



DC Interim Proctor Group Quick Reference Guide

Audience: LEA Test Coordinators (LTCs), School Test Coordinators (STCs), and Teachers

This document covers:

- Creating proctor groups individually and by bulk upload for LTCs and STCs
- Creating proctor groups from Classroom for Teachers
- Editing, verifying, and troubleshooting proctor groups

About Proctor Groups

Pearson sets up the administrations (test assignments) in ADAM. Each assessment is scheduled to eligible students at the school in a default

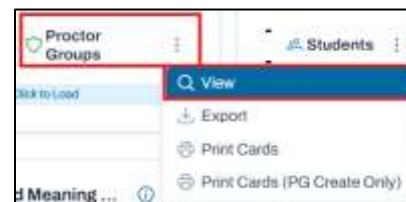
Unassigned group. Students must be added to a proctor group (test session) before they receive the test code and print-card credentials needed to access the assessment. LTCs and STCs can create groups individually or by bulk CSV upload from **Test**

Management > Administrations. Teachers create proctor groups on the fly from **Classroom**; this teacher workflow is specific to interim testing.

Create Proctor Groups Individually (LTCs and STCs)

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

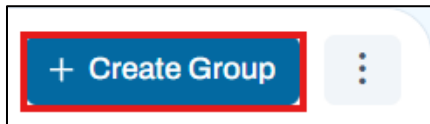
1. In ADAM, click on **Test Management > Administrations**
2. Find the administration card you are looking for and click on the kabob menu next to Proctor Groups, then click **View**



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***Note:** On the Proctor Group management page in the top right of the screen, the **View Unassigned button** has all students assigned to this assessment who need to be put into proctor groups. If new eligible students register at the school, they will appear here too.

3. Click the **Create Group** button



4. On the Proctor Group Config page, enter a unique **proctor group name**. Interim assessments do not require the summative naming format. Use a consistent name that matches the class in the school's student information system (SIS), with useful details such as grade, subject, teacher, and period. Example: **Gr3-ELA-Smith-P2**. Do not include student names or other personally identifiable information.
 - a. Select your District
 - b. Select your School



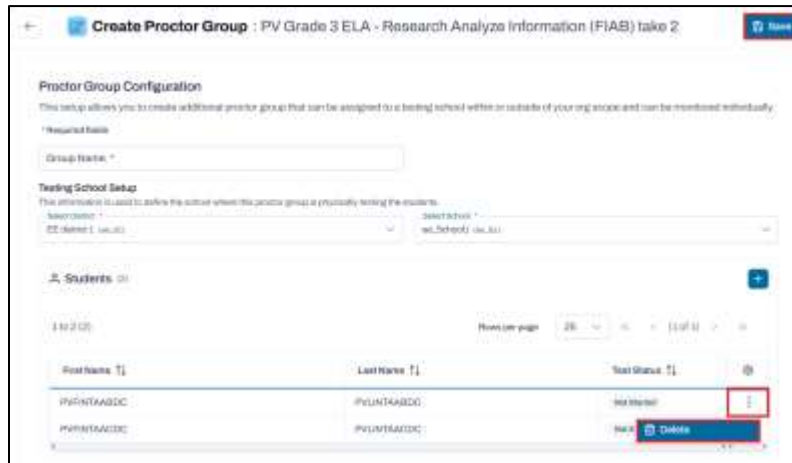
- c. Click the **plus (+) symbol** and a pop-up window will open to begin adding students
 - i. Click the **plus (+) symbol** next to each student you want to add. You can search by name, identifier, or by additional filters

First Name T1	Last Name T1	Identifier T1	Organization T1	Status T1	Accommodations T1	
JL PVFINTAABDC	PV/LINTAABDC	222222223	PI PV INT Sch 23	Not Started		+
JL PVFINTAACDC	PV/LINTAACDC	222222224	PI PV INT Sch 23	Not Started		+
JL PVFINTAADDC	PV/LINTAADDC	222222225	PI PV INT Sch 23	Not Started		+
JL PVFINTAAEDC	PTAAEDC	222222226	PI PV INT Sch 23	Not Started		+
JL PVFINTAAEDC	PTAAEDC	222222226	PI PV INT Sch 23	Not Started		+
JL PVFINTAAEDC	PTAAEDC	222222226	PI PV INT Sch 23	Not Started		+
JL PVFINTAAEDC	PTAAEDC	222222226	PI PV INT Sch 23	Not Started		+
JL PVFINTAAEDC	PTAAEDC	222222226	PI PV INT Sch 23	Not Started		+

***Note:** A student icon to the left of a student's name means the student is already in another proctor group. Hover over the icon to see that group's name. Adding the student to the new group moves the student out of the previous group.

