



Woodstream Christian Academy

NWEA MAP Growth Testing Protocol (K–11)

Purpose

Ensure standardized, valid, and reliable administration of the NWEA MAP Growth assessment across all grade levels.

1. Roles & Responsibilities

School Testing Coordinator (STC)

- Oversees testing schedule and logistics
- Trains staff on administration procedures
- Monitors testing fidelity and resolves issues

Test Administrators (Teachers/Staff)

- Administer assessments according to protocol
- Actively monitor students during testing
- Document irregularities

Technology Support

- Ensures devices, network, and testing platform readiness
- Provides real-time troubleshooting

2. Testing Window & Scheduling

- Administer tests during (Fall, Winter, Spring)
- Schedule sessions:
 - K–6: 30–45 minutes
 - 7–11: 45–75 minutes
- Avoid:



- Interruptions (lunch, recess, transitions)
- Testing multiple high-stakes assessments in one data

3. Testing Environment

- Quiet, well-lit room
- Minimal visual distractions
- Seating arranged to prevent viewing others' screens
- Headphones required (especially K-2 or reading/language usage tests)

4. Pre-Test Preparation

Staff Preparation

- Review administration scripts and training modules
- Practice using the MAP platform

Student Preparation

- Explain purpose: growth, not grades
- Provide practice session using the MAP tutorial
- Reinforce expectations:
 - Try your best
 - Take your time
 - Do not rush or click randomly

Technology Check

- Devices fully charged
- Secure browsers or approved platform ready
- Headphones tested
- Login credentials verified

5. Test Administration Procedures



Before Testing

- Read standardized directions verbatim
- Ensure all students are logged in correctly
- Confirm test subject and student name

During Testing

- Actively monitor:
 - Students remain on task
 - No external help or materials (unless allowed accommodations)
- Allow:
 - Short breaks as needed (pause test)
- Do NOT:
 - Help answer questions
 - Rephrase test items
 - Encourage guessing or rushing

Permitted Supports

- Clarifying directions (not content)
- Technical assistance only

6. Accommodations & Accessibility

- Follow student IEPs, 504 Plans, and EL accommodations
- Use embedded accessibility tools when appropriate:
 - Text-to-speech
 - Zoom
 - Color contrast

Important:

Accommodations must reflect **regular classroom use**, not new supports introduced only for testing.



7. Test Security & Integrity

- Maintain confidentiality of test items
- No copying, photographing, or discussing questions
- Students should not:
 - Use phones or external devices
 - Work with others

Irregularities to Report

- Student disengagement (rapid guessing)
- Technology interruptions
- Behavior concerns

8. Monitoring & Engagement

Watch for:

- Rapid guessing (clicking quickly through items)
- Off-task behavior
- Fatigue (especially in younger students)

If observed:

- Pause the test
- Provide neutral encouragement (“Take your time and do your best”)
- Resume when student is ready

9. Post-Test Procedures

- Ensure all students properly submit tests
- Verify completion in the MAP system
- Document:
 - Absences
 - Irregularities
- Schedule make-up sessions within testing window



10. Data Review & Use

- Review reports (Class, Student Profile, Growth)
- Identify:
 - Instructional groups
 - Intervention needs
 - Enrichment opportunities

Use results to:

- Inform instruction
- Support MTSS decision-making
- Track student growth over time

11. Fidelity Monitoring Checklist

Administrators should verify:

- Standardized directions are followed
- Active monitoring is occurring
- Proper accommodations are implemented
- Testing environment meets expectations

12. Make-Up Testing Protocol

- Prioritize within testing window
- Maintain same testing conditions
- Provide small-group or individual setting if needed

13. Communication Plan

Before Testing

- Notify families of testing purpose and schedule



After Testing

- Share student growth reports
- Provide guidance on how to interpret results

Quick Teacher Checklist

Before

- ✓ Devices ready
- ✓ Students trained
- ✓ Environment prepared

During

- ✓ Read script
- ✓ Monitor actively
- ✓ No instructional support

After

- ✓ Confirm submission
- ✓ Record issues
- ✓ Plan make-ups