

How to Close Your Testing Window

As you wrap up your Winter Testing, it will be necessary for you to go in and CLOSE THE TEST WINDOW so that all your data will update and populate reports. This should be just a repeat process from the Fall, but below is a four-step process with short videos to help if needed. The first three steps will help you see if you have any students with invalid tests and troubleshoot any missing data. Step Four will help you close the test window.

Remember: Make sure to build in around 12-14 weeks of instruction between the Winter and Spring testing to ensure accurate growth data. Thank you and let me know if I can help!

Administrator Check-In & Closing your Testing Window

Step 1

Run an Operational Report- **Test Events by Status**

You can use this report to:

- **Quickly examine how your school is progressing through the test season and whether testing is complete.**

** It includes counts of students with tests that are:*

Valid—Test events were completed in the date range with all test items answered.

Invalid—Test events were completed in the date range and marked as invalid. For example, the test time may have been too short or the standard error calculation too high.

Suspended—Test events were temporarily stopped during the date range. Students may resume and complete the tests.

Terminated—Test events were canceled during the date range before completion. Students cannot resume these tests.

Step-By-Step	Resource for Help	Quick Step By Step Video
Log into Teach.mapnwea.org >View Reports>Map Growth Reports>Operational Reports> Test Events by Status	Test Events by Status Resource	StepOneTestEventsbystatus 2:37

Run an Operational Report- Students Without Valid Test Results

You can use this report to:

- Identify students who do not have a valid, completed MAP Growth test event for a specific subject within a specified date range so you can determine the progress of your test schedule and complete testing.

** It includes students with no testing data, incomplete testing data, suspended tests, or who did test but does not have a “complete/correct” student profile, as well as completed tests that are invalid (Number of reasons: Usually “student engagement” issue or too high SEM).*

Step-By-Step	Resource for Help	Quick Step By Step Video
Log into Teach.mapnwea.org >View Reports>Map Growth Reports>Operational Reports> Students without valid test results	Students without Valid Test Results Report Resource	Step2StudentswithoutValidResults 7:32



Run an Operational Report- Students Without Reporting Attributes

You can use this report to:

- Troubleshoot missing data on reports.
- Identify student profiles to update.
- Make sure student test results from specified terms are included in reports.

Step-By-Step	Resource for Help	Quick Step By Step Video
Log into Teach.mapnwea.org >View Reports>Map Growth Reports>Operational Reports> Students Without Reporting Attributes	Students Without Reporting Attributes	Step3Studentswithoutvalidreportingattributes 2:38

Step 4

Congratulations!!! You are Ready to Declare the Test Window Closed.

- *It is imperative to close the test window. If you do not close the window, there may be data errors and missing data.**

Step-By-Step	Resource for Help	Quick Step By Step Video
Log into Teach.mapnwea.org >Modify Preferences >Manage Terms >Click the radio button to your school year >View Update Terms> Review the Window start and End dates> Review weeks of instruction> Checkmark the box next to Test Window Complete >Click Submit	Test Dates Resources	StepFourTestWindowComplete 8:13



Need help with any of these steps?

Your best point of Contact is NWEA’s Partner Support/Technical Support Team

877-469-3287



Tech Support

is available via this number 7am to 8pm Eastern time.

Chat Support is available via the website below 9am to 6pm Eastern time.

Website: <https://community.nwea.org/community/partner-support>

When you access the website, you will see the following options for support.

Submit a Support Case	Chat with Support	Call Us
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