

School-Based Test Coordinator Tasks (Eligibility Scheduling Method)

Audience: School-based test coordinators

In PProPL, administrations are already scheduled for you into one default 'unassigned' proctor group per assessment using the Eligibility scheduling method. 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. It also provides instructions for printing test tickets, identifying students with accommodations and tracking administration.

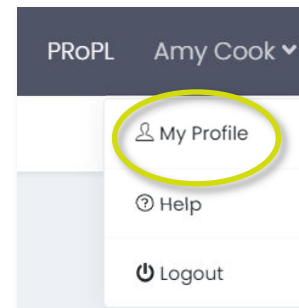
See also: *PProPL Administration Guide, Accessibility and Accommodations for the PProPL Guide* (these guides can be found in the [PProPL Portal Resources](#) section which is linked from the ADAM home page)

Eligibility-based administrations allow ADAM* users with a student role 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. This means that off-grade testing is not supported.

*ADAM is the platform that houses the administrations, proctoring and reporting.

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, only the proctor code and test code provided by the school test coordinator. Educators can log in via their personal credentials later to view results.



School-based test coordinators will log in to ADAM via Launchpad to manage administrations and must have the 'School Admin' user role in ADAM to perform these tasks. To confirm, check in My Profile. Alert your district test coordinator if you do not have this role.

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

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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.

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: Add Students to Pre-Defined Proctor 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.

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 a make-up proctor group.

Creating the Proctor Groups

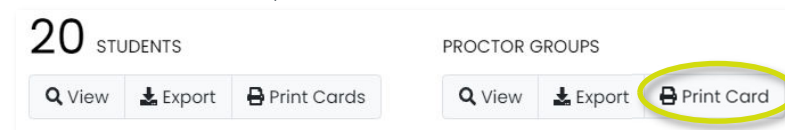
Once you have determined which option(s) you will use, follow the instructions in this section on what needs to be created and distributed to proctors.

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

Review the overview of Option 1 on the previous page and read the *PRoPL Administration Guide*.

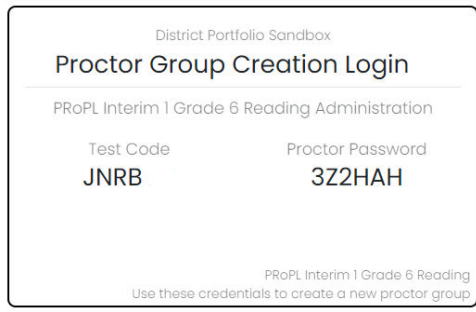
To locate the proctor group creation cards:

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



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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.

5. Repeat for all tested grade levels/content areas at your school
6. Provide each proctor:
 - Proctor Group Creation Login card
 - URL (<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
 - *PRoPL Administration Guide*

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

Review the overview of Option 2 on the previous page and read the *PRoPL Administration Guide*.

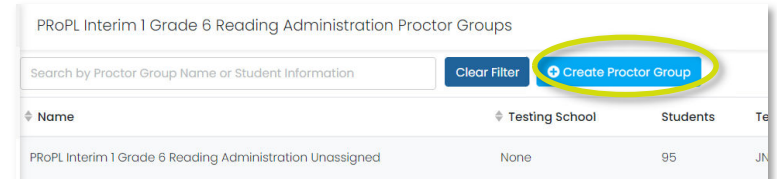
To locate the proctor group creation cards:

1. Log in to ADAM
2. Go to **Test Management > Administrations**

3. Under Proctor Groups, click **View**

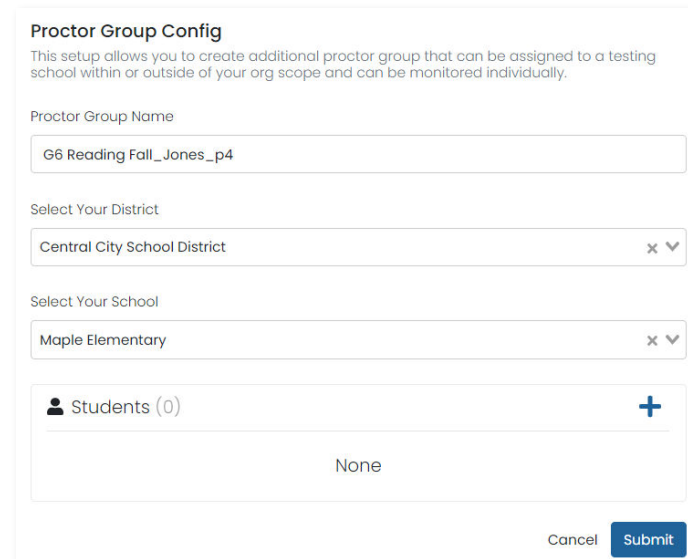
Note that the one default 'Unassigned' group has a test code, but this is intended only for proctors creating their own groups and will not work for students.

4. Click **Create Proctor Groups**



5. Enter a Proctor Group Name

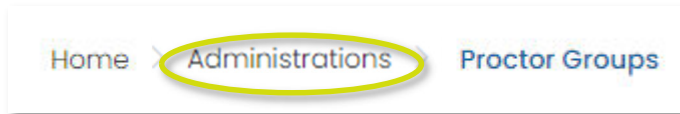
Consider a naming convention that will enable you to easily scan the list of proctor groups to track administration progress.

A "Proctor Group Config" form. It includes a title, a description, and several input fields: "Proctor Group Name" (with "G6 Reading Fall_Jones_p4" entered), "Select Your District" (with "Central City School District" selected), and "Select Your School" (with "Maple Elementary" selected). There is a "Students (0)" section with a "+" icon and a "None" option. At the bottom right are "Cancel" and "Submit" buttons.

