

Options for Eligibility Proctoring

Audience: District and school-based test coordinators

This document explains the options for putting students into proctor groups (test sessions) for an administration that uses the Eligibility method, as well as the steps required for each option. It includes how to print student test tickets and view a list of students assigned to a specific accommodation.

With the using Eligibility scheduling method, once administrations are scheduled, all eligible students are placed into one default 'unassigned' proctor group per assessment. In order for students to test, they must be assigned to a new proctor group, typically split out by the classroom or other room in which the students are testing. There are three options for doing this. This document explains each method so you can make the best choice for your local practices.

Eligibility-based administrations allow students to be put into a proctor group as long as they meet the criteria used to schedule the administration, e.g., grade 3 or enrollment in an Algebra course. It doesn't matter if they have multiple enrollments meeting the criteria. Note that for all methods, students must meet the eligibility criteria in the data in order to access the test.

What are the Options for Creating Proctor Groups?

You can mix and match methods, but be aware that if a student is assigned to a specific proctor group, that is the test code they must use to access their test. If more than one person will help proctor a

group of students, they can share the same proctor code. With all three of these methods, no login to ADAM with user credentials is required by the proctor, they only need the proctor code and test code provided by the school test coordinator. Educators can log in via their personal credentials later to view results.

Option 1: Proctor Creates Sessions

In advance of test day, the school-based test coordinator should provide the 'Proctor Group Creation Login' credential for the appropriate assessment to each proctor, as well as test tickets or another document that contains the student identifiers. When ready to begin, each proctor will create their session 'on the fly' to open the Proctor Dashboard containing a unique test code for that room that can be posted where students can see it. They will also distribute the test tickets if needed. As each student enters TestNav with their credentials, the student names will appear in the Proctor Dashboard.

Considerations: This is the easiest method for the test coordinator, but they should be sure to communicate to proctors if any students in the class have been assigned to a pre-created group, for example, to have an interpreter read in the student's native language. They'll also need to sort and distribute test tickets if students don't know the identifier on the test tickets (which is not always the Student ID depending on how the data is provided to Pearson). Proctors will not see a list of students in the Proctor Dashboard ahead of time, and therefore won't be able to confirm accommodation assignment.

Option 2: Test Coordinator Pre-Defines Proctor Groups

The test coordinator can pre-define the proctor groups, distribute proctor and test codes to each proctor, as well as test tickets if the students won't know their identifier. As with Option 1, the student names will only appear when the students sign in to their test.

Considerations: This allows for uniform naming of groups and fewer steps for proctor. The test tickets will only have student identifier and won't be sorted by class. Proctors will not see a list of students in the Proctor Dashboard ahead of time.

Option 3: Proctor Add Students to Pre-Defined Groups

In addition to pre-defining the groups with Option 2, the test coordinator can optionally define which students should be in each proctor group ahead of time so that test tickets can be pre-printed with both student identifier and the test code to be used. Pre-defining groups also allows the proctor the ability to print the test cards from the Proctor Dashboard ahead of time. Proctors will be able to confirm the list of students and see what accommodations are assigned to each student.

Considerations: With a very large school that has lots of students in the 'Unassigned proctor group', assigning students to specific classes may be time-consuming, especially in high schools as eligibility spans multiple grade levels. Using Option 1 or 2 may be an easier method to assign the majority of students, but the test coordinator can still assign some students to special groups as needed, such as for read aloud or instructions in another language.

Creating the Proctor Groups

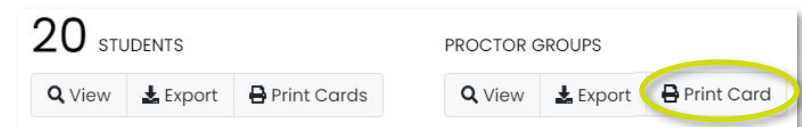
Once you have determined which option(s) you will use, follow the instructions in this section on what needs to be created and distributed to proctors.

School-Based Test Coordinator Steps for Option 1: Proctor Creates Sessions

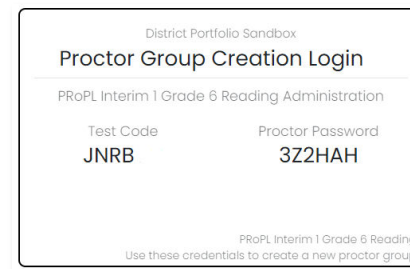
Review the overview of Option 1 on the previous page.

To locate the proctor group creation cards:

1. Log in to ADAM
2. Go to **Test Management > Administrations**
3. Choose an administration card
4. Under Proctor Groups, click **Print Cards**



5. Print or download the Proctor Group Creation Login card



Example Proctor Group Creation Login card. These codes should be handled securely. This is **NOT** the test code students will use.

