

DC CAPE Online Administration Day of Tasks

Audience: Testing Administrators (TA) and School Test Coordinators (STC)

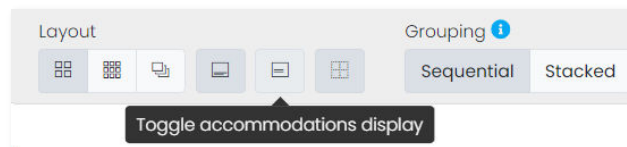
This document covers:

- 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 on pg. 16 of the [DC CAPE 2024 Test Administrator Manual](#), including the following pieces from the STC generated in ADAM:

- URL for accessing the Proctor Dashboard: <https://ltr.adamexam.com/#/proctor>
- Testing tickets for all students who will test online (notify STC if any are missing or don't have a test code on them)
- Seal codes for each section of the assessment administered
- 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 the next line



Administering and Monitoring Online Testing - Section 1

Follow instructions starting on pg.12 of the [DC CAPE 2024 Test Administrator Manual](#) on preparing the room for testing.

To prepare for testing:

- On each student testing device, confirm no applications are open and launch TestNav

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 roster)

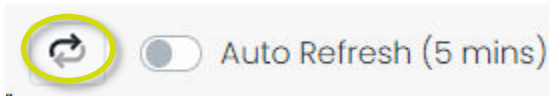
Note: Test Coordinator can find a link to the Proctor Dashboard for each group under **Test Management > Administration**, locate the Administration Card and then click **View** under Proctor Groups.

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- Enter your name when prompted to access the Proctor Dashboard
- Confirm the Progress and Health columns display 'Not Started' for all students

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 testing tickets and scratch paper when instructed. When indicated in the script, provide the appropriate seal code. Ensure accurate time for the section and keep track of time on the board.

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 on pg. 24 of the [DC CAPE 2024 Test Administrator Manual](#)

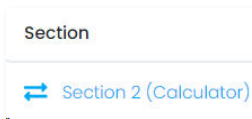
Understanding Test Status on the Proctor Dashboard

As students exit TestNav, their Health status on the Proctor Dashboard will change to 'Exited'. Status will not move to 'Submitted' in both the health and progress columns until the student has completed the last section. 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 calculator and non-calculator as separate sections. 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. Click the section number



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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. An automated task will submit their test for scoring at the end of the assessment window – no action is required.

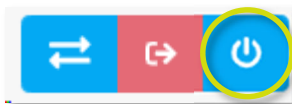
Section Information				
Test Status: Exited				
Test Start Time: Mar 27th, 1:03:27 pm				
Test End/Exited Time: Mar 27th, 1:05:03 pm				
Section ID	Name	Visited	Submitted	Seal Code
section1	Section 1 (Non-Calculator)	Y	Y	Y
section2	Section 1 (Calculator)	Y	Y	N
section3	Section 2 (Calculator)	Y	N	Y

Administering and Monitoring Online Testing - Section 2 and Beyond

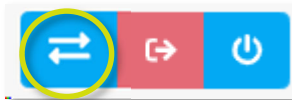
The following tasks may be completed by the TA or the STC. Please reach out to your STC for guidance on expected tasks prior to starting Day 2 of testing.

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

- Click the **Reseat All** icon



- 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.

