


## Proctor and Teacher Instructions

### MAP® for Primary Grades

These instructions will enable you to prepare for and conduct a warm-up session as well as a MAP® for Primary Grades session with your students in grades K–2. A smooth test requires the following:






- Preparing students for testing
- Preparing the lab before the test session
- Setting up test workstations for each student
- Conducting the test
- Obtaining test results

### Additional Resources

For information about selecting the appropriate tests for your students, access the *Guidelines for Placing Students: MAP® for Primary Grades*  document.

## Preparing Students for Testing

Follow these steps to prepare your students before the test session:

1. Schedule time to complete the *Test Warm-up*  with your students **one or two days before** testing. If your students are familiar with computers and using a mouse, the *Test Warm-up*  will take about a half hour. A longer timeframe, one-on-one, or small group instruction may be needed for students who are not familiar with a computer or who have difficulty understanding audio instructions.
2. Access the *Test Warm-up*  to prepare students for both the Mathematics and Reading assessments. Both Windows® operating system and Mac OS® versions are available. You can run the *Test Warm-up*  from the NWEA web page, or you can download a zip file, extract the test files, and run the application from the MAP for Primary Grades Test Warm-up subdirectory.
3. If you prefer to read a text version of the audio instructions to your students, access the *Test Warm-up Audio Script*  document on the NWEA web site. All the audio clues and descriptions are presented sequentially, and they match the warm-up presentation.
4. Before the test, review the *Student Directions* provided on the last page of this document, and read them to all students at the time of testing.

## Preparing the Lab Before the Test Session

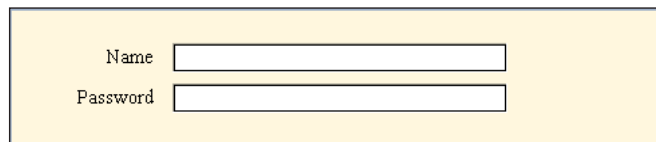
Follow these steps to prepare the lab before the test session:

1. Obtain headphones for each student taking MAP for Primary Grades tests concurrently in a lab setting and place a set at each workstation.
2. Adjust the audio volume on each computer **before** launching the TestTaker session. You can adjust volume during testing only if the workstation keyboard has a separate key that allows access to the control:
  - Before starting TestTaker on a Windows® operating system, open the volume control panel to adjust the volume. Some Windows® keyboards have a volume adjustment key.
  - Before starting TestTaker on a Mac OS®, adjust the volume using the button on the keyboard.
3. Consider covering or setting aside the keyboards at each workstation after setup is complete. Students can do everything they need to do within the test items by using a mouse to left-click on an item. The student does not need to know how to use the keyboard. Covering/moving keyboards reduces the likelihood that students will do something unexpected.
4. Verify that the printer connected to each testing workstation is operational. Make sure the printer you want to use is set as the default printer. You may want to print out the End-of-Test Score Screen Report for each student.

## Setting Up Test Workstations for Each Student

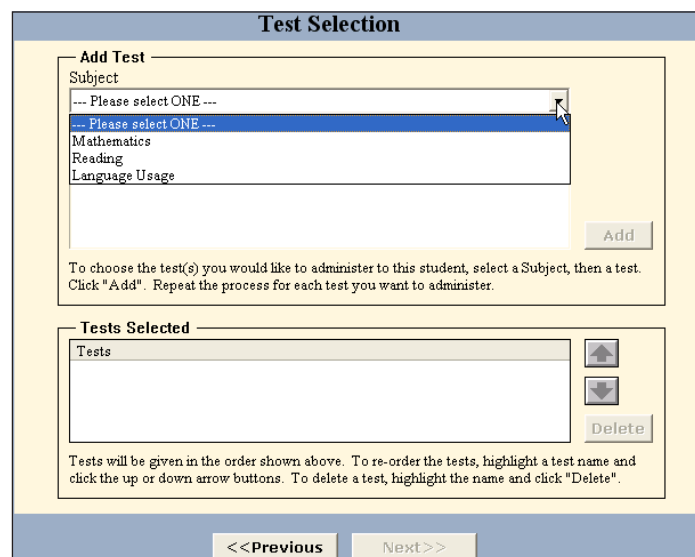
Follow these steps to prepare workstations before the test session:

1. Click the **TestTaker** icon to launch the application. You will see the **Proctor Login** screen.



The image shows a login form with two input fields. The first field is labeled "Name" and the second is labeled "Password". Both fields are empty and have a light gray border.

