

Pearson Review of Progress & Learning Interim Assessment

Administration Guide 2023-2024

Change Log

List of changes to this document.

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Overview of the Pearson Review of Progress & Learning (PRoPL)

The Pearson Review of Progress & Learning (PRoPL) is a computer-based interim assessment intended to be administered three times throughout the school year to measure student growth. PRoPL covers a broad set of academic standards to provide information about what students have and have not mastered. PRoPL is an untimed test, although most students complete a PRoPL assessment in about 30 minutes.

For the 2023-2024 school year, PRoPL includes the following:

- Reading Grades K-HS
- Mathematics Grades K-8, Algebra I, Geometry, Algebra II, and Math 10 (integrated Algebra 1 and Geometry)

PRoPL is administered to students using Pearson’s online delivery system, TestNav. Pearson’s assessment management platform, which includes rostering, assigning students, and viewing reports, is called ADAM.

This test administration guide provides an overview of how to prepare for and administer the PRoPL assessments. All testing coordinators and proctors should read the guide in advance of testing.

2023-2024 Administration Windows

Fall Administration	9/18/2023 - 10/27/2023
Winter Administration	1/8/2023 - 2/23/2024
Spring Administration	4/8/2024 - 5/24/2024

All test sessions, including make-up testing, must be completed during the test administration window.

Test Administration Roles and Access

There are five different permissioned roles within ADAM.

Role	ADAM Access
Proctor	Can access the Proctor Dashboard in ADAM but not the student reports or other functions permissioned for the teacher role.
Teacher	Access to the proctor dashboard for administration, in addition to editing classes and accessing class and individual student reports.
School Admin	Access to rostering functions, proctor groups and reports and report exports.
District Admin	Includes all access as School Admin plus additional administrative functions.
District Admin Plus	Includes all access as District Admin plus ability to log in as another user.

Security Policy

To ensure fair student results, PRoPL is a secure online assessment where students will not have access to other applications. To maintain a secure testing environment, proctors must not:

- Allow students to have access to phones or other devices during testing
- Access, read, or photocopy the PRoPL test questions or reading passages
- Provide direct assistance to students that may influence their response
- Monitor students such that they are not allowed to discuss test questions or reading passages during any breaks
- Allow for talking or other disruptions that distracts students and compromises test security

If a proctor believes that a security violation has occurred, they should make their school or district testing coordinator aware of that violation. The testing coordinator is responsible for notifying Pearson of the violation.

Student Confidentiality

Student records, including test results, are protected by the Family Education Rights and Privacy Act (FERPA). All school personnel are responsible for maintaining the privacy and security of all student records. Individual test scores, as well as all other aspects of a student's record, are confidential.

Please also consult any local (district/school) policies regarding student privacy and FERPA.

Test Design

PRoPL is only administered online. The PRoPL blueprint is proportionate representation of the domains and standards included a common state summative blueprint. For grades 3-8, each assessment comprises two sections: an on-grade section and a section that allows for off-grade items to support a student growth measure. There are small changes from one assessment to the next to account for the progression of student learning throughout the year (e.g., fall Kindergarten assessment includes alphabet recognition and concepts of words while the spring assessment includes word recognition).

For grades 3-8 in reading and math, PRoPL is computer adaptive. When that adaptation occurs throughout the administration depends on the subject assessed.

- In math, the next test item is dependent on how the student responded to previous test items. Therefore, on the math test students will not be able to go back to previously answered questions.
- In reading, the next passage set is selected based on responses to the previous passage set. Therefore, students will not be able to go back to a previously answered passage set of items to change their responses. However, a student may go back to an item within the current passage set of items the student is currently answering. At the end of a passage set, students will be presented with a reminder advising them that they may return to review responses to the questions within that passage set

before proceeding to the next passage set.

Tests for grades K-2, HS reading, Algebra 1, Geometry, Algebra 2, and Math 10 are fixed forms. All students will see the same items in the same sequence, with the exception of a small number of items being field tested within the forms.

PRoPL Question Types

The PRoPL assessments are composed of a variety of question types. These include multiple-choice, multi-select, and various technology-enhanced interaction types, including the following:

- Drag-and-drop
- Fill-in-the-blank
- Graphing (bar, point/line)
- Hot spot inline choice
- Matching

All PRoPL items are worth one point.

Attemptedness Rules for Participation and Scoring

A student counts as a participant if, at minimum, the student logs into the computer-based test, whether computer adaptive or fixed-form.

