

## Appendix B: Test Session Sign-in

1. Proctor and Student - At the specified testing time, both the proctors and students log in to their school-approved communications platform (video meeting, chat, etc.)
2. Student/Parent/Caregiver navigates to <https://test.mapnwea.org/>
  - a. If pop-ups have not been disabled a window may appear with a message that reads “Oops! Where’s my test window?” (see screenshot) This message may appear when a pop-up blocker prevented the test window from opening. Please refer to the instructions on how to disable pop-up blocking in [Appendix A](#) above.
3. Proctor reads directions for testing to the students
  - a. A [sample proctor script](#) is provided below
4. The student receives the session name and password from the proctor
5. On the login screen, the students/parents/caregivers enter the test session name and password.
6. Student chooses name from the dropdown menu by clicking where it says, “Click here to select or begin typing.” Click on the blue arrow.
7. Student verifies name and other details are correct. Student checks with the proctor if something seems incorrect. If correct, student clicks on the blue button that says “Yes.”
8. Student waits for the proctor to confirm their request to start the test
9. Once student has been confirmed by the proctor, a blue arrow will appear on the students’ screen. Students should click on the blue arrow to start the test.

**Oops! Where's my test window?**

Either a pop-up blocker blocked it, the test window was moved or minimized, or the test window opened and was accidentally closed.

Here's what you can do to fix it.

**Reason 1:** A pop-up blocker is blocking the test window.  
**Solution:** Ask your teacher to help you turn off the pop-up blocker and reload your test window.

**Reason 2:** The test window was moved or minimized.  
**Solution:** Ask your teacher to help you find the test window or maximize the test window again.

**Reason 3:** The test window actually did open, but it was accidentally closed.  
**Solution:** Refresh or close the browser window and try re-launching your test.

**Log in**

Session Name Nombre de sesión  
ensue3847

Session Password Contraseña de sesión  
8551

Try the Practice Test  
Practica antes de comenzar la prueba.

**Sign in**

Choose your name Student name missing  
Adam Crown (250)

Select a test  
Demo Growth: Math K-2

→ ↻

**Is this correct?**

Name: Adam Crown (250)  
Test: Demo Growth: Math K-2  
Session: ensue3847

School: Xperience School 250  
Grade: 3  
Birth Year: 2010

← NO YES →

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Please wait for the proctor to confirm your information.

Adam Crown (250) - Demo Growth: Math K-2

- Try your best  
This test will show what you are ready to learn next
- It's ok not to know all of the answers  
Some questions will be easy, others more difficult
- Take your time  
If you seem to be going quickly, a teacher may check on you