

Northwest Evaluation Association

Measures of Academic Progress (MAP) Using the *Test Taker Application*



You must always enter your login and password before testing students.



Students must be added to your database prior to testing through the Test Administration Application.



Monitors must be set at 800 x 600 resolution. If resolution is less than 800 x 600, Test Taker will display an error message. It will ask the user to check the resolution and try again.

To Select Tests:

1. Click the down arrow next to the “select” box and choose the test subject from the drop down menu.
2. Click on the test that you wish to administer from the list that is displayed, then click the **<Add>** button.
3. Selected tests will be displayed in the “Tests Selected” box” in the order in which they will be administered.
4. To change the order in which they will be administered, click on the test name, then click the up or down arrows.
5. To remove a test from the list, click on the test name and then click the **<Delete>** button.

To Select a Student:

- To locate a student’s name in the database, you can search by ID number, by the student’s first or last name and/or by grade:
 - ❖ To search by the student’s ID number, type the number in the ID box and then click the **<Search>** button.
 - ❖ To search by name, type the first letter or first few letters of the student’s first or last name in the appropriate box, and then click on the **<Search>** button.
 - ❖ To search by grade, choose the grade from the drop-down list, then click **<Search>**.
 - ❖ You can also enter part of the student’s name and the student’s grade to narrow the search.
- To choose the student from the list that appears, click on the student’s name and then click **<Finish>** to begin the test.

Administering Tests:

- If a student does not show up for testing, terminate the test using the commands listed below. Choose **<No>** to “Do you want to make this test resumable?”
- Caution the student to carefully select answers, as it is not possible to return to previous questions.
- *Students may use paper and pencil to work problems on the math test and may use the “pop-up” calculator when it is displayed. They may not use a hand held calculator on any test.*
- If an item does not display properly, refresh the item by pressing **<Control><Shift><R>**. This will refresh the screen.
- If you notice a problem with an item after refreshing, look in the upper right hand corner of the screen. The item number is displayed after the sequence number. This number should be recorded on the MAP Problem Item Report form and forwarded to NWEA with the issue regarding the item. Without this number, we are unable to correct any problems.
- At the end of the test, the score is displayed. Warn students to look for this screen and to call the proctor when they reach it. If they press **<Continue>**, the score will not be available until reports are printed.
- When the **<Continue>** key is pressed, a print screen prompt will appear. Once “yes” or “no” is selected, the next test for the student will begin, or, if no other tests were chosen, the “**Select Student**” screen will be displayed.
- To halt or end a test, press and hold down **<Control><Shift><P>** at the same time and enter your password. Choose terminate if the student needs to leave the testing station – you may make the test resumable if you want the student to come back and finish. Be sure to protect your password during each of these steps. If a student needs to take a break, go into the proctor screen, and when the student returns, use the **<Close>** button to return to the test.
- If you are using a MAC computer, the processes are the same, except press and hold down **<Apple><Shift><P>** to pause and so forth.

To Test Additional Students:

- To administer the same test or tests to the next student, follow the procedures to locate the student’s name in the database and begin testing.
- To administer a different test or tests to the next student, click on the **<Previous>** button on the “**Select Student**” screen and follow the procedures to select tests and then select a student.
NOTE: You must delete the test that was given previously. Otherwise, the student will be set up to take two tests.

Cautions:

- Students should be tested no more than four times during a school year. Since it takes a student about a month to grow one RIT point, a reasonable interval between tests is at least a month if you wish to observe change.
- It is not recommended to set up a student to take more than one test at a time; however, if time allows and the student is able, another test may be set up and given immediately following the first test.
- At the end of a test, a student score will pop up. If a student took a “Goals Survey” test, goal range scores will also appear. If the student presses **<Continue>**, the score will disappear and not be available again until reports are printed. It is best to plan what proctors and students will do when a student reaches this screen. A proctor may warn students in the directions to watch for this screen and call you over so you can print a copy of the score screen. After pressing the **<Continue>** button, a prompt will appear giving you the option to print results.