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- Repeat for all tested grade levels/content areas at your school
- Provide each proctor:
 - Proctor Group Creation Login card
 - URL (will be either <https://ltr.adamexam.com/#/proctor> or <https://adamexam.com/#/proctor>)
 - Test tickets (see pg. 5 for details)
 - A list of any students in the classroom who should test in a separate proctor group

School-Based Test Coordinator Steps for Option 2: Test Coordinator Pre-Defines Proctor Groups

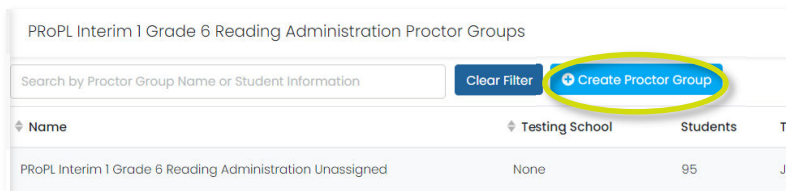
Review the overview of Option 2 on the previous page.

To locate the proctor group creation cards:

- Log in to ADAM
- Go to **Test Management > Administrations**
- Under Proctor Groups, click **View**

Note that the one default 'Unassigned' group has a test code, but this is intended only for proctors creating their own groups and will NOT work for students.

- Click **Create Proctor Groups**



- Enter a Proctor Group Name
Consider a naming convention that includes the teacher name and will enable you to easily scan the list of proctor groups to track administration progress.

Proctor Group Config
This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name
G6 Reading Fall_Jones_p4

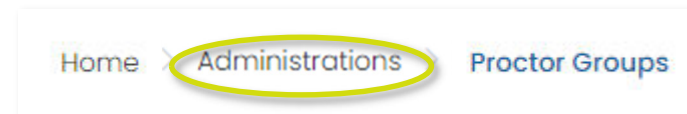
Select Your District
Central City School District

Select Your School
Maple Elementary

Students (0) +
None

Cancel Submit

- Select your district and school
- Click **Submit**
- Repeat as needed to create other proctor groups
- When finished creating groups, in the upper right, click **Administrations**



- Create proctor groups as needed for all tested grade levels and content areas at your school

Options for Eligibility Proctoring

11. On each administration card, click **Export**

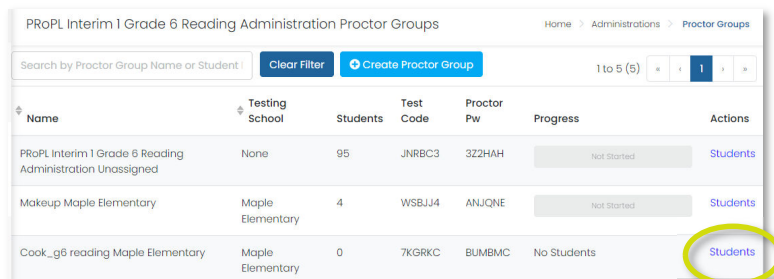


12. Share the following with proctors:

- Proctor code
- Test code
- URL (will be either <https://ltr.adamexam.com/#/proctor> or <https://adamexam.com/#/proctor>)
- Test tickets (see pg. 4 for details on printing)
- A list of any students in the classroom who should test in a separate proctor group

School-Based Test Coordinator Steps for Option 3: Add Students to Pre-Defined Proctor Groups

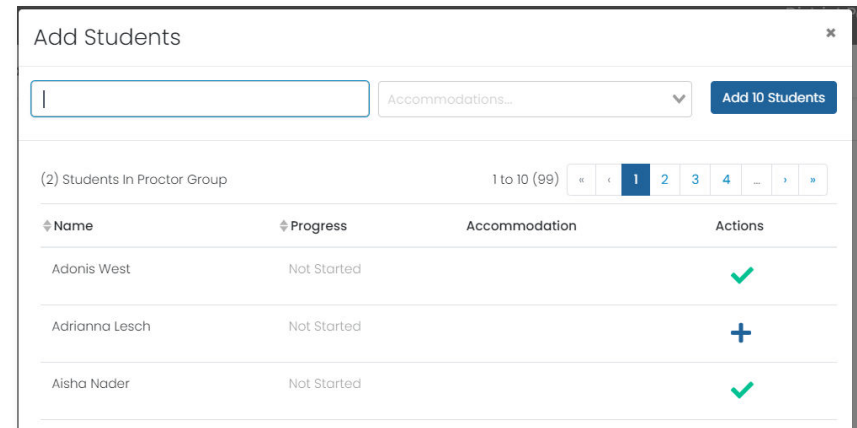
Follow the steps for Option 2, except on Step 5, also add students to each group. Each student can only be assigned to one proctor group.



