

Purpose: The purpose of this document is to outline the steps that will need to be completed by the School Test Coordinator or designee (e.g., Teacher or Test Administrator) for make-up testing.

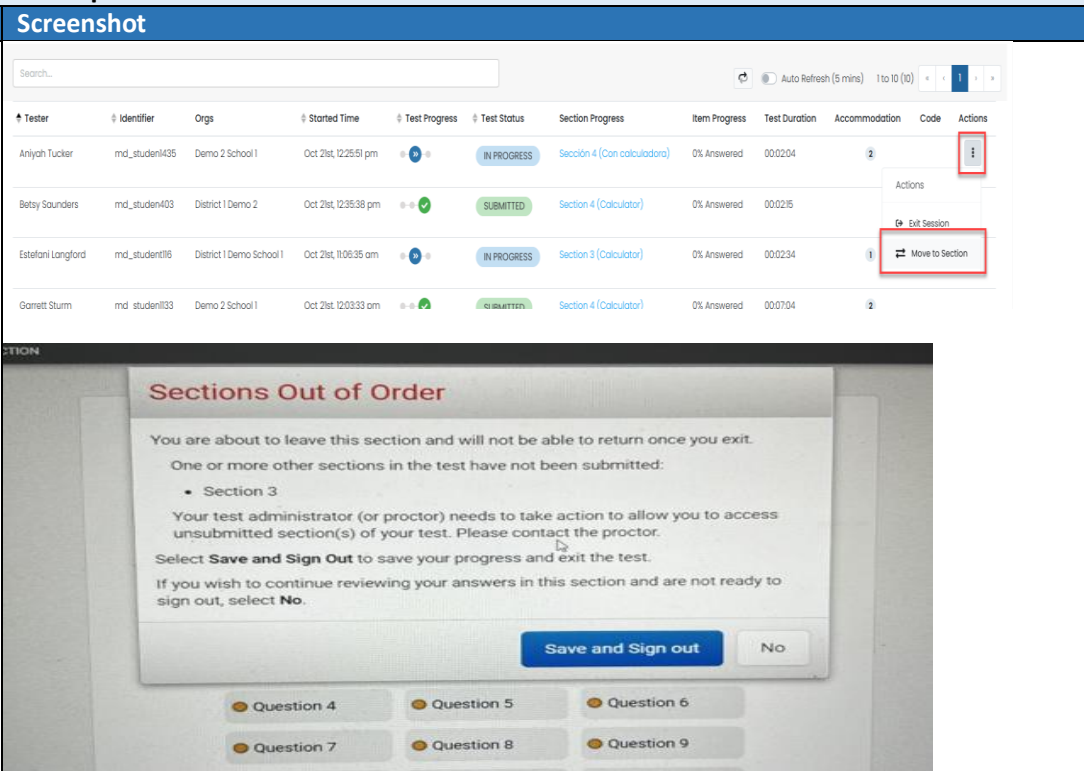
Tasks Prior to Administration Begins	
Tasks	Reference
Determine make-up testing schedule.	
Determine whether students who do not participate in an original section (e.g., due to absence) will remain in the original proctor group in ADAM (Option 1) or if a student needs to be moved to a new proctor group (Option 2).	Option 1 Option 2

Option 1

Use this option if your school/LEA prefers to keep make-up students in the original proctor group.

- ✓ The **benefits** to this option include the following:
 1. This option minimizes the number of proctor groups open at one time
 2. This option offers the ability to use the same test code
 3. This option does not require anyone to set up separate make-up test groups

NOTE: This option CANNOT be used for adaptive assessments.

Tasks	Screenshot
<ol style="list-style-type: none"> 1. Test Coordinator or designee selects the student(s) in ADAM who need to test out-of-order. 2. Select “Move to Section”. 3. Select the appropriate Section the student will be testing. 4. If applicable, provide the Seal Code for the Section. 5. The student will be allowed to submit section 4, even if they are testing out of order. But they will get a screen informing them of which sections are still left to complete. <p>NOTE: This option cannot be used for adaptive assessments.</p>	 <p>The screenshot shows the ADAM interface with a table of students. The 'Actions' column for the first student (Aniyah Tucker) has a dropdown menu with 'Move to Section' highlighted. Below the table is a 'Sections Out of Order' dialog box with the following text: 'You are about to leave this section and will not be able to return once you exit. One or more other sections in the test have not been submitted: Section 3. Your test administrator (or proctor) needs to take action to allow you to access unsubmitted section(s) of your test. Please contact the proctor. Select Save and Sign Out to save your progress and exit the test. If you wish to continue reviewing your answers in this section and are not ready to sign out, select No.' The dialog box has a 'Save and Sign Out' button and a 'No' button.</p>

Option 2

Use this option if your school/LEA prefers to move make-up students into separate and distinct proctor group if the student is unable to test with peers on the originally scheduled day/time for Section 1.

- ✓ The **benefits** to this option include the following:
 1. This option offers the ability to track students more easily through ADAM who require make-up testing
- ✓ The potential **drawbacks** to this option include the following:
 1. There will be additional proctor groups to monitor
 2. If students will be completing the remaining sections with their original testing group, the School Test Coordinator will have multiple proctor groups open in one room (i.e., the original group and the make-up proctor group)
 3. Though the student will keep the same username and password for TestNav, a different Test Code will be assigned.

Tasks

1. STC creates a new Proctor Group.
2. Enter Proctor Group Name

Screenshot

LAC Algebra I - Practice Test: **Proctor Groups**

110
PROCTOR
GROUPS

1649
STUDENTS

LAC Algebra I - Practice Test: **Create Proctor Group**

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
Make Up Test Algebra I

Testing School Setup
This information is used to define the school where this proctor group is physically testing the students.

Select Your District
Crab Meadow Sample School District x v

Select Your School
Crab Meadow Sample High x v

Students (0) +
None

Cancel Submit

3. Click Plus Sign to add students.
4. This will open a new screen.
5. STC selects students who need to be moved to new proctor group. Click add students or the plus sign for specific student.
6. Close out window and Submit.

Note: Student Icon indicates the student is in another proctor group

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Make Up Test Algebra I

Testing School Setup
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Select Your District
Crab Meadow Sample School District

Select Your School
Crab Meadow Sample High

Students (0) +









None

Cancel **Submit**

Add Students

Search by student name... Show additional filters **Add 10 Students**

(0) Students In Proctor Group 1 to 10 (1642) « ‹ 1 2 3 4 ... › »

First Name	Organization	Identifier	Last Name	Test Status	Accommodation	Actions
 Aaron	Harborwoods Sample High	600012061_pt	Anderson	NOT STARTED		+
 Abbey	Peggy High	1234566743	Thuillier	NOT STARTED		+
 Abbye	Peggy High	1234567496	Bradnum	NOT STARTED		+
 Abel	Harborfront Sample Secondary School	600001313_pt	Aiers	NOT STARTED	2	+
 Abner	Harborfront Sample Secondary School	600001364_pt	Sutherden	NOT STARTED		+
 Ada	Little Rock Sample Secondary School	600001582_pt	Belcham	NOT STARTED		+
 Ada	Harborfront Sample Secondary School	600001374_pt	Anthittle	NOT STARTED		+
 Adah	Peggy High	1234567401	Cocci	NOT STARTED		+