

ASSESSMENT COORDINATION GUIDE

for the MAP Growth™ assessment

About This Guide

This *Assessment Coordination Guide* is written for leaders at schools or the district who:

- Prepare for assessment, especially:
 - When to test
 - What subjects to test (and what to restrict)
- Oversee assessment, including:
 - Proctor preparation
 - Completion of testing

Main sections:

- [A: Choose Dates for Testing on page 2](#)
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A: Choose Dates for Testing

Consider guidelines for testing dates

To learn the basics, view the following video: [When to Test](#)

Summary:

- Length—Keep the test window length short (about 3 weeks) so you can make valid comparisons, especially between students in the same grade.
- Consistency—To ensure valid comparisons from one academic year to the next, try to keep the timing consistent.
- Spacing—Provide enough instruction between testing to give you meaningful growth measurements. For example, schools typically test around week 4 in the fall, week 20 in the winter, and week 32 in the spring.

Consider bandwidth

The network traffic at each school limits the number of testing sessions you should schedule at any given time. Considerations include:

- Total number of students testing at the same time
- Kinds of tests (tests for the primary grades require more bandwidth because of the audio)
- Other networking activity (ideally, keep usage of the Internet to a minimum during testing)

Compare a detailed schedule

 [Sample Testing Schedules](#)

Date Setup Before Testing

Follow these steps as you prepare for MAP testing.

Required: Set District Test Dates

Set your testing dates for the coming terms, as soon as you know the schedule. You can also modify dates at any time as schedules change.

Required MAP Role: **Assessment Coordinator** or **System Administrator**

1. In the left navigation pane, select **Modify Preferences > Manage Terms**.
2. With the year selected, click **View/Update Terms**.
 - a. If needed, click **Add Academic Year**.
3. Scroll to the coming term.
4. *Optional*—Clear the **Active** check box if you never use a term, such as summer, and you do not want it to appear in the menus for proctors and teachers. (This option has no effect on MAP report data.)
5. For **Term Start** and **Term End**, you can usually keep the default dates, unless they conflict with your academic terms.

In fact, you cannot change dates for the start and end of the year, to prevent an overlap.

If you do not use four terms:

You can define the unused terms so they do not interfere with active terms. For example, if your district or organization uses a semester system and does not offer a winter term, you can define the winter term to take place on a weekend, winter break, or another day when no one will be testing. After all terms are defined, you can inactivate unused terms so they do not appear in the list of selections throughout the MAP system.

6. Set the **Test Window** dates to match the weeks you intend to conduct testing.
7. *Recommended*—Set **Weeks of Instruction** so that your MAP reports show the most precise norms percentiles. Match the average number of weeks from the **beginning of the school year** to the time when most students begin to test, across all subjects and grades.

Note: In the fall, the minimum value is 2. If you test in the first week, use this minimum value.

8. Specify how widely to apply your changes, by selecting one of the following options:
 - **Apply Test Window dates to every school in the district:** Applies the new date(s) district-wide, overriding any custom dates that have been applied to specific schools.
 - **Apply Test Window dates only to schools without defined custom test window dates:** Applies the new date(s) to all schools in the district except those for which custom dates have been applied.
9. Click **Submit**.

If a date you entered is invalid (such as a date outside of the instructional term), an error message appears at the top the page. Correct the date and click **Submit** again.

Optional: Set School-Specific Test Dates

If needed, you can define test dates for each school. For example, you could set different dates for your elementary schools and high schools.

Prerequisite: The district-wide test window dates in **Manage Terms** must be set to encompass all of your school-specific test windows.

Required MAP Role: **Assessment Coordinator** or **System Administrator**

1. In the left navigation pane, select **Modify Preferences > Modify District**.
2. Select the school.
3. Click **View/Update Terms**.

The View/Update School by Term page lists the terms currently defined in the system.
4. Select the instructional term.
5. Click **Edit School Term**.
6. Modify the start date and end date as needed.

Note: The dates must fall within the dates of the district test window.
7. Modify the Weeks of Instruction.
8. Click **Submit**.

If a date you entered is invalid (such as a date outside of the instructional term), an error message appears at the top the page. Correct the date and click **Submit** again.

B: Set Test Restrictions

Your district has the option to define which tests are appropriate for students, such as which grade level(s) may take a test. When this feature is set up, then tests that are inappropriate will be either hidden or blocked within the Manage Test sessions area of MAP. This reduces the risk of students taking the wrong test.

Example Restrictions

The following table shows example restrictions and what would happen.

