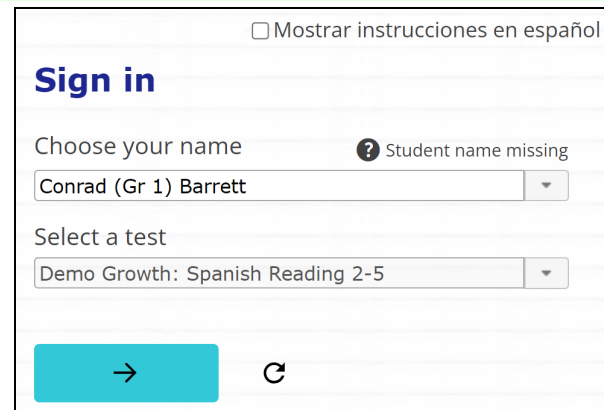
SAY: You should now be on a screen that says **Sign in** and it has a menu called **Choose your name**. Is there anyone who isn't on this screen?

Assist students as needed.



Tip: If any of your students need instructions in Spanish, they can select the button in the upper right that reads *Mostrar instrucciones en español*.

SAY: Open the **Choose your name** menu and select your name. You might need to scroll down. You can also start entering your name and then pick your name from the list. Is there anyone who can't find their name?



Assist students as needed.

SAY: If you have assigned tests:

The **Select a test** menu should already have today's test selected. It should say [*Test name here*]. Is there anyone who doesn't have the right test selected?

SAY: If you have not assigned tests:

In the **Select a test** menu, choose today's test, which is [*Test name here*]. Be careful to choose the right test. Is there anyone who needs help selecting the test?

Assist students as needed.

SAY: Use the blue arrow button to move to the next screen. You should now be on a page that has your name at the top. Everyone check to make sure it shows your name and today's test, which is [*Test name here*]. Is there anyone who isn't seeing the right name or test?

Assist students as needed. Any student who selected the wrong name or test should choose **No** on this screen. They will be returned to the **Choose your name**.

If a student chose the wrong name, they can now select the correct name. Refer to [Student cannot find their name when signing in](#) on page 52 if their name isn't available.

If a student chose the wrong test, refer to [Student assigned the wrong test](#) on page 49.

Is this correct?

Name: Conrad (Gr 1) Barrett
Test: Demo Growth: Spanish Reading 2-5
Session: unity5963

School: NWEA Sample School
Grade: 1
Birth Year: 2013

← NO YES →

SAY: Select the blue **Yes** button. Wait just a minute while I start your tests from my computer. When your test is ready to begin, you'll see the **Start Test** button. Select that button to begin your test.



Troubleshooting: If the internet connection is slow, ask students to start a few at a time, rather than all at once.

On the proctor console, select **Refresh Page** to identify students in the "To Be Confirmed" status.

Select **Confirm**. This confirms all students in the "To Be Confirmed" status.

Or, to confirm individual students, select these students, open the **Select Action** menu, and choose **Confirm**.

Session Details
 Total Students: 1
 Testing: 0

Action Needed
 To Be Confirmed: 1
 Paused: 0

Confirm

Select Confirm to start tests for all students in the To Be Confirmed status

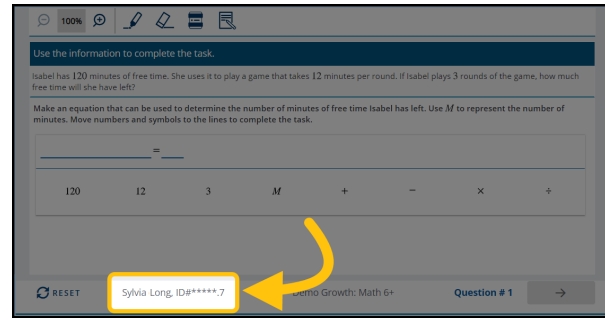
	Last Name	First Name	Status	Question #
<input type="checkbox"/>	Sample	Student 1	To Be Confirmed	-



Troubleshooting: If any students are continuing suspended tests, you'll get an additional window to confirm their test. Refer to ["Action Needed to Continue Test" message when confirming students](#) on page 48 for more information.

Assist students as needed. Once you have confirmed all students:

SAY: If you haven't started your test, go ahead and choose the **Start Test** button. Once you start the test, check that your name is still displayed at the bottom of your screen. If you can't start your test, or if you don't see your name, please raise your hand.



Assist students as needed.

Active Proctoring and Monitoring Progress

By actively proctoring students and keeping them engaged in their test, you help ensure the assessment will better represent the students' abilities and needs. Refer to [Table 9: Testing Issues and Proctor Actions](#) on the next page for a quick reference on how to handle common situations that may arise during testing.

Table 9: Testing Issues and Proctor Actions

Testing Issue	Proctor Actions	References
Student needs to pause the test and continue later	On the proctor console, select the student and choose: <ul style="list-style-type: none"> Pause: Breaks up to 25 minutes Suspend: Longer breaks. Test must be completed with 14 days 	Test actions: Pause, Suspend, or Terminate on the next page
Student is rapidly guessing	Encourage the student to take their time and think of the best answer for every question	Monitor student engagement in the test below
Student is stuck on a question	Encourage the student to try to eliminate the answers they think are incorrect, and choose from the remaining answers	Monitor student engagement in the test below
There is a problem with a question	Report the problem to NWEA	There is a problem with a test item on page 55
An error occurs or a student is having a technical issue	Consult the proctor troubleshooting steps in this guide	Proctor Troubleshooting Guide on page 46

Monitor student engagement in the test

Circulate the classroom during testing. Use the proctor console to periodically review the **Question #** column to see if any students are getting stuck and the **Rapid Guesses** column to see if any students are speeding through the test. Check in with students who seem to be stuck on a question or are rapidly guessing.

The screenshot shows the NWEA proctor console interface. At the top, there are tabs for 'Session Details' and 'Action Needed'. Below these, a table lists students and their testing progress. Two callouts highlight specific issues:

- A yellow callout points to the 'Question #' column for student Steven Hardacre, noting: "Student has only answered 3 questions and may be stuck".
- A blue callout points to the 'Rapid Guesses' column for student Sylvia Long, noting: "Student test is automatically paused due to rapid guessing".

In the top right corner, a 'Rapid-Guessing Alerts' box shows '1 Paused' and '0 reached rapid-guessing threshold'. A small red icon with the number '1' is also visible next to the 'Rapid Guesses' column header.

What is a rapid guess?

A *rapid guess* means the student answered well below the average response time measured by NWEA for each test question. The response is so fast that the student could not have viewed the question completely.

When a student rapid-guesses multiple times, the test automatically pauses and an alert appears on the proctor console.

How do I handle rapid-guessing alerts?

When a student's test is paused because of rapid-guessing, help the student reengage in the test:

1. Encourage the student to take their time and think of the best answer for every question.
2. When the student is ready to reengage, type the PIN on the student's testing device. The test resumes with the next question.
3. If the student is not ready to reengage, or the student's test has previously been paused for rapid-guessing, consider whether to continue the student's test on another day. Refer to [What happens if a test gets paused for rapid-guessing multiple times?](#) below.

TESTING TIPS AND SCRIPT **View PDF** PROCTOR PIN **1 9254** **Proctor**

Page updates every 60 seconds **Refresh Page**

Rapid-Guessing Alerts:
 1 Paused
 0 reached rapid-guessing threshold

Resume

Name	Rapid-Guessing Alerts	⌚
<input checked="" type="checkbox"/> Bohieme, Salvador	1 1st pause (of 3)	2:40 PM

Please raise your hand for help.

PROCTOR DIRECTIONS
 Resume the test using the PIN or from your proctor console.

3 Proctor PIN **RESUME**

Student

What happens if a test gets paused for rapid-guessing multiple times?

If a student continues to rapid-guess, the test will pause again. After three pauses, the student has rapid-guessed on about 30% of the test. The student has reached the rapid-guessing threshold and should be retested.


Before the student reaches the rapid-guessing threshold, decide whether to continue the student's test on another day when the student is able to reengage. If so, then **Suspend** the test. When the student resumes the test, they will continue from where they left off.

If a student reaches the rapid-guessing threshold, then arrange to retest. Students who complete the test despite reaching the rapid-guessing threshold should also retest. Use the **Class Profile** report to find these students.

Test actions: Pause, Suspend, or Terminate

To control a student's test, select the student in the proctor console and choose one of the options from the **Select Action** menu, described in [Table 10: Proctor Test Controls](#) on the next page. There is no action for students to take; they only need to wait for the teacher.

Table 10: Proctor Test Controls

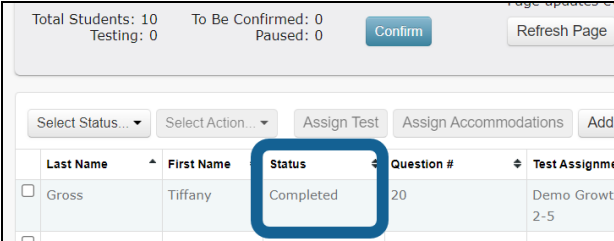
Action	Duration	To Continue Testing	What to Expect	References
Pause	Up to 25 minutes	Choose Resume	The student must resume from the same device. The test will continue with the next question. After 25 minutes, the test becomes suspended	Monitor student engagement in the test on page 24 How to Pause and Resume a Test (video)
Suspend	Up to 14 days	<i>If same day and same session:</i> Choose Test Again	Test will continue with the next question	Handling Make-ups and Retesting on page 27
		<i>...or, if continuing another day:</i> Choose Resume Test when prompted	Continue testing with either the saved test session or a newly created test session, whichever is more convenient  Important! Suspended assessments must be completed within 14 days of starting the test	Suspend and Test Again (video)
Terminate	Permanent	Choose Test Again to allow student to start another test	All student answers are discarded. Use this only if the wrong test was assigned	Terminating an Active Test (video)
To pause, suspend, or terminate from the student's device, type Ctrl+Shift+P and enter the proctor PIN				

Ending the Test Session

As students finish their tests, they may read quietly or do any other activities allowed by your school's testing policy.

