

# DC CAPE Test Coordinator and Test Administrator Activities on Test Day

March 8  
1:00 –2:30 EST

**DC  
CAPE**





## Agenda

- Focus today is on computer-based testing
- How to access and use the Proctor Dashboard
- Test day activities for test administrators and test coordinators
- Understanding the Student Experience
- Support Resources
- Q & A

# Introduction to DC CAPE

- DC CAPE assessments will first be administered in the spring of 2024.
  - DC ELA: Grades 3-8, ELA I, ELA II
  - DC Math: Grades 3-8, Algebra I, Geometry, Algebra II
  - DC Science: Grades 5, 8, and high school biology
- Students will continue to see the same number and types of items as PARCC.
- Assessment Delivery & Management (ADAM) is replacing PearsonAccessNext (PAN) as the assessment management platform used by educators.





## What is ADAM?

- ADAM is the assessment platform used to manage the administration of DC CAPE (students will still test in TestNav)
- School Test Coordinators, Special Populations Coordinators and Technology Coordinators will log in to ADAM for a variety of planning tasks
- Test Administrators will have credentials to access a proctoring dashboard in ADAM for testing days, but will not have accounts created in ADAM

# Notes on Terminology

- Some terms that were used with PARCC and in PAN have changed with the transition to DC CAPE and ADAM
- Please note, the roles of “Proctor” and “Test Administrator,” as identified in the OSSE Test Security Guidelines are:

Test Administrator	Proctor
<ul style="list-style-type: none"><li>• Professional employee of the LEA or a school and designated as authorized personnel under the Testing Integrity Act.</li><li>• Responsible for administering the statewide assessment to students</li><li>• Must comply with all the responsibilities and prohibitions of authorized personnel</li><li>• Must perform all duties assigned by the school test monitor.</li></ul>	<ul style="list-style-type: none"><li>• May <b>assist</b> test administrators with classroom management during testing, distribute and collect test materials, or administer accommodations as directed by the school test monitor and test administrator.</li><li>• Do not need to be professional employees of the LEA or school, and may be volunteers, contractors, or aides.</li><li>• Must receive training in test security and test administration procedures from the school test monitor, and work at all times under the direct supervision of a test administrator or school test monitor.</li></ul>

- “Proctor” is used more broadly in the ADAM platform to refer to Test Administrators and testing groups

## Last Year Versus This Year: Key Differences

Last Year/PAN	This Year/ADAM
Assessment Name: PARCC	Assessment Name: DC CAPE
Management Platform: PAN	Management Platform: ADAM
SR/PNP	SR: Student Registration automatically feeds from OSSE PNP: Student accommodations noted in Accommodations Registration File
Unit	Now called 'Section'
Test Session	Now called 'Proctor Group'
Test Assignment	Now called 'Administration'
Not tested codes	Now called 'accountability codes'



## DC CAPE Administration Dates

### DC CAPE Administration

- Start Date: April 1, 2024
- Paper Testing Ends: May 17, 2024
- Online Testing Ends: May 24, 2024

Prior to Test Day

**DC  
CAPE**





## Final Tasks Before Test Day

- The Special Populations Coordinator should check that accommodations are assigned accurately
- The School Test Coordinator should confirm accuracy of proctor groups, assigning new students as needed
- The Technology Coordinator should confirm that TestNav is loaded on student devices

# View List of Students with a Specific Accommodation

The screenshot shows a web application interface for user configuration. On the left is a navigation menu with items: Home, System, Test Management, Rostering (circled in red), Orgs, Users (circled in red), and Admin User Import. The main content area is titled 'User Config (169)' and contains several filter sections: 'Filter by grade...', 'User Status', 'Accommodation' (with 'Transadaptation - Spanish' selected and circled in red), 'Assignment Tag', and 'Unrostered'. A 'Results' table is displayed on the right, showing a list of students with columns for checkboxes, Last Name, First Name, and ID.

	Last Name	First Name	Id
<input type="checkbox"/>	Foley	Aayan	1000
<input type="checkbox"/>	Malone	Abdirahman	1000
<input type="checkbox"/>	Malone	Abdirahman	1000

# School Test Coordinators: Check Unassigned Students

Students not added to a proctor group cannot test. Before test day, check to see if any students testing online are still in the 'Unassigned' group. On each Administration Card, click **View** under Proctor Groups. For the 'Unassigned' group, click **Students**. Make note of who needs to be added to a group.

PROCTOR GROUPS

[View](#) [Export](#) [Print Card](#)

Sample Grade 6 Math Administration Proctor Groups Home > Administrations > Proctor Groups

Search by Proctor Group Name  Hide Empty [Create Proctor Group](#) [Upload Proctor Group](#) 1 to 5 (5) « ‹ 1 › »

Name	Testing School	Students	Test Code	Proctor PW	Progress	Actions
Test - Grade 6 Math Administration Unassigned	None	4	PJCKR	AKS44	Not Started	<a href="#">Students</a>

