

Richland One
MAP Roles and Responsibilities for Implementation

	Before Testing	During Testing	After Testing
MAP Coordinator	<ul style="list-style-type: none"> • Provide training for teachers • Prepare school's test schedule • Send parent letters home the week before testing • Coordinate conversations between special education teachers and classroom teachers to address accommodations; cannot necessarily use PACT/HSAP accommodations • Run roster query daily to check for changes in student schedule • Add new students (those who entered after CRF file sent by district) via TAA by attempting to locate the student first. If you do locate, you must move the student; otherwise, add the student. • Collect completed rosters from teachers no later than 2 days prior to testing; give rosters to Proctor • Download and distribute teacher logins and passwords 	<ul style="list-style-type: none"> • Check daily to determine if new students have enrolled. Add/move students as needed. • Notify Proctor of changes you have made • Provide support for teachers as they access their reports • Monitor "Students Not Tested" Report • Handle cheating incidences 	<ul style="list-style-type: none"> • Provide support to administration and teachers as they access their reports • Analyze summary reports • Work with District MAP Coordinator for school improvement
MAP Proctor	<ul style="list-style-type: none"> • Work with MAP Coordinator to provide training for teachers • Check with MAP Coordinator to ensure testing schedule is established and distributed • Download agency data, student data, and tests via TAA once you have been notified • Ready all computers for testing (refer to <u>Proctor Handbook</u> for details) • MAKE SURE CORRECT TESTS ARE ASSIGNED! Choose only one test per computer • Tape cardstock numbers to computer • Have scratch paper and pencils available for students <p>HINT: Use clipboard for recording data</p>	<ul style="list-style-type: none"> • If you cannot pull down a student, contact your MAP Coordinator immediately • Read directions to students. Make sure you have ALL directions (refer to <u>Proctor Handbook</u>) • Monitor tests and terminate tests as needed • Complete "Absent, Resume, Terminate" Form • Destroy scratch paper before next class arrives • Prepare computer for next group to test between testing sessions • Complete all make-ups. <p>HINT: When planning make-ups, it will be easier to test the same subject at one time. *Dedicate particular computers to a particular subject if you MUST administer several tests at one time.</p>	<ul style="list-style-type: none"> • Complete <i>Problem Item Report</i> if needed. • Upload data to NWEA at end of every day during testing. • Complete <i>Upload Log</i>. • Notify MAP Coordinator when ALL tests have been uploaded and testing complete (not daily).
Teacher	<ul style="list-style-type: none"> • Attend training (including practice test) • Notify MAP Coordinator of any changes to your class roster whether adding or removing • Show MAP Student PowerPoint Presentation to students before testing • Address issue of pop-up calculator • Let students know computer seating assignments • Stress that all students will take different tests • Have students bring a library book to read after they complete their tests • Bring class to computer lab at designated time – help students find computers <p>HINT: Use clipboard for recording data</p>	<ul style="list-style-type: none"> • Check to ensure all students are sitting at correct computer and that the correct test has been assigned • Remain in lab to help monitor test event • Highlight students who are absent on your roster for the Proctor 	<ul style="list-style-type: none"> • Record scores as students finish testing; leave with proctor • Access teacher reports 24 hours after data is uploaded • Analyze class and teacher reports • Discuss student scores with parents and students • Implement necessary instructional modifications