When students finish their test, they will see a screen that says **Congratulations, you finished the test!**

On the proctor console, the student's status is listed as **Completed**.



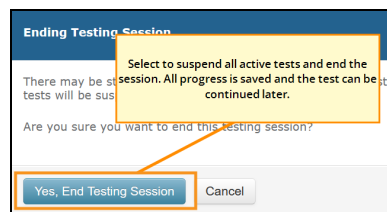
Total Students: 10		To Be Confirmed: 0		Confirm	Refresh Page
Testing: 0		Paused: 0			
Select Status...	Select Action...	Assign Test	Assign Accommodations	Add S	
Last Name	First Name	Status	Question #	Test Assignment	
<input type="checkbox"/> Gross	Tiffany	Completed	20	Demo Growth: 2-5	
<input type="checkbox"/> Hordson	Steven	Awaiting		Demo Growth:	

If it is time to end the testing session but there are still students working on their tests:

SAY: It is now time to end the testing session for today. If you aren't done with your test yet, your progress will be saved and you can finish it later.

On your proctor console, follow these steps:

1. Select **Download Session Progress** to save a snapshot of your students' current statuses. This is helpful for make-up testing.
2. Make careful note of any students who were unable to finish.
3. Select **End Testing Session**. If students are still testing, a prompt shows that those tests will become suspended. Select **Yes, End Testing Session**.
4. At the next prompt, select **Save and Exit**.
5. The other choice, **Delete Session**, removes the session but does not delete your students' test progress or scores. Students with in-progress tests can complete their tests in another session.



SAY: You may now close the testing app.

Give the students the appropriate steps to close the app:

PC or Mac:	iPad:	Chromebook:
Select the X at top	Use the Home button or swipe up from the bottom of the screen	Select the X or Shift+Alt+K

Handling Make-ups and Retesting

This section helps proctors identify students who still need to complete their test and students whose tests are invalid and need to retest. It also shows proctors how to re-use test sessions and create new make-up sessions.

Identify students without completed tests

There are several methods proctors can use to find students who still need to complete a test.

Class Profile report

The **Test Details by Student** section on the **Test Details** tab lists all students in a class, including students who are missing scores or whose tests have been invalidated. Teachers can use this report to identify students who still need to test.

Details for unofficial RIT scores and invalid tests

Nash, Kristen

4

Invalid test (duration too short)

Test Results: Winter 2020-2021

Result Type	Reason	Achievement Percentile	RIT Score	Quantile	SEM	Test Duration	Rapid Guessing Percentage	Test Name	Test Date
Invalid test	Duration too short	—	—	—	—	—	—	Demo Growth: Math 2-5	12/11/20

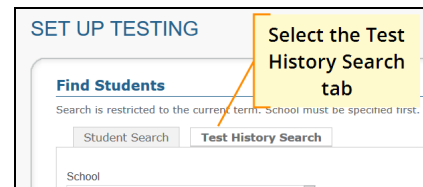
Downloaded Session Progress

If you downloaded the session progress at the end of your previous test session, you should have a file named `Student_Data.csv` downloaded to your device. This file lists all students in that session and their status when you downloaded the session. You can use this to identify students with suspended tests, or students who have reached the rapid guessing threshold.

A	B	C	D	E	F	G	H	I	J
Last Name	First Name	Status	Question #	Test Assignment	Accommodations	Rapid-Guesses	Rapid-Guess %	Reached Rapid-Guessing Threshold	Test Duration
Martin	Sophie	Suspended	14	Demo Growth: Math 2-5	No	--	--		0:45:40
Santos	Gregory	Completed	20	Demo Growth: Math 2-5	Yes	8	40%	Yes	0:37:21

Find Students to Test: Test History Search

Under **Manage Test Sessions**, choose **Find Students to Test**, then use the **Test History Search** tab. You can use this search to find students who have a suspended test, or who haven't completed a particular test. You can also search for students who have reached the rapid-guessing threshold.

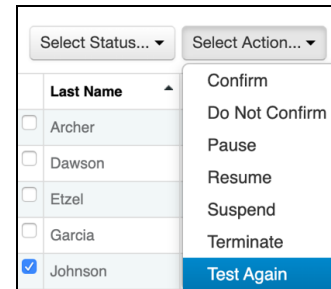


Make-up test sessions

Using an open test session

If you already have an open test session containing the student you need to test, you can resume their suspended test or start a new test. Suspended tests can be resumed in any test session, so the student does not need to finish the test in the same session in which they started.

1. Check the student's status.
 - a. **Awaiting Student:** Continue to Step 3 below.
 - b. **Testing or Paused:** Select the student then choose **Suspend** (or **Terminate**) from the **Select Action** menu. Terminating a test deletes all student progress and cannot be undone.
2. Select the student, open the **Select Action** menu, and choose **Test Again**. The student's status changes to **Awaiting Student**.
3. Assign the correct test and accommodations as needed. Refer to [Assign tests and accommodations](#) on page 16.
4. The student can now sign in using the session name and password.



Reusing a closed test session

If most of the students in the session need to continue testing, you can end the session and reopen it later. Refer to [Prepare the testing environment and open the saved test session](#) on page 19.

The status for everyone will be **Awaiting Student**. Don't worry! This is normal; it means that the student can sign in to the session.

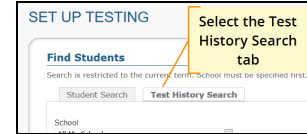
The session name is the same but the session password will be new. When confirming students, select **Resume Test**.

First Name	Status	Question
Alexis	Awaiting Student	✓
Meghan	Awaiting Student	

Creating a new session with Test History Search

You can use Test History Search to create a new make-up session. This session can include a mix of students: those who need to finish testing and those who have not yet tested.

1. Under **Manage Test Sessions**, select **Find Students to Test**.
2. Open the **Test History Search** tab.
3. Select School, Grade, Instructor, and Class as needed.



4. Select the test, testing status, and whether you want to search for tests that reached the rapid guessing threshold.

To select all students who still haven't completed a particular test, choose the **Not yet tested** option to include students with incomplete tests.

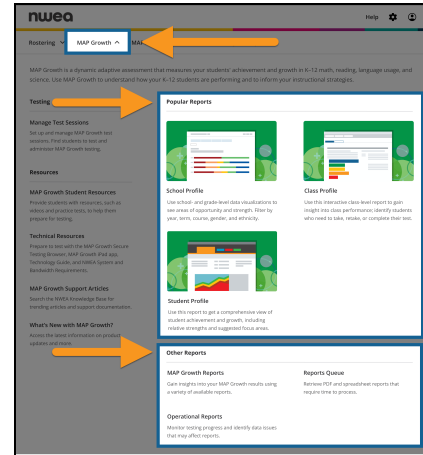
5. Select **Search**, then choose students from the search results and select **Add Students**.
6. **Important:** Assign tests (and accommodations, if needed) to all students. Refer to [Assign tests and accommodations](#) on page 16.
7. Select **Test Now**. When confirming students, select **Resume Test**.

MAP Growth Reports

How to Access Reports

To access reports:

1. Log in to the [MAP Growth Administration site](#) using your NYCDOE username and password.
 2. From the start page, select **MAP Growth** at the top.
 3. Choose from the popular reports shown, or select **MAP Growth Reports** under the **Other Reports** section to see reports such as the Achievement Status and Growth Summary report and the Learning Continuum.
- The report you selected loads, or you are directed to the reports landing page.



Troubleshooting: If you are not at the start page, select **View Reports** > **MAP Growth** in the navigation pane on the left.

The report options that appear depend on the MAP role assigned to you. For example, an Instructor can see student-level and class-level reports but not school-level reports.

Common MAP Growth Reports



Tip: Assessment results are available within 24 hours of testing.

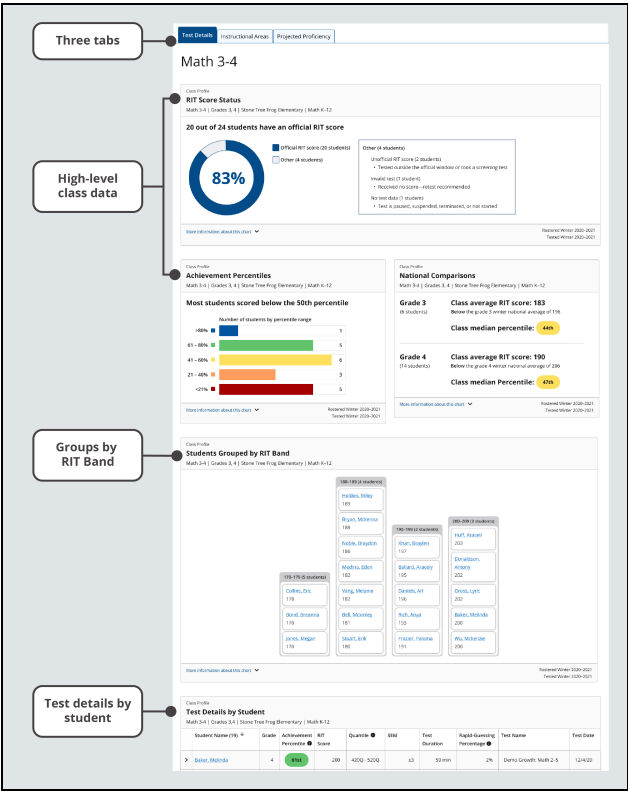
Class Profile

The Class Profile has 3 main sections: the Test Details tab, Instructional Areas tab, and the Projected Proficiency tab.