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5. **Close** the Add Students window
6. On the Proctor Group Config page click **Save** at the top of the screen

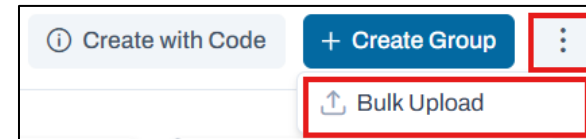


*Notes:

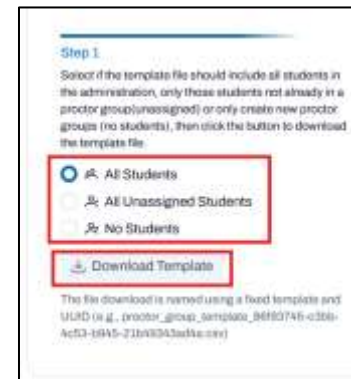
- Use the **Actions** column to remove an individual student from a proctor group.
- When a proctor group is empty, the delete option appears on the proctor group management page.
- Return to the Proctor Group Config page by selecting **Edit** in the Actions column or **Edit Proctor Group** in the student section.
- Renaming a group does not change student test assignments or data.

Create Proctor Groups by Bulk Upload (LTCs and STCs)

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 kabob menu and the **Bulk Upload** 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 download the template



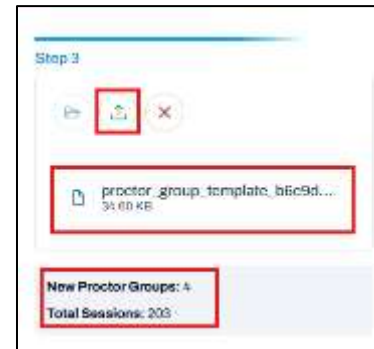
and then open the file

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6. On the Create Proctor Group via CSV page, follow **Step 2** to fill in the spreadsheet
 - a. In column H, **testing_org_id** must contain the correct three- or four-digit school organization number with no spaces (for example, 408 or 3369).
 - b. In column I, **new_proctor_group_name** should use the school's consistent naming convention. A class name from the SIS is recommended.
 - c. Save the completed file as a **.csv** file without changing or removing the template headers.
 - d. If a validation fails, check for missing or misspelled headers, an incorrect organization number, spaces in **testing_org_id**, or a non-.csv file.

G	H	I
group_name	testing_org_id	new_proctor_group_name
Research Analyze Information (FIAB) take 2 Unassigned	408	className.03.demo1
Research Analyze Information (FIAB) take 2 Unassigned	408	className.03.demo2
Research Analyze Information (FIAB) take 2 Unassigned	3369	className.03.demo3
Research Analyze Information (FIAB) take 2 Unassigned	3369	className.03.demo4

7. Follow **Step 3** to upload the modified file.
Validate that the number of proctor groups being created matches your expectation before continuing.



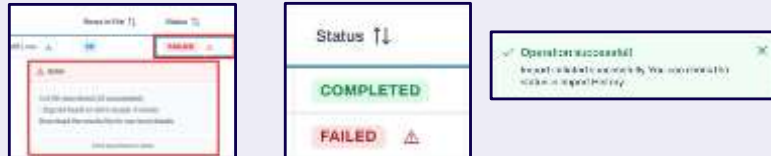
8. Click **Upload History** in the top-right corner and confirm the upload status is **Completed** at 100%. Spot-check the resulting groups and student assignments.



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Troubleshooting

Proctor Groups: Bulk Upload – Troubleshooting (Non- Teachers)



When uploading proctor groups in ADAM, the system conducts a validation on files before it allows you to upload them. Common reasons for failure are:

- Headers being misspelled or missing
- Invalid org input – when placing the testing_org_id make sure it is the correct 3 or 4 digit school organization number (ex. 408 or 3369)
- Uploading a non-csv file. The template file downloads as csv therefore saving the file as -.csv is ideal

Create Proctor Groups (Teacher Role)

For each grade level/course and subject, teachers will be able to:

