



ADMIN/SCHOOL LEADERSHIP “TO-DO LIST” FOR NWEA MAP

B E F O R E T E S T I N G	<ul style="list-style-type: none"><input type="checkbox"/> Create a MAP testing schedule, request feedback from staff, and distribute final schedule to staff members<input type="checkbox"/> Share upcoming MAP testing schedule with families (give at least a month’s notice) and post schedule around the school building for students to see<input type="checkbox"/> Send home a reminder about the test on each Sunday prior to testing weeks<input type="checkbox"/> Queue those who do the announcements to include a “shout-out” to the group testing each day<ul style="list-style-type: none">a. Play a special song each time to signal MAP announcements!b. Remind students of the competitions or incentives associated with MAP testing (i.e. Free dress pass, extra recess, etc)<input type="checkbox"/> Explain school-level competition or recognition as decided upon by leadership team<input type="checkbox"/> Articulate teacher-facing expectations and give MAP planning time to teachers at in-person staff meeting
D A Y O F T E S T I N G	<ul style="list-style-type: none"><input type="checkbox"/> Make mention of classes testing during Morning Announcements each day<input type="checkbox"/> “Pop-in & Pump-up”-- give words of encouragement to each class as testing is about to start<input type="checkbox"/> Support lower grade testing as much as possible either in person or by enlisting support<ul style="list-style-type: none"><input type="checkbox"/> All hands on deck needed to allow for close monitoring of K and 1 testing, especially ensuring that students can hear questions through headphones and that they are listening to directions<input type="checkbox"/> Observe classroom environments using this checklist or your own<input type="checkbox"/> Give positive and constructive feedback in the moment to teachers while circulating classrooms. Notice trends to address at a future staff meeting or before the next testing session.
A F T E R T E S T I N G	<ul style="list-style-type: none"><input type="checkbox"/> Following through on competitions/incentives/acknowledgements<ul style="list-style-type: none">a. MAP Hall of Fame Board - post student pictures for students who met or beat their MAP goalb. Individual student “Academic Growth Champion” awards passed out<input type="checkbox"/> Review data with Instructional leadership to identify school-wide trends and focus areas<input type="checkbox"/> Plan a professional development or staff meeting for teachers to analyze data and make class, small group, and individual plans