

**Circle Christian School / NWEA Measures of Academic Progress (MAP)
PROCTOR GUIDELINES FOR AT HOME ONLINE TEST ADMINISTRATION**

**** PLEASE READ THIS DOCUMENT CAREFULLY ****

NOTE:

By participating in the Circle online testing environment, you are agreeing to abide by all the guidelines and directions contained in this document.

PARENT'S ROLE: You are the Proctor

As the proctor, you are responsible for preparing your student and your testing environment prior to testing. Prepare your student by talking to him or her about the test and its goals. Refer to the ***Student Guide to MAP Testing*** included in this packet.

The purpose of this test is obtain a measurement of your student's achievement level at this point in time. Your student may encounter several questions they do not know. That is okay. They are expected to see questions that are too difficult. This is the adaptive nature of the assessment. It narrows the field of questions to pinpoint a student's instructional level.

The test is not timed but there is a time limit. On average it takes students about one hour to complete the test, however, the system allows over two hours to complete the test. About thirty minutes before the next testing cycle, the system will automatically shutdown to begin preparing for the next test taker to arrive. Students should not be rushed but should be encouraged to move through the test in a timely manner. Students are required to answer every question, and they cannot go back once they submit an answer.

Prepare the testing environment by making sure the student will be comfortable during the testing and that the room is neat and free of potential distractions (telephones, glaring sun, attention-drawing posters) and educational aides. Radios and televisions should be off.

PREPARATION CHECKLIST

- Ensure that home computer meets the System Requirements listed below.
- Discuss the key points in the ***Student Guide to MAP Testing***.
- Ensure younger students are familiar with the computer they will test on; i.e., features of the computer such as the mouse, keyboard, scroll bars to navigate the screen, etc.
- All students need to know how to use the scroll bar and pop-up calculator included on the exam (you can show them how to use the Windows accessible or compatible calculator).
- Be sure to clear your calendar of any commitments during the scheduled testing time.
- Remind students they cannot use textbooks, other instructional materials, or hand-held calculators during the test.
- Discuss the importance of listening to the testing directions before beginning the test.
- Make sure your student is well rested and properly nourished.

Computer System Requirements

For Macintosh OSX Users

Operating System: Mac OS® X v10.8 to 10.12 †

Recommended Browsers: Safari 6.2 minimum – 9 max, Firefox# 45 or higher, Chrome 41 or higher

Please note: Support ends on July 2017 for: Mac OS X v10.8; Safari 6 and 7, iOS 8, and Firefox versions below 50. Also, Mac OS X v10.9 support ends July 2018.

For Windows Users

Operating System: Windows 7, 8, 8.1, or 10

Recommended Browsers: Firefox# 45 or higher, Chrome 41 or higher

TEST ADMINISTRATION

Be sure to administer the test using the appropriate student test directions (***Student Directions for Mathematics Tests and Student Directions for Reading and Language Usage Tests***). We have provided these in written form for you to read to your student before they take the test.

You may NOT read any test questions to your student, most notably in the Reading and Language Usage sections of the test.

DO NOT HELP YOUR STUDENT. Assisting your student will distort scores and provide incorrect information regarding the student's skill and progress. You may read or reread directions, clarify directions, or simplify language in directions.

You may NOT define unknown words or math symbols for your student. You may pronounce a word in the Math sections only, as long as you do not give a definition.

Do not hover over your student as this may make them nervous and may tempt you to help them through any rough spots in the test.

Remain in the room with your student throughout the testing session. You must remain neutral in responding to the student during test administration. Assistance in test administration must not be "leading" a student to the correct answer. The student's response must accurately represent the student's own choice, therefore, your facial expressions and body language must be neutral.

If there is a problem with any question, such as missing answers, questions, or obviously mismatched question and answer items, record the name of the test, the item number (in the upper right hand corner of the screen), and a description of the problem. Give this information to Circle. One or two problem items will not affect your student's score.

YOU WILL NEED

Scratch paper and sharpened pencils for Mathematics. **HANDHELD CALCULATORS ARE NOT PERMITTED.** A pop-up calculator appears on the screen in some portions of the Mathematics test and may be used to answer those questions.

No other tools are needed for the Reading or Language Usage tests.

ON TEST DAY

- Remind your student to go to the restroom and get a drink prior to test time.
- When it is time for the test, an e-mail will be sent to the address used to register for test. The e-mail will include the necessary hyperlink to the testing environment, Session Name and Session Password.
- You will need to select the test your student will take and the name of the student to be tested before the test begins.
- Keep in mind that you are logging into a live testing environment. You will need to use caution to make sure that you select the correct test and the correct student, once the test has begun you can not make any changes to your selections. Choose carefully!

AT THE END OF TESTING - SCORE SCREEN

When your student reaches the score screen at the end of the test, you we suggest that you print the scores for your reference. A complete summary of the student's scores will be available when testing is complete but is not available immediately. Complete student scores and reports will be provided by Circle but these will not be available until after the testing window closes.

When the test is complete, simply close the browser on your computer.

Official test results will be provided by Circle at a later date.

REMINDER

You are only entitled to access to the test environment for the time period for which you registered.

Questions related to the test should be sent to **testing@circlechristianschool.org**.