Proctor Group

Audience: LEAs and School Test Coordinators

When to Do: Once test administrations are available and after Test Assignment Upload.

This document covers:
- Upload a Proctor Group
- Editing proctor groups
- Understanding student movement
- Makeup testing
- Printing test tickets and test administrator credentials (which includes seal code

About Proctor Groups

The administrations (test assignments) will be set up in ADAM by Pearson. For each grade level and subject/course, test coordinators will be able to bulk create the proctor groups (test sessions) and students. Each assessment is scheduled to eligible students at your school in a default 'unassigned' group. Students must be moved into proctor groups (previously known as 'test sessions') to be assigned a test code to access their assessment.

The steps for creating administrations are the same as for creating Training Administrations. The Training Administrations use the practice tests which are also available on the [DC CAPE Support Portal](). Use the practice tests in Training Administrations for an infrastructure trial: create proctor groups and administer tests from to test bandwidth, confirm TestNav is installed correctly, detect hardware issues, etc.
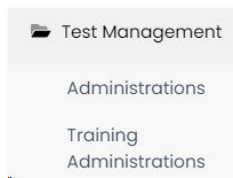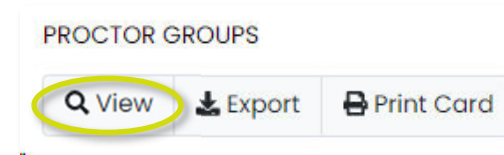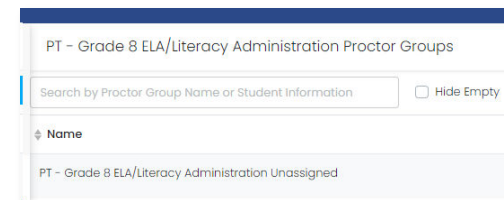
Proctor Group Upload

To upload proctor groups, you will select an administration, download a file listing assigned student, add a proctor group for each student and upload the modified file. The proctor group you create will have a unique test code and proctor password. Students who will be testing on paper do not need to be added to a proctor group.

To upload a Proctor group:

1. In ADAM, select **Test Management > Administrations**

2. Locate the administration, then select the **View** under **Proctor Groups**

3. Note the Unassigned group which has all students assigned to this assessment who need to be put into proctor groups; if new eligible students move to the school, they will appear here too

4. Click **Upload Proctor Group**

5. Read instructions on the 'Create Proctor Group via CSV' page

6. For Step 1, leave **All Students** selected and click the blue button to download the template
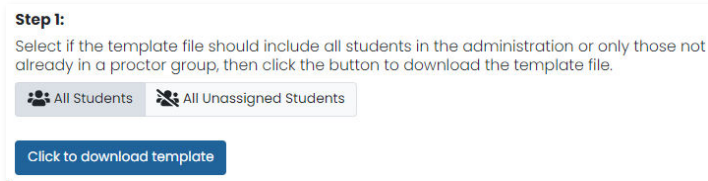

   A roster file of assigned students (.csv) downloads to your device.

7. Open the downloaded file

8. Follow the instructions in Step 2 on the 'Create Proctor Group via CSV' page to modify the downloaded template
    - Do not change anything in columns A-G
    - Copy the Identifiers from Column E (enrollment_org_identifiers) and paste then into Column H (testing_org_id), being careful not to change any of the column headers
      o If any students have a different testing school, replace the identifier for this school in Column H (contact OSSE if identifier not available to you in **Rostering > Orgs**)
    - For 'new_proctor_group_name', enter the desired name for the proctor group using the naming convention **specified in Section 3.2 of the** *DC CAPE Test Coordinator Manual*

