

# TESTING SESSION GUIDE

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## for the Web-based MAP<sup>®</sup> system



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Your organization is solely responsible for ensuring the security and availability of your own computers, computer networks, and Internet connections, including security patches, choice of browser, and browser configuration settings to be used with the Web-based MAP product, e-mail, and other transmissions. Please refer to the *System Administration Guide* for system and browser requirements and configuration settings.

Your organization is solely responsible for the people who access the MAP system with logins created by your organization. It is critically important that all MAP system users keep student data secure and comply with the Family Educational Rights and Privacy Act (FERPA).

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## Introduction

Measures of Academic Progress® (MAP®) helps your organization evaluate the progress and instructional needs of your students, as well as the performance of your learning institution over time.

NWEA's Web-based MAP system delivers three primary educational tools:

- **Assessment:** MAP and MAP for Primary Grades (MPG) assessments provide highly accurate measurements on reliable scales (through tests backed by extensive research)
- **Actionable data:** MAP substantiates decision-making on all levels—about students, classes, programs, schools, and districts (with individual and aggregate report data)
- **Instructional resources:** MAP promotes individualized instruction by identifying subject matter appropriate for each student (through learning statements derived from student performance)

The Web-based MAP system supplies these essential tools while helping you focus your time where it matters: on the students.

## Getting Started As a Proctor

Before you can use the MAP system, someone creates a user profile for you with the role of proctor. When you first log in to the MAP system, you receive an email with the following information you need to get started as a proctor:

- Web address for the MAP Administration and Reporting Center
- Your MAP system user name
- Your MAP system password

If you set up testing sessions for students, you also need a testing schedule that includes:

- List of students or classes
- Tests students/classes need to take
- When and where students/classes can take tests

## Practicing with Warm-Ups

The test warm-up provides the opportunity to interact with sample test questions. Students can use them to get an idea of what it is like to take a test in the MAP system. Also, warm-ups can give you, as a proctor, a sense of the student experience.

To access the test warm-up, either:

- On a student computer, open the Join Session page and click **Test Warm-up**.
- On a proctor computer, log into the MAP system and click either the MAP or MPG warm-up link, found on the home page.