- For interims 1 (fall) and 2 (winter), assessments with all items responded to are considered attempted.
- For interim 3 (spring), assessments submitted with 90% of the items responded to are considered attempted.

Because only attempted assessments receive scores, students should be encouraged to provide their best response to each and every question.

Administration Duration

All PRoPL assessments are untimed but designed to be completed within a class period, averaging approximately 30-35 minutes for most students.

Practice Tests

PRoPL sample tests are available in ADAM and in the **Practice Tests** section of [the PRoPL Resources](#) page. Students may use the practice tests to familiarize themselves with the item types and interactions that will be used on the PRoPL tests. All practice tests consist of non-secure items. Taking the practice tests is not considered a security violation.

For students in grades K-2, a video has been provided so that they can learn how to interact with the test delivery system.

Accessibility Features and Accommodations

PRoPL includes the following accommodations:

- Text to speech
- Spanish math

PRoPL also includes designated supports. These include:

- Line reader mask
- Color contrast
- Answer masking

These accommodations and supports must be enabled in the ADAM platform. In advance of testing, teachers or administrators should assign accommodations.

Modify Accommodations for **PVETEMPLNSTUI, PVETEMPFNSTUI** ✕

Expand/Collapse AllDefault

^ Form-Based

Language
If selected, the student will have the corresponding language accommodation

▼

^ Pearson

Color Contrast
If selected, the student will have the corresponding color accommodation

▼

Dynamic Text To Speech
If checked the student will have the Dynamic TTS accommodation

Magnification/Zoom
If selected, the student will have the Magnification accommodation

▼

Online Calculator
If selected, the student will have the corresponding calculator accommodation

▼

For information about how to assign accommodations, see [Updating student accommodations \(District Test Administrators only\)](#).

Universal Tools and Designated Supports

There are two types of features available within TestNav: (1) universal features that do not require selection in ADAM prior to administration and (2) designated features that do require selection in ADAM prior to administration for students with particular needs. These features are listed in the tables below, which should be referenced prior to administration.

Universal features are accessibility supports that are available to all students without the requirement of an accommodated test. These features are embedded in our TestNav delivery engine along with non-embedded, non-digital local-level testing supports.

Designated features are also available for students who require additional supports that align with their instructional experience, such as language supports. If the feature needed is embedded in the TestNav delivery system, educators are required to indicate so by student in the ADAM platform prior to testing.

Embedded Universal Features

Feature	Description
Highlighter	A student can use this to highlight items, text, or response options.
Answer eliminator	Students use this feature to cross out answer choices that do not appear to be correct.
Math tools	A student can access an embedded digital calculator for calculator-enabled items. Students will also have protractors and rulers when enabled on an item.
Human recorded audio K-1	Kindergarten and 1 st grade students will have human audio available for directions and all test items in math and reading. Headphones are required for all Kindergarten and 1 st grade students.
Amplification	Students control the volume level as needed when using headphones.
Keyboard navigation	Students can navigate through the test content by using the keyboard.
Line reader/line guide	The student is able to use this feature as a guide when reading text.
Math reference sheets	Math formulas are provided in a resource page.
Notepad	Students can use this feature as digital scratch paper to make notes.
Magnifier	Students can enlarge the size of the text within TestNav.
Dynamic Text to Speech (DTTS) for 2-HS Math	All students will have access to DTTS for grades 2-HS. K-1 math will have human recorded audio. <i>Note: for grades 3-8, Spanish voice must be installed to enable Dynamic Text to Speech (DTTS) for Spanish math tests. To enable Spanish voice for DTTS, download the language pack for Spanish (Spain and Mexico is available), following the instructions here Language Packs for Windows. Instruction by vary by Windows OS.</i>

Non-embedded Universal Features

Feature	Description
Breaks	A student can take breaks as needed to reduce cognitive fatigue
Noise buffer	A student can use noise buffers to minimize distraction or filter external noises during testing.
Extended Time	There are no time limits on PRoPL tests. On average, students take 30-40 minutes per subject to complete the test. But students requiring additional time do not need a specific accommodation.
Separate setting	A school may alter a test location so that the student is tested in a setting such as a quiet room, if this is provided during other testing events.

Embedded Designated Features

Feature	Description
Spanish language translation	Math forms in grades 3-8 are available in Spanish for students requiring this feature.