9. Save the roster file in .csv format

10. Back on the 'Create Proctor Group via CSV' page in ADAM under Step 3, upload the modified file

    The proctor group(s) appear in the administration proctor group list.
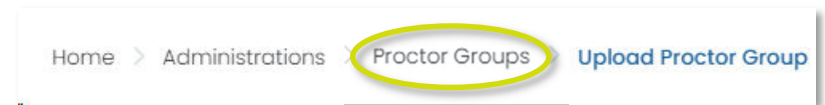
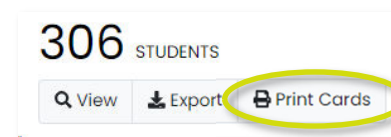11. Return to the Administrations page and create proctor groups for other administrations
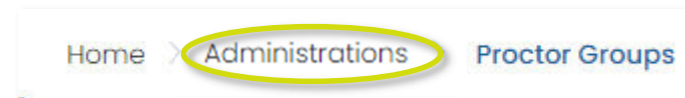
Printing Test Tickets

Once a proctor group is created you can print test tickets for students.

To view and print test tickets:

1. Navigate to **Test Management > Administrations**
2. In the appropriate administration card under <u>Students</u>, click **Print Cards**

    DO NOT use the Print Card link under Proctor Groups. This functionality does not apply to DC CAPE testing.

3. In the new tab, choose from the available formatting options:
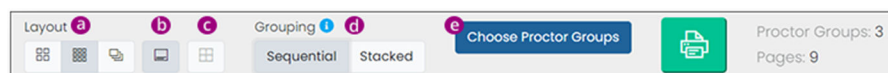
    a. **Layout:** Select **2 by 4**, **3 by 6** or **1 per page**

    b. **Toggle title pages for each proctor group:** Select to include roster page for each proctor group

    c. **Toggle borders:** Select whether to include dashed borders (guides for cutting the cards)

    d. **Grouping: Sequential** (default) or **Stacked** (one per page)

    e. **Choose Proctor Groups** - Select the proctor groups you want to print

4. Click the green **Print** icon
5. Open the downloaded file, print and distribute to test administrators

Print Seal Codes

All test administrators will need the seal codes that are on the proctor group export. For test administrators who will log in to the proctor dashboard, also provide the proctor password and test codes on the export.

To print credentials for test administrators:

1. In the appropriate administration card under Proctor Groups, click **Export**
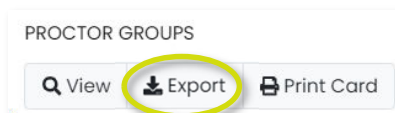
2. Open and save the downloaded file
3. Distribute credentials to the test administrators:
   - All test administrators will need the seal codes from column G so that students can access the correct section of their test (these are the same for all proctor groups within this administration)

   - Each seal code is four characters and separated by a vertical bar; the order of the codes correspond to the order of the test sections
     - **Note:** Test Administrators should only provide one seal code at a time to students, to prevent students from logging into the wrong section
   - Test administrators who will sign in to the Proctor Dashboard in ADAM will need the Test Code and Proctor Password specific to their proctor group in column A
     - For these users, be sure to also communicate the URL to enter these codes (if applicable):
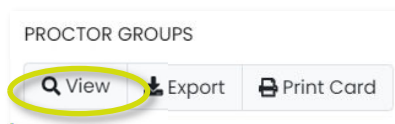
       https://ltr.adamexam.com/#/proctor
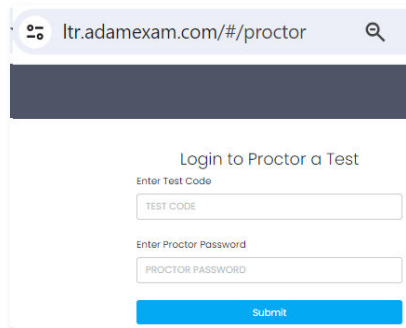
Editing Proctor Groups

