

Proctor Group

Audience: LEA Assessment Managers and School Test Coordinators

When to Complete: Once test administrations are available and after Assignment Tag Upload

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. Keep in mind that high school and advanced math courses (English I, English II, Algebra I, Algebra II, Geometry, Biology) are setup with assignment tags by the LEA. For each grade level and subject/course, test coordinators 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. Proctor groups can be created for training administrations and "active" administrations.

Create Proctor Groups: Individually

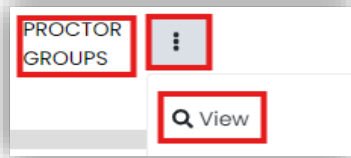
The Training Administrations use the practice tests which are also available in ADAM and on the [DC CAPE Support Portal](#) Use the practice tests in Training Administrations for an infrastructure trial. Training Administrations simulate creating proctor groups, administering tests from to test bandwidth, confirming TestNav is installed correctly, and detecting hardware issues, etc.

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

1. In ADAM, click on **Test Management > Administrations**

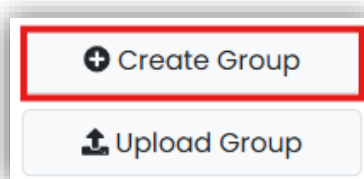
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- Find the administration card you are looking for and click on the kabob menu next to Proctor Groups, then click **View**



***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.

- Click the **Create Group** button



- On the Proctor Group Config page, create the **proctor group name** using the 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

- Select your District
- Select your School
- Click the **plus (+) symbol** and a pop-up window will open to begin adding students
 - Click the **plus (+) symbol** next to each student you want to add. You can search by name, identifier, or by additional filters

Add Students ✕



Search by student name... Show additional filters Add 8 Students

Accommodations... Elk Creek Elementary ✕ Search by class...

(2) Students In Proctor Group 1 to 8 (8) « 1 »

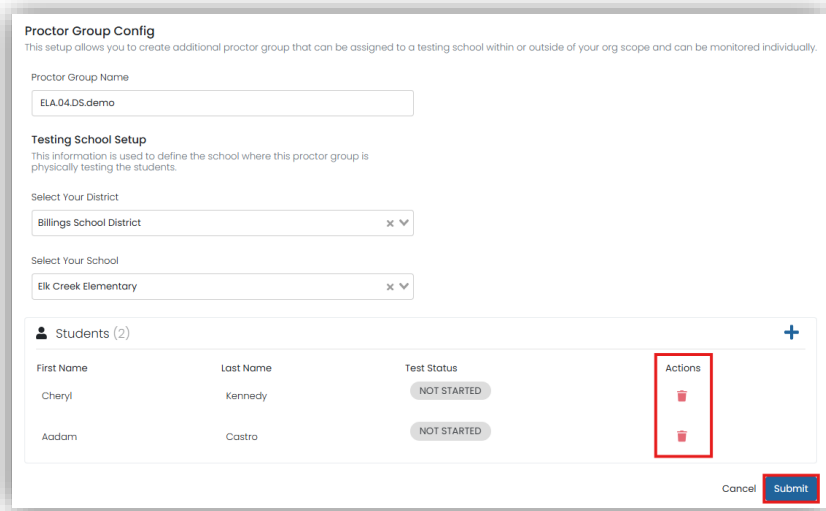
First Name	Organization	Identifier	Last Name	Test Status	Accommodation	Actions
Aadam	Elk Creek Elementary	100000485	Castro	NOT STARTED		✓
Anastasia	Elk Creek Elementary	100000487	Mcdonald	NOT STARTED		+
Cheryl	Elk Creek Elementary	100000489	Kennedy	NOT STARTED		✓



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	Brodie	Westbrigde Elementary	100000375	Mosley	EXITED	+
	Brooklyn	Westbrigde Elementary	100000378	Simon	NOT STARTED	+

***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



First Name	Last Name	Test Status	Actions
Cheryl	Kennedy	NOT STARTED	
Adam	Castro	NOT STARTED	

*Notes:

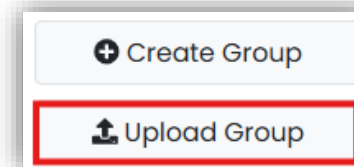
- The **Actions column** allows you to delete individual students from a proctor group. When

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**

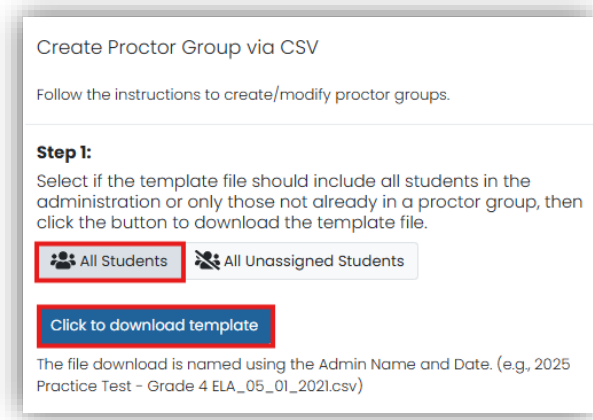
Create Proctor Groups: Bulk

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.

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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** 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 SummervilleMiddleSchool		

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

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