

# Practice Test Training Administration Guide

The purpose of this guide is to allow you to use the Training Administrations for secure practice tests in ADAM to simulate the structure and procedure of administering the Administrations starting March 31, 2025.

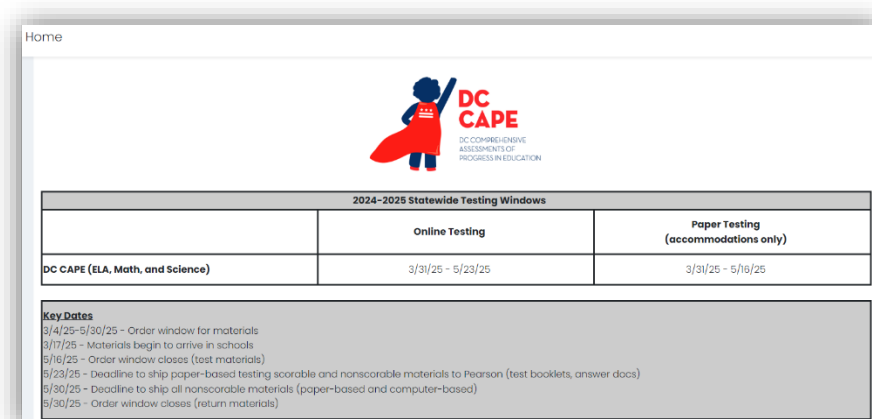
Refer to the DC CAPE Test Coordinator Manual (TCM) and Test Administrator Manual (TAM) for specific policies about test security, testing time, the checklist of tasks before, during, and after testing.

This guide will give instructions on how to:

- Log In to ADAM
- Explain Training Administration Card
- Proctor Group Creation
- Proctor Dashboard
- Student Experience

## What is ADAM?

- ADAM is the assessment platform used to manage the administration of DC CAPE assessments
- Students test using the TestNav platform



The screenshot shows the DC CAPE website interface. At the top, there is a 'Home' link and the DC CAPE logo, which includes a stylized figure in a red cape and the text 'DC CAPE' and 'DC COMPREHENSIVE ASSESSMENT OF PROGRESS IN EDUCATION'. Below the logo is a table titled '2024-2025 Statewide Testing Windows'. The table has three columns: 'Assessment', 'Online Testing', and 'Paper Testing (accommodations only)'. The row for 'DC CAPE (ELA, Math, and Science)' shows online testing from 3/31/25 to 5/23/25 and paper testing from 3/31/25 to 5/16/25. Below the table is a 'Key Dates' section with a list of dates and corresponding events.

2024-2025 Statewide Testing Windows		
	Online Testing	Paper Testing (accommodations only)
DC CAPE (ELA, Math, and Science)	3/31/25 - 5/23/25	3/31/25 - 5/16/25

**Key Dates**

- 5/4/25-5/30/25 - Order window for materials
- 5/17/25 - Materials begin to arrive in schools
- 5/16/25 - Order window closes (test materials)
- 5/23/25 - Deadline to ship paper-based testing scorable and nonscorable materials to Pearson (test booklets, answer docs)
- 5/30/25 - Deadline to ship all nonscorable materials (paper-based and computer-based)
- 5/30/25 - Order window closes (return materials)