2. Type your proctor user name and password in the **Name** and **Password** fields. Remember that these fields are case-sensitive. Click **Next**. You will see the **Test Selection** screen.



The image shows the "Test Selection" screen. It has a title bar "Test Selection" and a yellow background. There are two main sections: "Add Test" and "Tests Selected".

**Add Test**

Subject

--- Please select ONE ---

--- Please select ONE ---

Mathematics

Reading

Language Usage

Add

To choose the test(s) you would like to administer to this student, select a Subject, then a test. Click "Add". Repeat the process for each test you want to administer.

**Tests Selected**

Tests

Delete

Tests will be given in the order shown above. To re-order the tests, highlight a test name and click the up or down arrow buttons. To delete a test, highlight the name and click "Delete".

<<Previous      Next>>

- Click on a subject from the **Subject** drop-down menu. Available tests for your chosen subject will display.

**Test Selection**

**Add Test**

Subject  
Mathematics

Tests Available

- PRI-MATH-Skills (Comp,10-ProblemSolving)
- PRI-MATH-Screening (Early Numeracy)**
- PRI-MATH-Survey w/Goals (PrSolv,NumSense,Comp)V5
- PRI-MATH-Survey w/Goals (Meas/Geo,Stat/Prob,Alg)V5
- Math Survey w/ Goals 2-5 NWEA V4.1
- Math Survey w/ Goals 6+ NWEA V4.1

Add

To choose the test(s) you would like to administer to this student, select a Subject, then a test. Click "Add". Repeat the process for each test you want to administer.

**Tests Selected**

Tests

- PRI-MATH-Screening (Early Numeracy)

Delete

Tests will be given in the order shown above. To re-order the tests, highlight a test name and click the up or down arrow buttons. To delete a test, highlight the name and click "Delete".

<<Previous      Next>>

- Highlight a test and click **Add**. MAP for Primary Grades test names have a PRI prefix to differentiate them from standard MAP tests. Click **Next** near the bottom of your screen. You will see the **Student Selection** screen.

**Student Selection**

**Search For Student**

Student Name Last First  
Vu

Student ID

Grade All Grades

Search

Enter the first part of the student's name or ID number and press "Search", to find the student you want to test.

**Search Results**

Last	First	Middle	Student ID	Agency	Grade
Vu	Jessica		MH1238	Primary Sch...	13

Select a student from the list above, then press "Finish" to continue. Conditions are optional.

Conditions

**Selected Student**

Name ID

<<Previous      Finish

- Type a student's last name into the **Last** field next to **Student Name** and click **Search**. You will see students with that last name. Scroll to the student for whom you are preparing this test. Kindergarten is listed as grade 13 and pre-kindergarten is listed as grade 14.
- Click the desired student and click **Finish** at the bottom of your screen. You will see the **Start Test** screen for your selected student/test combination.

**Jessica Vu**

Start Test

## Conducting the Test

Important information to help you during the test session:

- Students can do everything they need to do within the test items by using a mouse to left-click on an item. The student does not need to know how to use the keyboard.
- Every time a new item is displayed for a student, the workstation automatically plays an audio file that contains everything a student needs to hear. Students need to listen to the entire auto-play audio file before clicking anywhere on the screen. If they interrupt the auto-play audio file by clicking an answer, they cannot play that particular audio file again.
- A student may click on an audio icon to replay the associated audio file as many times as needed. Do not confuse these audio files with the audio files that play when the item is first displayed.
- If students need a short “wiggle” or water break, that is OK. Access the **Proctor Administration Menu** by pressing **Ctrl+Shift+P** (TestTaker for Windows® or Intel®-based Mac OS®) or **Cmd+Shift+P** (TestTaker for PowerPC®-based Mac OS®) on each workstation. If you are unsure about what version of Mac TestTaker you are using, look at the icon that is used to open TestTaker. A red pencil in a circle indicates an Intel Mac installation. A yellow pencil with a ruler indicates a PowerPC installation. You will be prompted for your password and then you will see the blue menu screen.

