MCAP Guide to Importing Proctor Groups

Maryland Comprehensive Assessment Program

Version 1.0

Document Revisions

Revision Date	Version	Description
9/10/2024	1.0	Initial Version

Purpose
The purpose of this document is to provide the information needed when importing Proctor Groups into ADAM.

Steps to Creating Proctor Groups
In ADAM menu > Test Management > Administrations
- Within the Administration click kabob menu next to Proctor Groups > View
- Click Upload Proctor Groups
- Select All Students (this option pulls all students even those assigned a proctor group) **_OR_** All Unassigned Students (this option pulls students who have not yet been assigned a proctor group)
- Click to download template
- Add the testing org ID (Column H) **_and_** New Proctor Group Name (Column I)
- DO NOT change any data in Column A- G

Once the file is filled out then:
- Save as CSV
- Choose file and Upload File

Column	CSV Header	Field Name	Required Y/N	Field Definitions	Valid Values
A	session_id	Session ID	Y	Do not edit this information	This is the session id assigned by the system.
B	first_name	First Name	Y	Do not edit this information	This is the first name of the student.
C	last_name	Last Name	Y	Do not edit this information	This is the last name of the student.
D	identifier	SASID	Y	Do not edit this information	The state student identifier.
E	enrollment_org_identifiers	Enrollment Organization	Y	Do not edit this information	This is the code for the organization the student is enrolled in.
F	admin_name	Admin Name	Y	Do not edit this information	This is the name of the administration (test name) the student is rostered in.
G	existing_proctor_group_name	Existing Proctor Group	Y	Do not edit this information	This is the name of the existing proctor group the student is in.
H	testing_org_id	Testing Organization	Y	Numeric Org Code (LEA Code + School Code)	This will match the Enrollment Organization. Copy information from Column E and paste in Column H.
I	new_proctor_group_name	Proctor Group Name	Y	Status of user account.	The name of the proctor group (session) where the student will be included for testing.