# Setting Up Testing Sessions

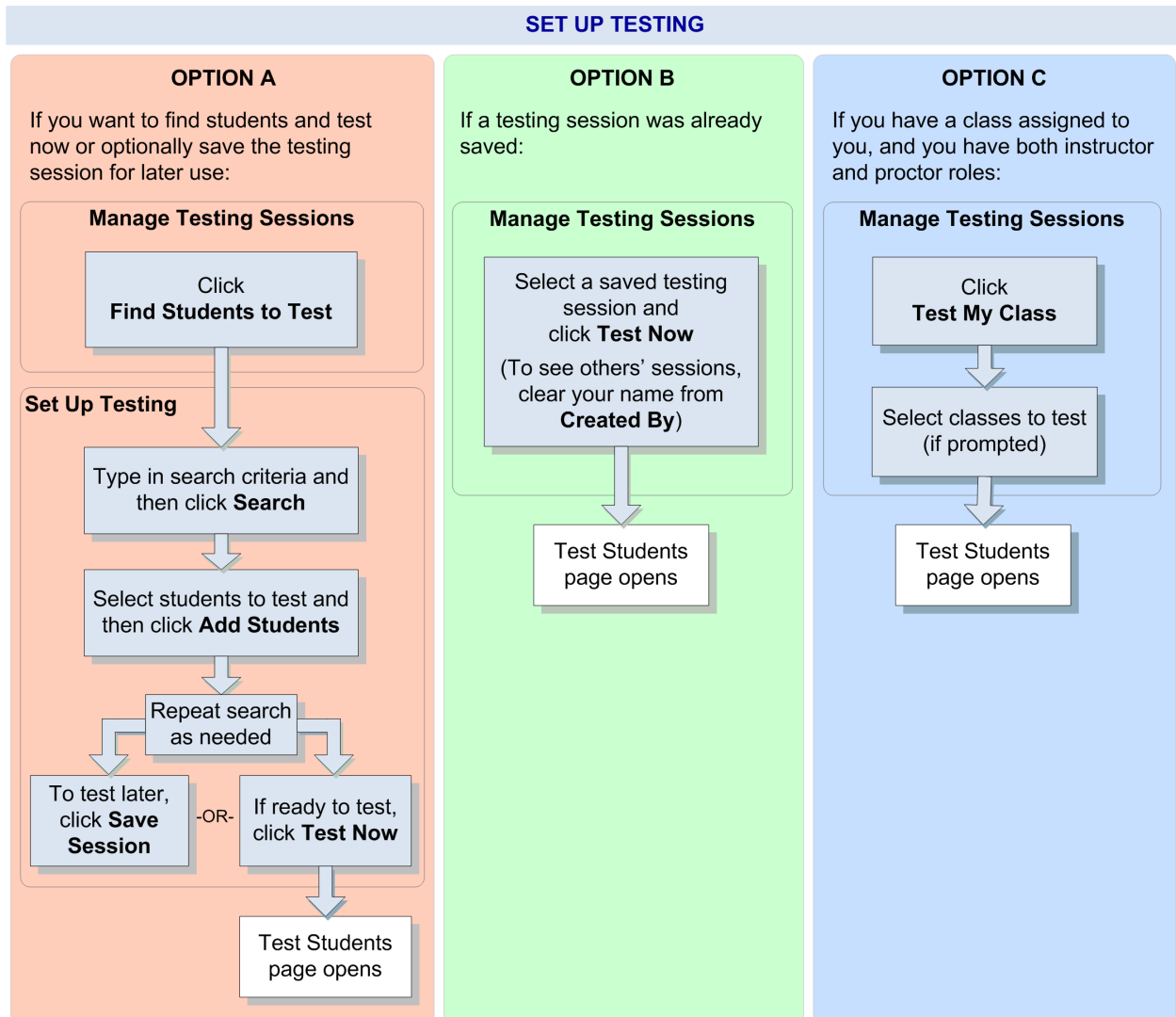
You use a testing session to group students together to take tests in the MAP<sup>®</sup> system. While students take tests on individual computers, you can manage the student testing experience from one computer. You can find a group of students to test immediately or save groups of students in a testing session for another time.

Choose your best option for setting up and starting to test students in a testing session:

- **Test My Class** quickly locates classes of students associated with your instructor profile
- **Find Students to Test** filters by search criteria to help you locate the students you need to test
- **Saved Testing Sessions** lists predetermined groups of students to test

**Note:** The MAP system auto-generates a testing session name when you start testing in an unsaved testing session. If you save the testing session, you must create a unique testing session name.

Three setup options are available:



## Testing Your Class

The **Test My Class** option is the express way to start testing one or more classes of students associated with your instructor profile. If you have only one class, the Test Students page appears and you can begin managing student tests in a testing session. You can select one or more classes to test in the Classes Found box if you have more than one class assigned to you.

**Note:** Your profile must have the proctor and instructor roles in the MAP system to use this option.

## Finding Students to Test

You can find students to test immediately or to group together and save in a testing session to use later.

You may need to search for students to test if:

- The Test My Class option is unavailable because you do not have an instructor role assigned to your profile in the MAP system
- You are not the instructor of a class of students you are testing
- Students are taking make-up tests from different classes or have other dissimilar attributes

Each search criteria you select narrows your search results further. Use the Test History Search tab to find students who need to make up missed or suspended tests or have not yet tested.

After you add search results to your Student List, you can search again and add more students, or replace the existing list with new search results. You can test the group of students immediately or save the group with a new testing session name for testing at a later date.

**Note:** The MAP system contains profile data for each currently enrolled student. If you cannot find a student who needs to test, the student may not have a profile in the MAP system or the student may not be enrolled in the current term.

To find students to test:

1. In the left navigation pane, select **Manage Test Sessions**.  
The Manage Testing Sessions page appears.  
**Note:** If you are an instructor with classes assigned, you can click **Test My Class** and begin testing students immediately.
2. Click **Find Students to Test**.  
The Set Up Testing page appears.
3. Filter your search by:
  - a. School, grade, instructor, class, student name, and student ID (Student Search tab)
  - b. Specific test and testing status to find students who have not taken a test or have a suspended test (Test History Search tab)
4. Click **Search**.  
The Student(s) Found dialog box appears.  
**Note:** You can use the pagination bar to view search results on another page.

