


## Module VI.

### Administration of the MAPT for Reading and the MAPT for Math

When students are ready, they can choose to take the MAPT-CCR for Reading and/or Math. The tests are accessed from the Student Home Page displayed below.


Welcome Jessie Doe !

Student Home Page

Student Home

Send Message

Logout

**My Current Site: xxxx -NAR: CEA Test Accounts (xxxx-login)**

**Directions:**

- Click on the test you want to take.
- Contact your instructor if you want to take a test that is not listed.

**Description:**

- You can view sample questions to learn about the tools you will be using in either the Reading or the Math tests.

OR

- You can take a 20 item practice test in Reading or Math.

OR

- You can begin the MAPT for Reading or the MAPT for Math.

Test	Status
<a href="#">Sample Questions - Reading</a>	Anytime
<a href="#">Sample Questions - Math</a>	Anytime
<a href="#">Practice Tests - Reading</a>	Anytime
<a href="#">Practice Tests - Math</a>	Anytime
<a href="#">MAPT for Reading</a>	Ready
<a href="#">MAPT for Math</a>	Ready

On the Student Home page, students can select either the MAPT-CCR for Math or the MAPT-CCR for Reading by clicking on the appropriate link from the table.

#### MAPT-CCR Level Selection for First Time Test-Takers

When students take the MAPT-CCR for Reading and/or a MAPT-CCR for Math for the first time ever, they will see the Test Selection screen once the MAPT-CCR for Reading or MAPT-CCR for Math link is clicked on. The Test Selection screen prompts the student, “Your teacher will tell you which test to select.”

To choose the test level for students: test administrators and program staff are urged to study the Reading Standards of the CCRSAE and/or the Math Standards of the CCRSAE **before assigning a student a test level.** The test questions are aligned with these two sets of benchmarks. Comparison tables are provided below. Teachers are also strongly advised to go through the MAPT-CCR for Math and/or MAPT-CCR for Reading Practice Questions at the appropriate level, as they will reflect the types and difficulty of the questions on the MAPT-CCR tests students will take.

<b>MAPT-CCR for Math Test Name</b>	<b>MAPT-CCR Scale Score Range</b>	<b>CCRS AE Level</b>	<b>GLE Range</b>	<b>NRS Level</b>
N/A: No test available. Use TABE level L	N/A	N/A	GLE 0 – 1.9	Beginning ABE Numeracy
MAPT-CCR for Math 2-Beginning Basic ABE	200 – 299	B	GLE 2 – 3.9	Beginning Basic Education
MAPT-CCR for Math 3-Low Intermediate ABE	300 – 399	C	GLE 4 – 5.9	Low Intermediate Education
MAPT-CCR for Math 4-Middle Intermediate ABE	400 – 499	D	GLE 6 – 7.9	High Intermediate Education
MAPT-CCR for Math 5-High Adult Secondary Education	500 – 599	D	GLE 8 – 8.9	Low Adult Secondary Education
MAPT-CCR for Math 6-Adult Secondary Education	600 – 700*	E	GLE 9 – 12.9	High Adult Secondary Education

<b>MAPT-CCR for Reading Test Name</b>	<b>MAPT-CCR Scale Score Range</b>	<b>CCRS AE Level</b>	<b>GLE Range</b>	<b>NRS Level</b>
N/A: Use TABE Level L	Use TABE Level L scale scores	N/A	GLE 0 – 1.9	Beginning ABE Literacy
MAPT-CCR for Reading 2-Beginning Basic ABE	200 – 299	B	GLE 2 – 3.9	Beginning Basic Education
MAPT-CCR for Reading 3-Low Intermediate ABE	300 – 399	C	GLE 4 – 5.9	Low Intermediate Education
MAPT-CCR for Reading 4-High Intermediate ABE	400 – 499	D	GLE 6 – 8.9	High Intermediate Education
MAPT-CCR for Reading 5-Low Adult Secondary Education	500 – 599	E	GLE 9 – 10.9	Low Adult Secondary Education
MAPT-CCR for Reading 6-High Adult Secondary Education	600-700*	E	GLE 11 – 12.9	High Adult Secondary Education

Programs can use the *Student Information Sheet* shown below to provide login and starting test level information to first time test takers.

