

MAP Administration Handbook

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Introduction

About NWEA

NWEA partners with educators to offer student assessment, scientifically-based research, and professional development.

The Northwest Evaluation Association, a non-profit organization, engages in ongoing, supportive relationships with partnering school districts and education agencies throughout the United States.

With more than 2700 partner districts, NWEA fosters a community of educators that is dedicated to improving teaching and learning. NWEA provides products and services to measure and promote academic student growth and school improvement. These include accurate assessments, timely reporting, practical classroom resources, and ongoing professional development.

School improvement is our shared responsibility. Whether advocating for policy reform in Washington, D.C., or publishing groundbreaking research, NWEA is engaging the nation in the conversation about improving student success. With our Growth Research Database, the largest nation-wide repository of student test results, NWEA is positioned to help practitioners and researchers find proven answers to some of our most challenging issues.

NWEA believes:

- Continuous growth provides opportunity and challenge.
- Collaborative efforts contribute to mutual strength and vitality.
- Investment in developing local expertise and resources enhances student growth.
- Continuing relationships are vital to effectiveness.
- Credibility is built through quality products and responsive service.
- Thoughtful questioning and reflection are critical to creating the future.
- Contributing to the discovery and dissemination of knowledge expands capacity to improve education.

Overview of Measures of Academic Progress (MAP)

MAP tests are available in these four subject areas:

- Mathematics
- Reading
- Language Usage
- Science

MAP tests:

- Are aligned to each state's measurement scales and content standards, and are often used as an indicator of preparedness for state assessments.
- Allow educators to test up to four times a year providing the opportunity to make timely instructional adjustments.
- Are grade independent allowing educators to monitor a student's academic growth.
- Dynamically adjust to each student's performance level, providing accurate indication of his or her instructional level.
- Report scores as norm-referenced, achievement, and growth, providing different perspectives on an individual student's learning.

Practical Application

MAP tests are adaptive, meaning that they dynamically adjust to each student's performance level. As a student answers a test question on a computer, the program immediately analyzes the student's response, and based on how well the student has answered previous questions, selects a question of appropriate difficulty to display next. Because the questions are chosen specifically for the student taking the test, no question is wasted. Students can meaningfully attempt all of the items on a test, creating a more challenging and positive testing experience. This type of adaptive testing is a better indicator of a student's true achievement and academic needs than traditional assessment, which is often a single test given to all students and written for the average ability within a grade level.

MAP tests are state-aligned and are often used as an indicator of preparedness for state assessments. Administering the tests up to four times each year allows educators to closely monitor the progress of students. Student test results are maintained test after test, so teachers and parents can monitor the growth of individual students year after year. With access to aggregated student report, building and central office administrators use MAP data to inform curriculum and school improvement decisions. Educators use MAP tests to identify the skills and concepts individual students have learned, to diagnose instructional needs of individual students, to monitor academic growth over time, to make data-driven decisions, and to help place new students into appropriate instructional programs.

Frequently Asked Questions

What are Measures of Academic Progress, or MAP tests?

MAP assessments are adaptive achievement tests in Mathematics, Reading, Language Usage, and Science that are taken on a computer.

What are computerized adaptive tests?

Computerized adaptive tests are taken on a computer. The difficulty of a test is adjusted to the student's performance so each student sees different test questions. The difficulty of each question is based on how well the student has answered the questions up to that point. As the student answers correctly, the questions become more difficult. If the student answers incorrectly, the questions become easier.

How often can a student be tested?

Districts have the option of testing their students up to four times a year. Students typically take tests at the beginning of the school year and at the end of the school year. Some districts may also choose to test students in winter and summer.

Do all students in the same grade take the same test?

No. The computer adjusts the difficulty of the questions so that each student takes a unique test.

What type of scores are reported on NWEA MAP assessments?

Percentile scores
Achievement scores
Growth scores

What is the RIT scale?

The scale NWEA uses to measure a student's progress is called the RIT scale, short for Rasch Unit. The RIT scale is an equal-interval scale much like centimeters on a meterstick. It is used to chart a student's academic growth from year to year.

What grades are MAP tests applicable for?

In general, students in grades 2 through 10 take MAP tests. Because the tests are grade independent, they may be appropriate for students in lower or higher grades. NWEA is completing the development of tests for early primary grade students.

How do MAP tests tie in with local curriculum?

MAP tests are aligned to the content and structure of state standards.

Can students with special needs take MAP tests?

Because the tests are adaptive and un-timed, they often are appropriate for special needs students.

What test accommodations and modifications are allowable for Special Education Students?