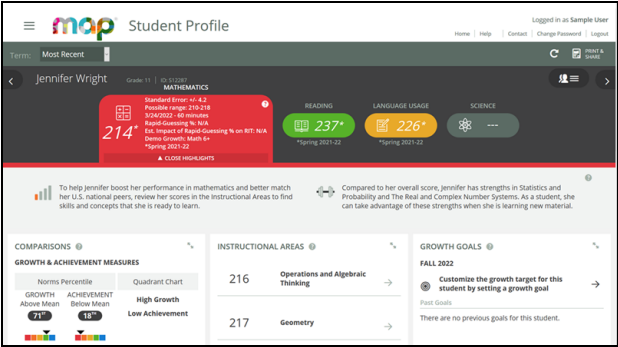
Use the **Test Details** tab to explore high-level data for your class performance and testing status, get a sense of the academic diversity in your classroom, and dive into testing and performance details for each student in your class.

Use the **Instructional Areas** tab to understand the strength and opportunity areas for your class and to explore class and student performance across instructional areas for the tests your students have taken.

Use the **Projected Proficiency** tab to review how class and student MAP Growth scores project to performance on your state's end-of-course summative tests, the ACT®, and the SAT®.



Student Profile



For individual students, teachers can access the Student Profile. The Student Profile provides a summary of all data for the student: RIT scores, historical performance, achievement percentiles, conditional growth percentile, and Lexile range (from reading assessments). The Student Profile also provides the ability to create custom growth goals, including developing action plans. To support instructional practice, teachers can view

and print the instructional areas that need to be developed.

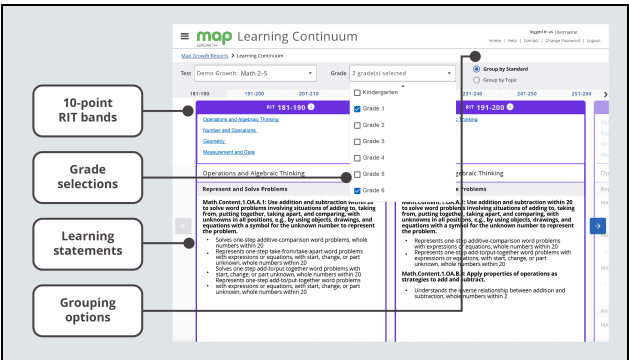
If a student takes multiple tests in a subject, such as the Math 6+ test and the Algebra I test, the Student Profile shows the student's most recent test. Refer to the Class Profile report to see all test results.

School Profile

The School Profile allows administrators to quickly compare and track trends, identify classes that need additional support, evaluate results of major changes, and more. Achievement and growth data are available, and you can filter by ethnicity, gender, and program participation.



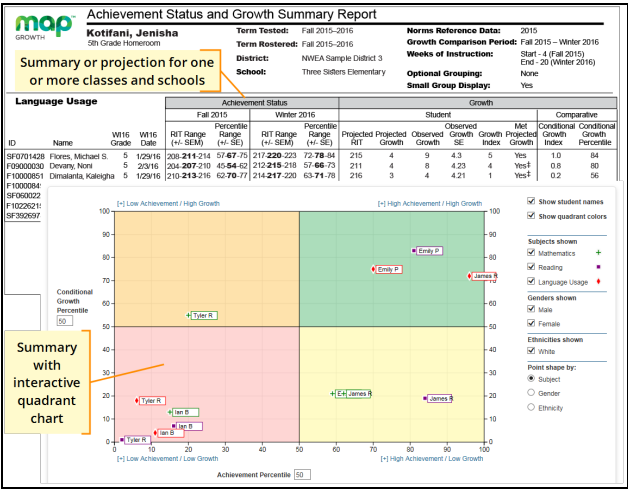
Learning Continuum



The Learning Continuum can be sorted by NYS Standards to show the relative rigor of the components of the standard into 10-point RIT bands. Each learning statement corresponds to at least one item on the selected test. Educators can use the Learning Continuum to make connections between their students' MAP scores and the standards.

Achievement Status and Growth

The Achievement Status and Growth reports show three pictures of growth, all based on national norms: growth projections to help you set student growth goals, summary comparison of two terms to help you evaluate efforts, and an interactive quadrant chart to help you visualize growth comparisons.



Technology Preparation and Requirements

Best practices for smooth MAP Growth testing

- **Start slow:** To give your staff time to troubleshoot technical issues, limit testing to 30 students at a time on the first day and slowly increase the number of concurrent tests.
- **Co-located schools:** If the school is co-located with other schools, coordinate testing times in order to reduce bandwidth usage.
- **Limit internet usage:** Limit or remove other bandwidth-intensive activity during testing, such as video streaming, attendance scanning, and email usage.

System Requirements

System requirements are also in [System Requirements](#) in the MAP Help Center.

Secure testing requirements

As a best practice, use NWEA secure testing apps for MAP Growth testing to prevent students from accessing other websites during testing. Refer to [Set up secure testing](#) on page 37 for installation instructions.

Table 11: Requirements for NWEA Secure Testing Browser and App

Device	Operating System	Secure Testing App
Windows® PC*	Windows® 10 minimum	NWEA secure browser for PC, 5.4.442.0 minimum
Mac®**	macOS 13 minimum DIIT supports macOS 12 and higher	NWEA secure browser for Mac, 5.6.1.4 minimum
Chromebook®**	Google Chrome OS™ 131 minimum	NWEA Secure Testing App, 3.2.0 minimum
iPad®	iPadOS® 17 minimum	NWEA Secure Testing App, 3.4 minimum
<p>*Touch screens for starred devices are not supported. Chromebook tablets are only supported with an external keyboard.</p> <p>Recommended: Set up computer accounts for to testing and disable digital assistants, voice dictation, and unsupported screen readers (Chromevox™ and VoiceOver™). JAWS® versions 2021 through 2024 are supported.</p>		

Browser-only testing requirements

If a school decides not to use secure testing apps, students may use a supported web browser like Chrome. Refer to [Set up browser testing](#) on page 38 for configuration instructions.

Table 12: Requirements for Testing in Standard Web Browsers

Device	Operating System	Chrome	Safari	Firefox	Microsoft Edge
Windows PC	Windows® 10 minimum	Version 131 minimum	Not supported	Not supported	Version 131 minimum
Mac	macOS 13 minimum DIIT supports macOS 12 and higher	Version 131 minimum	Version 18.1 minimum	Not supported	Not supported
Chromebook	Google Chrome OS™ 131 minimum	Version 131 minimum	Not supported	Not supported	Not supported
iPad [†] (grade 2+ testing)	iPadOS® 17 minimum	Not supported [‡]	Version 18.1 minimum	Not supported	Not supported
[†] iPad testing with MAP Growth K-2: Students must use the NWEA Secure Testing app.					
[‡] Chrome on iPad: This is not supported by NWEA. However, DOE considers this a recommended browser.					

Testing sites

NWEA provides schools with two different test URLs for testing in a standard browser. The only difference between the two URL options is that one URL opens the test in a pop-up window and the other does not. The “no-pop-up” URL removes the need to change browser settings. The test experience is otherwise the same.

Table 13: Comparing Browser Testing URLs

	Test URL <i>with</i> pop-up window	Test URL <i>without</i> pop-up window
URL	test.mapnwea.org	test.mapnwea.org/#/nopopup
Supported MAP Growth tests	All tests supported	All tests supported
Ease-of-use	Must disable pop-up blocking. Refer to Oops, Where's My Test Window screen on page 64	No additional configuration required
Test security	Arrow, refresh, and other navigation keys removed from browser window. Students cannot use the address bar to type URLs. However, students can still open new browser windows and other apps.	All browser navigation tools are available on the test window, making it more likely that students will navigate away from the test or open other browser windows and tabs
Supported features	Both testing URLs support all embedded accommodations and universal features, including Text-to-Speech	

Proctor, teacher, and staff requirements

System requirements to administer testing, access reports, and use other administrative features are the same as the requirements for standard web browser testing for students. Refer to [Browser-only testing requirements](#) on page 34.

The following settings are also required for staff devices. You can either push these configurations to staff devices or instruct staff to make the changes themselves, if they have permission.

Browser settings:

- **Enable JavaScript.**
- **Enable cookies** for teach.mapnwea.org and start.mapnwea.org.
- **Allow pop-ups** on teach.mapnwea.org, start.mapnwea.org, and the training sites listed in [Firewall allowlist and email configuration](#) on page 36.
- **Disable saved password.** Recommended for security purposes.

Other settings:

- **Set screen resolution.** Optimal screen resolution is 1280 x 1024.
- **Adjust clock.** The device clock must be within 5 minutes of the official standard time in your area for the MAP Administration site to work correctly.
- **Allow NWEA email** from *@nwea.org. Temporarily disable or add an exception for *@nwea.org, *@auth.nwea.org, and *@notifications.nwea.org in any filters that block bulk emails from arriving in a short period of time.

Hardware requirements

Computers must meet the minimum requirements for the operating systems and browsers used for testing, and the requirements in [Display Requirements](#) below.

Table 14: Display Requirements

Feature	Requirement
Screen Resolution	MAP Growth: 1024 x 768 for students; 1280 x 1024 for staff
Scaling or Zoom	Set to 100%; Refer to Screen resolution testing requirements error on page 50
Color Depth	32-bit recommended (minimum 16 bit)

Headphones for students

Questions in tests for early learners (such as MAP Growth K-2) and tests with the Text-to-Speech feature include audio. For the best experience, use headphones.



