

## Day of Tasks

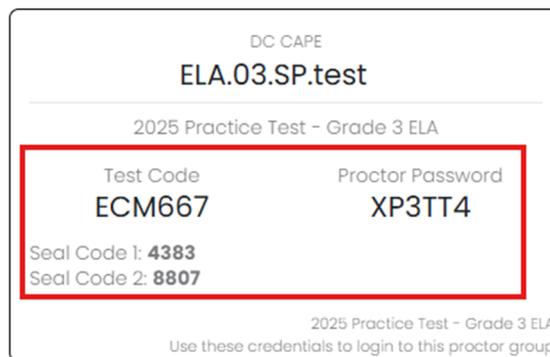
Audience: School Test Coordinators (STC) This document covers:

- Materials needed for testing day
- Procedures for each day of testing
- Understanding the Proctor Dashboard

### Materials Test Administrators Need for Testing

TAs need the materials described in the [DC CAPE 2025 Test Administrator Manual](#), including the following pieces from the STC generated in ADAM:

- URL for Proctor (Test Administrators) to log into the proctor dashboard:  
<https://tr.adamexam.com/#/proctor>
- Proctor print cards include log in information (proctor group name, test code, proctor password, and seal codes)



DC CAPE  
**ELA.03.SP.test**

---

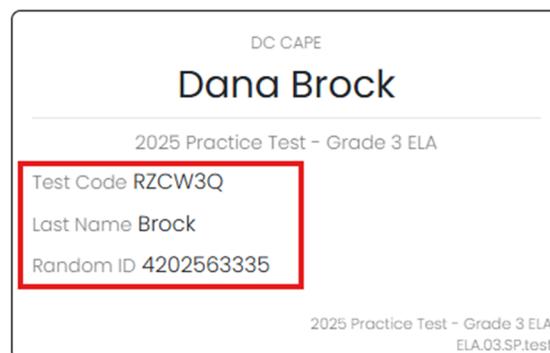
2025 Practice Test - Grade 3 ELA

Test Code <b>ECM667</b>	Proctor Password <b>XP3TT4</b>
----------------------------	-----------------------------------

Seal Code 1: **4383**  
Seal Code 2: **8807**

2025 Practice Test - Grade 3 ELA  
Use these credentials to login to this proctor group

- Student print cards (computer based testing) include log in information (test code, last name, and randomID)



DC CAPE  
**Dana Brock**

---

2025 Practice Test - Grade 3 ELA

Test Code <b>RZCW3Q</b>
Last Name <b>Brock</b>
Random ID <b>4202563335</b>

2025 Practice Test - Grade 3 ELA  
ELA.03.SP.test

- Roster (this includes the test code, proctor password, and a student list with accommodations indicated)
- **Note:** For STCs: When printing rosters there is a new option to toggle the accommodations display so they will wrap to be in a list format



### Administering and Monitoring Online Testing - Section 1

Follow instructions in the [DC CAPE 2025 Test Administrator Manual Section 3.0 \(Before Testing\) – Section 4.0 \(During Testing\)](#) on preparing the room for testing.

To prepare for testing:

- On each student testing device, confirm no applications are open and launch TestNav
  - For additional test preparation tasks, please see the [Technology Coordinator Quick Reference Guide](#)

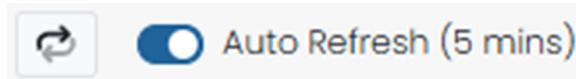
If you will monitor testing in the Proctor Dashboard, use this URL:

<https://ltr.adamexam.com/#/proctor>

- Enter the Test Code and Proctor Password (provided on the print card from the STC)
  - **Note:** School Test Coordinator can access the Proctor Dashboard for each group under Test Management > Administration, locate the Administration Card and then click View under Proctor Groups.
- Enter your name when prompted to access the Proctor Dashboard
- Confirm the Test Progress and Test Status columns display 'Not Started' for all students
  - When you hover over Test Status also confirm TestNav Status says 'Not Started'

After students are seated, verify student roster and mark attendance noting absent students for make-up testing. Read the appropriate administration script and distribute student printed cards and scratch paper when instructed. When indicated in the script, provide the appropriate seal code - only provide one seal code. Ensure accurate time for the section and keep track of time.

As students start logging into TestNav, you'll see the status change; refresh as needed:



As students test, actively monitor test administration and maintain security. If students are experiencing technical difficulties, please follow policies outlined in your LEA testing plan and/or contact your STC for assistance.