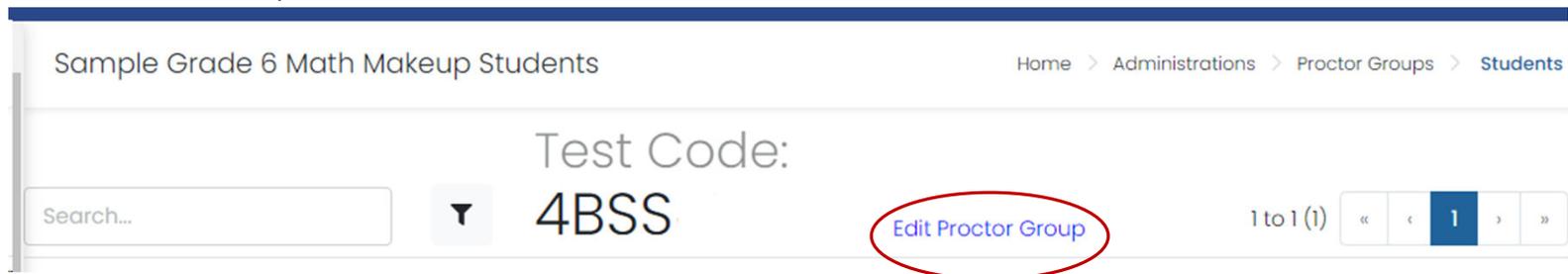
# Add Unassigned Students Testing Online to a Group

1. From the...'Unassigned' group student list, return to the list of proctor groups



2. Locate the proctor group a student needs to be added to and click **Students**

3. Edit Proctor Group



4. Add student(s) to group as described on pg. 4 of the [Proctor Group Quick Reference Guide](#)

# DC CAPE Test Day Activities

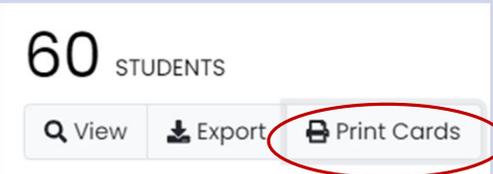
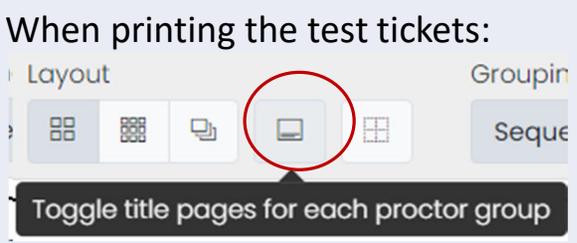
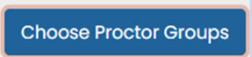
**DC  
CAPE**





# Before Students Begin Testing

# School Test Coordinators: What to Provide

	Where to Find	Notes
Test Tickets	 <p>60 STUDENTS</p> <p>View Export <b>Print Cards</b></p>	<p>Check for unassigned students before printing tickets.</p> <p><a href="#">Proctor Group Quick Reference Guide</a></p>
Roster	<p>When printing the test tickets:</p>  <p>Layout Groupin</p> <p>Seque</p> <p>Toggle title pages for each proctor group</p>	<p>Tip: When printing test ticket, click <b>Choose Proctor Groups</b> and unselect the 'Unassigned' group to exclude.</p> 
Seal Codes	 <p>PROCTOR GROUPS</p> <p>View <b>Export</b> Print Card</p>	<p>DO NOT share the unassigned proctor code!</p>
Proctor Code*	On same Proctor Groups export used for seal codes.	
URL*	https://ltr.adamexam.com/#/proctor	



## Materials List

These materials as described on pg. 24 of the *DC CAPE 2024 Test Coordinator Manual*:

*DC CAPE 2024 Test Administrator Manual*

Wooden No. 2 pencils with eraser(s)

Blank scratch paper

Testing devices for students

Headphones

Timing device, to keep track of time during testing

“Testing — Please Do Not Disturb” sign to post on the doors of the testing rooms

Test Tickets

Seal Codes

Roster with accommodations

Accommodated Paper-Based Forms

Materials necessary for the administration of accommodations or accessibility features (e.g., Human Reader scripts)

For Math only: Calculators, tools, reference sheets

For Test Administrators if they are managing proctor groups online:

- Computer or tablet

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

- Proctor code



# Test Day Checklist for Test Administrators

Make sure you have:

- Reviewed the instructions in the *DC CAPE 2024 Test Administrator Manual*
- Testing tickets for all students who will test online for each tested subject (notify STC if any are missing or don't have a test code on them)
- Roster (shown on next screen)
- Seal codes for each tested subject
- Test administration scripts
- Any other testing materials provided by the STC

Additionally, if you will be logging in to the Proctor Dashboard:

- URL for accessing Proctor Dashboard ( <https://ltr.adamexam.com/#/proctor> )
- Proctor Password

# Test Administrator Task: Review Roster

Administration: Sample Grade 6 Math Administration  
Proctor Group: Sample Administration

Test Code  
**7RNNH**

Proctor Password  
**JWZ65**

	Student	Last Name	Accommodations
1.	Aditya Bullock	Bullock	Transadaptation - Spanish
2.	Aayan Jacobs	Jacobs	
3.	Angelina Kane	Kane	
4.	Aliza Melton	Melton	
5.	Anna Miller	Miller	
6.	Angus O'Gallagher	O'Gallagher	
7.	Allen Parks	Parks	
8.	Amir Pena	Pena	
9.	Arran Sutton	Sutton	

Contact the STC if any students or accommodations are missing. Students with missing accommodations should not launch their test.