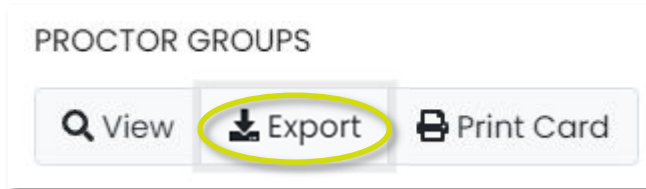
6. Select your district and school
7. Click **Submit**

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8. Repeat as needed to create other proctor groups
9. When finished creating groups, in the upper right, click **Administrations**



10. Create proctor groups as needed for all tested grade levels and content areas at your school
11. On each administration card, click **Export**



12. Share the following with proctors:
 - *PRoPL Administration Guide*
 - Proctor code
 - Test code
 - URL (<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 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.

Name	Progress	Accommodation	Actions
Adonis West	Not Started		✓
Adrianna Lesch	Not Started		+
Aisha Nader	Not Started		✓

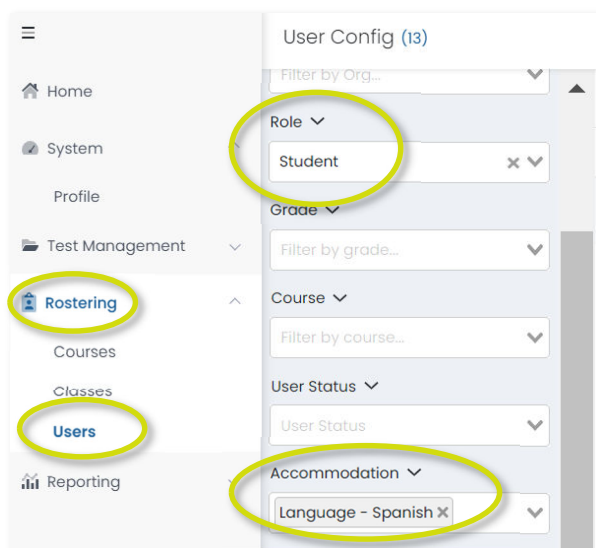
Sample Add Students page.

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Which Students are Set up with Accommodations?

Only district administrators have the user rights necessary to assigned students with accommodations. School-based test coordinators can search by accommodation, however.

Note: There is no need to for students to have dynamic text to speech assigned for math as this is a universal accommodation.

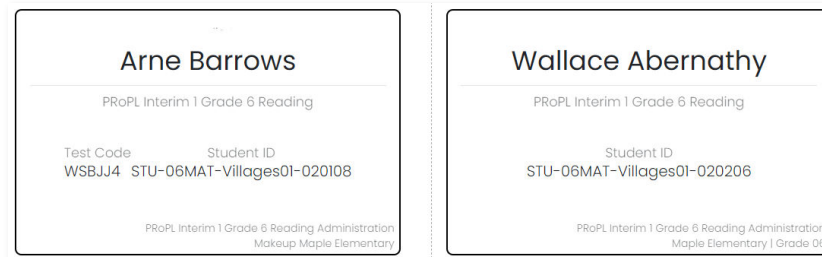


Sample navigation for generating a list of students with a specific accommodation.

Printing Text 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, Clever ID) on a student

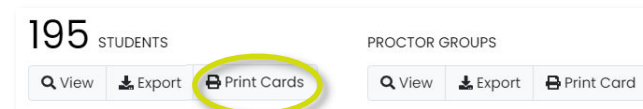
test ticket. Whether or not the test code and proctor group appear depend on the proctor group creation method.



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

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Tracking Testing or Apply Accountability Codes

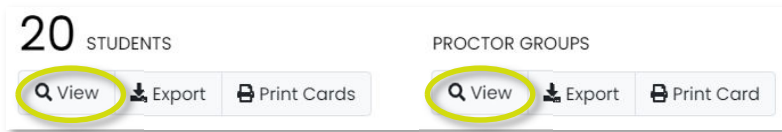
Once students start testing, monitor administrations as needed.



Use the Progress and Activity reports to monitor progress and testing volume.

The best place to see status per student is from an administration card:

1. Go to **Test Management > Administrations**
2. Locate an administration card
 - To compare progress by proctor group, click **View** under Proctor Group
 - To see the status for a student or apply an accountability code, click **View** under Students



Math G6 Winter Checkpoint Administration Proctor Groups

Home > Administrations > Proctor Groups

Search by Proctor Group Name or Student Clear Filter Create Proctor Group Upload Proctor Group

1 to 7 (7)

Name	Testing School	Students	Test Code	Proctor Pw	Progress	Actions
Math_G6_Roberts_P5 Math G6 Winter Checkpoint	None	18	6WK4WC	27XVUQ	Not Started	Students
Makeup Maple Elementary	None	3	NSCWY7	E26CJ3	Not Started	Students

Proctor Group: View

Math_G6_Roberts_P5 Math G6 Winter Checkpoint Students

Home > Administrations > Proctor Groups > Student Groups

Search... Test Code: 6WK4WC 1 to 18 (18)

Display Name	School	Testing School	Progress	Form	Auth Fields (Identifier)	Accommodation	Code	Actions
Nellie Volkman	Maple Elementary	None	In Progress	Math G6 Fall Checkpoint	STU-06MAT-Villages01-020017		Apply	
Corbin Ryan	Maple Elementary	None	Not Started	Math G6 Fall Checkpoint			Apply	
Clark McCullough	Maple Elementary	None	In Progress	Math G6 Fall Checkpoint	Villages01-020010		Apply	
Deonte Bergnaum	Maple Elementary	None	Submitted	Math G6 Fall Checkpoint	STU-06MAT-Villages01-		Apply	

Click Apply to add a code

Students: View with option to add accountability code