At the end of the testing time, read the directions for ending the test section in the test administrator script.

Gather all secure materials and return to the STC as described in your LEA testing plan. Information on secure materials can be found in Section 4.9 of the [DC CAPE 2025 Test Administrator Manual](#)

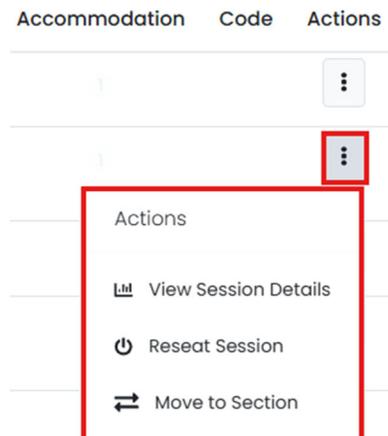
### Understanding Test Status on the Proctor Dashboard

As students exit TestNav, their test status on the Proctor Dashboard will change to 'Exited'. Status will not move to 'Submitted' in both the test progress and test status columns until the student has completed all sections. Students who submitted their section correctly will have the next section displayed in the Section column; the section number for students who failed to submit will remain the same. See pages 6-7 for more detail on status.

**Note** for Math (Grades 6,7 & HS): ADAM treats the parts of sections with non- calculator and calculator as separate parts in Section 1. The Section column on the Proctor Dashboard will have two possible displays for Section 1, depending on whether the student is working in the non-calculator or calculator part. See screen in step 2 below for an example.

*To view section specifics for a student:*

1. When the student logs in the test progress and tests status will update to "In Progress". You will then gain access to "View Session Details"
- Click the Actions kabob menu and then "View Session Details"



### 2. Review the detail in the pop-up window

In this example, the student has attempted the last section but did not submit, so their status will remain Exited. **All tests will be submitted for scoring after the end of the assessment window – no action is required.**

Test: <b>2025 Practice Test – Grade 7 Math</b>	Test Start Time: <b>Feb 18th, 4:29:23 pm</b>	Test Submitted Time: -	Test Status: <span style="border: 2px solid red; padding: 2px;">EXITED</span>
---	---	---------------------------	--

Section Information							Manual Section Move: 4
Section ID	Name	Section Type	Progress	Seal Code	Start Time	End/Exited Time	
Section1p1	Section 1 - Part 1 (Non Calculator)	Linear	●●●●● <span style="color: green;">✔</span>	Y	Feb 18th, 4:30:42 pm	Feb 18th, 4:34:14 pm	
Section1p2	Section 1 - Part 2 (Calculator)	Linear	●●●●● <span style="color: green;">✔</span>	N	Feb 18th, 4:34:24 pm	Feb 18th, 4:36:12 pm	
Section2	Section 2 (Calculator)	Linear	●●●●● <span style="color: blue;">▶▶</span>	Y	Feb 18th, 4:37:00 pm	Feb 18th, 4:38:39 pm	
Section3	Section 3 (Calculator)	Linear	●●●●● <span style="color: grey;">ⓧ</span>	Y	Not Started	Not Started	

<b>31</b>	<div style="background-color: #f4a460; width: 100%; height: 10px; margin-bottom: 5px;"></div> <div style="background-color: #4a90e2; width: 100%; height: 10px; margin-bottom: 5px;"></div> <div style="background-color: #ccc; width: 100%; height: 10px;"></div>	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <b>10</b> VISITED         </div>	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <b>7</b> ANSWERED         </div>	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <b>24</b> REMAINING         </div>
-----------	--	---	---	---

\*Only Test Coordinators will have access to Session Details from the Proctor Dashboard.

### Administering and Monitoring Online Testing - Section 2 and Beyond

As an additional safeguard, the following tasks may be completed by the TA or the STC before administering seal codes on sections 2 and beyond. This will ensure all students are in the section being assessed.

Please reach out to your STC for guidance on expected tasks prior to starting Day 2 of testing.

When you log back into the Proctor Dashboard for the next day of testing:

- Click the Reseat All icon

Group Actions:



- Click the Move all to Section icon and select the correct section. This will make sure that any students who failed to submit the prior day's section will start on the same section.

Group Actions:



- For grades 6, 7, ALG I, ALG II, and GEO, ensure when reseating and moving students that they are only being moved to the beginning of a section, not a Non-Calculator or Calculator part of Section 1.
- Follow the same steps from Administering and Monitoring Online Testing Section 1.