5. Select students to test and then click **Add Students**.  
The students selected appear in the Student List at the bottom of the Set Up Testing page.
  - If you want to add more students to the testing session, click **Add Students**.
  - If you cannot find a student who needs to test, you can add a basic student profile. For more information, see [Creating a Student Profile While Testing on page 14](#).
6. When your Student List is complete, click **Test Now** to start a testing session, or click **Save Session** to save the group of students to test later.

## Creating and Using a Saved Testing Session

You can use saved testing sessions one time or many times over a designated period, such as a term or academic year. It may be a good choice to set up testing sessions in advance and save them for later use if:

- You are administering make-up tests for students with dissimilar attributes (such as different classes)
- Tests are scheduled back-to-back
- Your organization uses centralized testing session setup
- You do not have time to search during the time allotted for testing

You can access any saved testing session in your organization, regardless of who created the testing session. Although more than one testing session may be in use at one time within an organization, each proctor role can test students in only one testing session at a time.

Use the following procedures to create and save testing sessions.

### Creating a Saved Testing Session

You can create a saved testing session from another saved testing session or while you are finding students on the Set Up Testing page.

1. Select **Manage Test Sessions** in the left navigation pane.  
The Manage Testing Sessions page appears.
2. Click **Find Students to Test**.  
See [Finding Students to Test on page 6](#) for complete steps.
3. Click **Save Session**.  
The Save Testing Session dialog box appears.
4. Type a name for the testing session.  
**Note:** Follow your organization's naming conventions to give each saved testing session a unique name, and observe special character restrictions noted in the End Testing Session dialog box.
5. Click **Save and Exit**.  
The End Testing Session dialog box appears.




**Important!** Click **Save and Exit** to save the testing session, even if you were using a saved testing session. Deleting a testing session does not delete student test results.

## Using a Saved Testing Session

To use a testing session you or another proctor created and saved:

1. In the left navigation pane, select **Manage Test Sessions**.  
The Manage Testing Sessions page appears.
2. Click **Show** next to Saved Testing Sessions.
3. In the Saved Testing Sessions section, select a testing session and then click one of these options:
  - **Test Now** to begin using the testing session.  
The Test Students page appears with the testing session name and password.
  - **Edit Session** to change the list of students in the testing session.  
The Set Up Testing page appears.
  - **Delete Session** to remove the saved testing session.  
A confirmation dialog box appears.

 **Tip:** By default, the MAP system shows only testing sessions you created. To see all testing sessions in your organization, select your name in the Created By text box, and then press the Delete key. You can type the first letter of another proctor's name to see testing sessions that proctor created.

## Adding Students to a Testing Session

You can add one or more students to the testing session either before or during testing.

**Note:** Students in a testing session must have a profile in the MAP system. If a student profile does not exist, you can create it while you are testing other students (see [Creating a Student Profile While Testing on page 14](#)).

### Adding Students Before Testing

1. In the left navigation pane, select **Manage Test Sessions**.  
The Manage Testing Sessions page appears.
2. On the Manage Testing Sessions page, select a saved testing session and then click **Edit Session**.  
The Set Up Testing page appears.
3. Type or select search criteria in the Find Students section and then click **Search**.  
The Student(s) Found dialog box appears.
4. Select the students you want to add and then click **Add Students**.  
The student names are added to the Student List on the Set Up Testing page.
5. When the Student List shows all students you want to test, click **Test Now** to begin testing, or click **Save Session** to save the testing session for later.

### Adding Students During Testing

1. Begin testing students.
2. On the Test Students page, click **Add More Students**.  
The Set Up Testing page appears.



3. Type or select search criteria in the Find Students section and then click **Search**.  
The Student(s) Found dialog box appears.
4. Select the students you want to add and then click **Add Students**.  
The student names are added to the Student List on the Set Up Testing page.
5. When the Student List shows all students you want to test, click **Save and Return to Testing**.  
The Test Students page appears.

## Assigning Tests to Students


You can assign a test to a student or group of students to help get students started with tests. In general, you may want to assign tests when testing students with limited keyboarding skills or if you want to make sure students take the correct test.