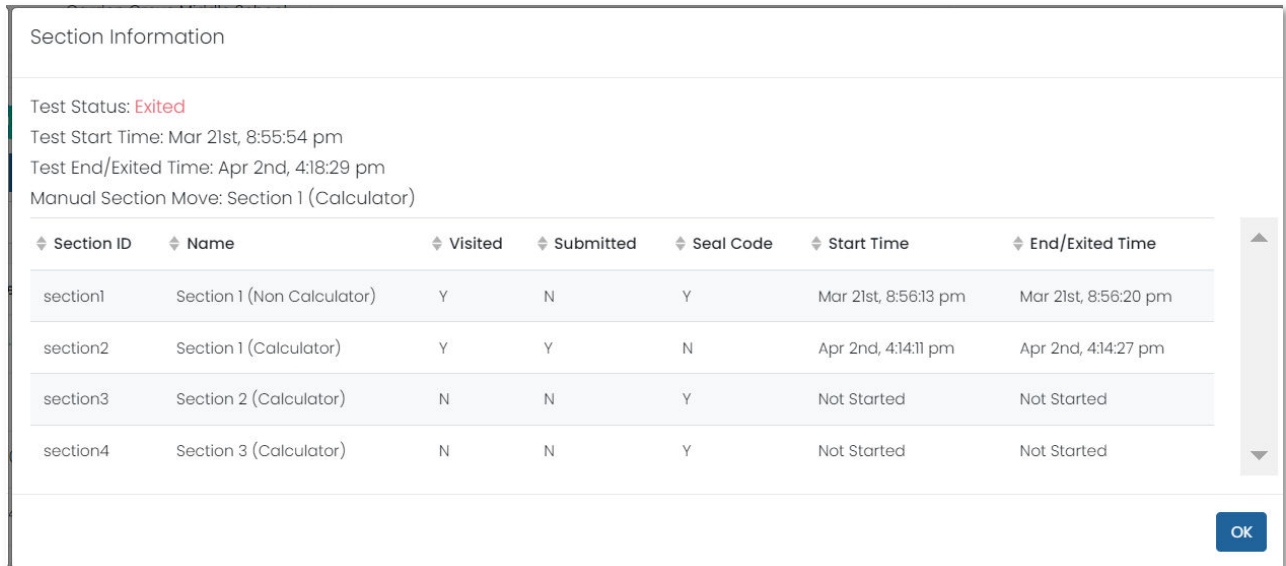


- For grades 6, 7, and HS math, ensure when reseating and moving students that they are only being moved to the beginning of a section, not a Non-Calculator or Calculator **part** of Section 1.
- Follow the same steps under Day 1 of Administering and Monitoring Online Testing.

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NEW: View Section Progress for a Student

You can access individual student section progress from the Proctor Dashboard. The Section column indicates the latest section a student attempted. To view specifics, in the Section column, click on the section progress for a student. Review the pop-up window.



Section Information

Test Status: **Exited**
Test Start Time: Mar 21st, 8:55:54 pm
Test End/Exited Time: Apr 2nd, 4:18:29 pm
Manual Section Move: Section 1 (Calculator)

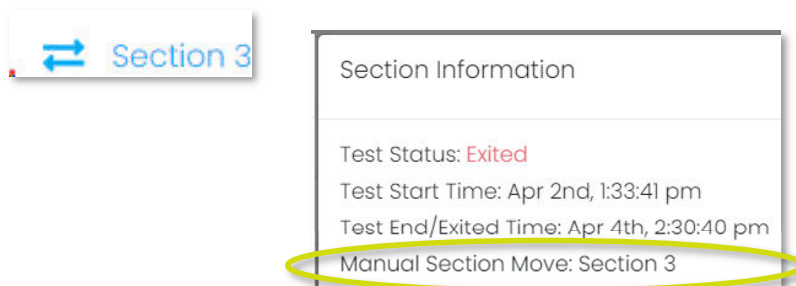
Section ID	Name	Visited	Submitted	Seal Code	Start Time	End/Exited Time
section1	Section 1 (Non Calculator)	Y	N	Y	Mar 21st, 8:56:13 pm	Mar 21st, 8:56:20 pm
section2	Section 1 (Calculator)	Y	Y	N	Apr 2nd, 4:14:11 pm	Apr 2nd, 4:14:27 pm
section3	Section 2 (Calculator)	N	N	Y	Not Started	Not Started
section4	Section 3 (Calculator)	N	N	Y	Not Started	Not Started

OK

- Section ID: The identifier for the section or part – please ignore
- Name: The label for the test section or part
- Visited: Did the student get at least as far as item 1 on this section? (Y/N)
- Submitted: Was this section submitted? (Y/N)
- 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)

What if a Student was Moved Manually to a Different Section?

If a student was manually moved to a new section, the Section Information pop-up window will display the section the student is assigned to. This is the section they are set to start upon next login to TestNav. In this example, a student missed Section 2 of Grade 3 ELA and was manually moved to Section 3 to test with the rest of the class.