## Log In

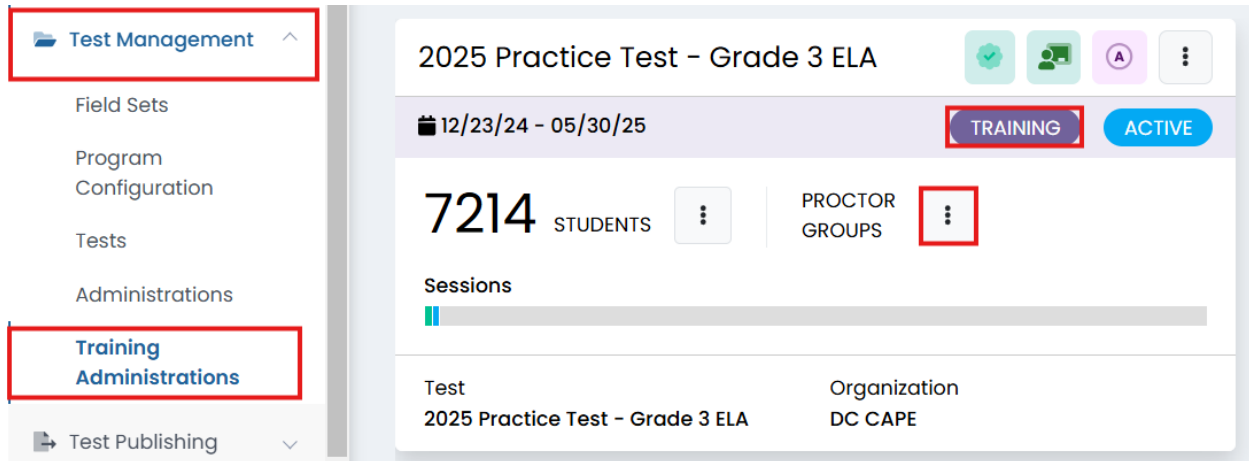
- Log in to ADAM for LEA Assessment Managers (LAM), School Test Coordinators (STC), Special Populations Coordinators (SPC), Test Coordinators (TC).
- **Once you receive a welcome email, you will gain access to log in**

- Log in credentials needed **username:** email address **password:** your creation

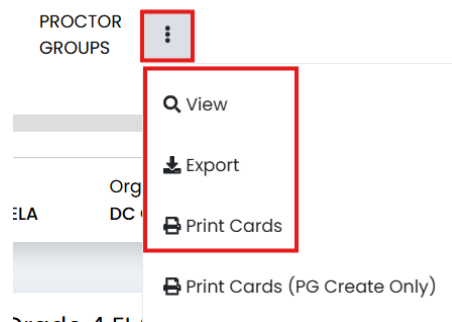
- Log in for Test Administrators
  - LAMs and STCs provide test administrator credentials that correspond to the assigned proctor groups
  - Log in credentials needed: **test code, proctor password**

## Training Administrations (Secure Practice Tests)

The training administrations house the gateway into secure practice tests to do infrastructure trials, walk through setting up proctor groups, and viewing the student experience.



- Click on Test Management in the left navigation menu
- Click on Training Administrations; notice the Training Administrations cards will appear to the right and they are identified by the purple “Training” marker
  - **Note:** The sessions bar will say “Click to load” and the student count and “A” icon will appear
- Click on the kabob menu next to Proctor Groups



- The menu will show:
  - View – get to the proctor group management page
  - Export- to export a spreadsheet with columns of
    - name – proctor group name
    - school – testing school
    - proctor first – the test administrator’s first name
    - proctor last – the test administrator’s last name
    - test code -test administrator log in credential
    - proctor password –test administrator log in credential
    - Seal Codes – seal codes for the test
  - Print Cards -print test administrator credential testing tickets with the same information on the export spreadsheet

## Click on View

The screenshot displays the '2025 Practice Test - Grade 3 ELA: Proctor Groups' interface. At the top left, there are three buttons: 'Create Group', 'Upload Group', and 'Create with Code', all highlighted with red boxes. To the right, a large number '7195' is shown under 'STUDENTS'. Below this, a progress bar shows '898 ASSIGNED' and '6297 UNASSIGNED', with a 'View Unassigned' button highlighted in red. A search bar and pagination controls are visible above a table of proctor groups. The table has columns for Name, Testing School, Students, Test Code, Proctor Pw, Test Progress, and Actions. Two rows are shown: 'KM - Test Group' and 'ELA.03.SP.test'. The 'ELA.03.SP.test' row has its name highlighted in red, and its Actions column contains three icons (Students, Proctor, Delete) also highlighted in red.

Name	Testing School	Students	Test Code	Proctor Pw	Test Progress	Actions
KM - Test Group	Golden Oak Grammar School	5	3XP337	CQYQAS	<div style="width: 100%; height: 10px; background-color: #28a745;"></div>	
ELA.03.SP.test	Little Valley Elementary	0	ECM667	XP3TT4	No Students	

Create proctor groups by referencing the Proctor Group Quick Reference Guide (link). When creating a group remember to use the Naming Convention shared in the TCM (link).