Network Configuration

Firewall allowlist and email configuration

For the following URLs: add to your allowlists, exclude from caching, and prioritize the traffic. Update both hardware (such as firewall, content filter, and proxy server/cache) and software (such as antivirus and anti-malware). Allow the changes to propagate before testing.

For all MAP Suite products:

*.mapnwea.org
fonts.googleapis.com
gstatic.com
<https://sso.mapnwea.org>
<https://teach.mapnwea.org>
<https://start.mapnwea.org>
<https://auth.nwea.org/adult/login>
<https://auth.nwea.org/adult/logout>
*.browser-intake-datadoghq.com
*.datadoghq-browser-agent.com
newrelic.com

For Text-to-Speech:

*.texthelp.com
*.speechstream.net

For training, documentation, and analytics:

<https://nwea.force.com/nweaconnection/>
<https://dpdol.nwea.org>
<https://legal.nwea.org>
<https://prolearning.nwea.org>
<https://prolearningonline.nwea.org>
<https://start.nwea.org>
<https://www.surveygizmo.com>

For MAP Growth:

<https://cdn.mapnwea.org/>
<https://cdn.jsdelivr.net>
<https://item-presenter-lib.mapnwea.org>
<https://test.mapnwea.org>
<https://test.mapnwea.org/#/nopopup>
<https://practice.mapnwea.org>
<https://studentresources.nwea.org>
*.launchdarkly.com

Allow in email spam filter (both server and clients):

*@nwea.org
*@auth.nwea.org
*@notifications.nwea.org

For example, noreply@auth.nwea.org is used to send login credentials to staff. Also, check whether your filters will block bulk emails from arriving in a short period of time. Either temporarily disable that filter or add an exception for *@nwea.org, *@auth.nwea.org, and *@notifications.nwea.org.

Bandwidth

Use the following bandwidth estimates to plan testing. Test locations that do not meet these estimates will be able to deliver assessments, but may experience delays.

- Grades 3+ testing—**2 Mbps** for every 30 computers concurrently testing.
- Grades K-2 testing—**3 Mbps** for every 30 computers concurrently testing. More bandwidth is required because of audio and interactive features.
- Look for limitation points in your internal network (such as school-to-district connections when the district has the main internet connection).
- Calculate the bandwidth requirements separately for each administration window, depending on the number of tests planned.
- Additional bandwidth is needed at the beginning of each MAP Growth assessment. The initial load is approximately 2.2 MB.



Troubleshooting: To verify sufficient bandwidth and other minimum requirements, visit the NWEA Workstation Diagnostic at <https://check.nwea.org>.

Wireless recommendations

[Table 15: Performance by Number of Devices per WAP](#) below gives general guidelines for Wireless Access Points (WAPs), based on 802.11 g, n, or ac:

Table 15: Performance by Number of Devices per WAP

Number of Devices per WAP	Performance
25 devices	Acceptable
25–50	Check the performance
50 or more devices	Try to decrease the number of devices

WAPs should be in the same room as the testing devices. Limit WAP connections to testing devices if possible. Allow devices to connect only with the closest WAP by avoiding overlapping channels and disabling promiscuous mode. During testing, monitor for interference from other WAPs, devices, and activities such as iOS updates. If errors occur, try disabling automatic load balancing.

Set Up Testing Devices

Set up secure testing

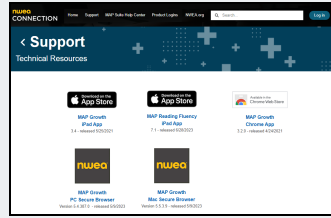


Important! *The NWEA secure testing app is strongly recommended.* The app:

- Eliminates the need to navigate to a testing website
- Prevents students from accidentally closing the test browser window
- Prevents students from navigating to other websites or apps
- Blocks pop-up windows and notifications

To set up secure testing, refer to [Table 16: Secure Testing Installation Instructions by Device](#) on the next page.

Table 16: Secure Testing Installation Instructions by Device

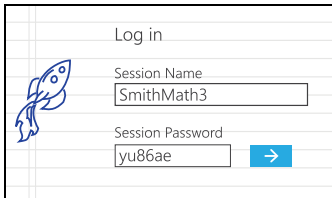
Device Type	Installation Instructions
Windows® and Mac® computers	<p>Download and install the testing browser from the NWEA Connection Technical Resources page.</p> <p>For detailed installation instructions, refer to the System and Technology Guide.</p> 
DOE-issued iPads® and Chromebooks™	The secure testing app is automatically installed on all DOE-issued iPads and Chromebooks. Schools do not have to submit a ticket to DIIT to install the app.
Personally owned iPads	Download the NWEA Secure Testing app from the App Store.

If you experience technical difficulties, help is available. Refer to [Technical Support and Help](#) on page 8.

Set up browser testing

The NWEA secure testing app is strongly recommended for testing. However, if a student must test on a standard web browser, follow these steps:

1. Confirm that the device meets the system requirements. Refer to [System Requirements](#) on page 33.
2. Go to <https://test.mapnwea.org> to verify that the test session log in page appears.




Troubleshooting:

Some common errors and how to fix them:

- [Oops, Where's My Test Window screen](#) on page 64
- [Screen resolution testing requirements error](#) on page 50

Appendix A: User Role Matrix

User and educator role information comes from Galaxy. Refer to [Managing Staff Roles](#) on page 13 for information.









Role in Galaxy	Teacher	Data Specialist	School Principal	School Assistant Principal
Roles in MAP Growth	Instructor, School Proctor	School Assessment Coordinator, School Proctor	Administrator, School Assessment Coordinator, School Proctor	Administrator, School Assessment Coordinator, School Proctor
MAP Growth Reports				
District Summary			✓	✓
Projected Proficiency			✓	✓
Student Growth Summary		✓	✓	✓
School Level Results File		✓	✓	✓
School Profile		✓	✓	✓
Class Profile	✓	✓	✓	✓
Learning Continuum	✓	✓	✓	✓
School Profile	✓	✓	✓	✓
Family Report	✓	✓	✓	✓
Achievement Status and Growth Quadrant	✓	✓	✓	✓
Achievement Status and Growth Summary and Projection	✓	✓	✓	✓
MAP Growth Operational Reports				
Test Events by Status		✓	✓	✓
Students Without Valid Test Events		✓	✓	✓
Class Profile	✓	✓	✓	✓
MAP Administration				
Create and Manage Test Sessions	✓	✓	✓	✓

Appendix B: Accommodations, Accessibility, and Testing Tools

Using Universal Testing Tools

Universal testing tools are available to all students and do not need to be assigned when creating a test session. Some of these tools, such as calculators, rulers, and protractors, only appear on applicable test items with math content. [Table 17: Descriptions of Universal Testing Tools](#) below lists the available tools.

Table 17: Descriptions of Universal Testing Tools

Tool Name	Icon	Student Use
Zoom		Enlarge the text and images
Highlighter and Eraser		Highlight key parts of a question
Line Reader		Focus attention on one line at a time, such as with reading passages
Notepad		Make notes about a question
Answer Eliminator		Eliminate wrong answers so they appear dimmer
Calculator		Either standard or scientific. Available on applicable questions aligned to grade 6 standards and higher. For details about using the scientific calculator, visit https://learn.desmos.com/scientific
Mathematics Reference Sheet		View grade-appropriate formulas and definitions on Mathematics assessments
Ruler and Protractor		Measure lengths and angles on applicable questions

Keyboard navigation

Students on non-touchscreen devices who are unable to use a mouse can use keyboard controls.

About the Text-to-Speech Accommodation

Proctors can assign Text-to-Speech and record other accommodations provided to students in a test session. When assigning accommodations, consider your state and district policies and the overall NWEA guidelines. NWEA guidelines and a list of assignable accommodations can be found here: [NWEA Accessibility and Accommodations FAQ](#).



Important! Only use Screen Reader Compatible tests for students who are blind or have a visual impairment and whose IEPs require a screen reader such as JAWS or other third-party accessibility tool. Assign these tests when creating a test session.

Using Text-to-Speech

Students assigned the Text-to-Speech accommodation can use these tools to hear questions read aloud.

Use the ear icon to begin reading at the top of the page. Use finger icon to select a starting point. Use the pause button to stop playback. To adjust volume, change the volume on the student's computer or device.



Students can practice using Text-to-Speech with the MAP Practice Tests. Refer to [Prepare Students with Practice Tests](#) on page 15.



Reminder: When students use Text-to-Speech tools, the Highlighter and Eraser are disabled, and vice versa.



Troubleshooting: If there is no sound, try the following steps:

- Check the volume
- Use the latest version of the NWEA secure testing browser
- Suspend the test, choose **Select Action > Test Again**, and open **Assign Accommodations** to ensure you selected Text-to-Speech. If not, consider terminating the test and having the student start over.
- Consult your network technician to ensure the Text-to-Speech firewall settings were completed on all network devices.

Reassigning or Changing Accommodations and Text-to-Speech

Changing assigned accommodations

You can change an assigned accommodation any time before a student starts testing. However, once the student starts testing, you cannot change accommodations, except by using **Suspend**, choosing **Test Again**, and then making the change. After you make the change, the student can sign in again.

Applying accommodations in another session

Accommodations do not persist across test sessions. You must reassign accommodations when you create a new test session, including for suspended tests.

Applying accommodations for a new test assignment

For Text-to-Speech, you must reassign the accommodation whenever you assign a new test, even in the same test session.

