

# MAP® Growth™

## How To Flag Students Who Are Testing Remotely

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V1.1

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# How To Flag Students Who Are Testing Remotely

Many schools are interested in remote testing with MAP Growth this fall, and many of those schools have indicated that they want to be able to identify which tests are taken remotely versus in-school. The good news is that the current MAP Growth system has an easy way for proctors to flag which tests are taken remotely.

Here is a short walkthrough to show you how to flag a test as remote, or as MAP Growth tracks it ... “Separate setting.”

## Learning goals:

- How to flag a student as taking a remote test
- How to undo flagging a student as taking a remote test (i.e., revert back to default setting)
- Understand where district administrators can find which students completed a test in a separate setting

## Key information:

- The following steps are written to instruct proctors who are setting up a test session before the day of the actual test
- If you need to flag a student as taking a remote test after students have joined an active test session, please skip ahead to Step #3
- Tests completed with the “Separate setting” flag will show on both data export files, which are available to district administrators

## Step 1: Create and save a test session

- The first step is to create a test session, populate it with your students, assign each student a test, and then save it so that it shows up in your test session queue
- Guidance on how to create a test session can be found here: [MAP Growth Proctor Quick Start](#)

## Step 2: Open and edit the test session

- Find the test session within the list of sessions in your queue by clicking on the word “Show/Hide” (see [Green Arrow](#))
- Click on the circle next to the test session you want to flag remote tests within (see [Blue Arrow](#))
- Click on “Test Now” (see [Red Arrow](#))
  - Don’t worry about clicking on “Test Now” ... You are just opening up this test session for a short while and will be able to save and close it without causing any problems

MANAGE TESTING SESSIONS

Click Find Students to Test button to search for students or, if User Role includes Instructor, click Test My Class button to select class.

Find Students to Test

Test My Class

Secure Testing Browser Requirements ⓘ

### Saved Testing Sessions

Select a testing session to begin testing, modify the student list (including assigned accommodations or tests), or to delete the session.

Term Last Used/Modified: Fall 2020-2021

1 total testing sessions for selected term

Test Now Edit Session Delete Session

Testing Session Name	Created By	In Use By	Used/Modified On
test80620-2	Marion, Aaron	-	Aug 6 2020

### Step 3: Select students who are taking a remote test

- Select the students who are testing remotely by clicking on the checkboxes next to their name (see **Green Arrow**).
- Click on “Assign Accommodations” (see **Red Arrow**), which will open a pop-up box
  - Note: You will only be able to assign accommodations to multiple students at one time if they are in the same grade. If you have test sessions that include students from multiple grades, you will need to assign their “Separate setting” flag individually.

The screenshot shows the NWEA Test Students interface. On the left is a navigation menu with options like 'IMPORT PROFILES / ROSTERING', 'MANAGE USERS', 'MANAGE STUDENTS', etc. The main area is titled 'TEST STUDENTS' and displays session information: 'warp1526', '1547', '0 students', and 'View PDF'. Below this is a 'Session Details' section with 'Total Students: 5' and 'Testing: 0'. A red arrow points to the 'Assign Accommodations' button in the top toolbar. Below the toolbar is a table of students with columns for 'Last Name', 'First Name', 'Status', 'Question #', 'Test Assignment', 'Accommodations', and 'Rapid Guesses'. A green arrow points to the checkboxes in the 'Last Name' column, which are checked for Johnson, Richardson, and Zuzga.

Last Name	First Name	Status	Question #	Test Assignment	Accommodations	Rapid Guesses	
<input checked="" type="checkbox"/>	Johnson	Brad	Awaiting Student	-	Growth: Language 2-12 ID 2017	No	0
<input type="checkbox"/>	Langford	Oliver	Awaiting Student	-	Growth: Language 2-12 ID 2017	No	0
<input checked="" type="checkbox"/>	Richardson	Joy	Awaiting Student	-	Growth: Language 2-12 ID 2017	No	0
<input type="checkbox"/>	Smith	Julie	Awaiting Student	-	Growth: Language 2-12 ID 2017	No	0
<input checked="" type="checkbox"/>	Zuzga	Thomas	Awaiting Student	-	Growth: Language 2-12 ID 2017	No	0

### Step 4: Flag remote students as “Separate setting”

- Scroll down to the “Non-Embedded Designated Features” section using the scroll bar along the right side (see **Red Arrow**)
- Select the checkbox next to “Separate setting” (see **Blue Arrow**)
- Click “Assign” (see **Green Arrow**)

