

*Partnering to help all kids learn*



# Proctor Training for Web-based MAP

by NWEA Technical Consultants



## Presenter Introduction

### Webinar Purpose (why are you here?)

- Web-based MAP Proctor Training
- Understand key-concepts to proctoring and facilitating a student testing session

### Webinar Logistics

- Participants please do the following:
  - Use conference call number/password
  - Mute your phone (do not place on hold)
  - Attendee questions will be fielded at the end
  - Chat function is not used



## Proctoring for Web-based MAP

- Quick Live Demo of Proctoring
- Proctor Training Details
  - Log-in and Home Page Overview
  - Creating/Starting MAP Session
  - Administering a MAP Session
  - Proctor View
  - Student View
  - Start Testing: Other Options
- Proctoring Notes
  - Proctor Callouts
  - Recap Proctor Workflow
- Web-based MAP Resources
- Q&A



# PROCTOR QUICK DEMO

Live on Web-based MAP



## Quick Proctor Demo

*Shows how to set-up Web-based MAP Proctor test session without the details (yet)*

- Log-in
- Manage Test Sessions via Test Now
- Find Students to Test
  - Assign student tests
  - Test Now
- End/Save session

*After Quick Demo: Details around proctoring set-up & use*



# PROCTOR TRAINING DETAILS





# MARC (MAP Administration & Reporting Center)

- Log-in & Home Page Overview

**NWEA**  
Northwest Evaluation Association

Welcome to Measures of Academic Progress® (MAP®)

### Login

User Name \*

Password \*

[Forgot User Name/Password?](#)

**Submit**

**NWEA**  
Measures of Academic Progress®

Logged in as jlowary  
[Home](#) | [Help](#) | [Contact](#) | [Change Password](#) | [Logout](#)

- IMPORT PROFILES
- MANAGE USERS
- MANAGE STUDENTS
- MANAGE TEST SESSIONS
- VIEW REPORTS & INSTRUCTIONAL RESOURCES
- MODIFY PREFERENCES

**Online Training**

- [Essential preparation for using MAPa](#)

**Quick References**

- [Key information in printable form](#)

**Support Materials**

- [All guides and documents](#)

**Information Center**

**Test Warm-Ups**

- [MAPa Test Warm-Up](#)
- [MAPa for Primary Grades Test Warm-Up](#)

**Downloads - Lockdown Browsers**

- [PC Version](#)
- [Mac Version](#)

**Links**

- [SPARK Community](#)
- [Kingsbury Center](#)
- [Release Notes](#)

**Templates**

- [Roster File Template](#)
- [Programs File Template](#)



# MARC (MAP Administration & Reporting Center)

- Creating/starting MAP Session

Logged in as jlowary

Home | Help | Contact | Change Password | Logout

**NWEA**™ Measures of Academic Progress®

**SET UP TESTING**

**Find Students**

Search is restricted to the current term. School must be specified first.

**Student Search** | Test History Search

**School**  
All Schools

**Grade**  
All Grades

**Instructor**  
All Instructors

**Class**  
All Classes

**Last Name**

**First Name**

**Student ID**





# MARC (MAP Administration & Reporting Center)

- Test Administration

Logged in as jlowary

Home | Help | Contact | Change Password | Logout

## TEST STUDENTS

Testing Session Name: GADemo Password: 4544

### Testing Status

Total Students: 2	Proctor action needed:
Testing: 0	To Be Confirmed: 0
	Interrupted: 0
	Paused: 0

[Confirm Now](#) [End Testing Session](#)

[Add More Students](#) [Create Student](#) [Refresh Status](#) Information on this page updates automatically every 120 seconds. Click Refresh Status to see current information.

Apply a change to multiple students by choosing from the Select Status dropdown, then selecting the change to apply from the Action options.

Select Status: Select...	Action: Confirm	Go	Assign Test(s)	Assign Accommodations	Remove Student(s)
Last Name ▲	First Name ▲	Status ▲	Approximate Question #	Test Assignment ▲	Accommodations ▲
<input type="checkbox"/> Alger	Lumina	Awaiting Student	-	-	No
<input type="checkbox"/> Batoha	Tijana	Awaiting Student	-	-	No



## MARC (MAP Administration & Reporting Center) - Cont.

- Starting Tests: Test History Search

SET UP TESTING

### Find Students

Search is restricted to the current term. School must be specified first.

Student Search   **Test History Search**

**School**  
All Schools

**Grade**  
All Grades

**Instructor**  
All Instructors

**Class**  
All Classes

---

Find students by their testing status. Search is restricted to the current term.

**Test(s)**  
Custom: Science - Energy and Electromagnetism

**Testing Status**

Not yet tested  
 Suspended Test

**Tests Taken**

Current Term  
 Inside Test Window  
 Outside Test Window

**Search**   **Clear All**



## MARC (MAP Administration & Reporting Center) - Cont.

- Starting Tests: Test My Class & Saved Session

### MANAGE TESTING SESSIONS

Click Find Students to Test button to search for students or, if User Role includes Instructor, click Test My Class button to select class.