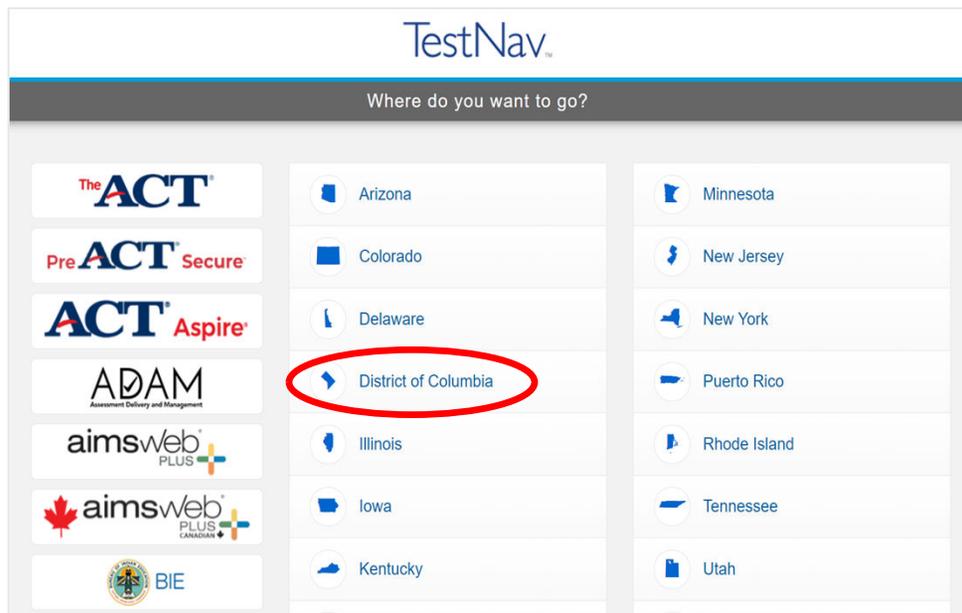
STCs should provide this roster even if the Test Administrator will not log in to ADAM.

# Test Administrator Task: Set Testing Devices to Sign in Screen: Step 1

On each testing device, make sure no other applications are open and then launch TestNav.



## Set Testing Devices to Sign in Screen: Step 2 \*



If not already chosen, District of Columbia will need to be selected from the customer list.

\* This screen only appears on first access – if TestNav was previously launched on the testing device and DC selected, this screen will be bypassed.



Before Testing:  
Access the Proctor  
Dashboard as a  
Test Administrator  
(If applicable)

## Enter Credentials to Access the Proctor Dashboard

Before students sign in to TestNav, the Test Administrator should navigate to <https://ltr.adamexam.com/#/proctor> and enter credentials:

Login to Proctor a Test

Enter Test Code

Enter Proctor Password

[Submit](#)

# Confirm Proctor Group Name

- Notify School Test Coordinator if incorrect

Confirm

Proctor Group Name

Sample Training Administration

Confirm

# Enter Your Name

Enter Proctor Information

Please Enter Proctor Name

Proctor First Name

Proctor Last Name

Save

This only appears for the first person who enters the Proctor Dashboard. Name can be edited on the Dashboard as needed.

# Proctor Dashboard Initial State

**Testing Information**

**Test:** Test - Grade 6 Math

**Administration:** Sample Grade 6 Math Administration

**Proctor Group:** Sample Training Administration

**Testing School:** Garden Grove Middle School

**Config Information**

**Test Window:** 02/29/24 - 03/01/24

**Proctor Name:** Amy Cook

**Kiosk Only:** No

**Actions**

**Test Code:** NWC3

**Proctor Password:** KF2HR

**Seal Code(s):** Seal Code 1: 1737 Seal Code 2: 2284 Seal Code 3: 1234

Progress should be 'Not Started' for all students on Day 1 of testing

Students need seal code to access each corresponding section

Refresh screen as needed

All Not Started In Progress Submitted Needs Attention Exited

Search...

Auto Refresh (5 mins) 1 to 8 (8) 1

Tester	Identifier	Organization	Progress	Started Time	He	Accom	Code	Actions
Clayton Chapman	100001352	Garden Grove Middle School	Not Started	Not Started				⋮
Cecilia Stanley	100001378	Garden Grove Middle School	Not Started	Not Started	None	None		⋮

# Add a New Student

Users with access to the Proctor Dashboard can click **Create Temporary Student** to add a new student who has not yet come through the data feed and therefore can't be found in Rostering > Users or the 'Unassigned' group. This can be done before or on test day if needed. Access the button on the Proctor Dashboard. Accommodations may be added if needed.

Create Temporary Student

Create Temporary Student

* First Name	* Last Name
<input type="text" value="Jakob"/>	<input type="text" value="Hodges"/>
* Temporary ID	* School
<input type="text" value="100001063"/>	<input data-bbox="1039 1047 1780 1096" type="text" value="Garden Grove Middle School"/>

Add accommodations for this temporary student

Cancel



# During Testing



## Test Administrator Tasks: During Testing

- Get students into TestNav
- Monitor Testing
- Make sure all students submit



## Distribute Test Tickets

- Distribute test tickets as indicated in the script
- Post the correct seal code when prompted in the script – do not share with students with the test tickets

## Test Administrator Tasks: During Testing: Control Access with Seal Codes

When students are ready to begin a section (previously called unit), they will be prompted to enter a seal code. However, even if students are taking multiple sections in one day, they need to log out of TestNav between sections, and then will need to be reseated.

The School Test Coordinator will provide administrator credentials that include the seal codes. Each set of codes is the same for all proctor groups within an administration (e.g., Biology), but unique to each administration (codes for Math 6 are different from Math 7).

G
Seal Codes
1111 2222 3333

Actions	
Test Code:	<input type="text"/>
Proctor Password:	<input type="password"/>
Seal Code(s):	Seal Code 1: <input type="text"/> Seal Code 2: <input type="text"/> Seal Code 3: <input type="text"/>

## Which Seal Code Should I Use?

The STC will provide Test Administrators with the codes. The file exported by the STC contains two to four codes (depending on the subject), divided by vertical bars, one for each section. The code order matches the order of the sections. In this example, 1737 is the seal code for Section 1.

