

Set Up to Test

For computer setup, see [Lab Readiness Checklist](#) and [Setup Student iPads on page 4](#). Then, on your proctor computer, log in to MAP and choose **Manage Test Sessions**. Consider the following:

How will you group the students?

For example, you can group by class or any criteria you want. Choose **Find Students to Test**, which opens a page for you to search and add students.

Are you testing your own class?

Use **Test My Class**. Requires that you have both proctor and instructor roles, with a class assigned to you.

What tests will you assign?

You can assign a different test to each student in the group; look for the **Assign Test** button.

Should you save the testing session ahead of time?

Saving is not necessary, but it can help when testing sessions are scheduled back-to-back. Click **Save Session** after you find students. When ready to test, select the saved testing session and click **Test Now**.

Will proctors share a testing session?

Any proctor can access any saved testing session in a district, regardless of who created it. To see all sessions, delete your name from **Created By**.

NOTE: A proctor can run only one testing session at a time.

MANAGE TESTING SESSIONS

Click Find Students to Test button to search for students or, if User Role select class.

Find Students to Test

Test My Class

Saved Testing Sessions

Select a testing session and begin testing, or view/edit the session's status

93 total testing sessions found

Test Now **Edit Session** **Delete Session**

Testing Session Name	Created By
ionic28	brooks

Begin Testing Students

Proctor Tasks

1. Start the testing session (use the **Test Now** or **Test My Class** buttons)
 - a. Test Students page opens

2. Write the name and password on a board for students to copy

NOTE: Password is auto-generated and expires after one day

TEST STUDENTS

Testing Session Name: code40 Password: 9919

Testing Status

Total Students: 3
Testing: 0

Proctor action needed:
To Be Confirmed: 0
Interrupted: 0
Paused: 0

Confirm Now

8. Click **Confirm Now** to confirm all students with "To Be Confirmed" status

Student Tasks

3. Start a secure browser (to avoid time-out, start a few minutes before testing)

4. Type the name and password (step 2), and then click **Join**

Join Session

Welcome to Measures of Academic Progress (MAP)

Please enter your test session name and password to join your test session.

Test Session Name

Password

Join

5. Start typing first name and then select matching full name

Sign In

Please sign in. If you need help at any time, raise your hand.

1. Enter your name
Start typing your first name, then select from the matching list. For example, "Sandra K. Smith"

2. Enter your test
Start typing the test name provided by your proctor, then select it from the list.

Clear **Next**

6. Assigned test appears (you can change it here or on the proctor computer)

7. Click **Yes** or **No** at "Is this correct" message

9. Click **Start Test**

No - Sign In again

Interrupting Tests

From the Proctor Computer

1. Select by name or by status
2. Choose an action
3. Click Go

—OR— From the Student Computer
(Only on PC or Mac)

1. Type this shortcut:
Ctrl + Shift + L
2. Log in as proctor
3. Click an action button:

Interrupt Action	Duration	Follow-up Action	Notes
Pause	Under 30 min	Resume	<ul style="list-style-type: none"> Student must resume from same computer Test will continue with next question
Suspend	Up to 28 days	Test Again	<ul style="list-style-type: none"> Student can test again in same or different testing session* Student can choose whether to continue with next question or start over
Terminate	Permanent	Test Again	<ul style="list-style-type: none"> System discards any answers already given

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

Shortcuts for Lockdown Browsers






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

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.

If Student Can't Sign In:



Student Tasks


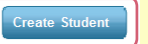
- Click: 
- Refresh:
PC – 
Mac –  + 
iPad or Chromebook –  on toolbar

Proctor Tasks

- Test Again:
 - Select student:

	Last Name ▲
<input checked="" type="checkbox"/>	Smith
 - Choose action:

Action:		
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- Add or create the student:

Testing Status	
Total Students: 3 Testing: 0	Proctor action n To Be Conf Intern Pe
	





OR

Still fails

Still fails

If Question Fails to Display:



Student Tasks



- Refresh:
PC – 
Mac –  + 
iPad or Chromebook –  on toolbar
- Wait two minutes

Proctor Tasks

- Suspend and Test Again:
 - Select student:

	Last Name ▲
<input checked="" type="checkbox"/>	Smith
 - Choose action:

Action:		
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 - Choose action:

Action:		
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- Click OK at "Stopped Test" prompt
- Close and re-open the browser

Still fails

Still fails

Setup Student iPads

To test using iPads, keep in mind:

- There is no lockdown browser. Instead, you use the iPad's Guided Access feature *individually* on each device.
- Only the MAP test is supported on iPad, **not MAP for Primary Grades**.

Follow these steps:

1. **Before testing:**

- Open the iPad settings.
- Choose **General > Accessibility > Guided Access**.
- Turn it **On**.
- Press **Set Passcode** and type a code that students will not know.

2. **Start of testing:**

- In Safari, open the MAP testing site:

`https://pdx-map01.mapnwea.org`

- Turn the iPad to landscape display.
- Triple-click the iPad Home button to open Guided Access:



- Draw two boxes around the toolbar controls—but not the refresh button:



- Turn off **Motion** to prevent the test from switching to portrait display.
 - Press **Start**.
 - Student can now join the test session.
3. **During testing** – Keep in mind that you cannot interrupt the test at the student's iPad. Use controls on the proctor computer instead.
4. **After testing** – Triple-click the Home button again, and use the passcode to turn off Guided Access.