

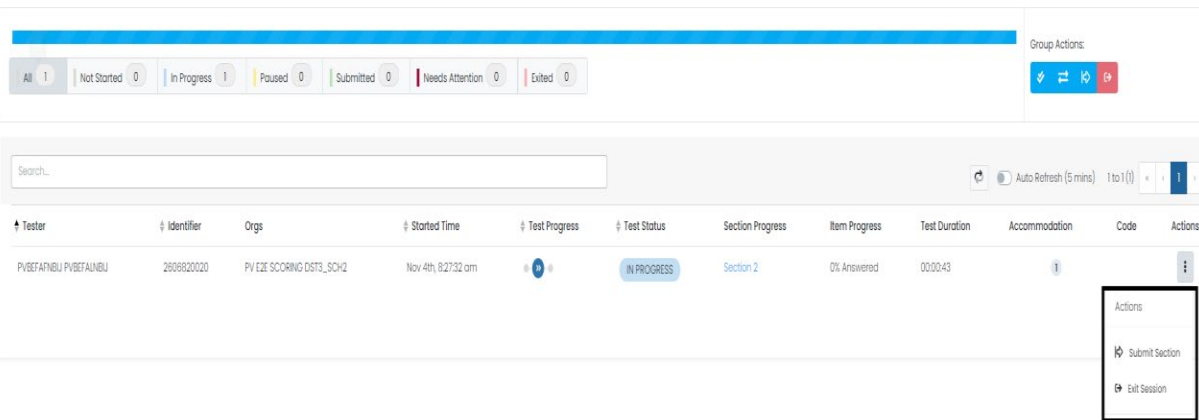
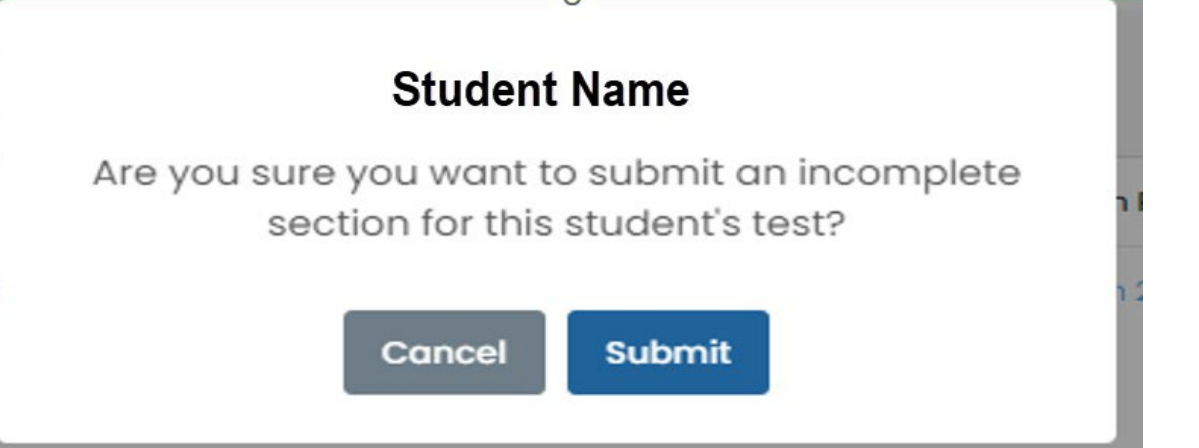
Day of Testing Checklist: Online Adaptive Tests
(Regular Online: Math Grades 3-8, Algebra I & ELA Grades 6-8, 10)

Test Administrator (TA)

- ✓ Receive Student Testing Tickets, Test Code, and Seal Code (when applicable) from STC
- ✓ Distribute test materials to students and read directions from TAM
- ✓ Help students launch TestNav and log in, if needed
- ✓ Monitor Testing
- ✓ Confirm all students have logged out of TestNav when testing time is up
- ✓ Communicate with STC at the end of administering each section so they can “Submit Section” for students who do not complete the section.
- ✓ Return all materials to STCs

School Test Coordinator (STC)

- ✓ Provide Student Testing Tickets, Test Code, and Seal Code (when applicable) to Test Administrator
- ✓ Monitor Proctor Dashboards
- ✓ Confirm with TA which students need to be moved forward. If a student is not moved forward and has run out of time they will resume where they left off. To move students forward using Submit Section STCs can either do this for individual students or Move All to Section, see below.
 - NOTE: Do NOT submit a section unless the student has completely finished with their time. This cannot be unsubmitted.
- ✓ Pick up materials at the end of testing
- ✓ Fill out testing irregularities as needed