In order to obtain a valid score, **Reading and Language Usage questions cannot be read to any student, including** English Language Learners (ELL) and students with an Individual Education Plan (IEP). If a student's Individual Education Plan strictly requires that the student can have all questions read to them on any type of assessment, the proctor should invalidate the test. **With the Science and Math tests, students with an IEP may have the test read to them without invalidation.** For all students, specific words may be pronounced for them on the Science and Math tests only, but proctors must be careful not to inadvertently guide students to the correct answer. Numbers and symbols cannot be pronounced.

Preparing the Students for Testing

Prior to their first MAP test, talk to students about what to expect. Discussion points include:

Talk about the purpose of MAP testing. The test results will show teachers how well students are performing so teachers can best help their students in class. It will also help teachers know about what each student should be working on to improve the most.

The MAP test builds a unique test for each student. The computer displays one question at a time on the screen. Students select an answer using the mouse or the keyboard. The difficulty of the test will adjust based on how the student performs on the questions.

Some questions will be difficult. Students are not expected to know the answer to every question.

Students cannot skip items, and they cannot go back. Students may change an answer as many times as they like, but once they have clicked the Go On button or pressed the Enter key on the keyboard, the answer cannot be changed.

The tests are not timed, but students need to work productively.

Students should use their best test-taking skills, such as looking at surrounding text for clues, reading directions and an item completely, and eliminating wrong answers.

Before taking a class to the computer lab, teachers should discuss the following with students:

Find out if students are comfortable using the mouse, keyboard, scroll bars, and a pop-up calculator. If they are not, schedule time to familiarize students with them.

Remind students that they cannot use textbooks, other materials, or hand-held calculators during the test.

Discuss the importance of listening to the proctor's directions before beginning the test.

Remember, teachers are vital to the testing process. Students generally do better in testing situations when their teacher is positive and encouraging.

Each student's time and score will be visible on the last screen of each test. Instruct students that they must NOT try to "beat the clock" from one test to the next. The goal is to answer as many questions correctly as possible, NOT to finish as quickly as possible.
Teacher and Proctor Duties on Testing Days

Teacher and Proctor Duties on Testing Days

Teachers:

Remind students to go to the restroom and get a drink prior to test time. Students will not be allowed to leave the computer lab unless there is an emergency.

Have students bring books to read when they have finished testing. There are no other choices for what to do when a student has finished a test.

Make every effort to get classes to the lab on time for the designated time slot.

As students enter the lab, help the proctor ensure that each student is seated at his or her assigned computer.

Do not hover over students because it might make them nervous.

Remain in the lab with the students throughout the testing session. Teachers are a second set of eyes and ears for the proctor. This also models the importance of the test to the students.

Proctors:

Set up test workstations with the correct test and student before each group arrives at the lab. Refer to the seating charts you and the teacher created so students take the test under the correct student testing account.

Bring each workstation to the Start Test screen in TestTaker. This screen shows the student's name, which will help students verify that s/he is at the right computer. The name of the selected test also appears at the top left of the Start Test screen so you can verify the workstation is set up with the correct test.

When students have been seated in their assigned seats, read the Student Directions for the test that will be administered and ask students if they have any questions before the test begins.

Record student absences so those students can be scheduled for a make-up test session. If a student is absent, exit his or her test via the Proctor Administration Menu; press Ctrl+Shift+P, and click the Terminate button.

Observe and monitor students. Be aware of student progress during the test. If necessary, advise students moving too slowly to continue to make progress, or students moving too quickly to pay careful attention to the items.

Monitor for books and talking. Instructional and reference books are not allowed, and students are not allowed to talk to one another during the test.

Answer student students as appropriate. **No portion of the Language Usage or Reading tests can be read to any student, including Special Education students, English as a Second Language students, or students on IEPs.** Words on the mathematics and science tests can be pronounced for any student. Symbols cannot be read or explained, words cannot be defined, and hints or clarifications cannot be given.

Test Administration

Student Directions for the MAP Reading Test or Language Usage

Read the following directions aloud to your students – **word for word** – prior to administering the Reading or Language Usage tests. (*Italicized text is not read aloud*).

“Look at your computer screen. Check to be sure it has your name. If it does not, please raise your hand now.

Today you will be taking a test called Measures of Academic Progress, also called a MAP test, which is designed to show your reading (or language usage) knowledge. Give this test your best effort.

This test has 42 questions for Reading 52 (or 52 questions for Language Usage). (*A Survey Test will only have 20 questions*). Use all of your knowledge and best test-taking skills to complete the test.

You will have enough time to read and answer all of the questions. Some questions will be easy; others will be more difficult. Read the question for each item first, then the passage, and finally, read ALL of the answer choices. If you really do not know the answer to the question, use your best test-taking skills to eliminate some answer choices. Then choose the best answer of the ones that remain. You cannot skip questions.