You can quickly assign a test to any or all of the selected students in the Student List in a testing session when you are:

- Finding students to test on the Set Up Testing page
- Testing students on the Test Students page

You can also edit a saved testing session to assign tests to students.

A student can have only one test assigned at a time, but students can take multiple tests in the same testing session, one at a time.

 **Tip:** Select the check box in the top left cell (below the Assign Test button) to select all students in the list.

Repeat the following procedures as needed.

### Assigning Tests Before Testing

1. In the left navigation pane, click **Manage Test Sessions**.  
The Manage Testing Sessions page appears.
2. Create or edit an existing testing session.  
The Set Up Testing page appears.
3. In the Student List section, select a student or students and then click **Assign Test**.
4. In the Select Test dialog box, select a test from the drop-down list and then click **Assign**.  
The test assigned appears in the Test Assignment column of the Student List.

### Assigning Tests at the Start of Testing

**Note:** You can assign a test to a student that has an Awaiting Student status in a testing session.

1. Select a saved testing session or find students to test and then click **Test Now**.
2. On the Test Students page, select a student or students and then click **Assign Test(s)**.  
The Select Test dialog box appears.
3. Select a test from the drop-down list and then click **Assign**.  
The test assigned appears in the list of students on the Test Students page.

## Test Names in the Web-Based MAP System

Use the following table to help choose the right test for students.

**Table 1: Test Name Summary**


TEST TYPE	TEST NAME IN WEB-BASED MAP		PRIOR TEST NAME
	PREFIX	EXAMPLE	
Survey with Goals (MAP)	MAP	MAP: Math 6+ SC 2007	Math Survey w/ Goals 6+ SC V5
Survey with Goals (MPG)	Primary Grades	Primary Grades Math*	PRI-MATH-Survey w/ Goals (Meas/Geo,Stat/Prob,Alg)V6
Survey (MAP)	Survey	Survey: Math 2-5 SC 2007	Math Survey 6+ SC V5
Screening (MPG)	Screening	Screening: Math Early Numeracy	PRI-MATH-Screening (Early Numeracy)
Skills Checklist (MPG)	Skills Checklist	Skills Checklist: Math NumberSense-20 Representation	PRI-MATH-Skills (NumSense:20-Representation)
End of Course (MAP)	End of Course	End of Course: Algebra I	NWEA Algebra I

\*The previous two-part MPG Survey with Goals reading test is now combined into one test. The two-part mathematics test is also combined into one.

NWEA recommends administering an MPG Survey with Goals test in two testing periods. This can help students stay engaged during the test. Student attention span and fatigue can vary, so it is best for proctors to pause the test for all students after a maximum of 25 minutes. Students can return at a later time to complete the test.

## Managing Student Tests

You can manage the student testing experience from one computer using the Test Students page while one or more students take tests in a testing session. On the Test students page, you can view student test status and take action when needed without leaving your computer.

 **Important!** Student tests always have a status, and sometimes the test status requires you to take action (see [Student Testing Status on page 14](#)).

Although multiple proctors in your organization may be testing students in other testing sessions at the same time, each proctor can only have one testing session in use at a time.

**Note:** NWEA recommends that students take no more than one MAP test per day.

### Confirming Students to Start Testing

After students join the testing session and sign in to test, their test status is To Be Confirmed. You can either:

- Click **Confirm Now** to confirm *all* students with the status "To Be Confirmed."
- *Individually* select students and choose **Confirm** from the Action drop-down list. Click **Go** when ready.

### Pausing Tests

To stop tests temporarily (pause):

1. Select the check box next to the students whose tests you want to pause.
2. Select **Pause** from the Action drop-down list.
3. Click **Go**.

The students' test statuses change to Paused and the students' tests stop. Test results are saved up to the point the test is paused.

### Suspending or Terminating Tests

To stop tests temporarily (suspend) or permanently (terminate):

1. Select the check box next to the students whose tests you want to stop.
2. Select the appropriate action from the Action drop-down list.
3. Click **Go**.
4. Click **OK** in the confirmation box.

The students' test statuses change and the students' tests stop. Test results are saved up to the point a test is suspended. Results from terminated tests are discarded.

### Resuming Paused Tests

To allow students to continue taking a paused test:

1. Select the check box next to the students who are ready to continue their paused tests.
2. From the Actions drop-down list, select **Resume**.
3. Click **Go**.