- View Unassigned -All students will begin in the Unassigned group
- Actions -in the actions column you have three options
  - Students -this is where you view students in a group, form type, edit the proctor group, and view Auth Fields (student login credentials)
  - Proctor -this is where you view the proctor dashboard
  - Delete- this will only appear if no students are in the proctor group and allow you to delete the proctor group
- Click the Proctor button to gain access to the proctor dashboard

- Test administrators will be prompted to enter their name

### Enter Proctor Information

Please Enter Proctor Name

Proctor First Name

Proctor Last Name

Cancel Save

Testing Information	Config Information	Actions
<b>Test:</b> 2025 Practice Test - Grade 3 ELA <b>Administration:</b> 2025 Practice Test - Grade 3 ELA <b>Proctor Group:</b> ELA.03.SP.test <b>Testing School:</b> Acadia Elementary	<b>Test Window:</b> 12/23/24 - 05/30/25 <b>Proctor Name:</b> <span style="border: 1px solid red; padding: 2px;">s.p</span> <b>Kiosk Only:</b> No	<b>Test Code:</b> ASRZGH <b>Proctor Password:</b> MGPBCN <b>Seal Code(s):</b> Seal Code 1: 4383 Seal Code 2: 8807 <span style="border: 1px solid red; padding: 2px;">Print Cards</span>

All 3
Not Started 0
In Progress 1
Paused 0
Submitted 1
Needs Attention 0
Exited 1

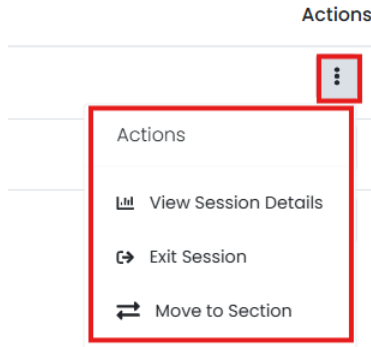
Group Actions: ↺ ↻ ✖ 🔌

Search...											
Tester	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
Alex Arroyo	100000776	Acadia Elementary	Jan 31st, 3:57:49 pm	<span style="border: 1px solid #0056b3; padding: 2px;">▶▶</span>	RESET	Section 1	0% Answered				⋮
Ava Barron	100000790	Acadia Elementary	Jan 31st, 3:31:49 pm	<span style="border: 1px solid #0056b3; padding: 2px;">▶▶</span>	EXITED	Section 1	15% Answered	00:20:37			⋮
Rebekah Bradshaw	100000772	Acadia Elementary	Jan 31st, 3:58:58 pm	<span style="border: 1px solid #0056b3; padding: 2px;">▶▶</span>	SUBMITTED	Section 2	100% Answered	00:01:48			⋮

Test administrators can monitor testing progress. School Test Coordinators can print cards (student testing tickets).

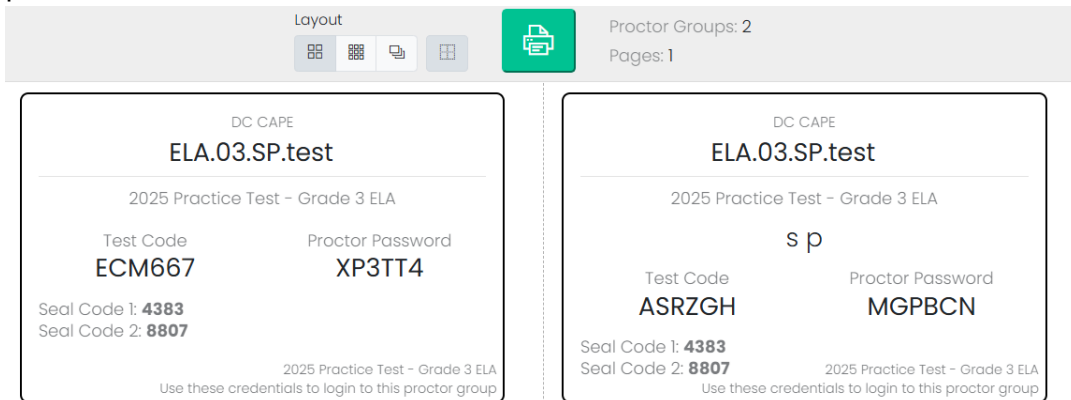
- Actions column



- View Session Details -shares which sections have seal codes, the start /end times of the session, current section, and current item
- Exit Session/Reseat Session- these may show depending on if the student has been reseated or exited
- Move to Section -if the student needs to be moved manually to a specific session or if the student needs to be placed back to automated section movement (commonly used for makeup testing)

### Print Cards from Training Administration Card

- School Test Coordinators print cards (credentials needed to administer and proctor the test)



## Select a School ✕

Select the school you will print student admin cards for.