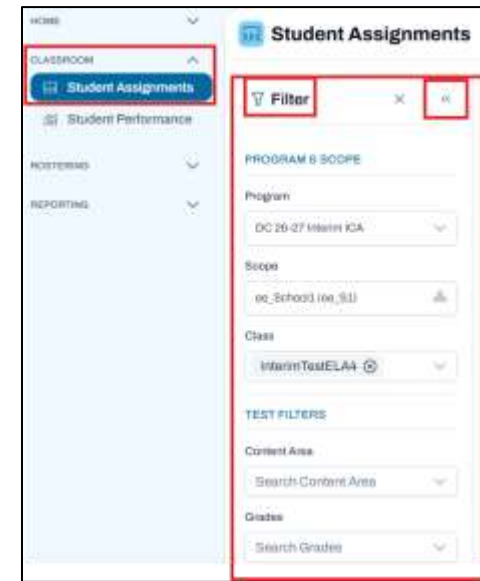
- Create a proctor group
- Print/view print cards (test ticket)
- View the proctor dashboard
- View students as they log in and take assessments

Each class with teachers and students enrolled appears in **Classroom**. The teacher selects an interim assessment from the ICA, FIAB, or IAB program and creates a proctor group on the fly. Teachers may also reopen a previously created group to add or move students. This workflow is specific to interim testing;

summative proctor groups are managed by test coordinators.

1. Start at the **Classroom**

- Select Student Assignment



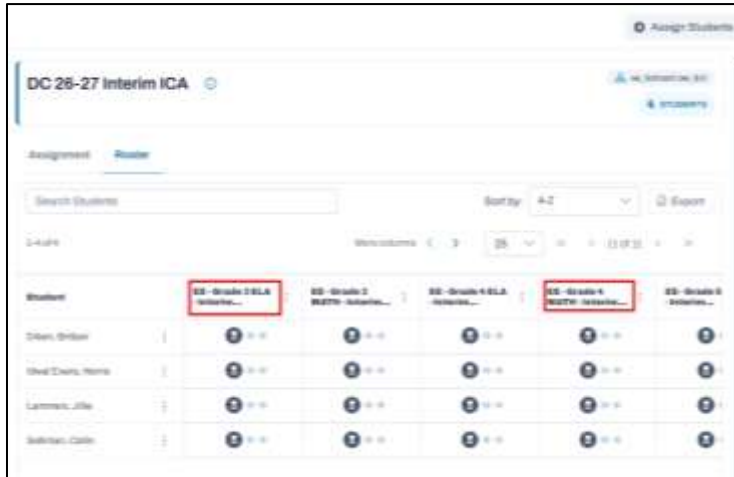
- Use the filters to choose between the ICA, FIAB, or IAB programs

2. Select the desired Program from the dropdown

- ***Note:** Choose which tab view from Assignment to Roster to see a list or vertical scroll format of the assessments assigned

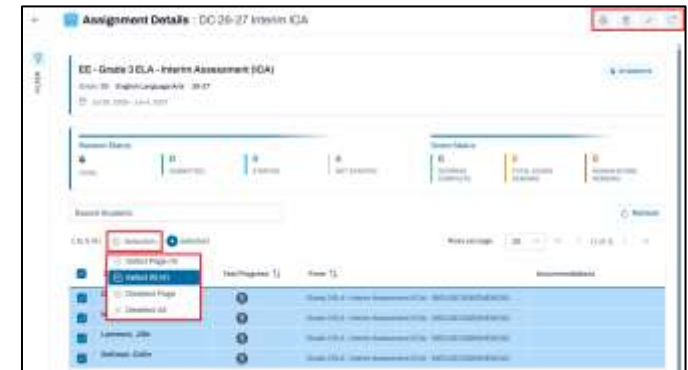
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- Click on the assessment name to view the **Assignment Details**



- On the **Assignment Details** screen, the top right navigation, shows **Print Cards, Proctor, Apply Scores, & Refresh** buttons
 - As you scroll down, you can view the students in your class. When teachers are ready to assess students:
 - Click **Print cards** to access the Student's Random ID and Last Name (needed for student login to TestNav)

- Select your student(s) checkbox and click the **Proctor** button to access the Proctor Dashboard



- After selecting students and clicking **Proctor**, enter a proctor group name and click **Proctor Selected Students**.

***Note:** The View Proctor Groups button takes you to the proctor group management page to revisit past session details, proctor more students within the same group, or access the proctor dashboard for a specific group

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- When the Proctor Dashboard opens, provide students with the test code. Use the dashboard to monitor status and progress and to reseal students when needed.

***Note:** The proctor group can be edited to add or subtract students who need to be moved or who were not tested

