



**MEMORANDUM**

**TO:** District Test Coordinators  
**FROM:** Data Recognition Corporation (DRC) MAP Service Line  
**DATE:** February 27, 2017  
**SUBJECT:** Spring 2017 MAP Grade-Level Summative Assessments – Updating Testing Windows Reminder

Dear District Test Coordinator,

This memo serves as a reminder that the window for updating assessment test windows will be open today through March 31, 2017. During this time, DTCs may contact the MAP Service Line to update assessment test window begin and end dates. After March 31<sup>st</sup>, DTCs will need to obtain DESE approval in order to change test window dates. Requests to close a test window early will not be allowed after March 31<sup>st</sup>; only test window extensions will be allowed with DESE approval.

**Questions**

For questions about the test administration or other technical information, please contact:	For questions or information regarding MAP policy and testing procedures, please contact:
<b>MAP Service Line</b> Phone: 1-800-544-9868 Email: <a href="mailto:MAPHelpdesk@datarecognitioncorp.com">MAPHelpdesk@datarecognitioncorp.com</a>	<b>Missouri Department of Elementary and Secondary Education Assessment Section</b> Phone: 573-751-3545 Email: <a href="mailto:assessment@dese.mo.gov">assessment@dese.mo.gov</a> Website: <a href="http://dese.mo.gov/college-career-readiness/assessment">http://dese.mo.gov/college-career-readiness/assessment</a>