Proctor Group Quick Reference Guide

Audience: LEA Assessment Managers and School Test Coordinators

When to Complete: Once test administrations are available and after assignment tags have been added

This document covers:
- Creating proctor groups
- Editing proctor groups
- Troubleshooting bulk upload errors

About Proctor Groups

Test administrations are automatically assigned in ADAM for grades 3-8. Students in high school and advanced math courses (English I, English II, Algebra I, Algebra II, Geometry, Biology) need to have assignment tags added by the LEA. For each grade level and subject/course, test coordinators will be able to bulk or individually create student proctor groups (test sessions). Students will appear in a default 'unassigned' group and must be manually added into proctor groups to be assigned a test code and randomID to access the assessment. Proctor groups can be created for training administrations and "active" administrations.

Creating Proctor Groups: Individually

1. In ADAM, click on **Test Management > Administrations**
2. Search for the administration card needed and click on the kabob menu next to Proctor Groups, then click **View**
   a. Using the '**Filter**' button toward the top of the page will make searching for administrations easier. For spring 2026 assessments, the programs are "DC 26 ELA/Math Operational" and "DC 26 Science Operational".
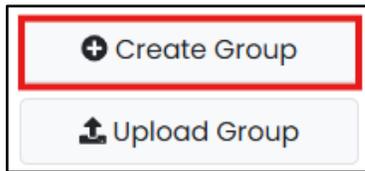
*Note: After selecting **View,** you will be brought to the proctor group management page for that assessment.
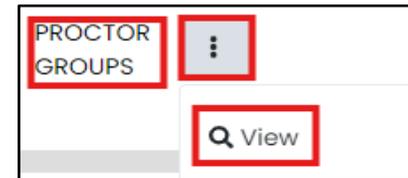
The top right of this page has the **View Unassigned** button. This allows you to easily manage students assigned to this assessment who need to be put into proctor groups.
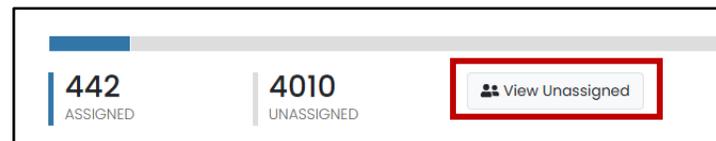
3. Click the **Create Group** button on the proctor group management page

4. On the Proctor Group Config page, complete the required information.
   a. Create a proctor group name using the required naming convention from Section 3.2.3 of the DC CAPE Test Coordinator Manual

Naming Convention	Sample Code
SUBJECT.grade/course.TAinitials.regular(R)/makeup (M)	ELA.04.AB.R
Lastname.Firstname	Doe.Jane

   b. Select your district
   c. Select your school
   d. Add students by clicking the **plus (+) symbol**
      i. Click the **plus (+) symbol** next to each student you want to add. You can search by name, identifier, or by additional filters
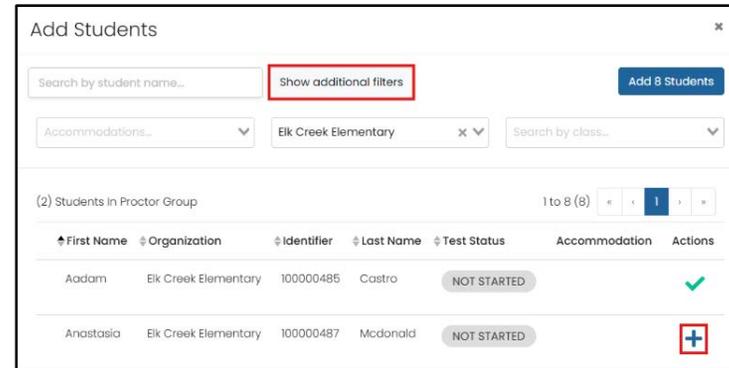

*Note: If a student has the student icon to the left of their name, it means they are in another proctor group. You can hover over it to see the name of the proctor group.