The students' statuses change to Testing and the students' tests resume with the next test question.

### Testing Students with Terminated or Complete Tests

**Note:** If you terminate or suspend a student's test, the student must join the testing session and sign in again to take a test.

To test students who have terminated or completed tests in the current testing session:

1. Select the check box next to the students who are ready to take another test.
2. If status is Terminated or Complete, select **Test Again** from the Action drop-down list and then click **Go**.

The student joins the testing session and signs in to take the test.

3. When the test status is To Be Confirmed, confirm the student for testing.

### Resuming Suspended Tests

You can allow students to continue taking suspended tests (or start over) in the same testing session or another testing session. Either way, students must join the testing session and sign in again.

1. Select the check box next to the student or students who are ready to resume a suspended test or start over.
2. Select **Test Again** from the Action drop-down list and then click **Go**.
3. When the test status is To Be Confirmed, confirm the student for testing.  
The Confirm Student dialog box appears and lists the names and tests of students with suspended tests.
4. Select an action:
  - a. **Resume Test** resumes the student's test with the next question in the test in progress. Test results up to the point of when the test was suspended are saved.
  - b. **Start New Test** starts the suspended test over from the beginning. Test results up to the point when the test was suspended are deleted.
  - c. **Do Not Confirm** requires student to sign in again. Choose this option if the student signs in to take the wrong test.
5. Click **Submit**.

## About Pause, Suspend, and Terminate

There are three ways to interrupt a student's test.

**Table 2: Test Interruptions**

INTERRUPT ACTION	DURATION	FOLLOW-UP ACTION	NOTES
Pause	Under 30 min	Resume	<ul style="list-style-type: none"> <li>Student must resume from same computer</li> <li>Test will continue with next question</li> </ul>
Suspend	Up to 28 days	Test Again	<ul style="list-style-type: none"> <li>Student can test again in same or different testing session*</li> <li>Student can choose whether to continue with next question or start over</li> </ul>
Terminate	Permanent	Test Again	<ul style="list-style-type: none"> <li>System discards any answers already given</li> </ul>

\* Test events remain in the system even if you end or delete a testing session.

## Using the MAP Lockdown Browsers

The MAP lockdown browsers (only on PC and Macintosh® desktop computers) restrict access to all applications and to the Internet while students are testing.

A MAP system administrator distributes a lockdown browser to every student testing computer. It appears on the computer desktop as a MAP Student Testing icon.

Lockdown browsers open directly to the Join Session page of the MAP Student Testing Center and fill the entire screen.

MAP lockdown browsers respond to specific keyboard shortcuts. (For iPad® and Chromebook™ devices, use the standard browser controls.)


**Table 3: Shortcuts for Lockdown Browser**

ACTION	PC SHORTCUT	MAC® SHORTCUT
Interrupt and log in as proctor	Ctrl+Shift+L	Ctrl+Shift+L
Refresh the screen	F5	F5 or Command+R or Fn+F5*
Close the lockdown browser	Click X in the upper right or Ctrl+Shift+Q	Click X in the upper right or Ctrl+Shift+Q or Ctrl+Opt+Shift+F10

\*This shortcut overrides a function key audio mapping.

## Creating a Student Profile While Testing

If a student arrives in the testing room to take a test and has no profile in the MAP system, you can create a basic student profile and test the student. Minimal information you provide on the Manage Testing Sessions page creates a basic student profile with enough student information to test the student but not enough information to include the student's test results in MAP reports.

 **Important!** Notify the data administrator about any student profiles you create in the MAP system. Student test results are not included in reporting unless the student profile is complete with attributes required for reporting.

To create a student profile while you are testing students:

1. On the Test Students page, click **Create Student**.  
The Manage Testing Sessions - Student Profile page appears.
2. Add student information and then click **Create and Add to Testing Session**.
3. Click **Return to Testing Session**.

The student can join the testing session and sign in to take a test.

## Reporting a Test Question Problem


If a MAP test question does not display properly or appears to have another kind of problem within the MAP system, you can send a Problem Item Report (PIR) to NWEA for review. A PIR captures essential information such as the test name and question number to track the question. You can type an explanation of the problem in the report.

