

About Proctor Groups

The administrations and training administrations (test assignments) will be set up in ADAM by Pearson. For each grade level and subject/course, LACs or test coordinators will be able to bulk-create the proctor groups (test sessions) for students. There is no limit to the number of students per proctor group.

Each assessment is assigned to eligible students at the school in a default 'unassigned' group. As students log in using the unique test code for the proctor group they will be automatically moved from the 'unassigned' group into the other proctor group.

Students can also be pre-assigned to a pre-created proctor group (previously known as 'test sessions') but will still need the test code to access their assessment.

Proctor Group Upload

To upload proctor groups, you will select an administration, download a file listing assigned student(s), add a proctor group for each student and upload the modified file.

The proctor group you create will have a unique test code and proctor password. Students who will be testing on paper do not need to be added to a proctor group.

To upload a Proctor group:

1. In ADAM, select Test Management > Administrations.
2. Locate the administration, then select View in the kabob menu next to Proctor Groups.
3. Click Upload Proctor Group
4. Read instructions on the 'Create Proctor Group via CSV' page.
5. Select if the template should include all students or all unassigned students.
6. Click to download template.
7. Open the file.
8. Do not change anything in Columns A-G
9. If the testing school is the same as the enrollment org copy paste information for Column E into Column H.
10. Enter the desired name of the New Proctor Group in Column I.
11. Save as CSV.
12. Upload into ADAM.
13. Return to Administrations page to create proctor groups for the other administrations.

Creating Proctor Groups Manually

Proctor groups can be created manually via the user interface.

To create a proctor group manually:

1. In ADAM, select Test Management > Administrations.
2. Locate the administration, then select View in the kabob menu next to Proctor Groups.
3. Click Create Group
4. Fill in details on Proctor Group Config page.
5. If pre-populating students, click the plus sign (+).
 - A pop-up box will appear. After adding students to the proctor group close this out.
6. Click Submit.

Note: If students are not pre-populated the test code will not print on the student testing ticket. STCs should provide the Test Code to students so they can log into TestNav

Editing Proctor Groups

Once proctor groups are created, you can modify them. On the proctor group editing page you can change the name of the proctor group, add or delete students.

Note: If this is the first time opening the proctor group, you will be prompted to enter a proctor's name.

To edit a proctor group:

1. In ADAM, select Test Management > Administrations.
2. Locate the administration, then select View in the kabob menu next to Proctor Groups.
3. Click the Student icon to open the proctor group
4. Click Edit Proctor Group.
5. Under actions click on the trash can to remove the student. OR click the plus sign (+) to add students.
 - If adding students a pop-up box will appear. After adding students to the proctor group close this out.
6. Click Submit.

Note: The student icon will appear if a student is in a pre-existing proctor group.