**Example of the *Student Information Sheet***


Date: \_\_\_\_\_

Learner's Name: \_\_\_\_\_

LACES ID (MAPT) Number: \_\_\_\_\_

Test to take today: (Circle one):    M2    M3    M4    M5  
   R2    R3    R4    R5

Once the test administrator have told students which level of the MAPT-CCR for Reading or the MAPT-CCR for Math to take, students must click on the test level link shown in the next two screens.



**Test: MAPT for Reading  
Choose Test**

Student Home  
Send Message  
Logout

**Test Selection**

Your teacher will tell you which test to select.

Choices
<a href="#">MAPT for Reading 2 - Beginning Basic ABE</a>
<a href="#">MAPT for Reading 3 - Low Intermediate ABE</a>
<a href="#">MAPT for Reading 4 - High Intermediate ABE</a>
<a href="#">MAPT for Reading 5 - Low Adult Secondary Education</a>
<a href="#">MAPT for Reading 6 - High Adult Secondary Education</a>



## Test: MAPT for Math Choose Test

Student Home  
Send Message  
Logout

### Test Selection

Your teacher will tell you which test to select.

Choices
<a href="#">MAPT for Math 2 - Beginning Basic ABE</a>
<a href="#">MAPT for Math 3 - Low Intermediate ABE</a>
<a href="#">MAPT for Math 4 - High Intermediate ABE</a>
<a href="#">MAPT for Math 5 - Low Adult Secondary Education</a>
<a href="#">MAPT for Math 6 - High Adult Secondary Education</a>

### Students Who Have Taken the MAPT-CCR Before

If students have taken the MAPT-CCR before, they will be directly routed to directions for the test and asked to click on Start the Test. Test administrators do NOT choose a starting test level for these students. For these students, their first test question will be at the same test level as their previous MAPT-CCR test score. For example, a student obtaining a score between 300 and 399 at pre-test will start at Level 3 at the next administration. This level distinction will not be visible to the student.

### Starting the MAPT-CCR

The next screen that appears is the Starting the MAPT-CCR Test Screen. This screen, as shown below, reflects the MAPT-CCR for Reading, but the screen is the same for the MAPT-CCR for Math. Students are instructed about the number of questions, how to move through the test, and how to begin.



## Test: MAPT for Reading Test Instructions

Welcome April Zenisky !

Student Home  
Send Message  
Logout

### Directions:

- You will see 40 test questions.
- Use the **Submit and Next** button to submit your answer.
- Do not use your computer's **back** button.
- Press **Start The Test** to view the first question

Start the Test

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Students will complete 40 questions total in either the MAPT-CCR for Math or the MAPT-CCR for Reading. Of those 40 items, 35 are scored and 5 are pilot items. Test items are numbered so students know where they are in the test, and how many items they have left to complete (e.g., “You are on question 1 of 40”).

Test administrators should allow a full 2 hours for students to take the MAPT-CCR for Math or MAPT-CCR for Reading. While the average student takes between 60 to 75 minutes to complete either test, many students need 2 hours (or sometimes more) of uninterrupted time to complete it.

Unless students need to break up the testing as an accommodation, most students will perform best when they complete the test in one sitting.

After the test administrator has gone over the instructions with the students and they have confirmed they are ready to begin the test, the students can click on “Start the Test.”

The time will start when the students click on *Start the Test*, so ensure students do not begin the test until they are ready to start answering the questions.

Recall that students cannot use the *Back* button on the browser to navigate the MAPT-CCR. If they use the *Back* button, the screen shown below will appear, and students will be reminded to avoid use of the *Back* button.



Test: MAPT for Math  
Error

Welcome Jessie Doe !

Student Home  
Send Message  
Logout

Sorry, you cannot go back to a previous question.

[Return to the Test](#)

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Students may then click on “Return to the Test,” and they will continue where they left off.