Example	Can Assign Test?	Can Confirm Test?
Term Restriction= Spring Only		
During spring	Yes	Yes
During winter	No	No
Grade Restriction= 7-12 Only		
Students in grades 7 to 12	Yes	Yes
Students in K to 6	No	No
Frequency Restriction= Once Per Term		
First time taking test	Yes	Yes
Second time	Yes	No

Note: As highlighted above, there are situations where a restricted test still appears available, but is ultimately blocked.

Here's another example: Suppose that MAP Growth K-2 tests have been restricted to grade 2 only. It's possible that those tests still appear available if the proctor selected a mix of both grade 2 and 3 students. However, the test assignment would be automatically repressed for those grade 3 students.

Basic Setup

To change settings, open **Modify Preferences > Modify Tests**, select one or more tests, and click **Configure Test Settings**. In the Configure Tests window, select any combination of check boxes listed.

Configure Tests

End of Course: Algebra II

Active ⓘ

Test Restrictions

Test restrictions will limit the tests available for students to take.
Configure test restrictions for the selected test(s) for grade, term, and frequency.

Term ⓘ	Grade ⓘ
<input type="checkbox"/> All Terms	<input type="checkbox"/> All Grades
<input checked="" type="checkbox"/> Spring	<input type="checkbox"/> PK
<input type="checkbox"/> Summer	<input type="checkbox"/> K
<input type="checkbox"/> Fall	<input type="checkbox"/> KA
<input type="checkbox"/> Winter	<input type="checkbox"/> KP
Frequency ⓘ	<input type="checkbox"/> 1
<input type="radio"/> Unlimited	<input type="checkbox"/> 2
<input checked="" type="radio"/> Once Per Term	<input type="checkbox"/> 3
	<input type="checkbox"/> 4
	<input type="checkbox"/> 5
	<input type="checkbox"/> 6
	<input checked="" type="checkbox"/> 7
	<input checked="" type="checkbox"/> 8
	<input checked="" type="checkbox"/> 9
	<input checked="" type="checkbox"/> 10
	<input checked="" type="checkbox"/> 11
	<input checked="" type="checkbox"/> 12
	<input type="checkbox"/> OT

Assign Cancel

Callouts:

- You can either inactivate a test completely or use Test Restrictions
- To make selections, first clear the top check box
- Only selected grades can access the test

Frequent Questions for Test Restrictions

Can I make exceptions to the test restrictions?

It is possible to override the restriction imposed when Frequency is **Once Per Term**. (For example, you could override the restriction for a test mistakenly terminated, because by default a termination counts toward the "once per term" limit.)

For details, see [Overriding a Test Restriction on page 7](#).

Why is a test restricted for a student who did not yet complete the test?

The most likely scenario is that the test was terminated, either by the proctor (for example, the student began the wrong math test) or because the suspended test was not completed within 28 days.

By default, terminated tests count the same as completed tests when MAP applies the "once per term" frequency restriction. If needed, see [Overriding a Test Restriction on page 7](#).

What happens to students with suspended tests when you modify **Frequency settings**?

Suspended tests can still be completed in this situation (as long as it fits within the 28-day limit for completing suspended tests).

What happens to students with suspended tests when you modify **Grade** settings?

Once you limit the test settings by grade, those students with suspended tests who would fall under the new grade restrictions can no longer complete the test. If needed, first arrange for students with suspended tests to complete testing.

Does changing Frequency to **Once Per Term** restrict students who completed testing prior to making the change?

No. If the restriction was not in place when a student began a test, then that test event does not count toward the **Once Per Term** limit.

Overriding a Test Restriction

Situation: In some cases, students are prevented from completing a test because the test frequency is set to "once per term." Proctors receive a message similar to the following figure. There is, however, a way to override this restriction.

If a test is restricted, the explanation appears here

Confirm Student

The following students have an existing suspended test, a test already in progress, or are restricted from taking a test. If you continue the suspended test it will resume from the last completed test item. If you start a new test, the suspended test will be terminated. Test(s) with a  started more than 28 days ago and have been terminated.

Jenny Jones
MAP: Math 2-5 Common Core 2010 V2
(Common Core Mathematics K-12: 2010)
suspended 31 days ago. Test restricted by frequency. 

Do Not Confirm

Submit Cancel

Example: If a student started to take a math test that he should actually take the following day, the proctor might have chosen to terminate the test. By default, terminated tests count the same as completed tests when MAP applies the "once per term" frequency restriction. As a result, the student cannot take the math test on the following day.

Exclude the Student's Test Event

Excluding the test event from reports also excludes it from the test restriction.