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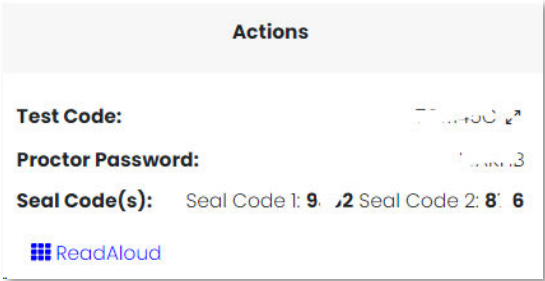
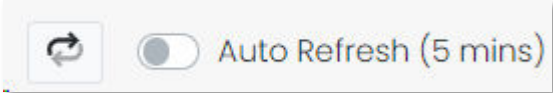
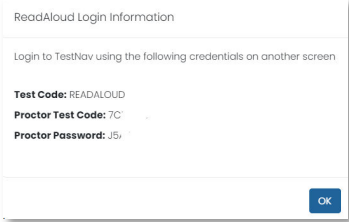
Administering and Monitoring Online Testing - Final Section of Testing

On the final day after students have submitted their final section, both the Progress and Health columns will change to 'Submitted.' 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 at the end of the test window.

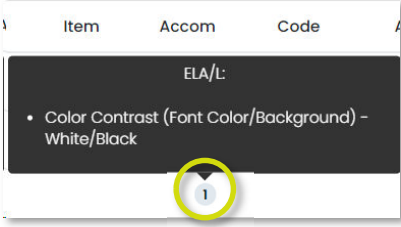
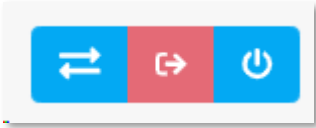

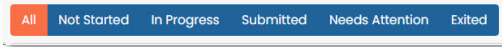
Students who completed the final section but missed an earlier one will not have a status of 'Submitted.' You can click on the section number to view details of which section(s) a student did not visit to determine make-up needs.

Understanding the Proctor Dashboard

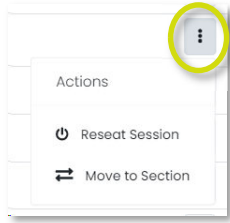
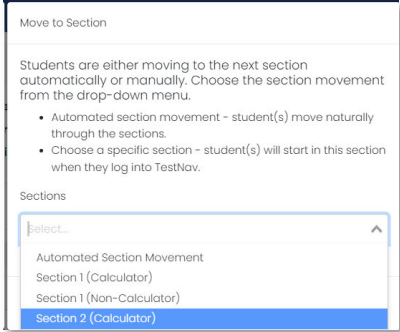
The Proctor Dashboard provides tools to monitor student testing.

Area	What You Can Do
Testing Information	View names of administration and proctor group.
Config Information: 	<ul style="list-style-type: none"> The Proctor Name can be edited with the TA name if needed 'Kiosk Only' setting does not apply – ignore
Actions 	Displays the same Test Code and Proctor Password as found on the roster.
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.
Actions: Read Aloud 	If there are students requiring Read Aloud, click the link in the Actions box to access the login page. Another device will be needed.

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Area	What You Can Do
<p>Accommodations</p> 	<p>If a student is assigned an accommodations 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>Progress and Health Status Columns</p> <p>The Proctor Dashboard has both a Progress and Health column that show similar, but not identical, status information. Updated status may display first in the Health column before it appears in the Progress column. You can sort on either status column by clicking the header.</p>	
<p>Proctor Group Action Buttons</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.</p>
<p>Completion Bar</p> 	<p>As students submit their final section, the green bar will provide a visual indicator of what percent of the group is complete.</p>
<p>Progress Column Filter</p> 	<p>The filter applies to the status in the Progress column. Reseated students will appear under in Progress. Click any status to view applicable students.</p>
<p>Progress Statuses</p>	<ul style="list-style-type: none"> • Not Started: Student has not logged into TestNav at all for any section • In Progress: The student has logged into TestNav at least once but has not submitted the final section • Submitted: The student has submitted the final section • Needs Attention: NA for DC CAPE • Exited: Student has been exited and will need to be reseated in order to continue

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Area	What You Can Do
<p>Health Statuses</p>	<p>The Health column indicates if the student is interacting with the test.</p> <ul style="list-style-type: none"> • Not Started: The student has not signed in to the test • In Progress: The student is actively testing • Submitted: The student has completed and submitted the test • Reseated: Student has not yet signed back in after being reseated • Resumed: The student has resumed their test session • Exited: The student has exited TestNav or they have been removed by the proctor and needs to be reseated in order to resume
<p>Student Actions Menu</p> 	<p>The available actions for a student, if any, will vary by their test status.</p> <p>Both reseat and move to section can be done per student or for the whole group.</p>
<p>Student Actions: Move to Section</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, and HS math, 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>