Acadia Elementary

Little Valley Elementary

For student print cards a pop-up will ask School Test Coordinators to select a school.

Choose Proctor Groups- allows the option to view/print only one or many proctor groups.

Layout

Grouping ! Sequential Stacked

Choose Proctor Groups

Proctor Groups: 2  
Pages: 7

Page 1

DC CAPE

Owais Bullock

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2025 Practice Test - Grade 3 ELA

Last Name **Bullock**

Random ID 2629070598

2025 Practice Test - Grade 3 ELA  
Grade 03

DC CAPE

Macauley Calhoun

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2025 Practice Test - Grade 3 ELA

Last Name **Calhoun**

Random ID 4493369301

2025 Practice Test - Grade 3 ELA  
Grade 03

Select the proctor group you want to print and click OK

## Choose Proctor Groups ✕

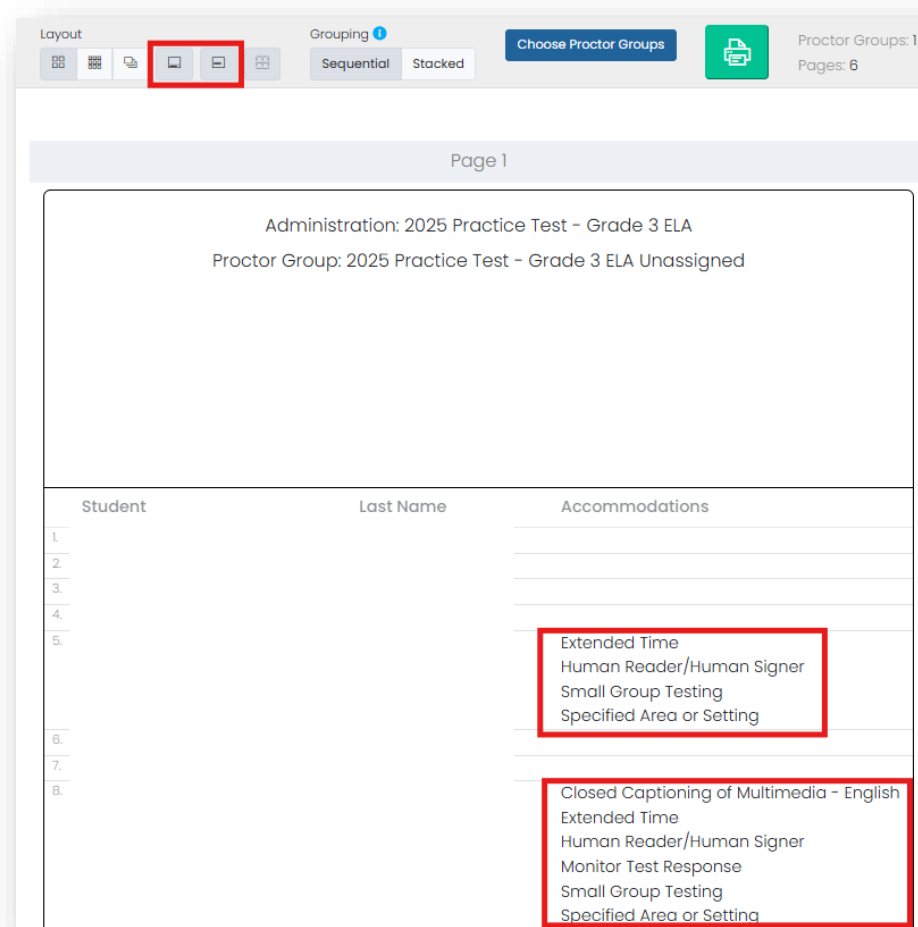
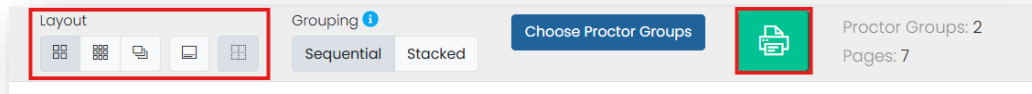
Toggle All

2025 Practice Test - Grade 3 ELA Unassigned	(48) <input type="checkbox"/>
ELA.03.SP.test	(3) <input checked="" type="checkbox"/>

OK

Use the layout buttons below to view how you want them printed then click the green printer button

**Note:** The fourth toggle button will show the test code, proctor password, student name and accommodations in list format, but does not include the randomID needed for students to take the assessment.