Required MAP role: **Data Administrator**

1. Click **Manage Students**.
2. Search for a student.
3. In the search results, select the student who has a test restricted.
4. Click **View/Update Test Events**.
5. Select the test event, such as a terminated test (indicated in the Test Status column).
6. Click **Exclude from Reports**.
7. To confirm:
 - a. In the **Included in Reports?** column, a dash appears for test events you have excluded.

Retest the Student

Test the student or students as normal. To find the students who need testing, you can use the Test History Search feature and set **Testing Status** to **Not yet tested**:

Find Students

Search is restricted to the current term. School

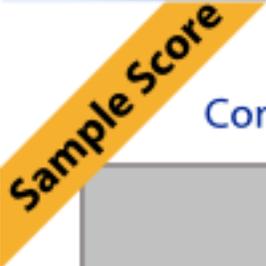
Student Search	Test History Search
School	

The completed test event will be included in reports by default.

Displaying Student Score After Testing

You control whether test results display on student computers when they complete their tests in the MAP system. This is a district-wide setting.

Sample Student Score



Jane Doe
Congratulations, you finished the test.

Measurement Scale:	
Mathematics	
Overall Score: 213	
Goal Name:	Operations and Algebraic Thinking
Goal Score:	220
Goal Range:	213 - 229
Goal Name:	Numbers and Operations
Goal Score:	224
Goal Range:	217 - 233
Goal Name:	Measurement and Data
Goal Score:	209
Goal Range:	202 - 218
Goal Name:	Geometry
Goal Score:	201
Goal Range:	194 - 210

The total test time was: 00:18:29
Date: 01-01-2012 Test Name: MAP: Mathematics 2-5 (CCSS)

[Print Report](#)

To modify the test score display:

Required MAP role: **System Administrator or Assessment Coordinator**

1. In the left navigation pane, select **Modify Preferences > Modify Tests**.
2. Near the top, select or clear: **Display test results to students at the end of a test**.

C: Prepare Proctors

Choose proctors

Some districts ask teachers to fill the proctor role for their own class. Assuming this approach meets your assessment security standards, it can make the proctor task quick and easy, because MAP includes a **Test My Class** feature. With this feature (available from **Manage Test Sessions**), just one button click selects the students for testing.

However, it can be easier for some districts to designate one or two people to fill the proctor role for all classes. For example, you might ask the lab administrator. In this case, the proctor would use the **Find Students to Test** button under **Manage Test Sessions**.

Inform proctors of the classes and tests

- **Classes:** Typically, you only need to list the teacher or class name in the testing schedule you provide to proctors. Proctors can then use it to quickly find students in MAP and assign tests. However, that scenario assumes that the Data Administrator assigned students to classes and teachers. If not, then provide proctors the names of students for each testing period.
- **Tests:** Your testing schedule should also specify the test or tests that students need to take. (During MAP testing, each student can take a different test subject.) For details, see [Appendix A: Test Descriptions on page 13](#).

Set naming conventions for proctors to follow

A testing session is the software feature that gives proctors control over which students to include, the tests they take, and the whole testing experience. Advise proctors how to name testing sessions for clarity.

As a time saver, you can direct proctors to set up and save testing sessions in advance of testing, so they are ready to start when the students arrive. Because every testing session must have a unique name across the district, your team can develop naming conventions for proctors to follow.

- Example policy for naming testing sessions:

`<instructor initials><subject><grade><period>`

- Example name based on this format:

`< J.B. >< math >< 7 >< 2 >`
jbm72

D: Oversee and Complete Testing

Check progress

At least weekly, generate these Operational reports:

- Students Without Valid Test Results
- Test Events by Status

To see suspended tests, use Test History Search (open Manage Test Sessions and click Find Students to Test).

Check for students added improperly

After testing, generate these Operational reports:

- Students Without Reporting Attributes
- Potential Duplicate Profiles (or Profiles with Shared IDs)

After Testing: Complete Your Test Window

The "test window" dates define which test events to include in certain report data, but the data *will not appear* until you officially mark the test window as complete.

Tip: Set a calendar reminder.

Complete Your Test Window After Testing

After *all schools* have tested, you must mark the test window as complete before MAP can generate *District Summary* and *Student Growth Summary* reports. It is also required for district averages to appear on reports, such as the *Student Progress* report, average RIT score. (Overnight processing is required.)

Required MAP role: **Assessment Coordinator** or **System Administrator**

Recommended Preparation:

- Notify all of your schools so they can complete testing.
 - Use operational reports to check the testing status of schools or grades:
 - Test Events by Status
 - Students Without Valid Test Results
- To find and complete suspended tests, use **Test History Search** (open Manage Test Sessions and click Find Students to Test)

Required: Mark Test Window Complete

Do these steps after every testing season.