Find Students to Test

Test My Class

### Saved Testing Sessions

Hide

Select a testing session to begin testing, modify the student list (including assigned accommodations or tests), or to delete the session.

#### Term Last Used/Modified

Fall 2013-2014

30 total testing sessions for selected term

Testing Session Name	Created By	In Use By	Used/Modified On
<input type="radio"/> tbia2371	Jowary	-	Oct 30 2013
<input type="radio"/> GADemo	Jowary	-	Oct 30 2013
<input type="radio"/> brick9653	Jowary	-	Oct 17 2013
<input type="radio"/> bathe1211	Jowary	-	Sep 12 2013



# PROCTORING NOTES



## Proctoring Considerations

- **Naming Sessions**  
Best Practice: Keep name short (kids have to type it)
- **Creating vs. Saved Sessions**  
Proctor preference. Remember: add students/tests before starting  
NOT required to Save a session first
- **Running Multiple Sessions (one per proctor)**  
System allows only one proctor per test session
- **Testing Again in same test session**  
Use Test Again (student logs in again)  
Alert for laptop power and student test fatigue

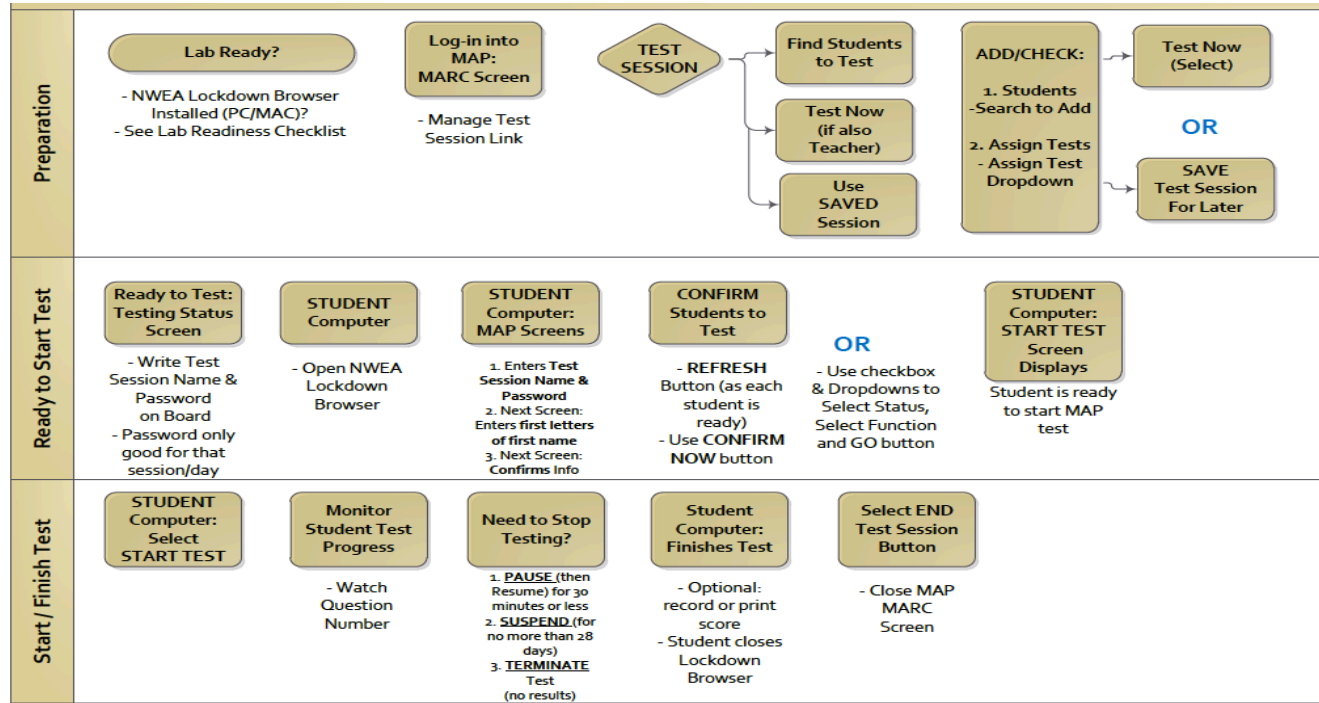




## Proctoring Considerations

- **Kids rotate in/out of sessions (some leave/some show up)**  
Use “Add More Students” button  
Kids start testing session as normal  
No need to “Remove Students” during testing
- **Session size (one big vs. many small)**  
Best Practice: keep size to actual kids testing  
Easier for proctor to manage  
Less “demand” on MAP data bases (to sign-in and track usage)
- **Testing all day vs. closing when done**  
Suggest closing session when done (proctor and student)

# Web-based MAP Proctoring Workflow





## Resources

### From Webinar

- PowerPoint PDF

### From Web-based MAP:

- **MAP Essentials**
  - Proctor Quick Start & Proctor Tools
  - Tips and Troubleshooting



## Questions

Now Available for Web-based proctor-specific questions  
*(please un-mute your phone)*

# *Thank You!*

NWEA Technical Support

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Our hours of service:

7:00 a.m. – 8:00 p.m. EST • Monday through Friday