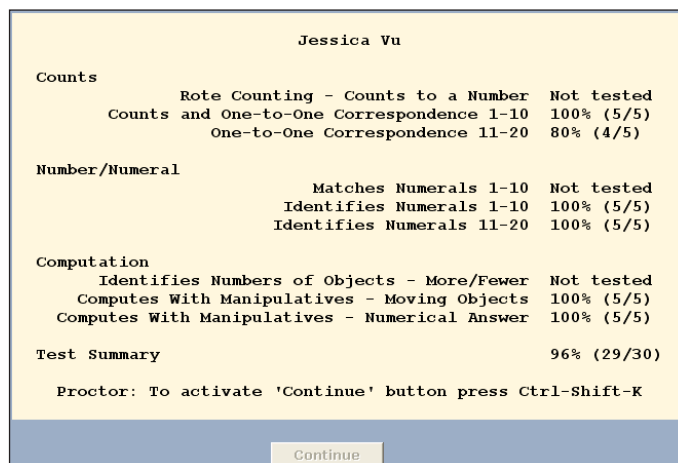


- To restart the test, click the **Close Proctor Menu** button and enter your password. When a student’s test is restarted, the test will return to the same question in the sequence, but will display a different item.

## Obtaining Test Results

Important information to help you after the test session:

- On the final screen that appears when a MAP for Primary Grades test is completed, the **Continue** button is disabled. Disabling this button prevents younger students from inadvertently clicking on the button and dismissing the screen prematurely. To enable the **Continue** button and proceed to the End-of-Test Score Screen, press **Ctrl+Shift+K** (TestTaker for Windows® or Intel®-based Mac OS®) or **Cmd+Shift+K** (TestTaker for PowerPC®-based Mac OS®). If you are unsure about what version of Mac TestTaker you are using, look at the icon that is used to open TestTaker. A red pencil in a circle indicates an Intel Mac installation. A yellow pencil with a ruler indicates a PowerPC installation.



Jessica Vu		
<b>Counts</b>		
Rote Counting - Counts to a Number		Not tested
Counts and One-to-One Correspondence 1-10		100% (5/5)
One-to-One Correspondence 11-20		80% (4/5)
<b>Number/Numeral</b>		
Matches Numerals 1-10		Not tested
Identifies Numerals 1-10		100% (5/5)
Identifies Numerals 11-20		100% (5/5)
<b>Computation</b>		
Identifies Numbers of Objects - More/Fewer		Not tested
Computes With Manipulatives - Moving Objects		100% (5/5)
Computes With Manipulatives - Numerical Answer		100% (5/5)
<b>Test Summary</b>		96% (29/30)
Proctor: To activate 'Continue' button press Ctrl-Shift-K		
<b>Continue</b>		

- For immediate documentation of student data, you may print the *End-of-Test Score Screen Report* after each student completes any test. Online reports are available on the Reports Site 24-48 hours after test events are uploaded through the NTE Admin 2.

## Student Directions for the MAP<sup>®</sup> for Primary Grades Tests

### Read to all students.

**Note to Teachers:** Before taking your class to the testing lab, remind your students of the following.

- Please sit where you are instructed to sit.
- Do not touch the computers or headphones until I tell you to do so.
- Listen carefully to ALL instructions.
- If you do not know an answer, make your best guess and keep going.
- What you see on your screen may be different from your neighbors.

**Note to Teachers/Proctors:** All items in *italics* are for your information only.

- Today you will take a test. The activities on this test will help us know what you are ready to learn.
- Raise your hand if you see your name on the computer screen in front of you. Keep them up.
  - ▶ *Wait to give the next instruction until all students have indicated they see their names.*
  - ▶ *Tell them they may lower their hands.*
- Raise your hand if you see a button with words on it under your name. You may lower your hands.
- Raise your hand if you **do not** see a button below your name. Keep your hands up and I will help you.
  - ▶ *Help any students who are not able to identify this start button.*
  - ▶ *Tell them they may lower their hands.*
- We are almost ready to begin.
- Once you begin the test, wait until the talking stops before you click an answer.
- If at any time during the test you have trouble hearing the person talking, please raise your hand and I will help you.
- You will know you are done with your test when you see the barking dog and you hear “Good job.” When you see the barking dog, please raise your hand.
- We are ready to begin.
- Please put on your headphones, and then click the button under your name to begin your test.