This screenshot shows the 'ACCOMMODATIONS, UNIVERSAL AND DESIGNATED FEATURES' dialog box. It has two main sections: 'UNIVERSAL FEATURES FOR ALL STUDENTS' and 'ACCOMMODATIONS FOR STUDENTS WITH DOCUMENTED NEEDS'. Under the first section, there are two sub-sections: 'Embedded Universal Features' and 'Non-Embedded Universal Features'. The 'Non-Embedded Universal Features' section contains several checkboxes: 'Breaks', 'English dictionary', 'Noise buffer', 'Scratch paper', and 'Thesaurus'. A red arrow points to the scroll bar on the right side of the dialog box.

This screenshot shows the 'ACCOMMODATIONS FOR STUDENTS WITH DOCUMENTED NEEDS' section of the dialog box. It contains a sub-section for 'Non-Embedded Accommodations' with a checkbox for 'Abacus'. Above this, there are several other checkboxes: 'Assets such as tables, graphs and reading passages', 'Question directions', 'Questions/prompts', 'Test directions', 'Separate setting', 'Student reads test aloud', and 'Other'. A blue arrow points to the 'Separate setting' checkbox, and a green arrow points to the 'Assign' button at the bottom left.

### Step 5: Verify changes and end session

- Students who have been flagged with “Separate setting” will now show “Yes” in the Accommodations column (see **Green Arrows**).
  - Note: Any student with an assigned accommodation (text-to-speech, etc.) will show “Yes” in the Accommodations column ... not just students who have been flagged as “Separate setting.”
- To confirm that “Separate setting” has been flagged for a student, hover the mouse cursor over a student’s last name and verify that “Separate setting” has been assigned to them (see **Blue Arrow**). The box that pops up will show all of the accommodations that have been assigned to that student.
- In order to save your changes, click “End Session” (see **Red Arrow**) .
  - Don’t worry about clicking “End Session” ... the next step will let you save the changes you made.

The screenshot shows the NWEA Test Students interface. At the top, there's a navigation bar with 'Home | Help | Contact | Change Password | Logout'. Below that, the 'TEST STUDENTS' section is active, showing session details for 'warp1526' with password '1547' and '0 students'. A red arrow points to the 'END SESSION' button. The table below lists students with columns for Last Name, First Name, Status, Question #, Test Assignment, Accommodations, and Rapid Guesses. Green arrows point to the 'Yes' entries in the 'Accommodations' column for Richardson, Joy and Zuzga. A blue arrow points to a tooltip for Richardson, Joy showing 'Accommodations and Features: Designated Features: Separate setting'.

### Step 6: Save and exit

- Verify that the name of your testing session is what you want it to be
- Click on “Save and Exit” (see **Red Arrow**)

