Day of Testing Checklist: Online Adaptive Tests

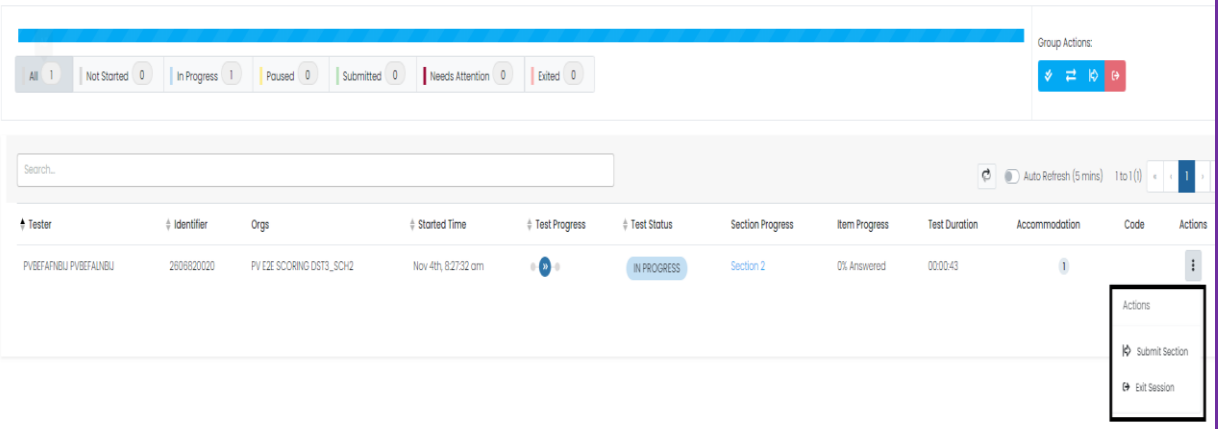
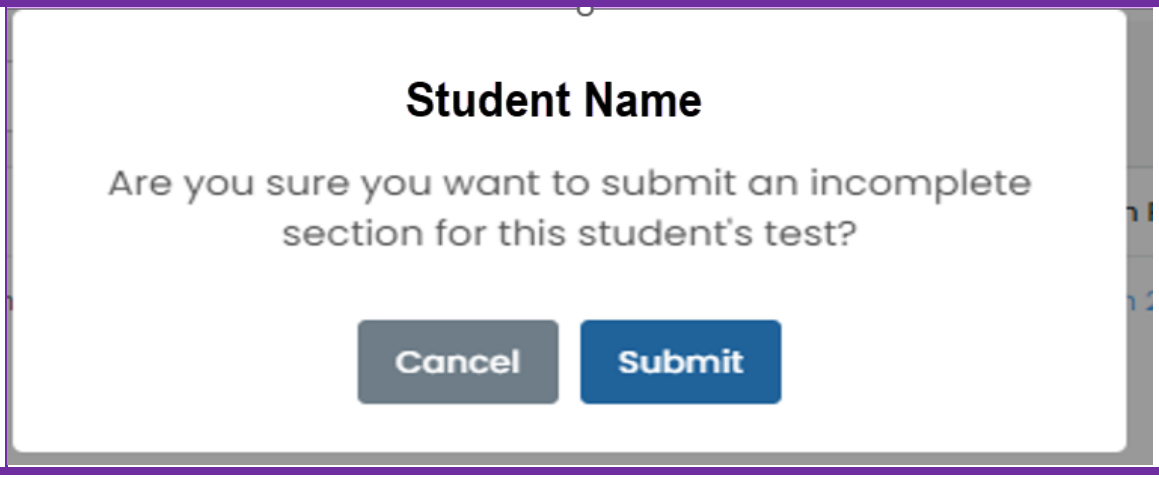
(Regular Online: Math Grades 3-8, Algebra I & ELA Grades 6-8, 10)

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)