| Name | Testing School | Students | Test Code | Proctor Pw | Progress | Actions |
|---|------------------|----------|-----------|------------|-------------|----------|
| PRoPL Interim 1 Grade 6 Reading Administration Unassigned | None | 95 | JNRBC3 | 3Z2HAH | Not Started | Students |
| Makeup Maple Elementary | Maple Elementary | 4 | WSBJJ4 | ANJQNE | Not Started | Students |
| Cook_g6 reading Maple Elementary | Maple Elementary | 0 | 7KGRKC | BUMBMC | No Students | Students |

Note: If groups are already created, in the proctor group list, click **Students** next to the group that needs to have students added, and then click **Edit Proctor Group**.

Once on the Add Students page, click the plus sign next to each student to add. You can search by student name, filter by accommodation, add all students on the page, and navigate to additional students. Click **Close** when finished.



Sample Add Students page.

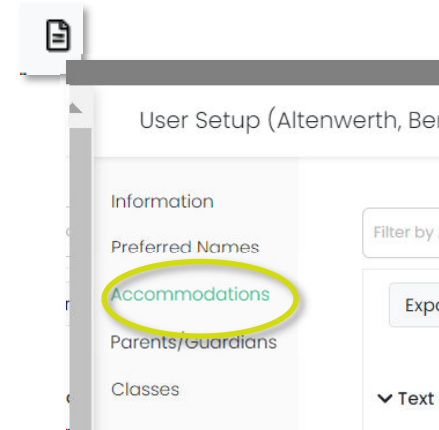
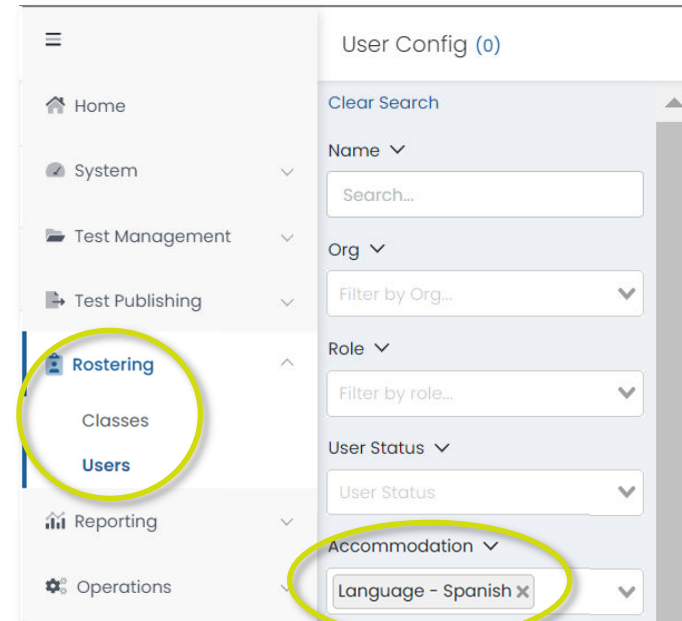
Printing Test Tickets

What student identifier students will need to enter will depend on how your district's roster data was provided. You will be able to see what is being used (e.g., Student ID, email, etc.) on a student test ticket. Whether or not the test code and proctor group appear depend on the proctor group creation method.

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View a List of Students by Accommodation

Depending on how your use role is configured, you may have access to Rostering > Users. If so, you can filter by accommodation.



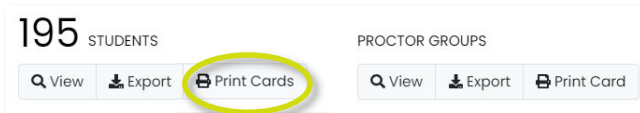
For a student, click the Edit or Read-only icon to view student detail. If Accommodations are available, can see assignments by profile.



In this example, Arne has a test code and the name of his proctor group on the bottom right. Wallace will get his test code when the proctor creates a session for his room, which is why only his grade is indicated rather than a proctor group.

To print test tickets:

1. Go to **Test Management > Administrations**
2. On an Administration Card under Students, click **Print Cards**



3. Select the **Layout** (2x4, 3x6, or 1 per page)
4. If students were pre-assigned to proctor groups using Option 3, you can opt to include title pages for each proctor group to provide a roster for the proctor
5. Select whether to include borders (guides for cutting)
6. Select the Grouping, sequential or stacked
7. Click **Choose Proctor Groups**, select the proctor groups you want to print, and then click **OK**
8. Click the **Print** icon to print the cards