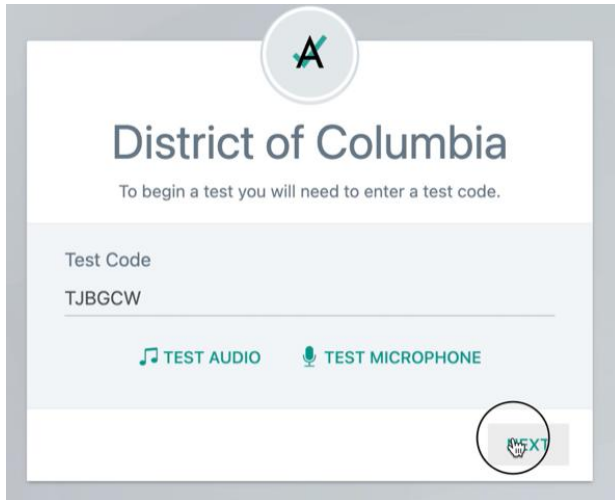




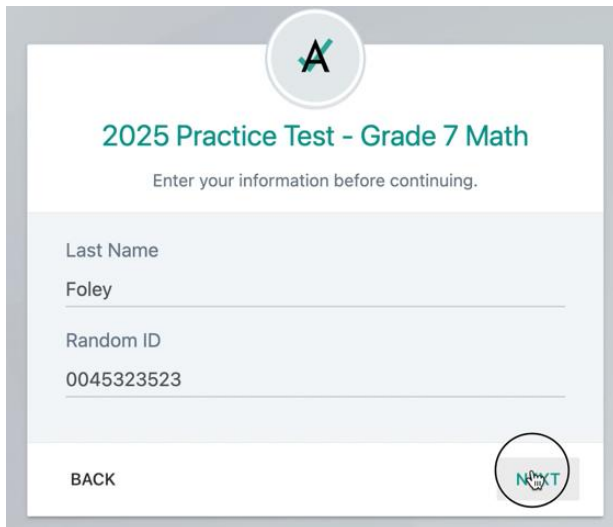
## Student Experience

Student Log In:

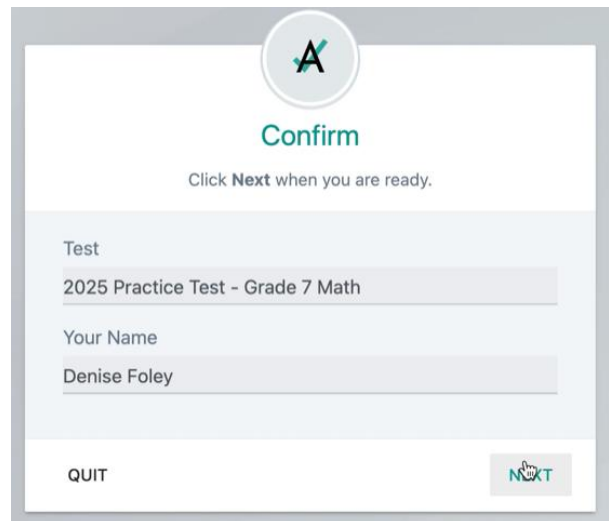
When logging into TestNav, students will need Test Code, Last Name, and RandomID to gain access.



A circular logo with a stylized 'A' is at the top center. Below it, the text reads "District of Columbia" and "To begin a test you will need to enter a test code." There are two input fields: "Test Code" containing "TJBGCW" and "TEST AUDIO" with a speaker icon, and "TEST MICROPHONE" with a microphone icon. A "NEXT" button with a hand cursor is in the bottom right corner.