### View Section Progress for a Student

You can access individual student section progress from the Proctor Dashboard. The Section Progress column indicates the latest section a student attempted. To view specifics, click on the Actions kabob menu and View Session Details. Review the pop-up window.

Test: <b>2025 Practice Test - Grade 7 Math</b>	Test Start Time: <b>Feb 18th, 4:29:23 pm</b>	Test Submitted Time: -	Test Status: <span style="background-color: #f8d7da; border: 1px solid #f5c6cb; border-radius: 10px; padding: 2px 5px;">EXITED</span>
---	---	---------------------------	--

Section Information							Manual Section Move: 4
Section ID	Name	Section Type	Progress	Seal Code	Start Time	End/Exited Time	
Section1p1	Section 1 - Part 1 (Non Calculator)	Linear	<span style="color: green;">●●●</span> ✓	Y	Feb 18th, 4:30:42 pm	Feb 18th, 4:34:14 pm	
Section1p2	Section 1 - Part 2 (Calculator)	Linear	<span style="color: green;">●●●</span> ✓	N	Feb 18th, 4:34:24 pm	Feb 18th, 4:36:12 pm	
Section2	Section 2 (Calculator)	Linear	<span style="color: blue;">●</span> » <span style="color: gray;">●●</span>	Y	Feb 18th, 4:37:00 pm	Feb 18th, 4:38:39 pm	
Section3	Section 3 (Calculator)	Linear	<span style="color: gray;">⌛ ●●</span>	Y	Not Started	Not Started	

<b>31</b>	<div style="background-color: #ffc107; width: 100%; height: 10px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <span style="font-size: 24pt;"><b>10</b></span> <span>VISITED</span> </div>	<div style="background-color: #17a2b8; width: 100%; height: 10px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <span style="font-size: 24pt;"><b>7</b></span> <span>ANSWERED</span> </div>	<div style="background-color: #6c757d; width: 100%; height: 10px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <span style="font-size: 24pt;"><b>24</b></span> <span>REMAINING</span> </div>
-----------	--	--	--

- Section ID: The identifier for the section and part will correspond to the Name column
- Name: The label for the test section and part
- Section Type: Linear (all are linear for DC)
- Progress: Not Started, In progress, or Submitted
- Seal Code: Does this section or part require a seal code for access? (Y/N)
- Start Time: When the student first began the section
- End/Exited Time: The last time a student exited the test (either force exited or submitted)



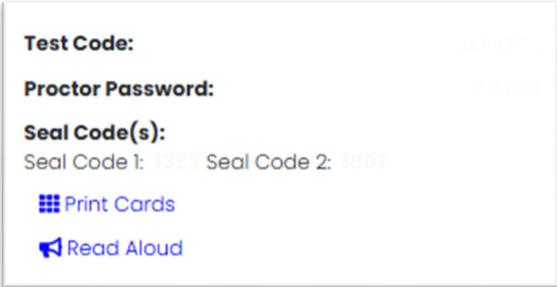
**Administering and Monitoring Online Testing - Final Section of Testing**

On the final day after students have submitted their final section, both the Test Progress and Test Status columns will change to ‘Submitted’ in green. Exit any students who do not display as submitted at the end of the testing time. If there are students who failed to submit, an automated process will automatically submit them after the end of the test window.

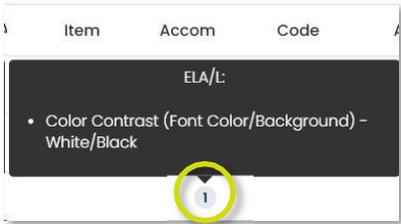
Students who completed the final section but missed an earlier section will not have a status of ‘Submitted.’ You can click on the section number to view details of which section(s) a student did not visit to determine make-up needs.

**Understanding the Proctor Dashboard**

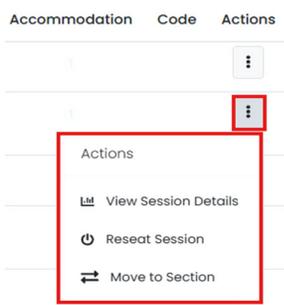
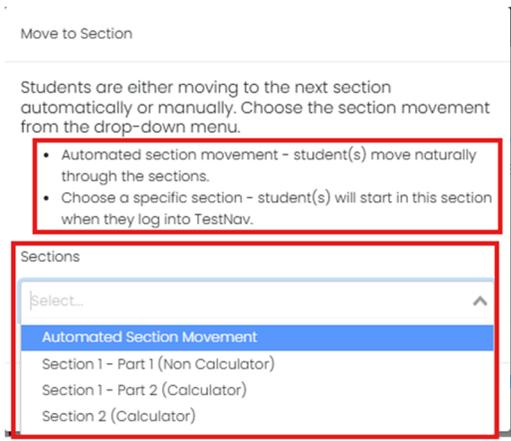
The Proctor Dashboard provides tools to monitor student testing.