### Using Send Message for Technical Support / Connection Help

If students have any technical trouble during the test taking process (e.g., graphics do not load, an answer will not submit), test administrators (not students) should click on “Send Message” from the students’ computers *while the students are still logged in*. When a message is sent from the students’ computers, all the necessary information about the test will be sent to UMass OWL Technical Support and a resolution to the problem can happen much more quickly. When communication is done via “Send Message,” these messages are entered in a log at UMass OWL Technical Support where several people will see it and be able to respond to it. UMass-OWL Technical Support staff will respond to all messages within 24 hours Monday-Friday.

“Send Message” is one of the left-hand menu choices. This link is on every screen once students log in to OWL. A screen capture of “Send Message” is shown below.

## For Teacher Only - Send a Message for MAPT Help

If a student has a problem or question, fill out the form below to send a message to MAPT help. Please supply the teacher's name and email address. If someone else should also receive the reply, please provide his/her name and email address as well.

\* - Required Field

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<b>Teacher Info</b> *Name: <input type="text"/> *Email: <input type="text"/>
<b>Also Reply To</b> Name: <input type="text"/> Email: <input type="text"/>
<b>Help Issue</b> <input type="radio"/> Reset student's time <input type="radio"/> Make test available <input checked="" type="radio"/> Other
<b>Additional Information</b> <input type="text"/>

Submit Message

Close Window Without Submitting Message

Test administrators should fill out the form completely, including one or more email addresses (separated by a comma) at which they can be reached or which is routinely monitored by program staff. If there are other staff who should also be alerted to the response from UMass-OWL Technical Support, list their names and email addresses under "Also Reply To."

Add any additional information into the "Additional Information" box, or leave it blank.

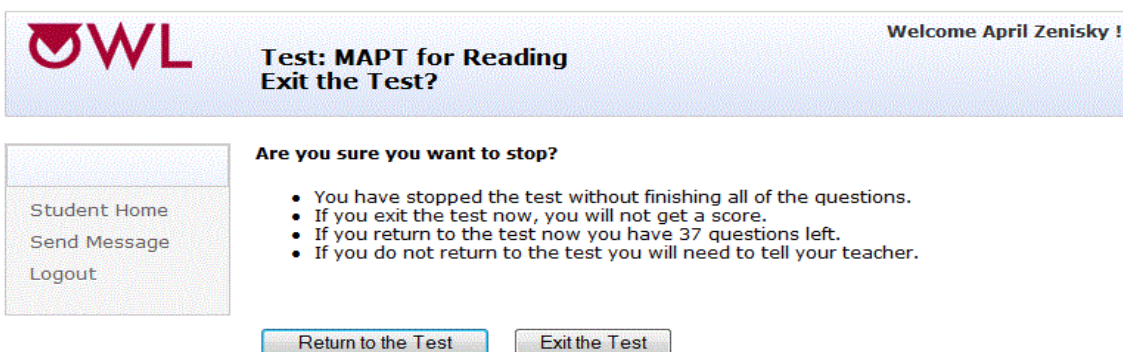
**Note:** For the MAPT-CCR in AECE, there is no option for test administrators to input an email address. UMass CEA and OWL staff will use the originating site information

embedded in the message and refer to our contact list with MAPT-CCR test administrators to follow up on support requests.

Test administrators will receive assistance for those students within 24 hours Monday through Friday. Email responses will go to all of the email addresses provided.

### Exiting Before Test Completed

If students click on 'Student Home' or 'Logout' on the left side of the screen before a test is completed, the screen below will appear. It acts as a safeguard against accidentally logging out of the test. Students will not receive a score if the test is not completed.



The screenshot shows a web interface for the OWL (Online Writing Lab) system. At the top left is the OWL logo. To its right, the text reads "Test: MAPT for Reading" and "Exit the Test?". In the top right corner, it says "Welcome April Zenisky!". Below the header is a navigation menu with "Student Home", "Send Message", and "Logout". The main content area asks "Are you sure you want to stop?" and lists three bullet points: "You have stopped the test without finishing all of the questions.", "If you exit the test now, you will not get a score.", and "If you return to the test now you have 37 questions left." Below the list are two buttons: "Return to the Test" and "Exit the Test".

