

## Testing students who are not enrolled

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### Introduction

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

### Steps

When you are ready to test an unenrolled student, add the student to the current term using one of the two methods below. Required student data is marked with an asterisk (\*). If you do not assign the student to a school, remember to select **<No School Assigned>** when creating your test session for unenrolled students.

## Adding students

### Option 1: Add students using Manage Students

1. Search for the student in **Manage Students** to find whether the student already exists. This helps avoid student duplication.
2. To add a new student:
  - a. Go to **Manage Students** and select **Create Student**.
  - b. Enter data in the required fields (marked with an asterisk: \*).
  - c. Leave the term as the current term.
  - d. Other fields are optional and marked with an **R** indicating they are required for reporting.
    - If you wish to add the student to a class but are unable to find any classes, you may need to create a new class first. See [How to add a new class in the MAP Suite](#).

### Option 2: Add students using Import Profiles

If you have a large group of students to test, you may consider importing a roster file, just like a normal school roster. This is a less common method, but a good option for adding large groups of students. [Contact NWEA Partner Support](#) if you have questions.

## 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. Set the School menu to No School Assigned.
4. Enter your other search parameters as necessary.

## 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**.