

MAP Testing Policy _SY 23_24

This policy outlines the guidelines and procedures for administering the NWEA MAP (Measures of Academic Progress) tests to students in grades K-12 within RAK American Academy. The policy places a strong emphasis on maintaining the integrity of the testing process through effective proctoring.

Purpose:

The purpose of this policy is to ensure fair and consistent administration of NWEA MAP tests thrice a year during Fall, Winter, and Spring while maintaining the highest level of test security and integrity. Proper proctoring procedures will be implemented to minimize potential misconduct and ensure accurate assessment of students' academic progress.

Proctor Selection:

- a. Proctors may include teachers, administrators, or other authorized staff members.
- b. Proctors must undergo MAP destination PD's to familiarize themselves with the test administration procedures and understand their responsibilities as proctors.

Proctor Responsibilities:

- a. Proctors will ensure a secure and controlled testing environment that minimizes distractions and maintains confidentiality.
- b. Proctors must not sit during the test. They should actively move around the testing area to monitor students and discourage any potential misconduct.
- c. Proctors should maintain a quiet and focused environment, minimizing distractions that could impact students' concentration.
- d. Proctors will actively monitor students during the test administration to discourage any form of cheating or misconduct.
- e. Proctors will NOT be answering any questions on the test during the testing session.
- f. Proctors should ensure that students are using the designated devices to take the test.
- g. Proctors must verify that students are not using additional personal devices, such as laptops, tablets, or smartphones, during the test.
- h. Proctors should also be vigilant during the test to identify any attempts by students to access or use personal devices.
- i. Proctors will ensure that students do not share answers, collaborate, or engage in any form of cheating during the test administration.
- j. Proctors should refrain from assisting or providing unauthorized guidance to students during the test.
- k. Proctors must ensure that all students writing the test are in person, on campus. If a student needs to leave the room their test must be paused while they are absent and resumed once they return.
- l. Proctors must immediately notify the Head of School/Vice Principal/Principal/MAP Exam coordinator in accordance with the standard proctoring policy for reporting any suspected or verified instances of academic misconduct or test irregularities. The incident should be reported through the incident report, and subsequently, the test should be suspended.

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- m. Proctors are responsible for documenting incidents and ensuring accurate record-keeping of any observed misconduct. This includes capturing specific details of the incident, the involved students, and the actions taken, all of which should be recorded in the incident report.

Testing Environment:

- a. Adequate physical space should be provided in the ICT labs/classrooms to accommodate the testing needs of students.
- b. The testing environment will be free from distractions, with minimal noise and visual disruptions. Students must use headphones to listen to the test audio.
- c. Access to unauthorized electronic devices, study materials, or other aids will be strictly prohibited during testing unless explicitly given as an authorized accommodation in accordance with NWEA policy/ IEPs from the SEN department.

Test Administration:

- a. Students will receive prior instructions about the importance of the NWEA MAP tests and the expectations for appropriate behaviour during the assessment from their subject teacher following the test administration script.
- b. Proctors will ensure that students log in with their assigned credentials and access the correct test according to their grade level.
- c. Proctors will strictly adhere to the prescribed time limits for each test section and provide necessary reminders to students as appropriate to remind students of the rapid guessing.
- d. Proctors are expected to promptly report any technical issues that arise during the exam and report any irregularities or testing concerns to the ICT manager/ICT teachers. The ICT manager/ICT teachers will be available in the respective elementary/middle/high school sections during the exam period to provide assistance and address any technical or testing-related matters.

MAP Retest Policy

Students should “test again” if scores are invalidated by the MAP system. Invalid scores appear greyed out on teacher Class Reports and reasons for invalidation are noted at the bottom of the report. Certain conditions may warrant a MAP Growth retest. These may include:

- The student scores 10 or more RIT points lower than the previous window.
- The student response time reflects more than 10% disengagement* AND the possible RIT score was impacted by 5 or more RIT points.
- The test duration is abnormally short in comparison to previous tests.
- The student was disengaged* more than 30% of the time while taking the test. This is determined by rapid response calculations where the student answered the question more quickly than expected.

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Absent Students Policy

- Schedule a time for students to make-up or complete the test within 48 hours of absence.

Follow-Up to Testing - Data Report Policy:

- Analyse data from various MAP reports such as the Class Breakdown, Class Profile, Class, and Achievement and Status Growth (ASG) reports with grade-level teams within 14-days of testing.
- Discuss results with students by conducting data chats or data conferences.
- Instruct students to create MAP test goals by completing a goal sheet. Attach to MAP student reports.

Data Privacy and Confidentiality:

- a. Test results will be securely stored and accessed only by authorized personnel involved in the assessment and evaluation process.

Training and Professional Development:

- a. Proctors will undergo regular training and professional development sessions each term, utilizing webinars available on the NWEA website. These training sessions are designed to keep proctors updated on the latest test administration policies and procedures provided by the NWEA website and the MAP destination professional development resources. This ensures that proctors are equipped with the necessary knowledge and skills to effectively administer MAP exams according to the established guidelines.
- b. Proctors will have access to resources and support to enhance their understanding of the NWEA MAP testing process.

Timeliness of Report Sharing:

- a. The school will share MAP test reports(Family report) with parents in a timely manner after the completion of the test administration and scoring process.
- b. Schools will establish reasonable timelines for processing and sharing the test reports, ensuring that parents receive the information within a reasonable timeframe during the parent – teacher meetings

Parental Support and Guidance:

- a. Along with sharing the test reports, the school will provide guidance and resources to parents on how to interpret and utilize the information effectively.
- b. Schools may organize parent-teacher conferences, individual meetings, or online consultations to discuss the test results and collaborate on strategies for supporting the child's academic growth.

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Policy Compliance:

- a. Failure to comply with the proctoring guidelines outlined in this policy may result in disciplinary action.
- b. The school administration will periodically review the effectiveness of this policy and make necessary revisions to ensure continuous improvement.

This NWEA MAP Testing Policy with Emphasis on Proctoring aims to uphold the integrity of the testing process and ensure accurate assessment of students' academic progress. By implementing consistent proctoring practices and providing appropriate training and support to proctors, we can maintain a fair and secure environment for all students.

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