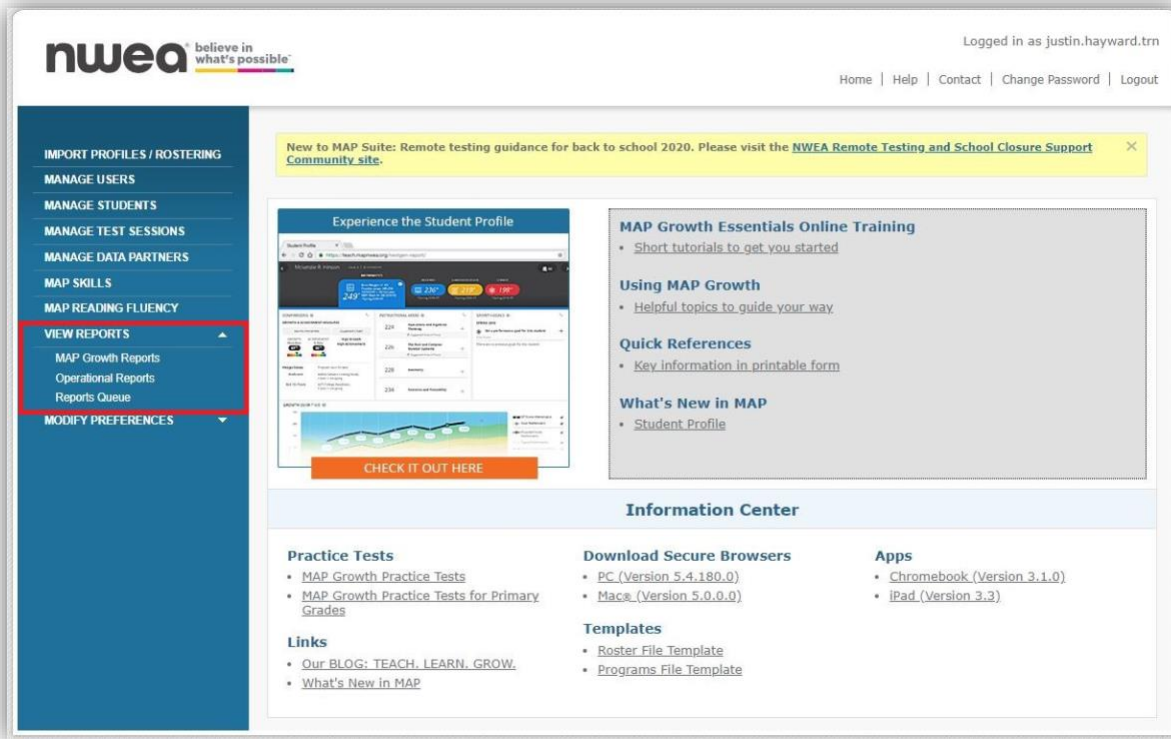
The 'Ending Testing Session' dialog box shows the session name 'warp1526'. It includes instructions: 'You are ending Testing Session warp1526 . All tests for students actively testing will be suspended.' and 'If you do not want to re-use this test session at a later date, click Delete Session.' It also lists special characters to avoid: ': & , / \ ; " ' + \$ ( ) < > = ' . At the bottom, there are three buttons: 'Save and Exit', 'Delete Session', and 'Cancel'. A red arrow points to the 'Save and Exit' button.

You are now complete in flagging students in a single test session as taking a remote test.

# Locating Accommodations Via The Data Export Scheduler

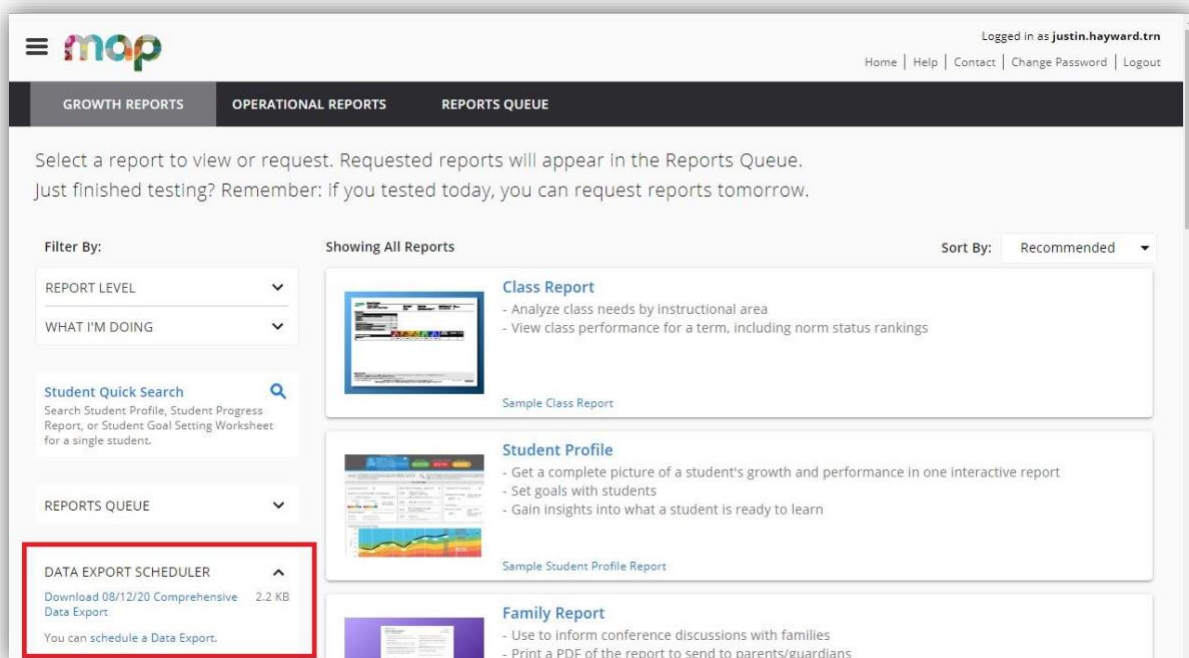
## Step 1: Locate data export scheduler

- Required role: District Assessment Coordinator
- Log in to your MAP System and click the View Reports --> Map Growth Reports



