Interim Pilot Proctor Group Quick Reference Guide

Proctor Group

Audience: LEA Assessment Managers, School Test Coordinators, and Teachers

This document covers:
- Creating Proctor Groups
- Editing Proctor Groups
- Understanding student movements
- Make-up Testing

About Proctor Groups

The administrations (test assignments) will be set up in ADAM by Pearson. For each grade level/course and subject, LEA Assessment Managers, School Test Coordinators, and Teachers will be able to bulk or individually create the proctor groups (test sessions) with students in them. Each assessment is scheduled to eligible students at your school in a default 'unassigned' group. Students must be moved into proctor groups to be assigned a test code and randomID to access their assessment.

Create Proctor Groups: Individually (Non-Teacher Roles)

This individual method may be used for creating, editing, or deleting a proctor group.

1. In ADAM, click on **Test Management > Administrations**
2. Find the administration card you are looking for and click on the kabob menu next to Proctor Groups, then click **View**
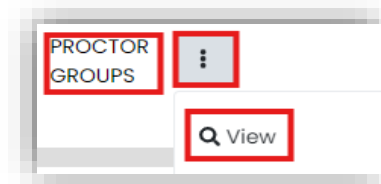
*Note: On the Proctor Group management page in the top right of the screen the **View Unassigned button** which has all students assigned to this assessment who need to be put into proctor groups; if new eligible students move to the school, they will appear here too.
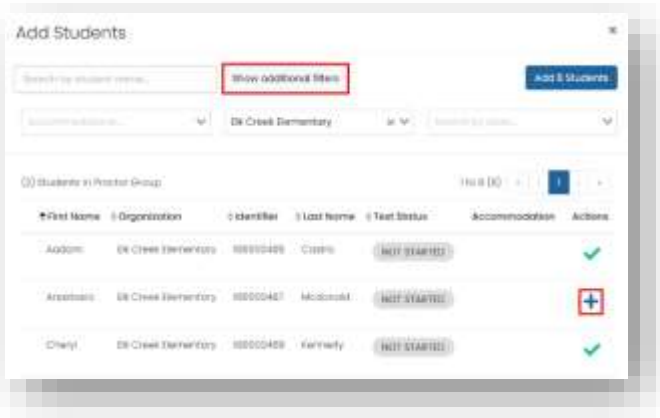
3. Click the **Create Group** button
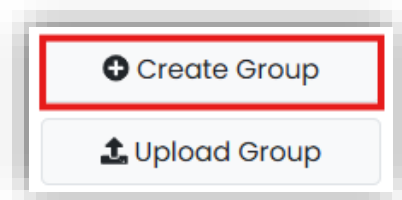
4. On the Proctor Group Config page, create the **proctor group name.** For interim assessments, it's best to name according to the student's class name (refer to **Class Enrollments Quick Reference Guide**).
   a. Select your District
   b. Select your School
   c. Click the **plus (+) symbol** and a pop-up window will open to begin adding students


i. Click the **plus (+) symbol** next to each student you want to add. You can search by name, identifier, or by additional filters
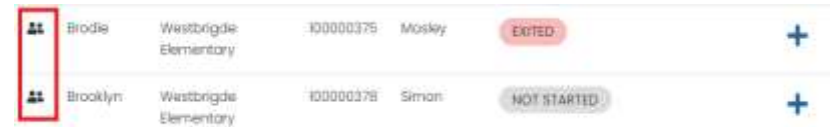
*Note: Be mindful of the student icon to the left of a student name. It means they are in another proctor group. Hover over it to see the name of the proctor group

5. **Close** the Add Students window
6. On the Proctor Group Config page click **Submit** and receive the success pop-up confirmation
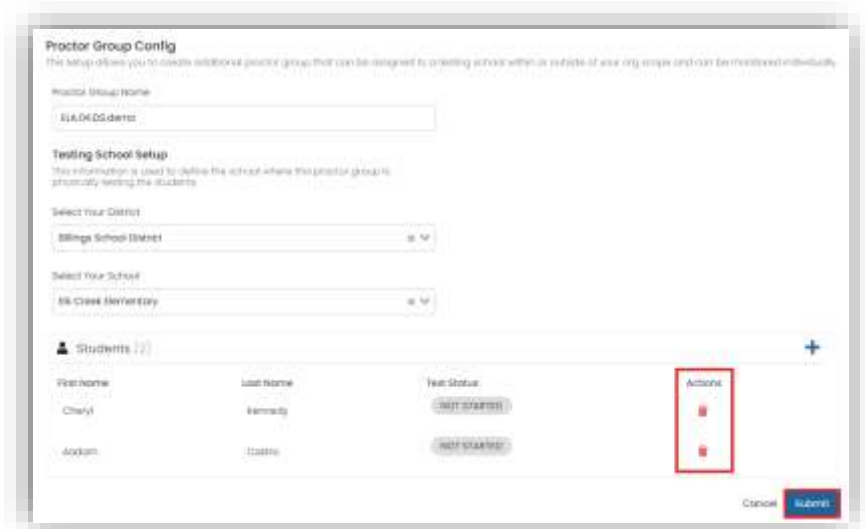
*Notes:

