

Best Practices for Successful PRoPL Assessment Administration

Please review this document and the **PRoPL Administration Guide** (link provided below) in advance of student testing. You may wish to modify and distribute this document with local details.

Important Dates

- Assessment Window: 1/8/2024 - 2/23/2024
- Your chosen assessment window: _____

Know These Key Terms

- **Pearson Review of Progress & Learning (PRoPL)** – the internal assessment
- **TestNav** – the testing platform used to deliver PRoPL tests to students
- **LaunchPad** – the authentication tool that educators will use to access ADAM
- **ADAM** – the assessment management platform where test coordinators manage administrations, and all educators can review PRoPL results

Resources:

- District administrator contacts:
 - Your Pearson Project Manager: Lisa.Persels@pearson.com
 - For assistance with sending your roster data to Pearson, reach out to Launchpad@pearson.com.
- PRoPL support:
 - 602-813-2377 (*this number and a chat option appear on the ADAM home page.*)
- [PRoPL Portal \(also appears on the ADAM home page\)](#) - The PRoPL Assessment portal provides links to support documentation, as well as downloadable documents including the **PRoPL Administration Guide** and the **Accessibility and Accommodations Guide**.

How Proctors Access the Proctor Dashboard

- Rather than logging in, proctors go to <https://adamexam.com/#/proctor> and enter a test code and proctor code provided by the school test coordinator to access the proctor dashboard.

How Educators Log In

- School test coordinators, administrators and teachers can log in to ADAM. They must click the **LaunchPad** link in your applications portal (*for example, Clever*).

How Students Access the Assessment

- Students open the TestNav app on their testing device (they do not log in to ADAM).

Preparing for the Assessment: Technology Team Tasks

- See the [Technology Personnel](#) section for pages on system requirements, guidelines, and installation steps.
 - If a testing device has not been previously used for a TestNav test, the TestNav app must be installed.
 - Testing devices previously used for a TestNav test must be running the most current version of the TestNav app. Depending on the operating system (OS), TestNav might require a manual update. The [TestNav App Updates](#) page provides details.
 - For grade 3-8 students **using a Spanish math form**, see the yellow notebox on the **Technology Personnel** page for instruction links by OS.

Preparing for the Assessment: District Assessment Lead Tasks

- From the [Resources](#) page:
 - Review the **PRoPL Administration Guide** and the **Accessibility and Accommodations Guide**.
 - Read and then provide school test coordinators with the **School Test Coordinator Tasks (Eligibility Scheduling Method)** PDF.
 - Optionally, send the PRoPL Introductory Family Letter
- Assign accommodations to students as needed at least a day before students test using the instructions on the [Updating Accommodations \(DTAs ONLY\)](#) page.
 - Note: Math already has universal dynamic text to speech – no need to assign
- Confirm all school-based test coordinators have the School Admin role:
 1. Go to **Rostering > Users**.
 2. Filter on Role and select **School Admin**,
 3. If any school test coordinators are missing from the list (and have the role of teacher instead), send a list of their names to your Pearson Project Manager who will grant them the needed user permissions in ADAM.

Preparing for the Assessment: Tasks for the School Test Coordinator

- Also from the [Resources](#) page, review the:
 - **School Test Coordinator Tasks (Eligibility Scheduling Method)** PDF.
 - **Create and Monitor a Proctor Session (TestNav)** PDF.

Preparations for the Proctor

- Also from the [Resources](#) page, review the instructions in the **PRoPL Administration Guide**. *If school test coordinator has not pre-created the proctor groups, also read the **Create and Monitor a Proctor Session (TestNav)** PDF.*
 - Review the [Monitor and Use the Proctor Dashboard](#) (scroll down on the page to view – the instructions on this page show how to access when logged in, but for this administration, login is not required).