For all other accommodations, you don't have to reassign them when using the same test session. However, in a new session, you do need to reassign accommodations.

Screen Reader and Visual Aids—Additional Setup

Students who are blind or have visual impairments may also use external tools—such as the JAWS screen reader and ZoomText magnifier—together with MAP testing. For these students, assign the tests labeled Screen Reader Compatible, such as "Growth: Math 6+ NY 2017 (Screen Reader Compatible)." For details, refer to the [Screen Reader Guidelines](#) in the MAP Help Center.



Screen Reader Compatible Tests vs. Text-to-Speech

When to use Screen Reader Compatible tests

The Screen Reader Compatible versions of the MAP Growth assessments are designed solely for students who are blind or have visual impairments and require third-party tools such as screen readers to take a MAP Growth assessment based on IEP accommodations. The Text-to-Speech accommodation and Universal Testing Tools do not work on Screen Reader Compatible tests.

What are screen readers?

Screen readers, such as JAWS and VoiceOver, provide structural information about the page. For example, they announce the type of item the student has navigated to, such as a button, link, or edit field, and facilitate keyboard navigation for actions that usually require a mouse. These programs also access alternative text descriptions for images.

When to use Text-to-Speech

The Text-to-Speech accommodation is typically intended for students with print-reading disabilities or those who have difficulty reading text and have associated accommodations on their IEPs. The Text-to-Speech accommodation must be assigned by the proctor in a test session before the student begins the test.



Important! Do not assign Screen Reader Compatible tests to students who need the Text-to-Speech accommodation.

Appendix C: Screenings and Skills Checklists

MAP Screening for Grades 2–12

For students who transfer and enroll in a new school and were not tested in MAP at their previous school, short screenings provide baseline and placement information outside of official screener administration windows.



Important! These screening tests are not approved universal screeners. They are only available for newly admitted students mid-year, in between the MAP Growth administration windows.

For more information and a list of available tests, refer to [Screening Subject Only](#) on the MAP Help Center.

Screenings for Early Learners

For newly admitted students in grades K–1 who enroll in between official MAP Growth screener administration windows, a short Screening assessment is available for use. The screening test for early learners adapts after the initial sub-skill section and presents a set of either more or less difficult questions, based on the student's performance up to that point.

Two assessments are available: Mathematics Early Numeracy and Reading Early Literacy.

For more details about these assessments, refer to [Screening Test Structure for Early Learners](#) in the MAP Help Center.

Skills Checklists

Sills Checklists assess the knowledge of a specific skill before or after teaching the skill. There are 38 skills to choose from in mathematics and reading. These assessments are scored as a percent correct.

For details about the available Skills Checklists, refer to these resources in the MAP Help Center:

- [Skills Checklists for Reading](#)
- [Skills Checklists for Mathematics](#)

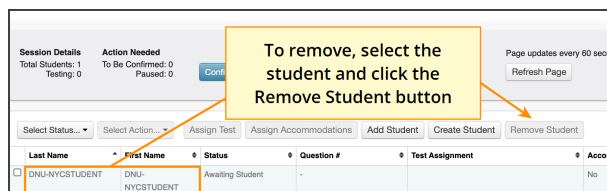
Appendix D: Districts 75 and 79 Student Rostering

In test sessions, proctors at Districts 75 and 79 will notice a student name displayed as DNU-NYCSTUDENT. This placeholder student profile is added to ensure that dual-enrolled students appear correctly. Do *not* test any students under this profile. This profile will not appear on reports.

Optional: Remove placeholder student from a session

Proctors may remove the DNU-NYCSTUDENT profile if they wish. Although this is not required, it will prevent students from accidentally selecting this profile.

1. Select the checkbox next to the student name.
2. Select the **Remove Student** button.



Troubleshooting: Student accidentally selected placeholder profile

If you see the DNU-NYCSTUDENT profile with the **To Be Confirmed** status, then a student has accidentally selected this profile when signing in to the test. Follow the steps below to resolve this issue.

1. Select the checkbox next to the DNU-NYCSTUDENT name.
2. From the **Select Action** menu, choose **Do Not Confirm**.
3. The student who selected the placeholder will be returned to the sign in screen to try again.

Dual-Enrolled Students on Reports

Dual-enrolled students at Districts 75 and 79 will appear as normal on most MAP Growth reports. The Class report only shows students at their school of record. Use the Class Profile instead to view all students assigned to a class regardless of the student's school of record.

Appendix E: Connecting Scores to Instructional Content Providers

MAP Growth data connects to many curriculum and instructional providers so your MAP Growth data flexes with you as needs change. MAP Growth works with the instructional tools you already use and gives flexibility to make adjustments as your students' needs change without losing your longitudinal data. [Table 18: Selected Instructional Content Providers](#) below lists some of the providers that NWEA partners with. Visit [Instructional Connections](#) to see the full list of curriculum and instructional providers that connect with your school's MAP Growth data.

Table 18: Selected Instructional Content Providers

Partnership	Grades	Subjects	Partnership Description
HMH [®] Math 180 [®] (on the Ed platform)	5–12	Math	<i>Math 180</i> is a comprehensive intensive intervention program for students that are one or more years behind in their math curriculum. With emphasis on conceptual understanding, problem-solving, and real-world applications students quickly see the “Why” around the learning. Through adaptive student application, students progress incrementally, mastering topics that will prepare them for algebra readiness.
HMH [®] Read 180 [®] (on the Ed platform)	3–12	ELA	<i>Read 180</i> is a dynamic and effective literacy program designed for students that are one or more years behind in their reading curriculum. The program combines adaptive technology, targeted instruction, and a structured approach to elevate reading from fluency to comprehension.
HMH [®] Waggle [®]	K–8	ELA Math	<i>Waggle</i> is a playful, smart, and engaging supplemental learning solution that goes beyond adaptive learning to provide personalized practice and instruction to support skills diversity for in class centers, independent practice, or report learning. From day one, students are invested in their learning with the ability to explore and personalize their learning journeys.
Edmentum [®] <i>Exact Path</i> [®]	K–12	ELA Math	<i>Edmentum Exact Path</i> provides students in grades K–12 with diagnostic-driven instruction aligned to their specific strengths and abilities. These individualized learning paths provide students targeted support aligned to specific skills and standards.
Edmentum [®] <i>Study Island</i> [®]	K–12		<i>Edmentum Study Island</i> is a customizable K–12 practice and assessment solution, designed to support formative assessment strategies in the classroom.
IXL [®]	K–8	ELA Math	<p><i>IXL</i> is an end-to-end teaching and learning solution that includes:</p> <ul style="list-style-type: none"> • A comprehensive PK–12 curriculum and personalized guidance • Instructional resources and classroom engagement tools • A first-of-its-kind assessment suite • Actionable analytics for your district, schools, classrooms, and individual learners • District partnership, professional learning, and implementation services <p>All integrated into a single platform, each component is designed to work together seamlessly to give educators the tools and insights they need to maximize learning for every single student.</p>

Appendix F: Proctor Troubleshooting Guide

The following pages will help proctors resolve issues during testing and provide guidance for how to get students back on track for testing success.

Table of Contents

- [“Some students are unable to test” message when confirming students](#) on page 47
- [“Action Needed to Continue Test” message when confirming students](#) on page 48
- [Student assigned the wrong test](#) on page 49
- [Screen resolution testing requirements error](#) on page 50
- [Student cannot find their name when signing in](#) on page 52
- [Student logged in to a test under an incorrect student profile](#) on page 54
- [There is a problem with a test item](#) on page 55
- [Test browser closes unexpectedly](#) on page 56
- [White screens or spinning wheel](#) on page 58
- [Student is unexpectedly returned to the Test Session Log In screen](#) on page 60
- [Slow Down Sloth screen or rapid-guessing alert](#) on page 61
- [Student lags behind severely](#) on page 63
- [Oops, Where’s My Test Window screen](#) on page 64



Tip: If you need more assistance, help is available! Check the following resources:

- [MAP Help Center](#): Use the **Help** link at the top of any page in MAP Growth
- Contact NWEA Technical support at (888) 291-0650 or nycsupport@nwea.org

“Some students are unable to test” message when confirming students

How to identify this issue:

When you confirm students, a pop-up appears on your screen saying “Some students are unable to test.”

What causes this issue:

- The student has already completed a test in this subject. This is by far the most common cause of this issue.
- The student is in an “active” status (such as **Confirmed** or **Paused**) in another test session. This is much less common.

ATTENTION

Some student(s) are unable to test.

The student is either active in another session or has an existing test attempt for this subject.

Contact your administrator to allow the student to test.

Conrad Barrett

Demo Growth: Reading 6+

DONE

CANCEL

How to solve this issue:

Students can only take a test once per test administration window. If you have questions, contact the NYCDOE Periodic Assessment team. Refer to [Technical Support and Help](#) on page 8 for details.

Use the Class Profile report to confirm whether the student has tested already. Tests take overnight to appear on this report.

Student active in another session

In rare situations, this error can occur if the student is active in another test session owned by another proctor. If another proctor tried to test the student earlier in the same day, contact that proctor and ask them to end the session (if no students are testing) or remove the student from the session.

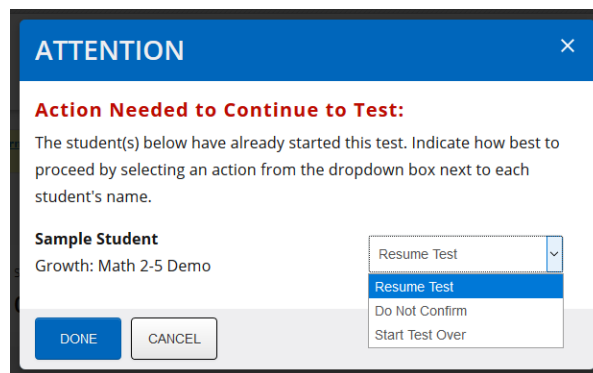
“Action Needed to Continue Test” message when confirming students

How to identify this issue:

When you confirm students, a pop-up appears on your screen saying “Action Needed to Continue to Test”

What causes this issue:

This window appears when you are confirming a student with a suspended test. Its purpose is to alert the proctor that the student has already started this test, and to confirm whether the proctor intends for the student to continue the test.