Press **Ctrl+Shift+L** on the student's keyboard and log in as the proctor to submit a PIR.

**Note:** Click **Resume** to send the report and resume testing.

## Student Testing Status

The following table lists possible student test statuses and actions you can select on the Action drop-down list.

 **Tip:** If you want to select all students with the same test status and take an action, select a status from the Select Status drop-down list, select an action from the Action drop-down list, and then click **Go**.

**Table 4: Status of Student Testing**

STATUS	WHEN STATUS APPEARS	NOTES
<b>Awaiting Student</b>	Student has not yet signed in or is in the process of signing in to take the test	Assign or remove a test (click <b>Assign Test</b> ). Remove students from the testing session (click <b>Remove Student</b> ).
<b>Complete</b>	Displays when a student completes a test	Take no action or allow the student to take another test in this session.

STATUS	WHEN STATUS APPEARS	NOTES
		<b>Test Again</b> (on the Action drop-down list) allows the student to take another test in the current testing session.
<b>Confirmed</b>	Proctor has confirmed that the student can begin testing	Make sure the student clicks <b>Start Test</b> .
<b>Interrupted</b>	Proctor has logged in at the student's computer and interrupted the student test	To resume the test, return to the student's computer and log in again. Or, to resume from the proctor computer, first choose the Pause action and then choose Resume. If the student has closed the lockdown browser, you can resume the test only by suspending it from the Testing Students page and selecting Test Again. The student must rejoin the session and sign in again. For instructions, see <a href="#">Suspending or Terminating Tests on page 11</a> .
<b>Paused</b>	Proctor has paused the student's test	A test is automatically suspended if it is paused for more than 30 minutes.
<b>Suspended</b>	Proctor has suspended the student test or the test is paused for more than 30 minutes (the student can continue the test at a later date)	<b>Test Again</b> (on the Action drop-down list) allows the student to sign in to take the test in the current testing session.
<b>Terminated</b>	Proctor has terminated the student test (the test results are deleted from the student's record and the test cannot be continued)	<b>Test Again</b> (on the Action drop-down list) allows the student to take another test in the current testing session.
<b>Testing</b>	Proctor has confirmed student for testing and student test has started	On the Action drop-down list: <ul style="list-style-type: none"> <li>■ <b>Pause</b> stops the student test for up to 30 minutes.</li> <li>■ <b>Suspend</b> stops the student test for more than 30 minutes.</li> <li>■ <b>Terminate</b> permanently stops the student test and deletes test results from the MAP system.</li> </ul>
<b>To Be Confirmed</b>	Student has signed in to take a test	<b>Confirm</b> allows selected students to begin taking a test. (Click <b>Confirm Now</b> to allow all students with test status To Be Confirmed to begin taking a test.) <b>Do Not Confirm</b> prevents the student from taking the test. The student status returns to Awaiting Student status and the student must join the session again.  <b>Tip:</b> If the student signs in to take the wrong test, select <b>Do Not Confirm</b> and then assign a test to the student or help the student select the correct test.

## Taking Multiple Tests

Students can take more than one test in the same testing session or in other testing sessions. A student's current test must be completed, suspended, terminated, or canceled (not confirmed) before you can confirm the student to take another test in the current testing session or another testing session. The test status must also be Awaiting Student.

**Note:** NWEA recommends that a student takes no more than one MAP test per day and no more than one MPG test in a testing period (in one sitting).

## Ending a Testing Session

When you end a testing session, student test status must be one of the following:

- Awaiting Student
- Complete
- Suspended
- Terminated

You can suspend tests to be finished later if students have not completed testing when you need to end the testing session.

**Note:** The MAP system automatically suspends tests that are inactive for more than 30 minutes.



## Monitoring Students During Testing

It is important to monitor students during testing. NWEA recommends that you have another adult in the room who is not focused on managing student testing in the MAP system to help with other responsibilities when testing a group of students.

In general, monitoring students includes these responsibilities:

- Allow students sufficient time to complete the test. MAP tests are not timed.
- Provide a comparable test environment for all students. Make sure that all students receive exactly the same information, and avoid giving any student an advantage or putting anyone at a disadvantage.
- Observe student progress. If necessary, advise students moving too slowly to continue to make progress, or students moving too quickly to pay careful attention to the items.
- Watch for books and talking. Students should not visit or have access to reference books or instructional material.

