Remote Test Planning for Leaders

Use this planning resource to guide your remote testing action plan.

Guidance on data usage

Your remote testing data should help:

+ Inform your students' immediate instruction needs

+ Identify gaps in student understanding from interrupted learning

+ Establish new growth trajectories by using student goal setting

In conjunction with testing data, use formative assessment strategies as pre- and post-checks for mastery to help inform instruction. Keep in mind that students' background knowledge of the day's standards being focused on may differ.

Looking for guidance on instructional and assessment strategies to address the effects of interrupted learning on students? This resource from NWEA® researchers may help: **Turning a New Page: Guiding Instruction and Using MAP Growth Amid COVID-19 School Closures**.

Define your purpose

> What is your intended purpose for remote testing?

> NWEA recommends caution when using remote MAP® Growth™ test results for high-stakes purposes, such as evaluations of teacher or school performance or for student placement decisions.

Identify your testing team

Here are the roles that we recommend assigning to members of your staff.

ASSESSMENT COORDINATOR
Coordinates testing and updates to staff

> NAME

SYSTEM ADMINISTRATOR
Coordinates with the technical support staff

> NAME

PROFESSIONAL LEARNING COORDINATOR
Coordinates with NWEA for professional learning

> NAME

DATA ADMINISTRATOR
Prepares and submits roster and program files

> NAME

ADMINISTRATOR
Coordinates with teachers about MAP Growth

> NAME

TECHNOLOGY COORDINATOR
Sets up the testing devices

> NAME

NEW FOR REMOTE TESTING
FAMILY/CAREGIVER COMMUNICATIONS
Shares testing information with families/caregivers

> NAME

map GROWTH

Preparing for Remote Testing

Use this suggested action planning framework to support your testing preparation. Most of the tasks are the same for onsite testing; additional tasks related to remote testing are identified as such below.

TASK	WHO IS RESPONSIBLE	CONSIDERATIONS	RESOURCES
Assign roles and permissions to team members	Assessment Coordinator	• Who will be a part of the leadership team for MAP Growth assessments?	**Roles and Responsibilities** **Remote Testing Administration Guide for MAP Growth**
Create a testing window Schedule test sessions two weeks before testing **REMOTE:** Add student and proctor preparation sessions to the testing schedule	Assessment Coordinator Administrator	• Should we schedule longer test session times to account for any challenges? • Should we conduct a trial test session with a small group of students first?	**Assessment Coordination Guide**
Prepare roster and program files	Data Administrator	• Who will have access to see data? • Will some staff have access to all data?	**Students and Staff Management Guide** **Prepare Your Roster** **Import Your Roster**
REMOTE: Ensure remote testing devices meet technical requirements	System Administrator Technology Coordinator	• How and when will devices be tested? • What is the plan for students without devices that meet technical requirements?	**System and Technology Guide** **Interactive Device Readiness Check video** **NWEA Workstation Diagnostic**
Distribute staff usernames and passwords before testing	System Administrator	• When will teachers and proctors receive their usernames and passwords? • What data will System Administrators be able to access?	**System and Technology Guide**
Select and train lead proctors at least two weeks before testing **REMOTE:** Conduct a practice simulation of the proctoring process one week before testing to prepare for anticipated challenges	Assessment Coordinator School/District Professional Learning Coordinator Proctor	• Who will be the lead proctors? • What impact will the lead proctors have on our schedules/instruction during the testing window?	**Proctor Quick Start** **Testing Tips for MAP Growth** **Proctor videos**

TASK	WHO IS RESPONSIBLE	CONSIDERATIONS	RESOURCES
Communicate your school's expectations for accessing and using data with all staff before the first day of testing **REMOTE:** Communicate any remote testing policies put in place	District Administrator School Administrator	• What reports are we expected to look at? • What are we expected to do with the data? How often? • Do our MAP Growth test restrictions allow for retesting students who rapid-guessed excessively?	**MAP Reports Summary** **MAP Reports Reference** **Student Test Engagement** **Student Test Engagement Capability: Test Preparation & Policy Guidance**
Conduct a student practice session one week before testing	Proctor	• How will students communicate with proctors during testing? • How can we best prepare students for the testing experience?	**Device Readiness & Student Practice Exercise** **MAP Growth Proctor Slide Deck**
Declare testing window complete after all tests, including makeups, have been given	Assessment Coordinator	• Can any assessments be given outside of the testing window?	**Assessment Coordination Guide**
Schedule time to help staff access their data within one week after all staff have given a test	Administrator School/District Professional Learning Coordinator	• When can we see the data?	**Video Tutorials Home— Your Data** **Quick References**
Create a plan for ongoing professional learning	Administrator Assessment Coordinator School/District Professional Learning Coordinator	• Will we have other professional learning opportunities to help us use the data to inform our instructional practice?	Your NWEA Professional Learning Consultant **NWEA Professional Learning Online**

Stakeholder Preparation Checklists

Use these stakeholder preparation checklists to start building your action plan, taking into consideration your district's or school's specific preparation needs. Tasks marked with an * indicate items that should be created by the school or district ahead of time.

Student preparation

☐ Communicate the school's purpose for MAP Growth testing*

☐ Communicate any testing policies for remote testing*

☐ Share how students will communicate with the proctor during testing*

☐ Suggest ways to create a home testing environment that minimizes distractions*

☐ Experience what testing will be like with practice tests and introductory videos (highly recommended for students new to MAP Growth)

☐ Confirm that student devices meet technical requirements

☐ Practice the login process

Resources

Student Resources Center

Device Readiness & Student Practice Exercise

Device Readiness Check video

MAP Growth Test Day Slide Deck for Proctors

Proctor preparation

☐ Communicate the school's purpose for MAP Growth testing*

☐ Review processes and protocols for test accommodations, and verify which students should use which accommodations

☐ Create sessions before testing

☐ Practice the proctoring process, preparing for anticipated challenges (having two proctors for each testing session is recommended)

☐ Customize the MAP Growth Proctor Slide Deck to prepare for walking students through the login process

☐ Prepare the lesson to inform students about remote testing

Resources

Accommodations and Accessibility

Proctor Quick Start

Remote Testing Explained and Demonstrated video

Pre-Test Proctor Checklist

MAP Growth Remote Testing: Proctor Troubleshooting Guide

Common Challenges and Situations During Testing video

Family/caregiver preparation

☐ Give families introductory information on MAP Growth

☐ Communicate the school's purpose for MAP Growth testing*

☐ Communicate any testing policies for remote testing, including specific guidance on how families/caregivers will support student testing*

☐ Give families/caregivers the testing date/time/test name

☐ Instruct families/caregivers on how to help their child/student have a successful testing session

☐ Share the Device Readiness Check video and instructions for the login process

☐ Share information about the Student Resources Center so families/caregivers can try practice tests and watch informational videos

Resources

Family Toolkit

Family Guide to MAP Growth

Device Readiness Check video

Student Resources Center

We've created **Family Remote Testing Guidance** templates for you to customize to provide families/caregivers the resources and preparation steps they'll need:

ENGLISH TEMPLATES
K–2 Guidance
K–2 Guidance (iPad*)
2+ Guidance

SPANISH TEMPLATES
K–2 Guidance
K–2 Guidance (iPad)
2+ Guidance

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