Once proctor groups are created, you can modify them. On the proctor group editing page you can change the name of the proctor group, add or delete students.
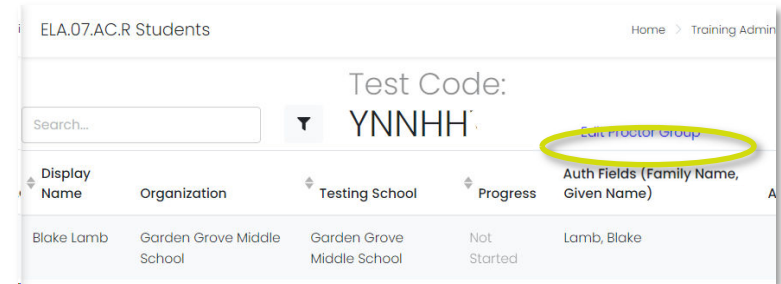
To edit a proctor group:

1. Go to **Test Management > Administrations**
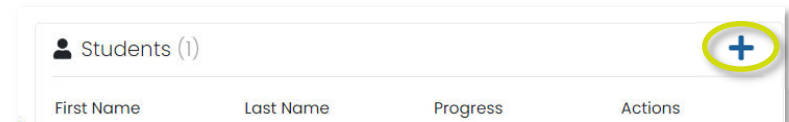2. In the appropriate admin card, select **View** under **Proctor Groups**.

   Locate the proctor group you want to add the student to and click **Students** in the Actions column
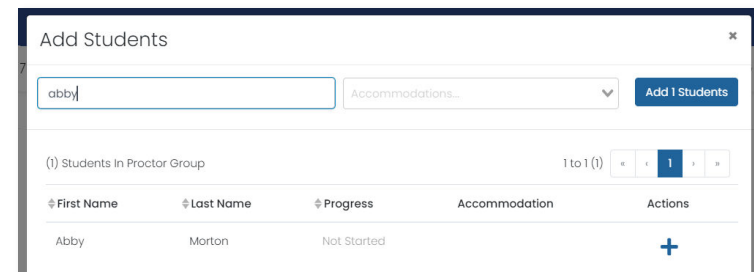
3. Click **Edit Proctor Group**

4. Select the plus symbol to add student(s)

5. In the **Add Students** popup:
   - Search for students by name
   - Select the plus symbol
   - Select **Close** when done

6. Click **Submit**

   Any added student will automatically be removed from their previous proctor group (or the unassigned group, if applicable)

What If Students Move to a New School?

If a new student moves to your school after proctor groups are created but before testing, they will automatically appear in the Unassigned group within a day or two. If the student needs to take one of the course-based assessments (e.g., Algebra I), manually edit their account to add the test assignment. It may take up to an hour for the student to appear in the administration. Once the student appears in the correct administration in the Unassigned group, they need to be added to a proctor group.
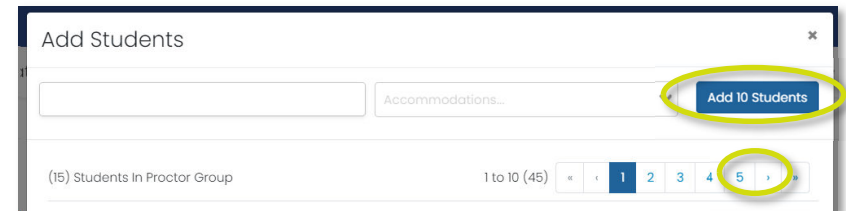
Makeup Testing

Students who missed testing can be put into a new makeup proctor group. You cannot combine students from different administrations into one proctor group. The proctor group you create will have a unique test code and proctor credentials.

To create a group:

1. Go to **Test Management > Administrations**
2. In the appropriate admin card, select **View** under **Proctor Groups**
3. Click **Create Proctor Group**
4. On the **Proctor Group Config** page, enter the **Proctor Group Name**, and select the LEA and school
5. Select the plus symbol to add students
6. In the **Add Sessions** popup you can add multiple students at a time who have not started by clicking **Add ✖ Students**

If there are more than 10 students, navigate to the next page to pick additional students.

7. Click **Close**
8. Click **Submit**