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If any students must leave before the test is completed, ensure they click on the "Exit the Test" button on this screen to prevent other students from accessing those persons' test.

The message on this screen shown above indicates the number of test questions left, and offers the following options: "Return to the Test" takes students back to where they left off. "Exit the Test" takes students back to "Student Home," where they may choose a Practice Test or Sample Questions, or log out of the OWL system.

If any students' computers shut down (due to a power outage, for example), those students should log back into OWL, and click on the test they want to take. From there, the students are instructed to click on the "Continue" link to return to the test, and they will be presented with the question that they were working on when the problem occurred.


### MAPT-CCR Results Screen

The next screen (below) displays the Test Results screen that appears when students have



completed all of the questions on a MAPT-CCR for Reading or MAPT-CCR for Math. For both content areas, the OWL results screen shows the students' name, their LACES ID (MAPT), and their current site. In addition, it reports the date and time when the test was completed, the test score, and the score range.

Test administrators can print the results page and keep a hardcopy for program records, and/or to give to students. MAPT-CCR scores are also recorded in LACES automatically. Once students have taken the MAPT-CCR for Math and/or MAPT-CCR for Reading, their scores are viewable in both the Student "Assessments" screen and in the "OWL Results" screen in LACES within 24 hours.

 **Test: MAPT for Reading** Welcome Jessie Doe !  
**Test Results**

- Student Home
- Send Message
- Logout

- Thank you for taking the test.
- Your results are shown below.
- After you have read the report, click on:
  - **Student Home** if you want to take another test.
  - **Logout** if you are finished testing.

**Name:** Jessie Doe  
**SMARTT ID:** jdoe  
**Current site:** -NAR: CEA Test Accounts (xxxx-login)

**Current Test**  
Test finished on: 11/9/2009 10:39 AM  
**Your Score:** 380 **Score Range:** 348-412

Scale Score	200 - 299	300 - 399	400 - 499	500 - 599	600 - 700
Your Score		X			



Student Home  
Send Message  
Logout

- Thank you for taking the test.
- Your results are shown below.
- After you have read the report, click on:
  - **Student Home** if you want to take another test.
  - **Logout** if you are finished testing.

**Name:** Jessie Doe  
**SMARTT ID:** jdoe  
**Current site:** -NAR: CEA Test Accounts (xxxx-login)

**Current Test**  
Test finished on: 11/9/2009 10:29 AM  
**Your Score: 499 Score Range: 474-527**

Scale Score	200 - 299	300 - 399	400 - 499	500 - 599	600 - 700
Your Score			X		

Before students exit the score report page, test administrators may wish to print out the score report page for a complete record of the students' test results. The test scale scores are exported nightly from UMass/OWL into the LACES system.

### Exiting the MAPT-CCR

At the end of a test, students will see the "Test Results" screen shown above, they will be thanked for taking the test, and may click on either:

- "Student Home" to take another test, or
- "Logout" to exit the test if they are finished testing.

### Exiting OWL

Students must be reminded to logout when they complete a test session and leave the computer, whether or not all questions are completed. If students do not log out, the test will stay open and other students can access that student's account.

Students can leave the computer logged in, and test administrators can then log them out, but it is better if students log out themselves so other students cannot access a student's account.

Students should logout by clicking on the link shown on the left side of the screen. The screen below appears when a student has logged out of his or her account.



Logged Out

#### Leaving the Computer

You have logged out of the system.

When you are done working and if you are on a public machine, you should exit your browser.

#### Exiting Your Browser

1. Click on the **File** Menu in the upper left-hand corner of your Browser.
2. Select the **Exit/Close** option at the bottom of the menu.
3. Answer **Yes** to any prompts that appear.

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### **Contacting UMass-OWL Technical Support for Help *After* Test Administration**

Test Administrators can contact UMass-OWL Technical Support anytime after a student's test administration by logging in to the MAPT-CCR with a Test Administrator Login and clicking on the "Send Message" feature.

These help requests will be answered as quickly as possible, and within 24 hours, Monday - Friday.