## Helping Students Get Through a Test

During testing, you may need to help students do their best on a test by providing the following assistance:

- Show students how to use the up and down arrow keys, the keyboard letters, or keyboard numbers to select answers if they struggle to use the mouse.
- Pause the students' tests to allow time for a wiggle break or to get a drink of water.
- Report any persistent problems with a test question. Use the proctor login at the student's computer and choose **Submit PIR** to send a Problem Item Report to NWEA.

## Accommodations for MAP and MPG Assessments

The adaptive nature of the MAP and MPG assessment makes it an appropriate assessment for students with a wide range of skills and needs. When used consistently during instruction and assessment, accommodations pursuant to state and/or district policy are appropriate for an individual student.

For complete guidance about using accommodations with MAP tests, go to [www.nwea.org/accommodations](http://www.nwea.org/accommodations). Also, you can track accommodations using the **Assign Accommodations** button while testing students or setting up testing sessions.

## Administering MAP for Primary Grades Tests

Follow these guidelines:

- In general, schedule MAP for Primary Grades (MPG) tests in blocks of 25 minutes for each subject.
- Make note of when students begin the test. After a maximum of 25 minutes, pause or suspend all student tests to give students a break. Taking a break partway into the test helps reduce the likelihood of student fatigue and disengagement.
- At some point, some students might be finished testing while other students might be halfway finished. Make a plan for how to manage students who finish testing before other students in the testing session.
- Remember to provide headphones for students taking this test, and make sure the audio is turned up to an audible level.

## Appendix A: Checklist of Proctor Tasks

The following provides a checklist of tasks that a MAP user with the proctor role could perform.

**Table 5: Checklist of Proctor Tasks**

PROCTOR TASK	NOTES
<b>Preparing to manage a student testing period</b>	
<input type="checkbox"/> Create a plan for how to communicate the testing session name and password, and be prepared to help students with low literacy and keyboarding skills	
<input type="checkbox"/> Obtain a schedule of: <ul style="list-style-type: none"> <li>▪ Saved testing sessions in which you plan to test students</li> <li>▪ Students to be tested</li> <li>▪ Tests students are to take</li> <li>▪ Testing rooms you will use for each testing period</li> </ul>	<ul style="list-style-type: none"> <li>▪ If any tests are assigned to students in a testing session, verify that the correct test is assigned</li> </ul>
<input type="checkbox"/> Verify that students scheduled for testing are added to a specific testing session in the MAP system	<ul style="list-style-type: none"> <li>▪ Can be done ahead of time for saved testing sessions or at the time of testing</li> </ul>
<input type="checkbox"/> Suggest that instructors ask students bring a book to read or class work to complete when they are finished with their test if your organization allows	
<b>Preparing the testing room</b>	
<input type="checkbox"/> Turn on student computers and start a secure browser on each computer	
<input type="checkbox"/> Provide headphones to avoid distractions if more than one student in the same room is taking an MPG test, which includes audio support <b>Important!</b> Check to make sure volume level is appropriate.	<ul style="list-style-type: none"> <li>▪ For information about assessments, see the <i>Assessment Coordination Guide</i></li> </ul>
<input type="checkbox"/> Provide scratch paper and pencils at each computer for use on the mathematics tests	<ul style="list-style-type: none"> <li>▪ A calculator appears on the screen if permitted for use on a test question</li> </ul>
<input type="checkbox"/> Remove posters or boards that display information that would assist students with answers to questions	
<input type="checkbox"/> Restrict access to the room after setup is complete	
<b>Getting started with student testing</b>	
<input type="checkbox"/> Make sure students are in assigned seats, if necessary (for example, ask instructor to hand out sticky notes or laminated cards to students with their assigned computer numbers)	

PROCTOR TASK	NOTES
<input type="checkbox"/> Advise students to wait for directions before they begin	
<input type="checkbox"/> Place a Do Not Disturb or Testing In Session sign on the door to avoid outside interruptions	
<input type="checkbox"/> Read student directions and begin the test	<ul style="list-style-type: none"><li>■ See the <i>Student Introduction to MAP Testing</i> quick reference</li></ul>