How to solve this issue:

A menu appears next to each listed student. The menu options you have include:

- **Resume Test:** Continues a suspended test. Select this option in most circumstances.
- **Start Test Over:** This option starts the test over from the first question and terminates the original test, discarding any answers given. This cannot be undone.
- **Do Not Confirm:** Returns the student to the sign in page and sets the student’s status to Awaiting Student. At this point, you can change the student’s assigned test if needed. Select this option if the student should take a different test.
- **Cancel button:** Select the **Cancel** button at the bottom to dismiss the window. The students will remain in the To Be Confirmed status and you may attempt to confirm the student again.

Student assigned the wrong test

How to identify this issue:

The student reports that the test is incorrect, or the proctor notices that the test shown in the proctor console is incorrect.

What causes this issue:

- The proctor accidentally assigned the wrong test.
- The proctor is re-using a test session where the student was initially assigned a different test.
- The student's test was not pre-assigned and the student selected the wrong test.

How to solve this issue:

1. Check the student's **Status** in the test session:

- **Confirmed or To Be Confirmed:** Select the student, then open the **Select Action** menu and select **Do Not Confirm**.

- **Testing or Paused:**

- a. Select the student, then open the **Select Action** menu and select **Suspend**.
- b. Select the student again, then open the **Select Action** menu and select **Test Again**.

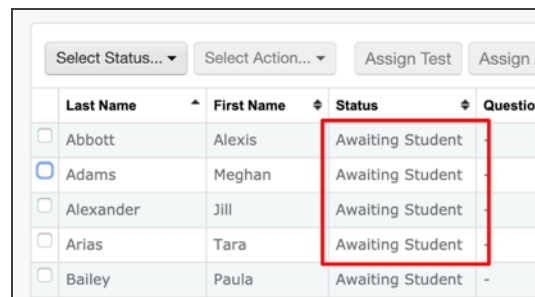
- **Suspended or Terminated:** Select the student, then open the **Select Action** menu and select **Test Again**.

- **Awaiting Student:** Continue to Step 2 below.

2. Select the student and select the **Assign Test(s)** button.

3. Select the correct test.

4. The student can now log in to the correct test.



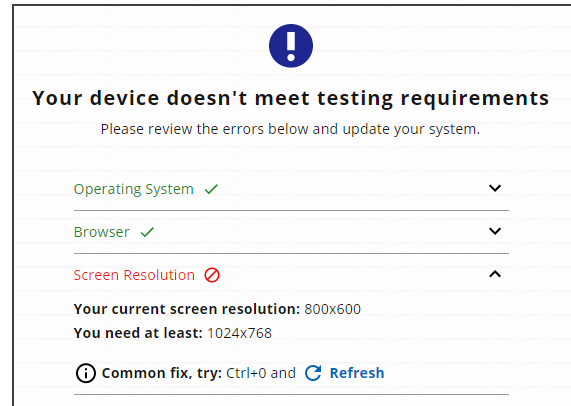
The screenshot shows a table with columns: Last Name, First Name, Status, and Question. The 'Status' column is highlighted with a red box. The table contains five rows of student data, all with a status of 'Awaiting Student'.

	Last Name	First Name	Status	Question
<input type="checkbox"/>	Abbott	Alexis	Awaiting Student	
<input checked="" type="checkbox"/>	Adams	Meghan	Awaiting Student	
<input type="checkbox"/>	Alexander	Jill	Awaiting Student	
<input type="checkbox"/>	Arias	Tara	Awaiting Student	
<input type="checkbox"/>	Bailey	Paula	Awaiting Student	-

Screen resolution testing requirements error

How to identify this issue:

When a student attempts to log in to the assessment, they get an error stating “Your device doesn’t meet testing requirements”. The error indicates the student’s screen resolution is less than 1024x768.



What causes this issue:

The screen resolution is too low, they are zoomed in too far, or their device’s screen scaling is set too high.

How to solve this issue:

Try first:

1. Use the keyboard shortcut **Ctrl + 0** (zero) to reset any browser zoom, then select the **Refresh** icon on the error page.
2. If the issue persists, close the browser and confirm that the screen resolution is set to 1024x768 or higher.
3. If the screen resolution is correct but the issue persists, continue to the device-specific steps below.

Chromebook

Use these keyboard shortcuts to restore the screen resolution to the default, and set scaling to 100%:

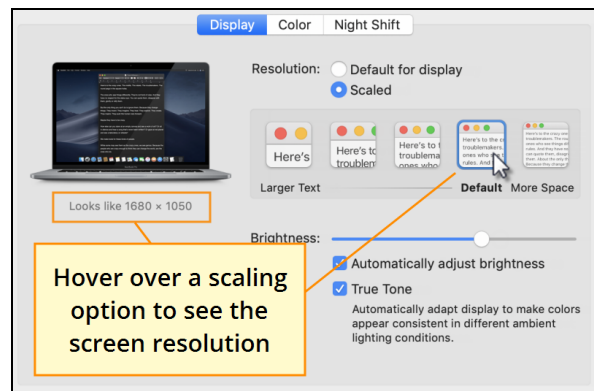
1. Press **Ctrl+Shift+O**.
2. Press **Ctrl+O**.

Mac

Take these steps to select an appropriate resolution and scale:

1. Open the Apple menu and select **System Preferences**.
2. Select **Displays**.
3. Select the **Scaled** option.
4. Choose an option that gives a screen resolution of **1024x768 or higher**.

Hover your mouse over a scaling option to see the effective screen resolution under the image of your display on the left.



Windows 10

1. In the search bar at the bottom left, search for **display**.
2. Select **Change display settings** in the search results.
3. Under **Scale and layout**, select **100%** from the **Change the size of text, apps, and other items** menu.
4. Set the **Resolution** menu to **1024x768 or higher**.
If possible, select the resolution marked **Recommended**.

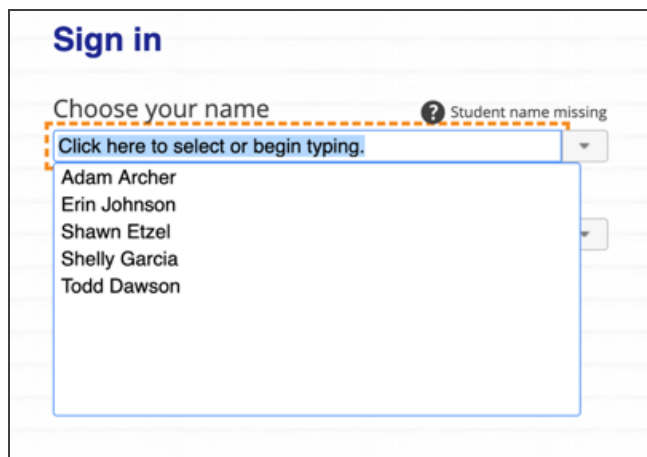
iPad (using Safari)

1. Go to the **Settings** app.
2. Select **Safari**.
3. Toggle off the **Request Desktop Website** option.

Student cannot find their name when signing in

How to identify this issue:

A student reports that their name is missing from the drop-down list when they log in to the MAP Growth assessment.



Tip: Communicate with students during the log in process to ensure that they can all find their name.

What causes this issue:

- **More common:** If the student's status is anything other than **Awaiting Student**, their name will not appear in the drop-down box when they attempt to log in. This is because the test session doesn't see that the student is eligible to rejoin.
- **Less common:** The student was not added to the test session, or the student has been accidentally removed.
- **Less common:** Another student has logged in to the test using this student's name.

Select Status... ▾

Select Action... ▾

Assign Test

	Last Name ^	First Name ⇅	Status ⇅	Approxim
<input type="checkbox"/>	Jones	Delilah	<u>Awaiting Student</u>	
<input type="checkbox"/>	Smith	David	<u>Suspended</u>	

How to solve this issue:

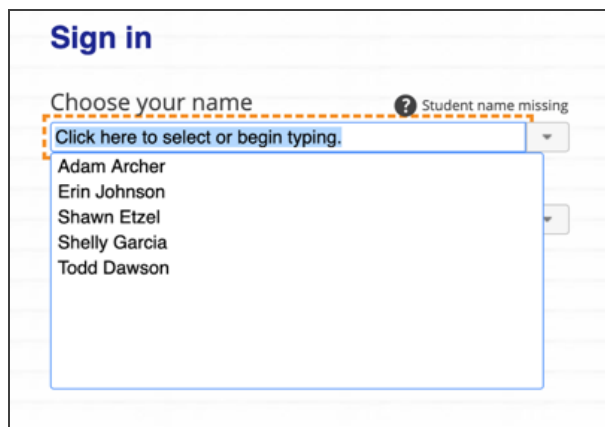
1. Check that the student is listed in the test session.
2. If the student is not listed:
 - a. Select the **Add Student** button on the proctor test session screen.
 - b. Search for the student and add them to the session.
 - c. Have the student try to log in again.
3. If the student is listed, check the student's status.