G
Seal Codes
1737 2284 1234

There are three seal codes for ELA/L and Math (3-8)

For the first section of math (grade 6-HS), the first seal code applies for both non-calculator and calculator parts and is only entered once by the student.

Science (5, 8) and HS Biology each have four sections.

Algebra I, Geometry, and Algebra II each have 2 sections.



## Test Coordinator Tasks: During Testing

- Follow instructions in the *DC CAPE Test Coordinator Manual*
- Report any testing irregularities
- Monitor administration progress
- Reseat students as needed if TAs aren't logging in
- Remind test administrators to make sure students submit their test when finished

# Progress Report

STCs can use the [Progress Report](#) to view testing status by administration and proctor group.

The screenshot shows the Progress Report interface. On the left, there is a sidebar with 'Reporting' and 'Progress' options. The main area has filters for 'Test' and 'Org' (Garden Grove Middle School). A summary bar shows 1 Submitted, 5 In Progress, 53 Not Started, and a Total of 59. Below this is a table with columns for Proctor Group, Sessions, and Progress. Callouts highlight that the 'Test' dropdown must be selected and that hovering over the 'Sessions' column reveals a label.

Submitted	In Progress	Not Started	Total
1	5	53	59

Proctor Group	Sessions	Progress
Sample Administration	0 / 0 / 2 / 2	Not Started
Sample Grade 6 M	0 / 0 / 1 / 1	Not Started
Sample Training Administration	1 / 5 / 3 / 9	In Progress / Not Started

# Test Coordinator Task: Monitor Testing

Test Coordinators can monitor student testing status by selecting **View** under Proctor Groups on the Administration Card

Select **Proctor** under Actions to see details for a particular proctor group. This will take you to the proctor dashboard.

The screenshot displays the 'PV ELA Grade 3 Interim 1 Administration' interface. At the top, it shows the date range '09/12/23 - 12/15/23' and an 'ACTIVE' status. Below this, there are statistics for '47 STUDENTS' and 'PROCTOR GROUPS'. A row of action buttons includes 'View', 'Export', 'Print Cards', 'View', 'Export', and 'Print Card'. The second 'View' button is circled in red. Below the statistics, a 'Sessions' bar shows '0 COMPLETE', '5 IN PROGRESS', and '42 NOT STARTED'. A red arrow points from the 'View' button in the Proctor Groups row down to the 'Proctor' button in the 'Actions' column of a table below. The table has columns for 'Progress' and 'Actions'. The 'Proctor' button is circled in red.

# Test Coordinator Task: Monitor Testing

In Administration Card, click **View** under Proctor Groups to view a list of proctor groups and a quick visual progress status for each. Green indicates a student who has submitted all sections, blue is a student who has started at least one section.

Sample Grade 6 Math Administration Proctor Groups Home > Administrations > Proctor Groups

Search by Proctor Group Name  Hide Empty [+ Create Proctor Group](#) [Upload Proctor Group](#) 1 to 4 (4) « < 1 > »

Name	Testing School	Students	Test Code	Proctor PW	Progress	Actions
Test - Grade 6 Math Administration Unassigned	None	47	PJCKR	AKS11	<div style="width: 100%; height: 10px; background-color: #ccc;"></div> Not Started	
Sample Administration	Little Valley Elementary	2			<div style="width: 100%; height: 10px; background-color: #ccc;"></div> Not Started	
Sample Training Administration	Garden Grove Middle School	9	FRNWC	WKF2H	<div style="width: 100%; height: 10px; background-color: #008000; background-image: linear-gradient(to right, #008000 40%, #0000FF 40% 60%, #0000FF 60% 100%);"></div> In Progress	<a href="#">Students</a> <a href="#">Proctor</a>

**Hover over bar segments to see student count.**

**Click Proctor to access Proctor Dashboard**



# During Testing: Using the Proctor Dashboard

Works the same for all user roles, if using.

# Proctor Dashboard During Testing

Complete In Progress Not Started

All Not Started In Progress Submitted Needs Attention Exited

Search...

Filter by status

Auto Refresh (5 mins) 1 to 8 (8) 1

Exit all sessions

Tester	Identifier	Organization	Progress	Started Time	Health	Section	Item	Accom	Code	Actions
Cara Hale	100001558	Garden Grove Middle School	Reseated	Feb 29th, 9:59:12 pm	Not Started	None	None			⋮
Cecilia Stanley	100001378	Garden Grove Middle School	In Progress...	Feb 29th, 10:03:38 pm	Exited	section1	3			⋮
Claire Stephenson	100001847	Garden Grove Middle School	In Progress...	Feb 29th, 10:11:19 pm	Exited	section3	22			⋮
Clara Wells	100001698	Garden Grove Middle School	Not Started	Not Started		Section 2	None			⋮
Clayton Chapman	100001352	Garden Grove Middle School	Not Started	Not Started		None	None	2		⋮
Cordelia Manning	100001708	Garden Grove Middle School	Reseated	Feb 29th, 10:23:53 pm	Resumed	None	0			⋮
Cormac Obrien	100001853	Garden Grove Middle School	Submitted	Feb 29th, 10:49:04 pm	Submitted	None				⋮
Dalton Foster	100001394	Garden Grove Middle School	Not Started	Not Started		None	None			⋮

Roll over number to view accommodation(s)

# Proctor Dashboard: What Accommodations Do Students Have?

Hover over an Accommodations number to see what accommodations are assigned to the student. If accommodations were recently added, they may not appear here right away, but will still be available to the student if they are in the student's profile before the student starts testing. Test Administrators not logging in to the Proctor Dashboard can see accommodations on the printed roster.