Details	Screenshot
Description: Submit Sections for Students Individually • Student will show In-Progress if they have logged into TestNav. • If a student is in Not Started, their section will not be submitted. • If a student is in Submitted, submit section will not do anything. Step 1: In Proctor Dashboard locate student > under actions select Submit Section	 The screenshot shows the Proctor Dashboard interface. At the top, there's a progress bar and a 'Group Actions' button. Below that, a summary bar shows counts for various statuses: All (1), Not Started (0), In Progress (1), Paused (0), Submitted (0), Needs Attention (0), and Exited (0). A search bar and 'Auto Refresh (5 mins)' button are also present. The main table lists student data with columns: Tester, Identifier, Orgs, Started Time, Test Progress, Test Status, Section Progress, Item Progress, Test Duration, Accommodation, Code, and Actions. One student is listed with status 'IN PROGRESS'. The 'Actions' dropdown menu is open, showing 'Submit Section' and 'Exit Session' options.
Description: Submit Sections for Students Individually Step 2: Will get pop-up message to confirm Submit Section for that student. Click Submit.	 The screenshot shows a confirmation pop-up message. The title is 'Student Name'. The text asks: 'Are you sure you want to submit an incomplete section for this student's test?'. At the bottom, there are two buttons: 'Cancel' and 'Submit'.

Description: Submit All Sections

- Students will show In-Progress if they have logged into TestNav.
- If a student is in Not Started, they will NOT be moved forward.
- If a student is in Submitted, they will NOT be moved.

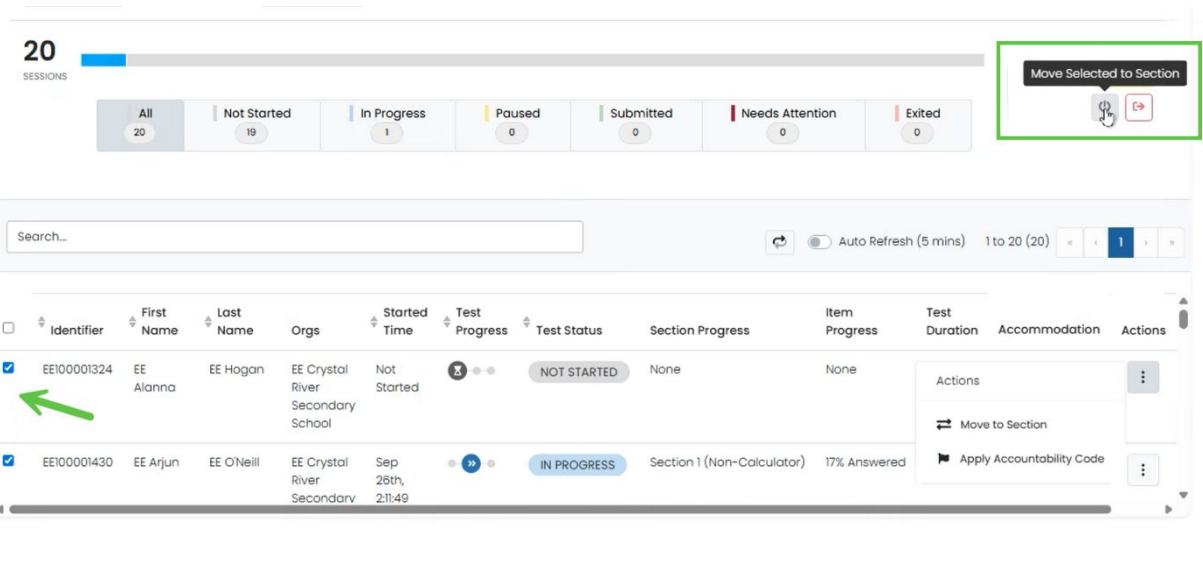
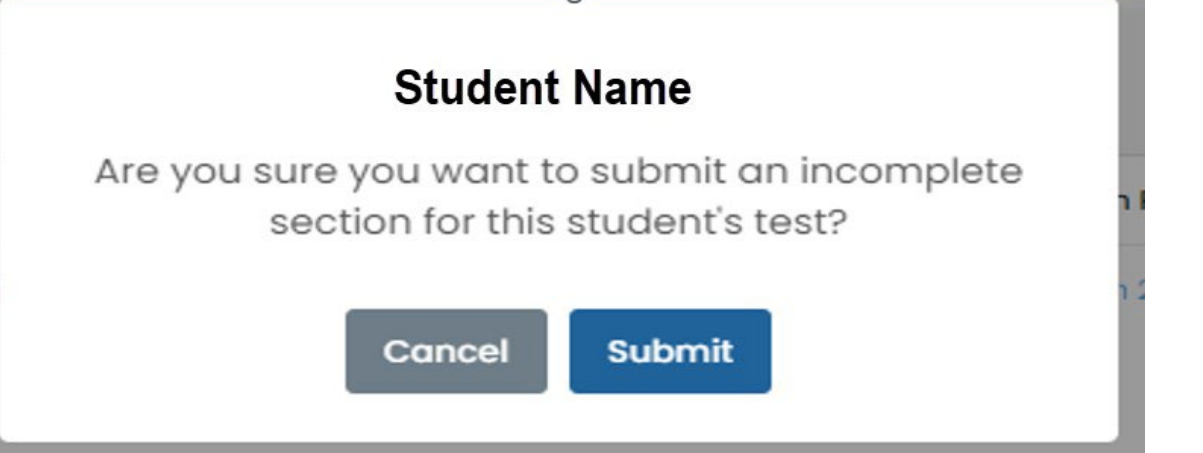
Step 1: In Proctor Dashboard under group actions select Submit All Sections