5. **Close** the add students window after selecting the **plus** sign next to each student you want to add to the group
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**
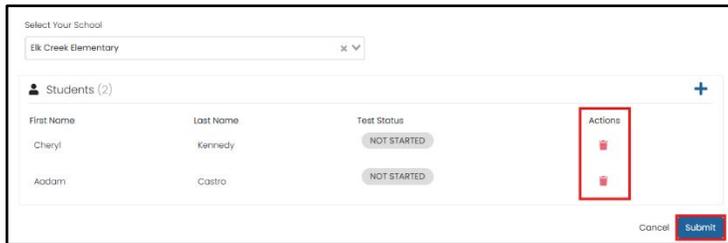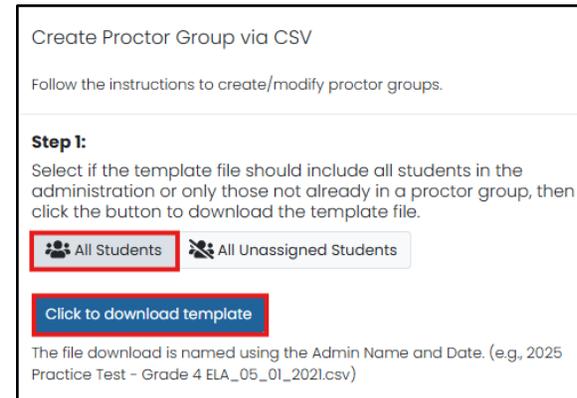
Creating Proctor Groups: Bulk

1. In ADAM, click on **Test Management > Administrations**
2. Search for the administration card needed and click on the kabob menu next to Proctor Groups, then click **View**
3. Click the **Upload Group** button
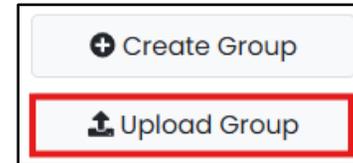
4. On the create proctor group via CSV page, select **All Students**. Press the **Click to download template** button.

5. Click the **Template History** button in the top right corner to open the template file generated
    a. Click on the button to download the template

6. Open the downloaded spreadsheet, fill columns H and I
   a. For column H, **testing_org_id** should have no spaces. This is the school where the student is testing
   b. For column I, **new_proctor_group_name** should follow the naming convention from Section 3.2.3 of the *DC CAPE Test Coordinator Manual*

G	H	I
existing_proctor_group_name	testing_org_id	new_proctor_group_name
2025 Practice Test - Algebra I (Version 3) Unassigned	SunshineMiddleSchool	ALG.08.SP.R
2025 Practice Test - Algebra I (Version 3) Unassigned	SunshineMiddleSchool	ALG.08.RF.R
2025 Practice Test - Algebra I (Version 3) Unassigned	SummervilleMiddleScho	

7. Once edits are complete, save the excel file to your device using '.csv' as the file type
8. Back on the create proctor group via CSV page, upload the locally saved file under Step 3 by selecting **Browse**
9. Confirm success by clicking the **Upload History** button in the top left corner

Name	No of Proctors	Status	Percentage
2025 Practice Test - Grade 3 ELA_01_08_2025.csv	6	Success	100

Troubleshooting Bulk Upload Errors

After you click upload, a green flag that reads "**Success Proctor Group import initiated**" will appear in the bottom right corner of the screen. Best practice is to view **Upload History** to see if your file successfully uploaded or failed. If it failed, click the download button to view the error messages in column J. This column in the spreadsheet will be labeled "Errors":

- Each row will tell you where to make corrections
- The only columns that should be updated are **testing_org_id** (column H) and **new_proctor_group_name** (column I)

H	I	J
testing_org_id	new_proctor_group_name	Errors
		Session not found
ee_S1	ELA.04.LL-demo1	Session ID is required
		Session not found
		Session not found