Item	Accom	Code
None	2	
None	1	

Mathematics:

- Text-to-Speech Text Only

# Proctor Dashboard: Progress vs. Health Columns

**Progress Column:** 'ADAM State.' Matches filter toggle (Not Started, In Progress, Submitted, Reseated). Best for determining who has successfully started any section (In Progress) or completely finished all sections (Submitted), or not attempted any section (Not Started)



**Health Column:** Helps the Proctor know if the student is interacting with the assessment in TestNav

Progress	Started Time	Health
Reseated	Feb 29th, 9:59:12 pm	Not Started
In Progress...	Feb 29th, 10:03:38 pm	Exited



# Health and Progress Statuses

## Progress Column – ADAM

- **Not Started** – The student has not logged in to TestNav at all.
- **In Progress** – The student has logged into the assessment. No action is needed by the Proctor.
- **Submitted** – The student has completed the final section and submitted the results.
- **Reseated** – The student has been reseated and will appear when filtering on 'In Progress'. The student has not yet logged back into the session. No action is needed by the Proctor.

## Health – TestNav State

Health helps the Proctor know if the student is interacting with the assessment.

- **Not Started** – The student has not logged into the assessment.
- **In Progress** – The student has logged into the assessment. The student has recently interacted with the assessment.
- **Submitted** – The student has completed and submitted the test.
- **Exited** – The student has exited TestNav or has been removed by the TA or STC. The student will need to be reseated by the before they can log in to the test again.
- **Resumed** – The student has resumed their test session after being reseated.



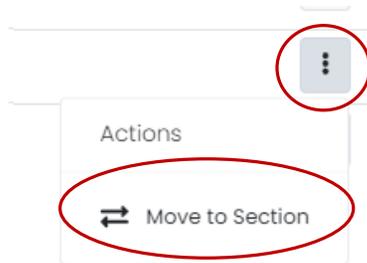
# Students Testing Out of Order & Makeup Testing

# Adjusting Order of Sections

**Scenario:** Student misses Day 1 of testing but you want them to start on section 2 with the rest of the class the next day.

**Action:**

Step 1: In the Proctor Dashboard at any time before the students signs in to TestNav, select 'Move to Section' in the Actions menu for the student.



## Step 2: Move Student to Desired Section

Move to Section

Students are either moving to the next section automatically or manually. Choose the section movement from the drop-down menu.

- Automated section movement - student(s) move naturally through the sections.
- Choose a specific section - student(s) will start in this section when they log into TestNav.

Sections

Select...

- Automated Section Movement
- Section 1 (Calculator)
- Section 1 (Non-Calculator)
- Section 2 (Calculator)**

By default, all students are assigned to 'Automated Section Movement'

To skip a student ahead to test the same content as their peers, select the section the student should start next. (This feature also applies to makeup testing when a student needs to take a section they missed earlier.)

When you manually change a section, it is reflected on the Proctor Dashboard for the student.

↔ Section 2

# Subsequent Sections for Manually Moved Students

Move to Section

Students are either moving to the next section automatically or manually. Choose the section movement from the drop-down menu.

- Automated section movement - student(s) move naturally through the sections.
- Choose a specific section - student(s) will start in this section when they log into TestNav.

Sections

Select...

- Automated Section Movement
- Section 1 (Calculator)
- Section 1 (Non-Calculator)
- Section 2 (Calculator)

Once you manually define which section a student should start in (on next login) the student will continue to log in only into that section until they are put back into to 'Automated Section Movement' or manually set to log in to another section.



## Student View When Placed in New Section

The student will see the same seal code screen as other students and can begin when the test administrator provides the seal code for the section.



# Makeup Testing

Students do not have to be put into a new proctor group for makeup testing; if not moved they can use the original test tickets.

If you plan on grouping students from different original proctor groups (but all within the same administration) into one room for makeup testing, it may be more convenient to move students into a new makeup proctor group and print credentials for the new group.

Prior to students starting their makeup, make sure they are moved to the correct section.

*To move students:*

1. Create the new group
2. Add the students to the new group (this will automatically move them out of the old group)
3. Print and distribute new test credentials (test code and proctor code **will be different**; seal codes are the same across all proctor groups within an administration)

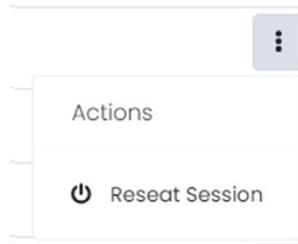
See also: *Proctor Group Quick Reference Guide*

# After Testing



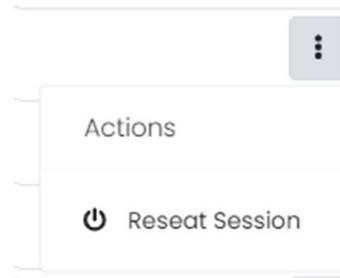
## Test Administrator Tasks: After Testing

- Each day, collect all secure materials and return them to the School Test Coordinator-designated location in the school
- Unlike last year, you don't need to unlock the next section, because students cannot access the next section without a seal code
- If using the Proctor Dashboard in ADAM, reseal students for the next section



## School Test Coordinator Tasks: After Testing

No need to unlock next section, but students need to be reseated before they can continue testing.