For grades 3-8, Spanish voice must be installed to enable Dynamic Text to Speech (DTTS) for Spanish math tests. To enable Spanish voice for DTTS, download the language pack for Spanish (Latin America). See [Download language pack for speech](#) in Microsoft Support. K-2 and High School Spanish tests are not currently supported by PRoPL. For K-2 and High School students needing Spanish translation, proctors should provide translated read alouds.

Non-embedded Designated Features

Feature	Description
Human reader	Proctors can read the test questions aloud. Human reading should not be used for reading passages in grades 3 and above.
Scribe	Proctors may enter student responses into the TestNav app for a student who is unable to do so in circumstances such as a broken arm or other physical disability.
Native language translation	A test administrator who is fluent in the student's native language can translate test items.

Form-based Accommodations

PRoPL does not support form-based accommodation such as paper accommodation, Braille, or large print at this time. The PRoPL assessment is not recommended for students who require form-based accommodations.

Calculators

For the Mathematics assessments where calculators are used, the appropriate calculator will be available in the online platform. Additionally, students may use hand-held calculators (provided by either the school or the student).

- For grades 3–5, students may use only four-function calculators with square root and percentage functions.
- For grades 6–8, students may use only scientific calculators.
- For grade 9, students may use a graphing calculator.

Preparation for Testing – Prior to Test Day

Preliminary Preparation

Inform students that they will be taking the PRoPL assessments by explaining that these assessments are an opportunity for students to show what they know and can do at several checkpoints throughout the year. Encourage students to try their best and prepare by getting a good night's rest and eating a healthy breakfast the day of testing.

The practice tests will provide an opportunity for students to become familiar with the types of questions on the assessments and the features and tools available in TestNav.

Proctors should become familiar with all administration procedures before testing.

Preparing for Administration

Prepare the testing room by ensuring the following:

- Headphones are available for students in K-2 and students requiring text-to-speech.
- Student workstations are ready for testing; this includes making sure computers or laptops are fully charged.
- Computer monitors are positioned to prevent students from seeing each other's work.
- You have obtained or printed Student Login Tickets for each student assigned to you for testing.
- The room has adequate lighting.
- The room has a "Testing—Do Not Disturb" sign on the door.

During Testing

All appropriate school staff are responsible for knowing and applying the following general testing protocols:

- There must be at least one Proctor in each testing room at all times.
- Proctors must remain attentive in the room during the entire testing session.
- The use of cellphones or any electronic devices during a testing session is strictly prohibited.
- Proctors should remind students as part of the general instructions to complete all of the test questions and to check to be sure they have completed the assessment.

Testing Disruptions

Proctors must allow time for students to complete a PRoPL test within one class period. Students should be allowed to leave the testing room to use the restroom as needed during the administration. Proctors should monitor classes to minimize any disruptions. Proctors can resume student testing should the student need to stop and continue at another time within the testing window.

You may not help students in any way, except during the general instructions or as specified in this manual. You may assist a student if a technology issue occurs. Under no circumstances are students to be prompted to revise, edit, or complete any test questions during or after testing.

Testing Day - Proctor Tasks

Preparing the room for testing

Prepare the testing room by ensuring the following:

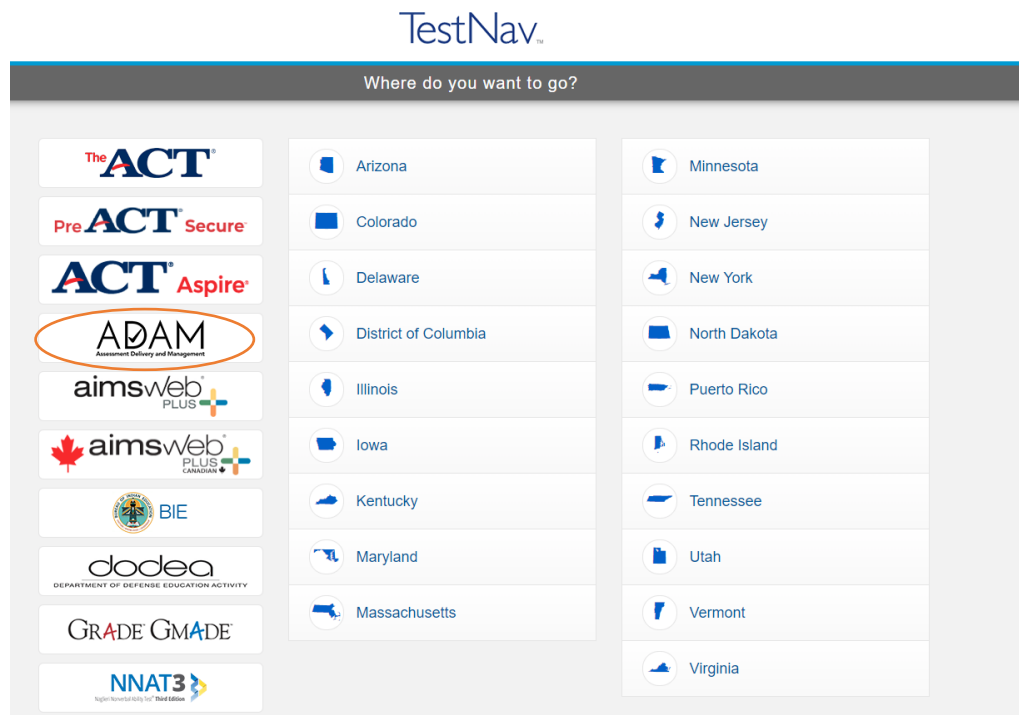
- Headphones are available for students in K-2 and students requiring text to speech.
- Student workstations are ready for testing; this includes making sure computers or laptops are fully charged.
- Computer monitors are positioned to prevent students from seeing each other's work.
- You have obtained or printed Student Login Tickets for each student assigned to you for testing.
- The room has adequate lighting.
- The room has a "Testing—Do Not Disturb" sign on the door.