A circular logo with a stylized 'A' is at the top center. Below it, the text reads "2025 Practice Test - Grade 7 Math" and "Enter your information before continuing." There are two input fields: "Last Name" containing "Foley" and "Random ID" containing "0045323523". A "BACK" button is in the bottom left corner, and a "NEXT" button with a hand cursor is in the bottom right corner.

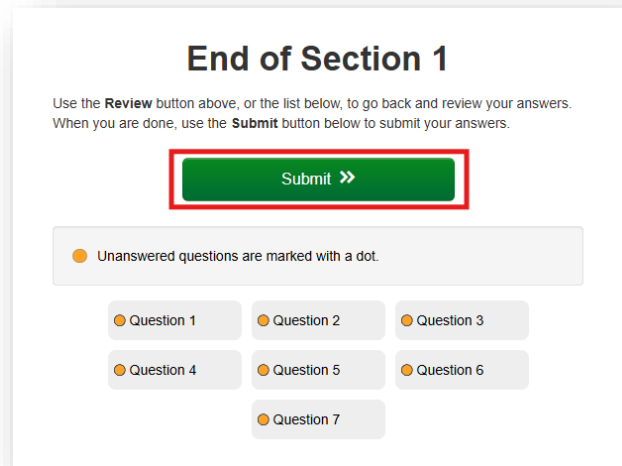


A circular logo with a stylized 'A' is at the top center. Below it, the text reads "Confirm" and "Click Next when you are ready." There are two input fields: "Test" containing "2025 Practice Test - Grade 7 Math" and "Your Name" containing "Denise Foley". A "QUIT" button is in the bottom left corner, and a "NEXT" button with a hand cursor is in the bottom right corner.

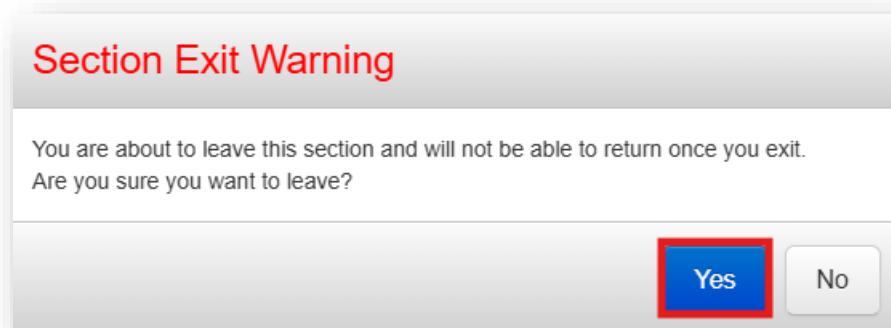
Student Log Out:

After each section students will need to log out correctly:

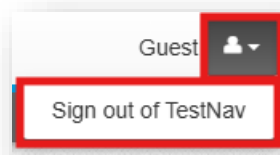
1. Click the review button at in the top navigation and select 'End of Section' ;  
Click Submit



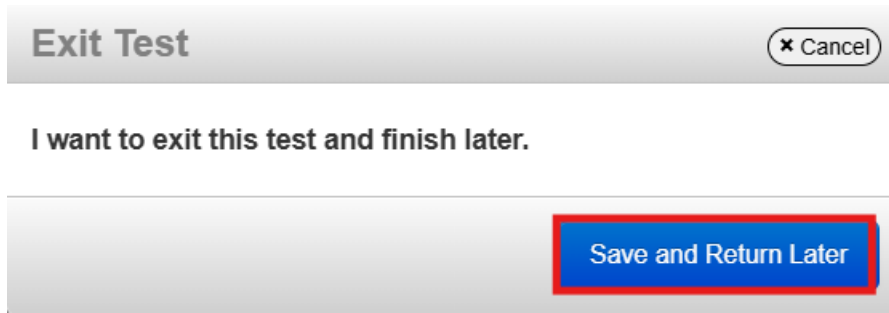
2. In the "Section Exit Warning" pop-up window; Click Yes



3. In the top right corner (student name) click the dropdown ; Click "Sign out of TestNav"



4. In the "Exit Test" pop-up window; Click Save and Return Later



**Note:** *In the Proctor Dashboard the student test status will be 'Exited'. If this is the end of the test and they have submitted all sections it will show as 'Submitted'. All tests will be auto-submitted after the testing window closes.*