## Test Coordinator Tasks: After Testing: Collect Secure Materials

- Reminder to collect all secure testing materials and store them in the designated location in the school
- Complete Form to Return Secure Materials (see [Test Coordinator Manual Appendix I](#))
- Package and return secure materials as needed
  - Scorable materials must be returned by May 24
  - All nonscorable materials must be returned by May 31



## Scorable Materials List

See also: Section 5.2 of [\*DC CAPE 2024 Test Coordinator Manual\*](#)

- Used test booklets (grade 3)
- Used Answer documents (grades 4 – high school)
- Transcribed test booklets (grade 3)
- Transcribed answer documents (grades 4 – high school)



## Non-Scorable Secure Materials List

- Student testing tickets and rosters
- Any other documents that contain personally identifiable student information
- Seal codes
- Human Reader scripts
- Large print and Braille test booklets
- All used scratch paper
- All printed mathematics sheets that have been written on during testing
- Unused test booklets (including for absent students)
- Unused answer documents (grades 4–high school)
- Used test booklets (grade 3) and answer documents (grades 4–high school) that have been marked “Do Not Score”
- Used test booklets (grades 4–high school)

For details on what can be shredded locally versus what must be returned to Pearson, refer to Section 5.1 of the [DC CAPE 2024 Test Coordinator Manual](#)

# Student Experience

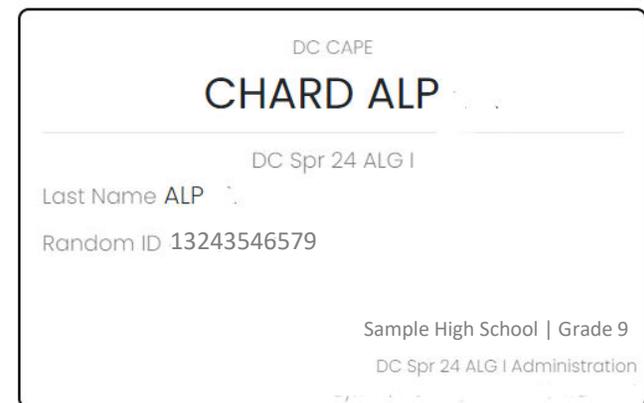
Almost the same as last year!



# What Do Students Need to Access TestNav?

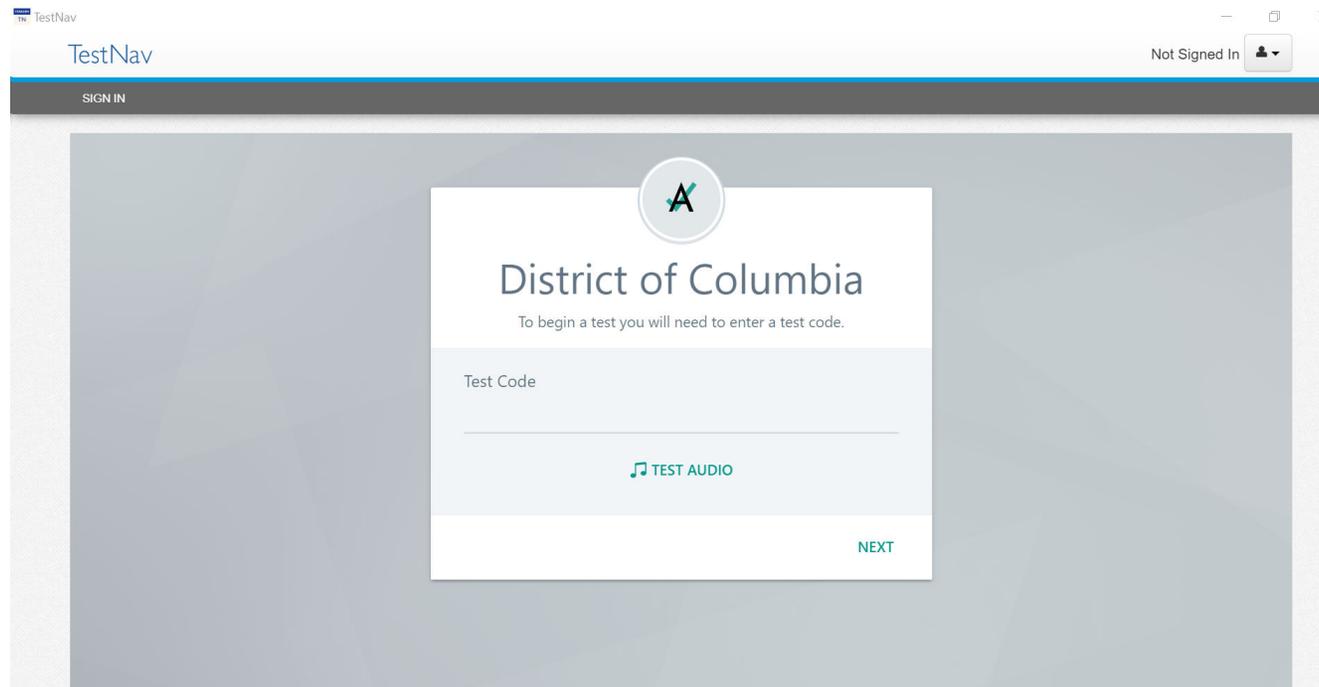
In order to access their assessment, students need:

- A test ticket for the correct assessment subject
- The seal code for the section
- A device with TestNav installed and set to the sign in screen