4. If the status is anything other than **Awaiting Student**, proceed according to the student's status:
 - **Confirmed or To Be Confirmed:** Select the student, then open the **Select Action** menu and choose **Do Not Confirm**
 - **Testing or Paused:**
 - a. Select the student, then open the **Select Action** menu and choose **Suspend**.
 - b. Select the student again, then open the **Select Action** menu and choose **Test Again**.
 - **Suspended or Terminated:** Select the student, then open the **Select Action** menu and choose **Test Again**.
5. If you discover that another student has logged in under this student's name, refer to [Student logged in to a test under an incorrect student profile](#) on page 54.
6. If the student's status is **Awaiting Student** but the student still cannot find their name, try the following:
 - a. Close and reopen the testing browser and try again.
 - b. On the proctor console, select the **Home** link at the top right, then return to the session by selecting **Manage Test Sessions** in the left navigation menu, then the **Return to Testing** button. Don't worry, this won't affect any students actively testing.
 - c. Check the student's status again to see if it changed when you reconnected to the test session.

Student logged in to a test under an incorrect student profile

How to identify this issue:

- A student reports that they accidentally selected the wrong name, or they may notice the name on the confirmation screen is incorrect.
- A student notices that the name at the bottom of the test page is incorrect.
- You may notice in the proctor console that a student appears as **Testing** when the student is absent or has not logged in yet.



What causes this issue:

When a student logged in, they selected the wrong student's name.

How to solve this issue:

1. Confirm that the student has chosen the wrong name.
2. If the student has not started the test, check the status for the name the student incorrectly logged in to.
 - **Awaiting Student:** The student should close the test browser and log in again.
 - **Confirmed or To Be Confirmed:** On the proctor console, select the student and choose **Do Not Confirm** from the **Select Action** menu. The student will be automatically returned to the login screen and can attempt to log in again.
 - **Testing, Paused, Suspended, or Terminated:** The student has started the test under the wrong name. Refer to step 3 below.
3. If the student has started the test, the test should be terminated. To terminate the test:
 - a. Select the student, then choose **Terminate** from the **Select Action** menu.



Important! Terminating the test discards all student responses and it cannot be undone.

- b. Select the student again and choose **Test Again** from the **Select Action** menu.
- c. The student should now be able to log in to the test session and select their correct name.

There is a problem with a test item

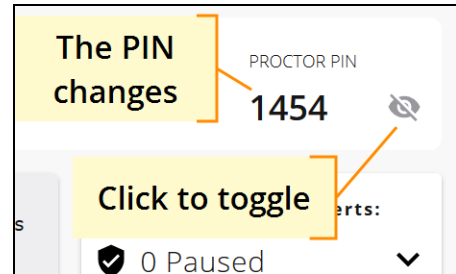
How to identify this issue:

A student reports a problem with a specific test question. For example, the question may not be functioning or displaying correctly, or there is a problem with the content of the question.

To report the issue to NWEA:

These steps require a separate keyboard. For devices with only an on-screen keyboard such as iPads, use the next section to skip an inoperable question.

1. On your proctor console, obtain the **Proctor PIN** (upper right).
2. On the student testing device, type **Ctrl+Shift+P**.
3. In the window that appears, enter the proctor PIN and a description of the problem.
4. Select **Report Problem Item** to submit the report, then **Resume Test** to continue with a new question.



To skip the item:

If there is a problem with a test question and you cannot report it:

1. On the proctor console, with the student selected, select **Select Action > Pause**.
2. Select the student again and then select **Select Action > Resume**.
3. After the student selects **Resume**, a new question appears.

Test browser closes unexpectedly

How to identify this issue:

- A student reports that the test shut down, went away, or disappeared.
- The proctor notices that a student stops answering questions. After checking in with the student, they find out that the test screen disappeared.



Tip: If the student’s testing browser window is closed or minimized, the student’s status remains as **Testing** in the test session until the system times out after 24 minutes or until the proctor pauses or suspends the test.

What causes this issue:

- The secure testing browser or app has crashed.
- If the student is using a non-secure browser such as Chrome:
 - The student has navigated to another browser tab, window, or another app, and cannot find the test window.
 - The student has closed the browser tab or window containing the test.

How to solve this issue:

1. If the student is using a non-secure browser such as Chrome, Safari, or Firefox, make sure that the MAP Growth test window is not on another browser screen or hidden behind another program or app. If you cannot find the browser window or the student knows they closed the window, proceed with the next steps.
2. On the proctor console, identify the student with the closed or missing test screen.
3. Select the box next to their name.
4. Open the **Select Action** drop-down menu and choose **Suspend**.
5. Select the student again.

Select Status... ▼		Select Action... ▼	
	Last Name ▲		
<input type="checkbox"/>	Archer	Confirm	
<input type="checkbox"/>	Dawson	Do Not Confirm	
<input type="checkbox"/>	Etzel	Pause	
<input type="checkbox"/>	Garcia	Resume	
<input checked="" type="checkbox"/>	Johnson	Suspend	
		Terminate	
		Test Again	

6. Open the **Select Action** drop-down menu and choose **Test Again**.

7. The student can now open the browser and navigate back to the sign in page (test.mapnwea.org) and begin the sign-in process again.

8. When the student begins to test again, they will resume where they left off.

Select Status... ▼		Select Action... ▼
Last Name ▲		Confirm
<input type="checkbox"/>	Archer	Do Not Confirm
<input type="checkbox"/>	Dawson	Pause
<input type="checkbox"/>	Etzel	Resume
<input type="checkbox"/>	Garcia	Suspend
<input checked="" type="checkbox"/>	Johnson	Terminate
		Test Again

White screens or spinning wheel

How to identify this issue:

- A student reports that their test went away or that all they can see is a white screen or a spinning wheel.
- The proctor notices that a student stops answering questions. After checking in with the student, they see a white screen or spinning wheel.

Select Status...		Select Action...		Assign Test	Assign Accommo
<input type="checkbox"/>	Last Name	First Name	Status	Question #	Te
<input type="checkbox"/>	Archer	Adam	Awaiting Student	-	De
<input type="checkbox"/>	Dawson	Todd	Awaiting Student	-	De
<input type="checkbox"/>	Etzel	Shawn	Testing	3	De
<input type="checkbox"/>	Garcia	Shelly	Awaiting Student	-	De
<input type="checkbox"/>	Johnson	Erin	Suspended	2	De

What causes this issue:

There are a large variety of technical issues that could possibly cause this problem (browser settings, internet connection issues, bandwidth issues, unexpected software updates on the testing computer, etc.).

How to solve this issue:

1. Instruct the student to reload the testing page using the **Reset** button.
The student may need to scroll down to the bottom left of their testing window to find the reset button.



2. If the issue persists, select the affected student in the proctor console.
3. Open the **Select Action** menu and choose **Suspend**.
4. Select the student again.

Select Status...		Select Action...	
<input type="checkbox"/>	Last Name		
<input type="checkbox"/>	Archer	Confirm	
<input type="checkbox"/>	Dawson	Do Not Confirm	
<input type="checkbox"/>	Etzel	Pause	
<input type="checkbox"/>	Garcia	Resume	
<input checked="" type="checkbox"/>	Johnson	Suspend	
		Terminate	
		Test Again	

5. Open the **Select Action** menu and choose **Test Again**.
6. Assist the student with closing the testing window.
7. The student can now reopen the testing browser and rejoin the test session as normal.
8. When the student logs into the test, they will resume where they left off.

Select Status... ▼		Select Action... ▼
Last Name ▲		Confirm
<input type="checkbox"/>	Archer	Do Not Confirm
<input type="checkbox"/>	Dawson	Pause
<input type="checkbox"/>	Etzel	Resume
<input type="checkbox"/>	Garcia	Suspend
<input checked="" type="checkbox"/>	Johnson	Terminate
		Test Again

Student is unexpectedly returned to the Test Session Log In screen

How to identify this issue:

A student reports that they were unexpectedly returned to the test session login page, or their testing window has disappeared.

What causes this issue:

There are a large variety of technical issues that could possibly cause this problem (browser settings, internet connection issues, bandwidth issues, unexpected software updates on the testing computer, etc.)

How to solve this issue:

Check the student's status in the test session and proceed according to the steps below:

Confirmed or To Be Confirmed: Select the student, then open the **Select Action** menu and choose **Do Not Confirm**.

Testing or Paused:

1. Select the student, then open the **Select Action** menu and choose **Suspend**.
2. Select the student again, then open the **Select Action** menu and choose **Test Again**.

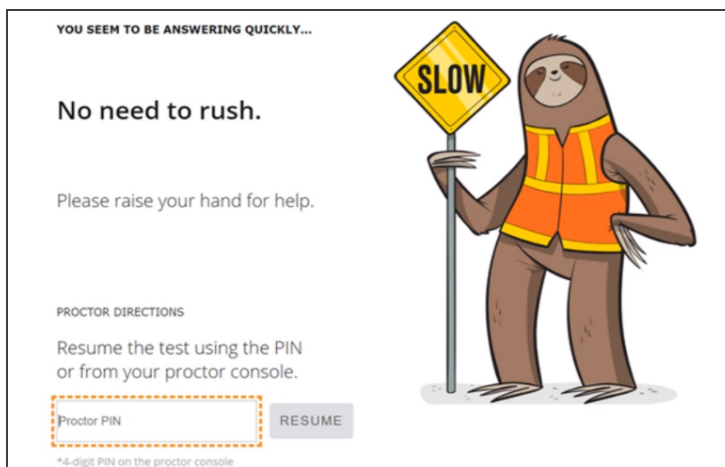
Suspended or Terminated: Select the student, then open the **Select Action** menu and choose **Test Again**.

Awaiting Student: No action is necessary; the student should be able to log in to the test as normal.