1. In the left pane, select **Modify Preferences > Manage Terms**.
2. Select the academic year.
3. Click **View/Update Terms**.
4. Scroll to the term and select **Test Window Complete**.
5. *Recommended*—Set **Weeks of Instruction** so that your MAP reports show the most precise norms percentiles. Match the average number of weeks from the **beginning of the school year** to the time when most students begin to test, across all subjects and grades.
Note: In the fall, the minimum value is 2. If you test in the first week, use this minimum value.
6. Scroll down and click **Submit**.
7. Wait for the overnight process.

If Needed: Modify Your Test Window

At any time, you can change the dates of your test window. For example, if one of your grades missed their scheduled testing, they would be missing from MAP reports. By extending the test window dates, you can include them in reports.

1. Clear the **Test Window Complete** check box to enable editing of the date fields.
2. After changing the dates, select **Test Window Complete** again.
3. Wait overnight for your change to affect the MAP reports.

Appendix A: Test Descriptions

NOTE: The number of questions listed is an approximation. The actual number varies for each student as the system adapts to the student’s responses. It includes familiarization questions.

Test Type	Use For	Available for	Approx. Length/Time*	Score in Reports
MAP Growth Tests				
MAP Growth	Measure growth, inform instruction, and assess strategy	Reading, language, mathematics, and science	39 to 55 questions/about 45 min.	RIT score (subject and instructional areas, also called "goals"), shown in most reports Also: Learning Continuum statements and estimated Lexile†
Screening (formerly Survey)	Quickly place incoming students in grades 2 and above	Reading, language, mathematics, and science	19 to 20 questions/about 20 min.	RIT score (subject-level only), shown in these reports: <ul style="list-style-type: none"> • Student Progress, Class, Grade, District Summary Also: Estimated Lexile†
End of Course	Assess at the end of a course only (only once per student)	Geometry, algebra I and II, and integrated mathematics I and II	53 to 56 questions/ about 55 min.	RIT score (subject and instructional areas, also called "goals"), shown on growth-focused reports like Student Profile

Accessible MAP and Screening For students who need visual assistance, you can use tests that are compatible with screen readers, such as JAWS. These tests ensure that all questions have alternative text descriptions for pictures. Look for "Accessible" at the end of the test name.

MAP Growth K-2				
MAP Growth K-2	Measure growth, inform instruction, and assess strategy	Reading and mathematics	56 questions/about 50 min. (but administer in two 25 min. sessions)	RIT score (subject and instructional areas, also called "goals"), shown in most reports Also: Learning Continuum statements and estimated Lexile
Screening for early learners	Assess foundational skills of new kindergarteners	Reading and mathematics	32 to 34 questions/about 30 min.	Percent correct, shown only in <i>Screening and Skills Checklist</i> reports
Skills Checklist	Get details about a certain skill, as a pre- or post-test for a unit you teach	Reading and mathematics	11 to 53 questions/about 8 to 60 min., based on skill	

* Length and time vary by student. For total test time, add 10 to 15 minutes for setup and pre-test instructions.

† Lexile® is a trademark of MetaMetrics, Inc. Lexile ranges shown are estimates of correlations to RIT scores NWEA developed. Correlations and report are not associated with or endorsed by MetaMetrics.

MAP Growth Test Description

MAP Growth tests produce both an overall subject score and scores for the instructional areas, also called "goals." You can test up to **four times per academic year** without presenting the same question to a student in a two-year period.

You can choose from the following tests:

MAP Growth Test (Grade)	Approx. Number of Questions
Language (2-12)	50 to 53 questions
Math (2-5)*	50 to 53 questions
Math (6+)*	
Spanish Math (2-5)	52 to 55 questions
Spanish Math (6+)	
Reading (2-5)*	40 to 43 questions
Reading (6+)*	
Science (or "General Science")*	45 questions
Science for use with Next Generation Science Standards†	45 questions

* Accessible Tests

For students who need visual assistance, you can use tests that are compatible with screen readers, such as JAWS. These tests ensure that all questions have alternative text descriptions for pictures. Look for "Accessible" at the end of the test name.

Test Structures and State Standards

The instructional areas ("goals") of MAP Growth tests vary by state. Details are available here:

cdn.nwea.org/state-information/index.html

† Next Generation Science Standards is a registered trademark of Achieve. Neither Achieve nor the lead states and partners that developed the Next Generation Science Standards was involved in the production of, and does not endorse, this product.

Screening Test Description

Screening tests (formerly called Survey tests) present only 19 to 20 questions and produce only a single overall score for the subject. You can administer them at **any time during the school year**. However, they are not recommended for growth measurement.