The screenshot shows the Proctor Dashboard interface. At the top, there is a blue progress bar and a 'Go' button next to a 'Submit All Sections' button. Below this, there is a search bar and a table with columns: Tester, Identifier, Orgs, Started Time, Test Progress, Test Status, Section Progress, Item Progress, Test Duration, Accommodation, Code, and Actions. The table contains one row of data for a student named PVBETAFNBU PVBETAFNBU, with a status of 'IN PROGRESS' and a section progress of 'Section 2'.

Description: Submit All Sections

Step 2: Will get pop-up message to confirm Submit Section. Click Submit

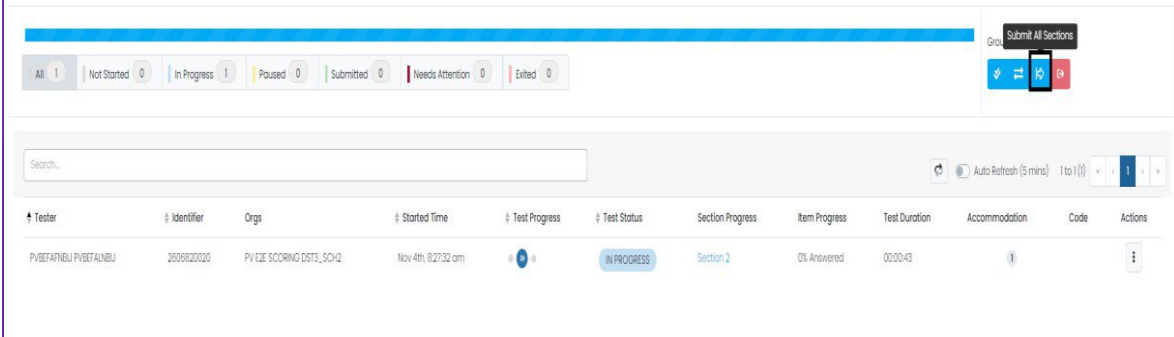
The screenshot shows a pop-up message titled 'Submit Section'. The message asks: 'Are you sure you want to submit an incomplete section for all students?'. There are two buttons at the bottom: 'Cancel' and 'Submit'.

Details	Screenshot
Description: Submit Sections for Multiple Students • Student will show In-Progress if they have logged into TestNav. • If multiple students are in Not Started, their section will not be submitted. • If the students are in Submitted, submit section will not do anything. Step 1: In Proctor Dashboard locate multiple students > under actions select Submit Section	 The screenshot shows the Proctor Dashboard interface. At the top, there's a summary bar with '20 SESSIONS' and a progress bar. Below this, a filter bar shows counts for various statuses: All (20), Not Started (19), In Progress (1), Paused (0), Submitted (0), Needs Attention (0), and Exited (0). A green box highlights the 'Move Selected to Section' button in the top right corner. Below the filter bar is a search field and a table of students. The table has columns for Identifier, First Name, Last Name, Orgs, Started Time, Test Progress, Test Status, Section Progress, Item Progress, Test Duration, Accommodation, and Actions. The first student, EE100001324, is highlighted with a green arrow pointing to their 'NOT STARTED' status. The second student, EE100001430, is in 'IN PROGRESS' status.
Description: Submit Sections for Multiple Students Step 2: Will get pop-up message to confirm Submit Section for the students. Click Submit.	 The screenshot shows a confirmation pop-up message. At the top, it says 'Student Name'. Below that, it asks 'Are you sure you want to submit an incomplete section for this student's test?'. At the bottom, there are two buttons: 'Cancel' and 'Submit'.

Description: Submit All Sections

- Students will show In-Progress if they have logged into TestNav.
- If the students are in Not Started, they will NOT be moved forward.
- If the students are in Submitted, they will NOT be moved.

Step 1: In Proctor Dashboard under group actions select Submit All Sections



Description: Submit All Sections

Step 2: Will get pop-up message to confirm Submit Section. Click Submit

