Testing students who are not enrolled

Schools may wish to test unenrolled students as part of admissions. Here is a brief overview of how to add students and test them using MAP Growth.

When you are ready to test an unenrolled student, add the student to the current term by contacting your local conference office.

Adding students: Contact your conference office and provide the students name and grade level

Creating testing sessions

Students who aren't assigned to schools don't appear in regular student searches when creating testing sessions. To find these students and add them to sessions:

1. Go to Manage Test Sessions.
2. Select Find students to test.
3. Enter the student's name and click search
4. Add student to the test session and assign a test.

Tracking test results

- When the student completes the test, print the end-of-test screen or write down the student's score as the results will not appear on reports.
- If the student is later enrolled, add or roster the student into your school to get the results in your normal reports.
- Data Administrators can also obtain the RIT score by searching for the student in **Manage Students** and selecting **View/Update Test Events**.