Area	What You Can Do
Testing Information	View Test, Administration, proctor group, and Testing School.
Config Information: 	<ul style="list-style-type: none"> <li>• Test window</li> <li>• The Proctor Name can be edited with the TA name if needed</li> <li>• ‘Kiosk Only’ setting does not apply – ignore</li> </ul>
Actions 	<ul style="list-style-type: none"> <li>• Test Code and Proctor Password as found on the roster.</li> <li>• Print Cards link.</li> <li>• Read Aloud if a student in this proctor group has Human Reader/Human Signer accommodation assigned.</li> </ul>
Refresh and Auto-Refresh 	To force the screen to refresh every five minutes, toggle the option on. You can also click Refresh as needed to see the latest student status.

## DC CAPE Online Administration Day of Tasks

Area	What You Can Do
<p><b>Accommodations</b></p> 	<p>If a student is assigned an accommodation or accessibility feature, a gray dot with a number will indicate how many; hover your cursor over the number to see the accommodation(s).</p>
<p><b>Test Progress and Test Status Columns</b></p> <p>The Proctor Dashboard has both a Test Progress and Test Status column that show similar, but not identical, status information. Hover over Test Status to see the TestNav status. You can sort on either status column by clicking the header.</p>	
<p><b>Group Action Buttons</b></p> 	<p>Use extra caution with the buttons that apply to the entire group (Move to Section, Exit All and Reseat). Hover over a button to see its action. <b>*Note:</b> <i>Approve all does not apply to DC (double checkmarks)</i></p>
<p><b>Completion Bar</b></p> 	<p>As students submit their final section, the green bar will provide a visual indicator of what amount of the group is complete.</p>
<p><b>Test Status Column Filter</b></p> 	<p>The filter applies to the status in the Test Status column. Click any status to view applicable students. <b>* Note:</b> <i>Paused and Needs Attention do not apply to DC.</i></p>
<p><b>Test Statuses</b></p> 	<ul style="list-style-type: none"> <li>• Not Started: Student has not logged into TestNav at all for any section</li> <li>• In Progress: The student has logged into TestNav at least once but has not submitted the final section</li> <li>• Exited: Student has been exited and will need to be reseatd in order to continue</li> <li>• Reseatd: The student has been reseatd and can now re-enter the test</li> <li>• Submitted: The student has submitted the final section</li> <li>• Paused: N/A for DC CAPE</li> <li>• Needs Attention: N/A for DC CAPE</li> </ul>

## DC CAPE Online Administration Day of Tasks

Area	What You Can Do
<p><b>Test Progress</b></p> 	<p>The test progress column indicates if the student is interacting with the test.</p> <ul style="list-style-type: none"> <li>• Not Started: The student has not signed in to the test</li> <li>• In Progress: The student is actively testing</li> <li>• Submitted: The student has completed and submitted the test</li> </ul>
<p><b>Student Actions Menu</b></p> 	<p>The available actions for a student, if any, will vary based on their test status.</p> <p>Both reseal and move to section can be done per student or for the whole group.</p> <p>View Session Details is available once a student logs into the test.</p>
<p><b>Student Actions: Move to Section</b></p> 	<p>Most students will progress to each section automatically with no moving required. In order to handle absent students, however, Move to Section allows the selection of which section a student should launch next when they log into TestNav.</p> <p>For grades 6, 7, ALG I, ALG II, and GEO, ensure when reseating and moving students that they are only being moved to the beginning of a section, not a Non-Calculator or Calculator part of Section 1.</p> <p><b>Note:</b> If you have manually moved a student to a new section, but the student logs into TestNav and it is not showing the correct section. Follow these steps:</p> <ol style="list-style-type: none"> <li>1. Exit the student</li> <li>2. Open Move to Section, select Automated Section Movement</li> <li>3. Click Save</li> <li>4. Open Move to Section again, select desired section.</li> <li>5. Click Save</li> </ol>