Testing Day Proctor Directions and Script

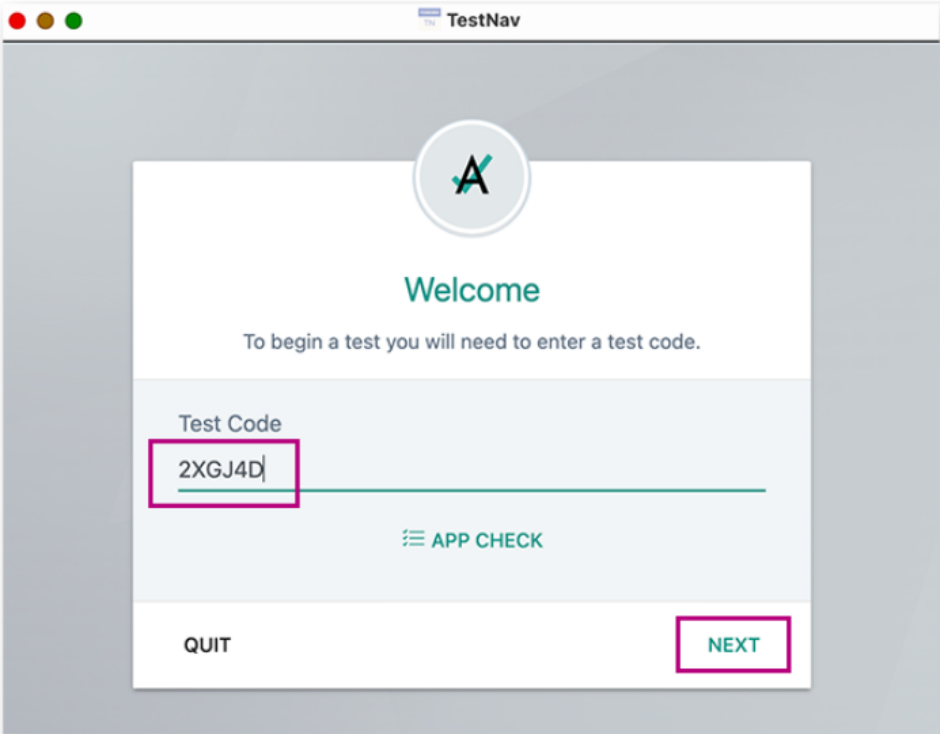
For all students say:

Today you will be taking the PROPL (math or reading) assessment. This assessment should take you about 30 minutes to complete, but you may take longer if needed. The results of this assessment will help identify strengths and areas where you may need additional support. Therefore, it is important that you try your best. Click on the TestNav app and enter the credentials I have provided you.