There are different ways to choose your answer. The best option for most students is to use the mouse to click anywhere on the answer. If this is difficult for you to do, raise your hand and an adult will show you another way to select your answers. (*If a student struggles with the mouse to select answers, the up and down arrow keys or the keyboard letter/numbers can be used*).

There are two ways to move on to the next question. The best option for most students is to use the mouse to click on the Go On button. The other option is to press the Enter key on the keyboard.

You may change your mind as often as you like, but once you click Go On or press the Enter key, you are finished with that question. Your answer is locked into the system, and you cannot change it. You also cannot go back to a previous question.

Sometimes, a reading passage may be too long to fit on the screen at the same time. If that is the case, be sure to use the scroll bar on the right-hand side of the screen to scroll down so that the whole passage and the matching question are displayed.

Sometimes you may see the same passage repeated with different questions. This is okay.

This probably will not ever happen, but should you come across a question that appears to be missing answers, questions, or instructions, raise your hand so we can help you.

The test will take about one hour to complete; however, it is not timed and you will be given time to finish.

When you come to the end of the test, your score will be displayed on the screen. **It is very important that you do not press Enter or click any buttons.** Please cover your screen by flipping down the paper on the top of your computer and read your book silently.

If you have any concerns once the test has started, raise your hand and an adult will come to you. We are not allowed to provide you with any additional information during the test. **We cannot help you with any words.**

I can now reread any part of the instructions if you have any questions. Are there any questions?

You may begin by clicking the Start Test button.”

Student Directions for the MAP Mathematics Test

Read the following directions aloud to your students – **word for word** – prior to administering the Mathematics test. (*Italicized text* is not read aloud).

“Look at your computer screen. Check to be sure it has your name. If it does not, please raise your hand now.

Today you will be taking a test called Measures of Academic Progress, also called a MAP test, which is designed to show your mathematics knowledge. Give this test your best effort.

This test has 52 questions. (*A Survey Test will only have 20 questions*). Use all of your knowledge and best test-taking skills to complete the test.

You will have enough time to read and answer all of the questions. Some questions will be easy; others will be more difficult. Read the question for each item first, then the passage or problem, and finally, read ALL of the answer choices. If you really do not know the answer to the question, use your best test-taking skills to eliminate some answer choices. Then choose the best answer of the ones that remain. You cannot skip questions.

There are different ways to choose your answer for each question. The best option for most students is to use the mouse to click anywhere on the answer. If this is difficult for you to do, raise your hand and an adult will show you another way to select your answers. (*If a student struggles with the mouse to select answers, the up and down arrow keys or the keyboard letter/numbers can be used*).

There are two ways to move on to the next question. The best option for most students is to use the mouse to click on the Go On button. The other option is to press the Enter key on the keyboard.

You may change your mind as often as you like, but once you click Go On or press the Enter key, you are finished with that question. Your answer is locked into the system, and you cannot change it. You also cannot go back to a previous question.

Since you will be taking the mathematics test today, I want to tell you about some tools that will assist you. Next to your computer are paper and a pencil. You can use them to solve problems. For some questions, a calculator will appear on the screen. You may use the calculator, but you are not required to do so. If you need to move the calculator, raise your hand and an adult will show you how. If you want to remove it from the screen, click the Hide Calculator button at the bottom of the screen. The calculator will not always be there. It will not be there if you're not allowed to use it.

If you are unsure about a word in a mathematics question, raise your hand and an adult will pronounce the word for you. **We cannot tell you what the word means, and we cannot explain any symbols.**

This probably will not ever happen, but should you come across a question that appears to be missing answers, questions, or instructions, raise your hand so we can help you.

The test will take about one hour to complete; however, it is not timed and you will be given time to finish.

When you come to the end of the test, your score will be displayed on the screen. **It is very important that you do not press Enter or click any buttons.** Please cover your screen by flipping down the paper on the top of your computer and read your book silently.

If you have any concerns once the test has started, raise your hand and an adult will come to you. We are not allowed to provide you with any additional information during the test other than pronouncing a word in a question for you.

I can now reread any part of the instructions if you have any questions. Are there any questions?

You may begin by clicking the Start Test button.”

Guide to MAP Resources

NWEA Website	www.nwea.org
NWEA Reports Site	www.nwea.org Click “Member Support” Click “Log In (Reports Site)” *Need username and password provided
NWEA Document Library	www.nwea.org Click “Member Support”
NWEA Online Trainings	www.nwea.org Click “Member Support” tab Click “Professional Development” Under “Workshops and Courses,” click “Online Trainings”
NWEA Lexile Information	www.lexile.com