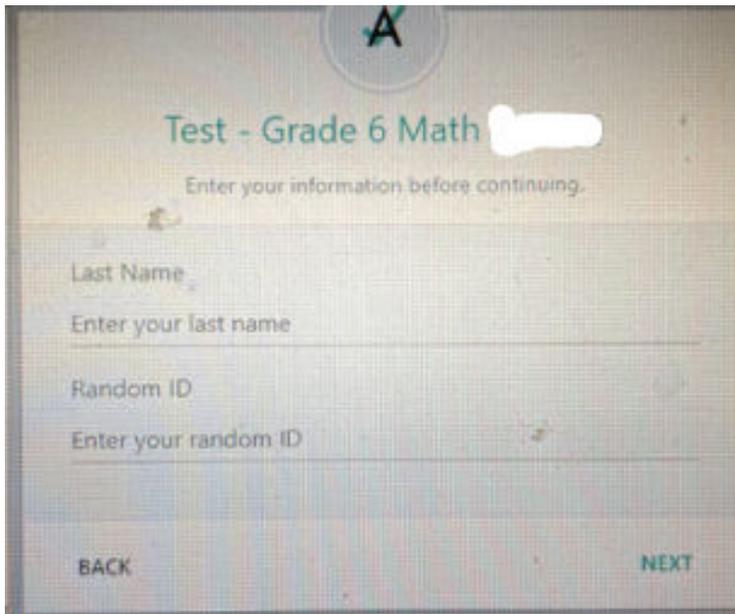
# Student Experience: Enter Test Code

Students input the credentials from their test ticket, starting with the Test Code.



The screenshot shows a web browser window with the TestNav logo in the top left and "Not Signed In" with a user icon in the top right. Below the browser window is a dark grey header with "SIGN IN" in white. The main content area has a light grey background with a central white box. At the top of the box is a circular logo with a stylized 'A'. Below the logo, the text "District of Columbia" is displayed in a large font, followed by the instruction "To begin a test you will need to enter a test code." in a smaller font. A light blue input field labeled "Test Code" is positioned below the instruction. Underneath the input field is a blue link with a music note icon and the text "TEST AUDIO". At the bottom right of the white box is a blue "NEXT" button.

## Enter Student Credentials

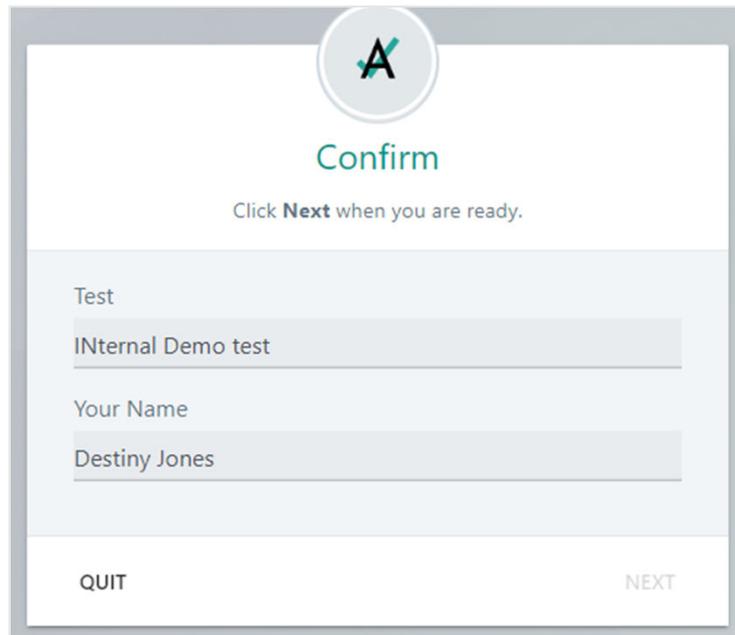


A screenshot of a student login interface. At the top, there is a circular logo with the letter 'A'. Below it, the text reads "Test - Grade 6 Math" followed by a white redaction box. Underneath, it says "Enter your information before continuing." The form has two input fields: "Last Name" with the prompt "Enter your last name" and "Random ID" with the prompt "Enter your random ID". At the bottom, there are two buttons: "BACK" on the left and "NEXT" on the right.

Students should enter their name exactly as it appears on their test ticket (e.g., no apostrophe if not on the ticket)