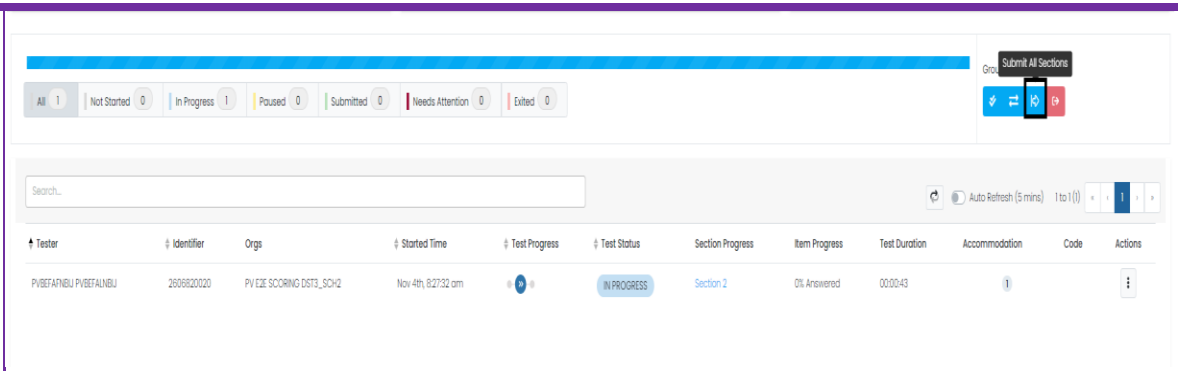
- ✓ Provide Student Testing Tickets, Test Code, and Seal Code (when applicable) to Test Administrator
- ✓ Monitor Proctor Dashboards
- ✓ Confirm with TA which students need to be moved forward. If a student is not moved forward and has run out of time they will resume where they left off. To move students 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

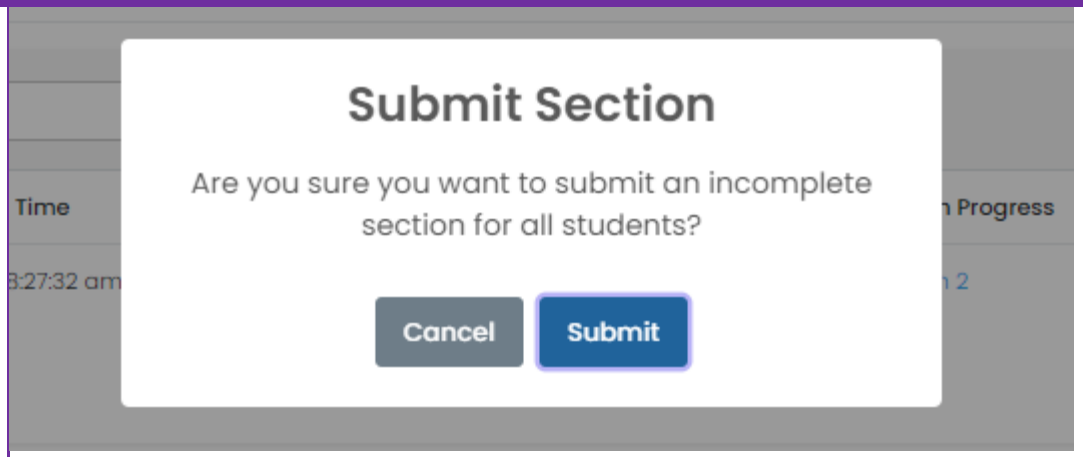
Details	Screenshot
Description: Submit Sections for Students Individually • Student will show In-Progress if they have logged into TestNav. • If a student is in Not Started, their section will not be submitted. • If a student is in Submitted, submit section will not do anything. **Step 1:** In Proctor Dashboard locate student > under actions select Submit Section	
Description: Submit Sections for Students Individually **Step 2:** Will get pop-up message to confirm Submit Section for that student. Click 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



Description: Submit All Sections

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