Slow Down Sloth screen or rapid-guessing alert

How to identify this issue:

- During a test session, the proctor console displays a **Rapid Guessing Alert** and provides the name of the student that has had their test automatically paused.
- A student reports that the screen has changed or locked, that they see the sloth screen, or that they need help.

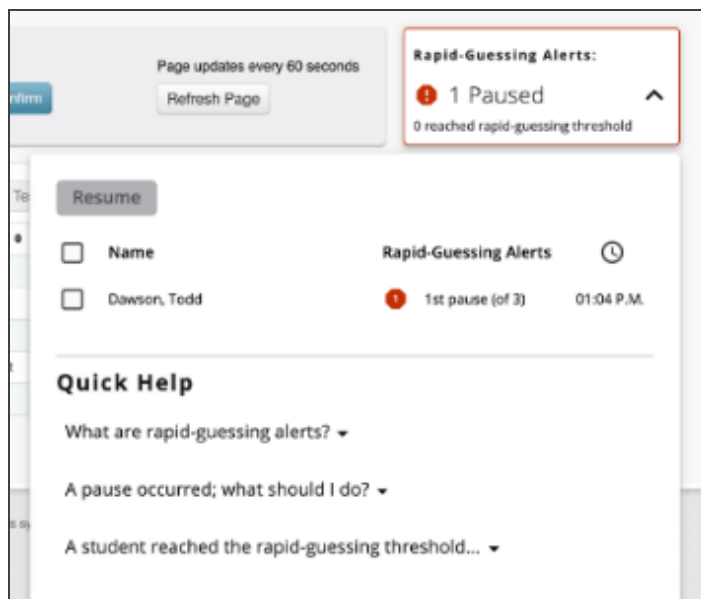


What causes this issue:

MAP Growth measures how long it takes for students to answer each individual question.

When a student guesses very rapidly multiple times, the test automatically pauses, and an alert soon appears on the proctor console.

This feature allows proctors to talk to the student, encourage them to take their time, and remind them to try their best on each question.



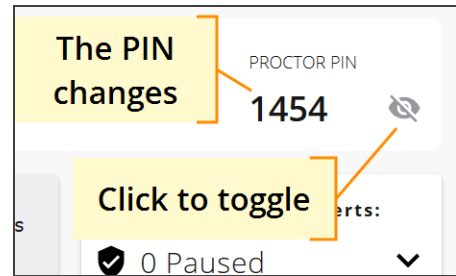
Tip:

When the student is done testing, the percentage of rapid guessing will be displayed on the proctor screen.

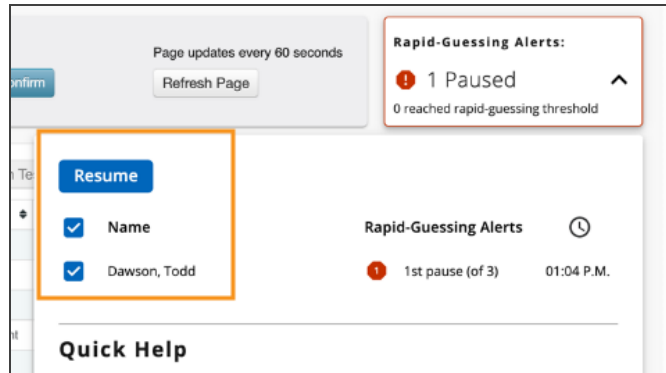
More information on rapid guessing and student test engagement can be found on NWEA Connection: [Student Test Engagement](#).

How to solve this issue:

1. Reach out and encourage the student to take their time and think of the best answer for every question. Avoid helping the student answer the test questions.



2. When the student is ready to reengage with the test, type the **Proctor PIN** (found in the upper-right of the proctor console) on the student's testing device, or select the checkbox next to the student's name in the **Rapid Guessing Alert** box and then choose **Resume**. The test resumes with the next question.



Important! Do not provide the Proctor PIN to students or allow students to watch you enter the Proctor PIN.

Student lags behind severely

How to identify this issue:

While students are testing, monitor the **Question #** column to help identify students who are not making progress on the test.

Select Status...		Select Action...		Assign Test	Assign Accommo
<input type="checkbox"/>	Last Name	First Name	Status	Question #	Te
<input type="checkbox"/>	Archer	Adam	Awaiting Student	-	De
<input type="checkbox"/>	Dawson	Todd	Awaiting Student	-	De
<input type="checkbox"/>	Etzel	Shawn	Testing	3	De
<input type="checkbox"/>	Garcia	Shelly	Awaiting Student	-	De
<input type="checkbox"/>	Johnson	Erin	Suspended	2	De

What causes this issue:

- Some students get stuck on a question, do not know how to answer, get nervous, and stop moving forward.
- Other students will become unmotivated to continue and will simply stop engaging with the test altogether.

How to solve this issue:

1. Pause the students' test and check in with them to determine what is causing them to not answer questions.
2. After speaking with student, you can either resume or suspend the test. Proctors should refer to district guidance to determine what the best course of action is in this scenario.

To pause the test:

1. Select the student's name.
2. Open the **Select Action** menu and choose **Pause**.

To resume a paused test:

1. Select the student's name.
2. Open the **Select Action** menu and choose **Resume**.

To suspend the test:

1. Select the student's name.
2. Open the **Select Action** menu and choose **Suspend**.

Select Status...		Select Action...	
<input type="checkbox"/>	Last Name		
<input checked="" type="checkbox"/>	Archer	Confirm	
<input type="checkbox"/>	Dawson	Do Not Confirm	
<input type="checkbox"/>	Etzel	Pause	
<input type="checkbox"/>	Garcia	Resume	
<input type="checkbox"/>	Johnson	Suspend	
		Terminate	
		Test Again	

Oops, Where's My Test Window screen

How to identify this issue:

When a student attempts to log into the assessment using a standard web browser, they will receive a message that says **Oops! Where's my test window?**

Oops! Where's my test window?

Either a pop-up blocker blocked it, the test window was moved or minimized, or the test window opened and was accidentally closed.

Here's what you can do to fix it.

Reason 1: A pop-up blocker is blocking the test window.

Solution: Ask your teacher to help you turn off the pop-up blocker.

What causes this issue:

The most common issue is that a student is using a standard web browser and has a pop-up blocker that is interfering with the test.

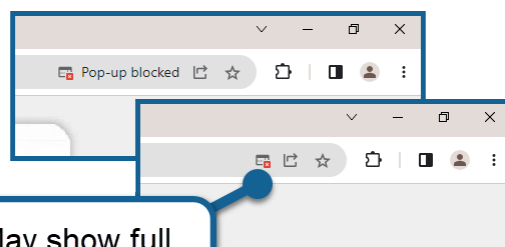
How to solve this issue:

- If the student should be using a secure testing browser, instruct them to open that browser instead of the standard web browser.
- If the student should be using a standard browser, follow the instructions below depending on what browser the student is using.
- Alternatively, instruct the student to use the test.mapnwea.org/#/nopopup URL to access the test, as this URL does not open the test in a pop up window.

Chrome (Mac, Windows, or Chromebook)

For more information on pop-up blocking in Chrome, refer to [Block or allow pop-ups in Chrome](#) on Google's support site.

1. Navigate to test.mapnwea.org.
2. A **Pop-up blocked** notification appears in the address bar.
You may see the text "Pop-up blocked" or just an icon.
3. Select the notification icon and choose **Always allow pop ups and redirects from https://test.mapnwea.org**.
4. Select **Done** to save.
5. Refresh the page. The test window should now appear in a pop-up.



May show full notification or icon only

Chrome (iPad)

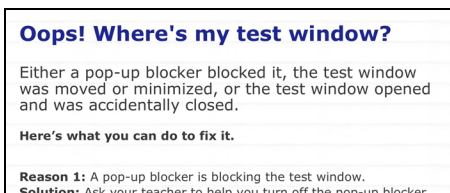
1. Navigate to test.mapnwea.org.
2. A **Pop-up blocked** notification appears beneath the address bar. Select **Always show**. The log in screen will appear in a new tab.

If the notification has disappeared, refresh the page to cause it to appear again.

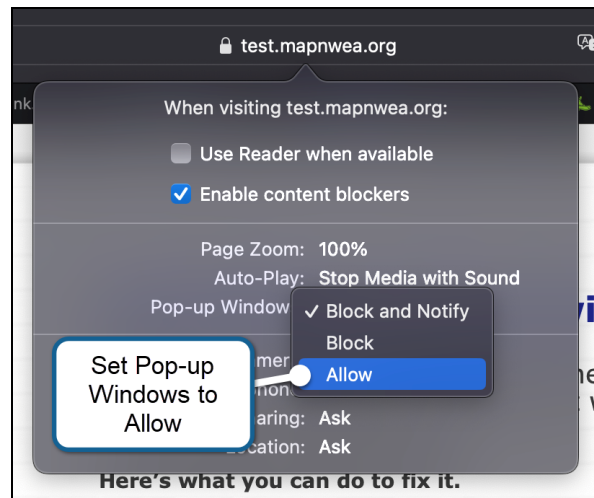


Safari (Mac)

1. Navigate to <https://test.mapnwea.org>.
If the test session log in screen appears, no further action is required.
2. When you see the **Oops! Where's my test window?** page, open the **Safari** menu and select **Settings for test.mapnwea.org**.



3. Set the **Pop-up Windows** option to **Allow**.
4. Reload the page. The test session log in screen should appear in a pop-up window.



Safari (iPad)

1. Open the **Settings** app.
2. In the left navigation, select **Safari**.
3. Under **General**, turn off the **Block Pop-ups** option.

Note: After you disable pop-up blocking, Safari will prompt you to allow or block each pop-up window.

