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/](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.