- The **Actions column** allows you to delete individual students from a proctor group. When a proctor group is empty, this delete option will appear on the proctor group management page.
- The Proctor Group Config page can also be accessed from the proctor group management page in the student section by clicking **Edit Proctor Group**

Create Proctor Groups: Bulk (Non-Teacher Roles)

1. In ADAM, click on **Test Management> Administrations**
2. Find the administration card you are looking for and click on the kabob menu next to Proctor Groups, then click **View**
3. Click the **Upload Group** button
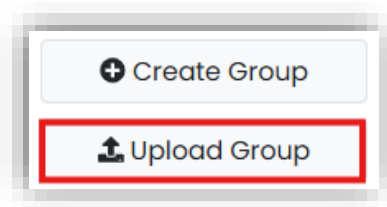
4. On the Create Proctor Group via CSV page, select **All Students**. Press the **Click to download template** button.
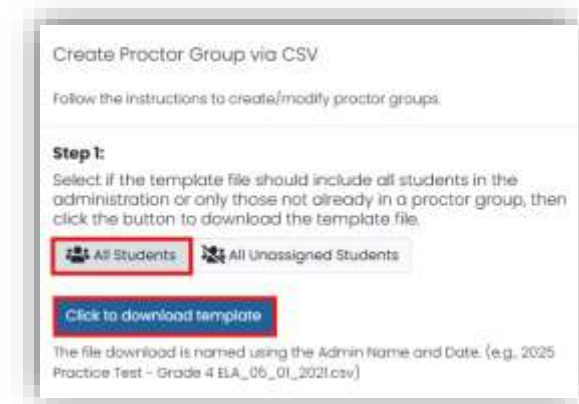
5. Click the **Template History** button in the top right corner to download the template and then open the file
6. On the Create Proctor Group via CSV page, follow **Step 2** to fill in the spreadsheet
   a. For column H, **testing_org_id** should have no spaces – this is the school where the student is testing
   b. For column G, **new_proctor_group_name** For interim assessments, it's best to name according to the student's class name (refer to **Class Enrollments Quick Reference Guide**).

7. On the Create Proctor Group via CSV page, follow **Step 3** to upload the modified file
8. Confirm success by clicking the **Upload History** button in the top left corner


Create Proctor Groups (Teacher Role)

For each grade level/course and subject, teachers will be able to:

- Create a proctor group
- Print/view print cards (test ticket)
- View the proctor dashboard
- View students as they log in and take assessments

Each class with teachers and students enrolled will appear in My Classes. The teacher will choose from a list of tests for the students to take.

1. Start at **My Classes**

- Click the desired class to view the **Class Report**
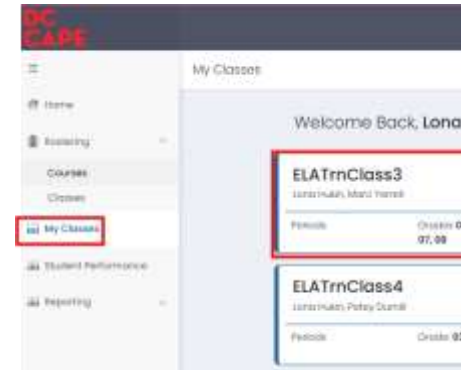
- Select the desired **Program** from the dropdown

- ***Note:** Toggle the view from Roster to Administration to see a list format

- **Search** or use the **Filter Administrations** button to find the desired assessment

2. Click on the assessment name to view the **Test Report**

3. On the **Test Report** screen, the top right navigation, shows **Print Cards, Proctor, Apply Scores, & Refresh** buttons.

    - As you scroll down, you can view the students in your class. When teachers are ready to assess students:

        - Click **Print cards** to access the Student's Random ID and Last Name (needed for student login to TestNav)

        - Click **Proctor** to access the Proctor Dashboard – in the top right corner the Test Code can be viewed and provided to the student to begin in TestNav