They should use the Random ID that is on the test ticket, NOT their Student ID

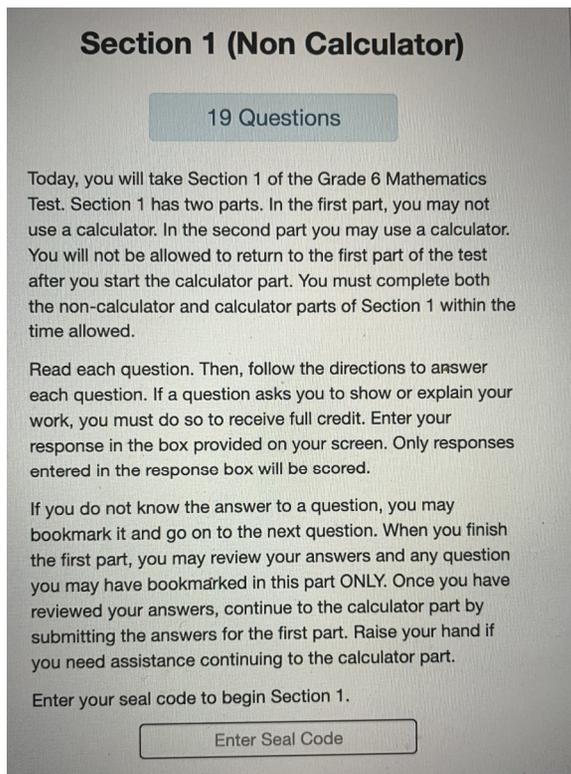
## Confirm Test and Name



A screenshot of a web-based confirmation dialog box. At the top center is a circular logo containing a stylized letter 'A'. Below the logo, the word 'Confirm' is written in a teal color. Underneath, the instruction 'Click **Next** when you are ready.' is displayed. The main content area has a light blue background and contains two input fields. The first field is labeled 'Test' and contains the text 'INternal Demo test'. The second field is labeled 'Your Name' and contains the text 'Destiny Jones'. At the bottom of the dialog, there are two buttons: 'QUIT' on the left and 'NEXT' on the right.

After clicking next the test will load.

# Student Enters Seal Code



**Section 1 (Non Calculator)**

19 Questions

Today, you will take Section 1 of the Grade 6 Mathematics Test. Section 1 has two parts. In the first part, you may not use a calculator. In the second part you may use a calculator. You will not be allowed to return to the first part of the test after you start the calculator part. You must complete both the non-calculator and calculator parts of Section 1 within the time allowed.

Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.

If you do not know the answer to a question, you may bookmark it and go on to the next question. When you finish the first part, you may review your answers and any question you may have bookmarked in this part ONLY. Once you have reviewed your answers, continue to the calculator part by submitting the answers for the first part. Raise your hand if you need assistance continuing to the calculator part.

Enter your seal code to begin Section 1.

Enter Seal Code

TA reads instructions to the students, then provides the seal code for students to enter. If a student accidentally exits and has to be reseated, they will have to reenter their credentials, but not the seal code.



## Navigating in TestNav

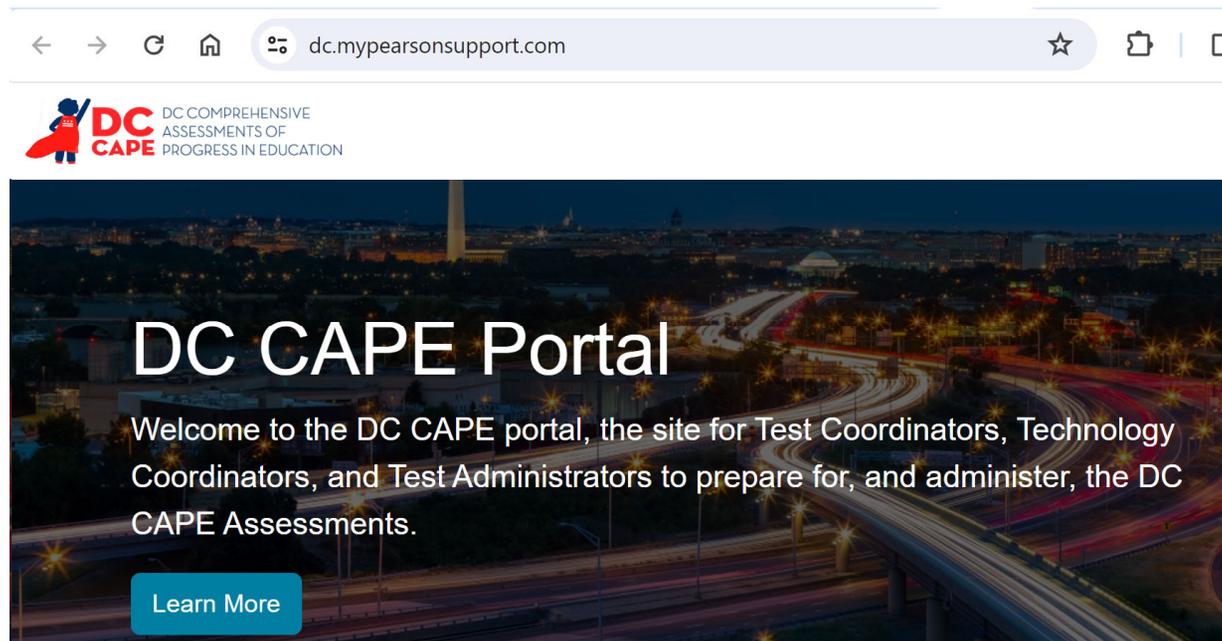
- TestNav includes the universal embedded tools available to all students, as well as any designated supports or accommodations as assigned to the students
- For details about navigation in TestNav, refer to [TestNav Online Support](#)
- Student should be sure to submit at the end of each section, and then sign out of TestNav



# Getting Help

# Pearson Support Portal

For issues that can't be resolved by the School Test Coordinators, Pearson Support links are on the Support Portal (<https://dc.mypearsonsupport.com/index.html>)



## Portal: Getting Help

Pearson Support Portal: <https://dc.mypearsonsupport.com>

### Contact Support

Monday - Friday

6:30 am - 7:30 pm (EST)

 (866) 688-9555

 Support Webform

### Dashboard

Select "System Status"  
to view the status of  
products and platforms.

 System Status



## When Contacting Support

Please communicate the following information:

- Is issue happening to one student or multiple students?
- Name of administration and proctor group
- Description of screen on which the issue first occurred
- Testing Device (Chromebook, etc.)
- Anything atypical that might be useful and seems applicable to the situation (student is testing sections out of order, student is new, student has different test and reporting schools, etc.)
- More guidance on troubleshooting is coming soon



Pearson