# Easy Access to Online Resources

## NWEA.org



### [OUR RESEARCH >](#)

#### State Information

Select your state from the drop-down menu

- Scale Alignment/Linking Studies
- Goal Structures

#### The Kingsbury Center at NWEA

Click on [Enter the Kingsbury Center](#)

### [SPARK COMMUNITY >](#)

Click on [Visit the community](#)

### [PARTNER SUPPORT > All Resources >](#)

#### Getting started with MAP®

Under the **Checklist** column

- MAP Team Roles and Responsibilities Checklist

Under the **Technical Requirements** column

- Technical Requirements - MAP for Primary Grades

#### Starting a Testing Season

Under the **Downloads & Templates** column

- Class Roster File (CRF) Template
- Special Programs File (SPF) Template
- Creating the Class Roster File (CRF)

### [PARTNER SUPPORT > Professional Development >](#)

#### Knowledge Academy

##### Online Training

Under the **Available Courses** column

- MAP Basics
- Enrolling for a Test Term (CRF and SPF)
- Using NTE Admin 2
- MAP Proctor Training
- MAP for Primary Grades - Key Features and Components
- MAP for Primary Grades - Successful Administration
- Dynamic Reporting Suite

### [PARTNER SUPPORT > Test Administration >](#)

#### Before the Testing Cycle

Under the **Guides** column > MAP® Documents

- Teacher Handbook - MAP
- Proctor Handbook - MAP
- MAP Coordinator & School Administrator Handbook - MAP
- Guidelines for Choosing the Correct Test - MAP
- Sample Testing Schedules - MAP
- End-of-Course Assessments - MAP
- RIT Charts - MAP

### [PARTNER SUPPORT > Test Administration >](#)

#### Before the Testing Cycle

Under the **Guides** column > MAP for Primary Grades Documents

- Installation Instructions and User Guide - MAP for Primary Grades
- Classroom Testing Requirements - MAP for Primary Grades
- Placement Process Activity - MAP for Primary Grades
- Guidelines for Placing Students - MAP for Primary Grades
- Test Name List - MAP for Primary Grades
- Sample Testing Schedule - MAP for Primary Grades
- Proctor and Teacher Instructions - MAP for Primary Grades

Under the **Guides** column > NWEA Glossary of Terms

Under the **Preparing Students** column

- MAP for Primary Grades Test Warm-Up (Windows)
- MAP for Primary Grades Test Warm-Up (Macintosh)
- Test Warm-up Audio Script - MAP for Primary Grades
- MAP Student PowerPoint® Presentation

Under the **Preparing Parents** column

- Sample Parent Letter - First Season
- Sample Parent Letter - Second Season and Beyond
- Parent Toolkit

#### During the Testing Cycle

Under the **Downloads & Templates** column

- Problem Item Report Form

### [PARTNER SUPPORT > Reports >](#)

#### General

Under the **Norms and Placement Guides** column

- Comparative Data to Inform Instructional Decisions
- Normative Data
- State Proficiency Tables

#### Online & Dynamic Reports

Under the **General** column

- Annotated Reports - MAP
- Annotated Reports - MAP for Primary Grades
- Guide to Using NWEA's Dynamic Reporting Suite
- Ten Ways to Use Instructional Resources
- Understanding Teacher Reports

# Easy Access to Online Resources

## NWEA.org > Reports



Click on **Reports Login**  
Enter your **user name** and **password**

After logging in to the Reports Site, the *RIT Scale Norms Study* and *Achievement Status and Growth (ASG) Calculator* are available for download.

### Actions (Available for access by MAP Coordinators only)

#### Order Reports >

- Achievement Status and Growth (ASG) Reports – Projection Class and Summary Class

#### Comprehensive Data File >

### Online Reports

#### Teacher Reports >

#### Class Rosters >

- Online Individual Student Progress Report

#### MAP for Primary Grades >

- Screening or Skills Checklist Teacher Report > Sub-skill Performance Report

### Instructional Resources

#### Class by RIT >

- Class Breakdown by Overall RIT Report > Click **Subject**
- Class Breakdown by Goal Report > Click **all students in cell**
- DesCartes: A Continuum of Learning® or Primary Grades Instructional Data

### Data-Tools

#### DesCartes >

#### Dynamic Reports > Teacher-Level Login

- Teacher/Class Overview Report
- Lexile® Report
- Student Booklist
- Student Goal Setting Worksheet

#### Dynamic Reports > School-Level Login

- School Overview Report
- Goal by RIT Band Report

#### Dynamic Reports > District-Level Login

- District by School Report

#### Primary Grades Instructional Data (S/G only) >

**Important Note:** For detailed instructions on accessing reports, reference the *Teacher* and *MAP Coordinator and School Administrator Handbooks*.

### OTHER ONLINE RESOURCES

Find us on **Facebook** at NWEA or follow us at **twitter.com/NWEA** to get updates from NWEA and the SPARK Community and stay current with the latest education headlines.

#### Lexile.com

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