How to identify students who have not finished MAP Growth Testing

As we near the end of the Fall 21-22 Testing Window (November 12th) please use the steps below to identify students who have not yet finished testing to have them complete their required tests.

There are two methods to finding students with suspended tests or students who have not yet tested:

- **Test History Search**: Available to users with the proctor role.
- **Operational Reports**: Available to users with the School or District Assessment Coordinator and Data Administrator role.

Proctors: Use the Test History Search

1. Select **Manage Test Sessions** along the left.
2. Select **Find Students to Test**.
3. Select the **Test History Search** tab along the top.
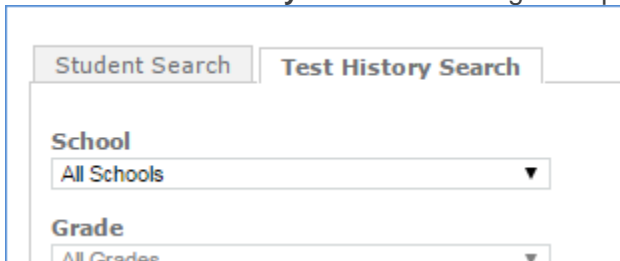
4. Use the menus to narrow your search by school, grade, instructor, or class as desired.
   - It is recommended to filter this list by school and grade for ease of searching but search can be performed at any of the levels shown.
5. From the **Test(s)** drop down menu, select an appropriate test name from the list below to check students in the selected grade.
   - Growth: Math 2-5 ME 2020
   - Growth: Math 6+ ME 2020
   - Growth: Reading 2-5 ME 2020
   - Growth: Reading 6+ ME 2020
   - Growth: Language 2-12 ME 2020
6. Under **Testing Status**, select the following option:
   - **Not yet tested**: Searches for any student matching the search criteria who have not completed the specified test. This includes students who have a suspended test, and students who have not yet started the test at all.

7. A window will appear showing the students who match the search criteria. Students with a date in the **Test Event Start Date** column have a suspended test to be resumed. Students without a date have not yet started the specified test.
8. You can click **Add Students** to a add them new test session. Suspended tests can be resumed from any test session.

9. Select all students and click the **Assign Test** button to assign the test previously specified in the search.
   - Please note any required accommodations **will** need to be assigned within this new session using the **Assign Accommodations** button.
10. Click **Test Now** if students are ready to test immediately or **Save Session** to save the session for later use.
    - If selecting Save Session, use a test session name that identifiable by any proctors who may need to use this session. For example: Math3MakeUp. Test Session names must be unique so you may need make amendments or add digits.
    - Not all students need to be present to begin the session. The same session can be opened again as students are available to test or multiple sessions can be created as needed.
11. Repeat the steps above to continue searching different groups of students for their required tests and add them to test sessions.

Test History Search updates immediately and does not require an overnight population to update.

School or District Assessment Coordinator, Data Administrators: Use Operational reports:

1. Navigate to **View Reports** > **Operational Reports**.
2. Select the appropriate report:
   - [**Students Without Valid Test Results**](): Lists students who have yet to finish a particular test. It includes students with only a suspended test as well as students who have not started the test. This report is best if you need to create a list of students to finish testing.
3. Select schools, subjects, tests, grades, or date range as applicable.

Note: This report will identify which students are still required to test; however, these students will still need to be added to a session and administered the test by a proctor to complete their test. This can be done with the steps above using **Test History Search**.

When do Operational reports update?

Reports update **overnight**. If a student tested today, the change in testing status will not be reflected on reports until the following day.

Questions and Support:

If you need any assistance or have questions, feel free to reach out to the NWEA Maine Help Desk Monday-Friday 7AM EST – 8PM EST at: **(855) 430-1777**