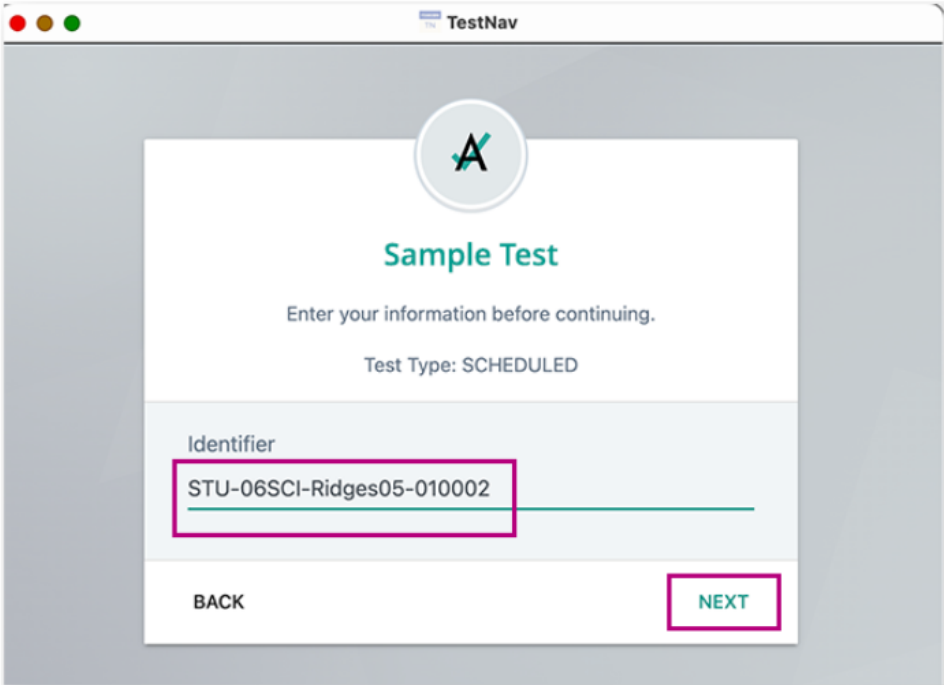
Once students click on the TestNav app, they should see the following screen.



After clicking on ADAM, students should see this screen and enter the test code.



Instruct students to enter the test code and click next.



Students should then enter their identifier and click next. Instruct students to confirm their name and test on the next screen.

Once all students are logged into TestNav, continue with the script below.

For students in **grades K-1** say:

You have the option to listen to the reading passages and questions by clicking the audio arrow. You will need to click it for each question you want read to you. Proctor checks that students can find the audio arrow. As you answer questions, you may go back at any time and review ones you've already answered. Remember to answer all of the questions.

Once you have completed all the questions, you must click "Submit Final Answers." You may begin.

For students in **grade 2 reading** say:

Some reading questions require clicking the audio arrow to hear the instructions. You will need to click it for each question you want read to you. Proctor checks that students can find the audio arrow. As you answer questions, you may go back at any time and review ones you've already answered. Remember to answer all of the questions.

Once you have completed all the questions, you must click "Submit Final Answers." You may begin.

For students in **grade 2 math** say:

Read the directions for each question and then select the best response. You may select test questions that you want to go back and review your answers. You may go back at any time to review previously answered questions. Remember to answer all of the questions.

Once you have completed all the questions, you must click "Submit Final Answers." You may begin.

For students in **grades 3-8 reading** say:

Read the directions for each question and then select the best response. Within a passage set or set of questions related to the same passage, you may go back and review your answers. Once you have completed the passage set, you will not be able to go back and review your answers or change your responses. You will see a STOP sign page at the end of each passage reminding you that you may go back and review or move to the next passage.

Once you have completed all the questions, you must click "Submit Final Answers." You may begin.

For students in **grades 3-8 math** say:

Read the directions for each question and then select the best response. Once you have clicked to go to the next item, you will not be able to go back and review the previous item.

Once you have completed all the questions, you must click “Submit Final Answers.” You may begin.

For students in **High School** say:

Read the directions for each question and then select the best response. You may select test questions that you want to go back and review your answers. You may go back at any time to review previously answered questions. Remember to answer all of the questions.

Once you have completed all the questions, you must click “Submit Final Answers.” You may begin.

Proctoring or Monitoring a Tests

By accessing the Proctor Dashboard, proctors can monitor students as they complete the assessment. Remind all students to submit their final answers in TestNav.

For details on how teachers/proctors can proctor and monitor tests, see [Accessing rosters, test cards and the proctor dashboard](#).

After Testing

Reports are available immediately after submitting the test. For details regarding reports, see the **Report Interpretation Guide (RIG)** in the **Downloads** section of the [PRoPL Resources page](#).

Additional Support

For additional PRoPL support, see the [PRoPL Portal](#).

For additional ADAM support, see [ADAM Support](#).

For additional TestNav support, see [TestNav Online Support](#).