## Step 2: Schedule a data export

- Under the "Filter By" column of the MAP Growth reports page, select the drop-down menu for Data Export Scheduler
- Click the blue "schedule a Data Export" hyperlink



### Step 3: Set up your export

- Toggle the Data Export Schedule to “Enable”
- Select your frequency
- Select the appropriate term
- Choose the Comprehensive Data File or Combined Data File options
- Under the Contents section, check the box for “Student test accommodations”
- Save to schedule your export

Data Export Scheduler

Disable  
 Enable  
\* Required

**Frequency** \*

One Time  
 Daily  
 Weekly

**Term** \*

Fall 2020-2021

**Export Type** \*

<input checked="" type="radio"/> Comprehensive Data File	Contents include two CSV files with student info by school and assessment results, and two optional CSV files with student class assignments and student program participation. These files are created per user.
<input type="radio"/> Combined Data File	Contents include student info by school and assessment results combined in a single CSV file. This file is created per user.
<input type="radio"/> CompassLearning XML File	Contents include one XML file with student test data for each school selected, formatted for input into the CompassLearning Odyssey system. When enabled, this file is transferred automatically to you as well as stored online for download. CompassLearning XML file is created per district - any new schedule requested will override an existing request.

**Contents**

**Included** Student info by school  
Assessment results

**Optional**

Student class assignments  
 Student program participation  
 Student test accommodations

**Aggregation**  By School  
 By District

Norms Reference Data  
 2015 Norms Data  
 2020 Norms Data  
 2015 Norms Data

When national norms are not available, test results will be reported with User Norms or with no normative data. User Norms represent the population of students who have taken the test and are not nationally representative.

### Step 4: Accessing your data

- Exporting data can take up to 24 hours to complete
- Once your data is ready, you can locate it at the bottom of the Data Export Scheduler page
- You can download the .zip file containing your data

Data export files are completed within 24 hours. Only the most current data export is available for download.

Schedule last updated on 8/12/20 12:10 PM

Term	Contents	Export Created	Status
Fall 2020-2021	Comprehensive Data: Student info by school, Assessment results, Norms Reference Data 2020		In Process
Fall 2020-2021	Comprehensive Data: Student info by school, Assessment results, Norms Reference Data 2020	8/12/20 12:00 PM	Download (2 KB)

Download (spreadsheet format) [Data Export Field Descriptions](#)  
Download [Automated Report Services Kit](#)

## FAQs:

### Where will I be able to view which tests were taken remotely?

- School Assessment/District Assessment Coordinators will be able to view which tests are marked “Separate setting” on their CDF (Comprehensive and combined data file)

### What happens if a student changes their testing location after I flag them as “Separate setting”?

- The good news is that flagging a student as taking a remote test is not permanent and is rather simple to “undo”
- Before The Test Begins:
  - If proctors learn about a student’s testing location changing from remote to in-school before the time of the test, all the proctor has to do is follow “How to flag a remote test” Steps 2–6 and deselect “Separate setting” for an individual student
  - This will revert the student back to default, and “Separate setting” will not be flagged for that student on the CDF
- During The Test:
  - If proctors learn about a student’s testing location changing from remote to in-school after students have already logged in to the test session, proctors can quickly unassign the “Separate setting” flag on-the-fly by following “How to flag a remote test” Steps 3–6

### Is NWEA doing anything to help flag remote tests other than creating this walkthrough guide?

- NWEA created a method to identify students who were testing remotely vs. onsite. That method does a blind comparison on student IP addresses vs proctor IP addresses. If they are the same, the student is marked as onsite, if they are different, the student is marked as remote. While we are currently collecting this data, it is not published to reports because testing showed it was not reliable for all partners based on internet traffic rules some partners have in place.

### What if I have a remote student who needs to redo a test ... do I need to flag them as “Separate setting” again?

- Test session accommodations are valid for the session for which they were assigned to. For students testing remotely in multiple sessions, please follow these steps for each session to ensure remote testers are accurately flagged.