MAP currently offers the following Screening tests:

- General Science
- Language 2-12
- Math 2-5
- Math 6+
- Reading 2-5
- Reading 6+

Accessible Tests

For students who need visual assistance, you can use tests that are compatible with screen readers, such as JAWS. These tests ensure that all questions have alternative text descriptions for pictures. Look for "Accessible" at the end of the test name.

Reports for Screening Tests

Only a subject-level score appears on these reports: Student Progress, Class, Grade, District Summary.

Screening Test Structures and State Standards

The Screening tests use the same instructional areas ("goals") as the MAP tests. Refer to the following website for details:

cdn.nwea.org/state-information/index.html

End of Course Test Description

End of Course tests are designed to measure students' understanding of upper-level mathematics after a year of instruction. Resulting scores provide one indicator of whether the student is ready to move to the next mathematics course in the sequence. Educators can monitor course scores from year to year to learn how the mathematics program is improving over time.

MAP currently offers the following End of Course mathematics tests:

- Algebra I
- Algebra II
- Geometry
- Integrated Mathematics I
- Integrated Mathematics II

The Integrated Mathematics tests were designed for an integrated curriculum that includes algebra, geometry, measurement, statistics, and probability.

Administering End of Course Tests

End of Course Mathematics tests should only be given at the end of the specific course. They should never be used as a pre-test for that course. The test questions are written and scored with the expectation that students have been exposed to the content. In addition, the number of questions available is not sufficient to support administering the test multiple times to the same student in all cases.

For a pre-test, you can give the MAP Mathematics 6+ test in the fall or at the beginning of an Algebra I, Geometry, or Algebra II course. This establishes a baseline measure for growth.

Important! The test called Integrated Mathematics I is designed to be used after two years of integrated mathematics instruction. At the end of one year of integrated mathematics instruction, you can administer the MAP Mathematics 6+ test instead. The test called Integrated Mathematics II should be administered after three years of integrated mathematics instruction.

NWEA does not recommend administering both an End of Course test and the MAP Mathematics 6+ test in the same testing season. Either of these tests can be used as the growth test event in MAP reports. The overall RIT scores from these tests are comparable, but the instructional areas ("goals") are different.

Block Scheduling

Secondary schools that are on a block schedule should give the End of Course Mathematics test at the end of that course.

For example, a high school with block scheduling offers Algebra I in the fall; the End of Course Algebra I test should be given at the end of that course (December or January). If the Algebra I course is offered in the spring, the End of Course Algebra I test would be given at the end of that course (May or June).

Interpreting End of Course Scores

End of Course Mathematics tests are not considered mastery tests. Mastery implies proficiency level, which varies from state to state.

End of Course Mathematics test data do not inform "passing" criteria relative to state standards. The reports do, however, provide relative performance by norms.

End of Course Mathematics tests display a RIT range in goal areas, allowing educators to look at goal performance for students and for the class. Goal area information can inform instructional decisions and indicate whether the content of the course is addressing all goal areas. Goal area information also provides focus on the relative weaknesses and strengths of the class as a whole.

Reports for End of Course Mathematics

Use reports showing student growth, including:

- Class Breakdown by RIT,
Class Breakdown by Goal
- Student Profile
- Student Progress
- Student Goal Setting Worksheet
- Student Growth Summary
- Achievement Status and Growth (ASG) — Displays an overall RIT score. Growth is calculated from the overall fall RIT on the MAP Mathematics 6+ test to the overall RIT on the End of Course Mathematics test.

Note: Currently NWEA does not maintain beginning-of-year to end-of-year growth norms for grades 11 and 12. Until these growth norms are established, 11th and 12th grade instructors should disregard the 11th and 12th grade growth data on the Achievement Status and Growth and Student Growth Summary.

Structure for End of Course Tests

The MAP Help Center has a topic with [detailed content descriptions](#) for each test.

MAP Growth K-2 Tests

If chosen by your school, there are three tests you can use to assess your early learners:

MAP Growth K-2	(Formerly "MAP for Primary Grades") Adaptive test to assess growth from one term to the next and obtain learning statements to identify what the student is ready to learn
Screening:	Get baseline information for a new student who is in the earliest stages of learning, particularly a kindergarten or pre-K student
Skills	Assess knowledge of a specific skill before or after teaching it
Checklist:	(38 skills to choose from in mathematics and reading; scored as percent correct)

Test Structures and State Standards

The instructional areas ("goals") of MAP Growth K-2 tests vary by state. Details are available here:

cdn.nwea.org/state-information/index.html