

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.

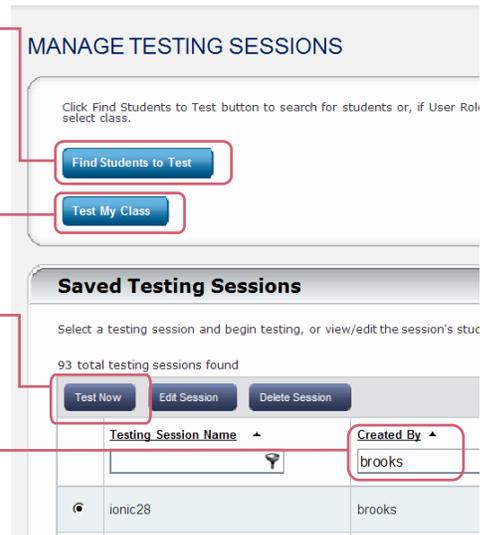
Should you save the testing session ahead of time?

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.

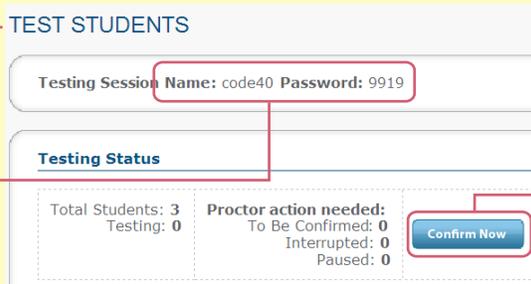


Begin Testing Students

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

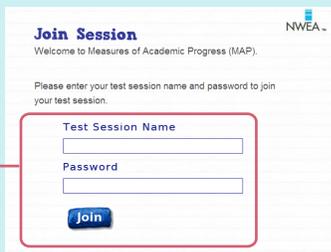
NOTE: Password is auto-generated and expires after one day



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

User Name

Password

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

1. Click: 
2. Refresh:
PC - 
Mac -  + 
iPad or Chromebook -  on toolbar

Proctor Tasks

3. Test Again:
 - a. Select student:

Last Name ▲
<input checked="" type="checkbox"/> Smith
 - b. Choose action:
Action:  
4. Add or create the student:

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

OR

Still fails

If Question Fails to Display:

Student Tasks

1. Refresh:
PC - 
Mac -  + 
iPad or Chromebook -  on toolbar
2. Wait two minutes

Proctor Tasks

3. Suspend and Test Again:
 - a. Select student:

Last Name ▲
<input checked="" type="checkbox"/> Smith
 - b. Choose action: Action:  
 - c. Choose action: Action:  
4. Click OK at "Stopped Test" prompt
5. Close and re-open the browser

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.