

Day of Testing Checklist: Online Linear Tests

(Regular Online: ELA Grades 3-5, Science, Social Studies, Geometry, Algebra II, and all accommodated forms)

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 “Move to 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 Move to Section STCs can either do this for individual students or Move All to Section, see below
- ✓ Pick up materials at the end of testing
- ✓ Fill out testing irregularities as needed

Details

Screenshot

Description: Move Students Individually

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

Step 1: In Proctor Dashboard locate student > under actions select Move to Section

The screenshot shows the Proctor Dashboard interface. At the top, there are status filters: All (1), Not Started (0), In Progress (1), Paused (0), Submitted (0), Needs Attention (0), and Exited (0). Below this is a search bar and an 'Auto Refresh (5 mins)' toggle. The main table lists students with columns: Tester, Identifier, Orgs, Started Time, Test Progress, Test Status, Section Progress, Item Progress, Test Duration, and Accommodation. A student named 'Sim Prime' is listed with identifier '600001934_pt' and organization 'Harborwoods Sample High'. The student's status is 'IN PROGRESS' and they are in 'Section 1 (Non-Calculator)'. The 'Actions' menu is open, and 'Move to Section' is highlighted.

<https://itr.adameexam.com/#>

Description: Move Students Individually

Step 2: Select appropriate Section that student should be moved to and Save

The screenshot shows the 'Move to Section' dialog box. The dialog box contains the following text: 'Students are either moving to the next section automatically or manually. Choose the section movement from the drop-down menu.' Below this text are two bullet points: 'Automated section movement - student(s) move naturally through the sections.' and 'Choose a specific section - student(s) will start in this section when they log into TestNav.' The 'Sections' dropdown menu is open, showing the following options: 'Section 1 (Non-Calculator)', 'Section 2 (Calculator)', 'Section 3 (Calculator)', and 'Section 4 (Calculator)'. 'Section 2 (Calculator)' is selected.

Description: Move Students Individually

Step 3: Confirm Section has updated before student logs back in

The screenshot shows the Proctor Dashboard interface. The student 'Sim Prime' is now listed with the status 'IN PROGRESS' and 'Section 1 (Non-Calculator)'. A pink arrow points to the 'Section Progress' column, indicating the update.

Description: Move All Students

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

Step 1: In Proctor Dashboard locate student > under actions select Move to Section

The screenshot shows the Proctor Dashboard interface. At the top, there are filters for 'All' (7), 'Not Started' (7), 'In Progress' (0), 'Paused' (0), 'Submitted' (0), 'Needs Attention' (0), and 'Exited' (0). A red box highlights the 'Move All to Section' button in the top right corner. Below the filters 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 lists three students: Aaron Anderson, Adamo Twidell, and Adiana Laven, all with a 'NOT STARTED' status.

Description: Move All Students

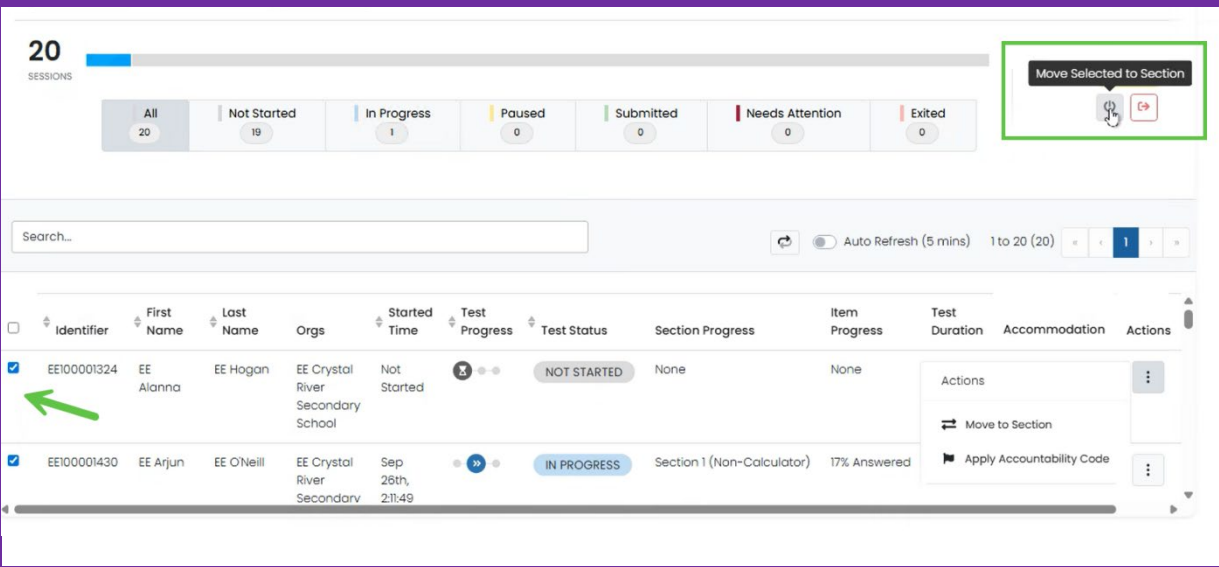
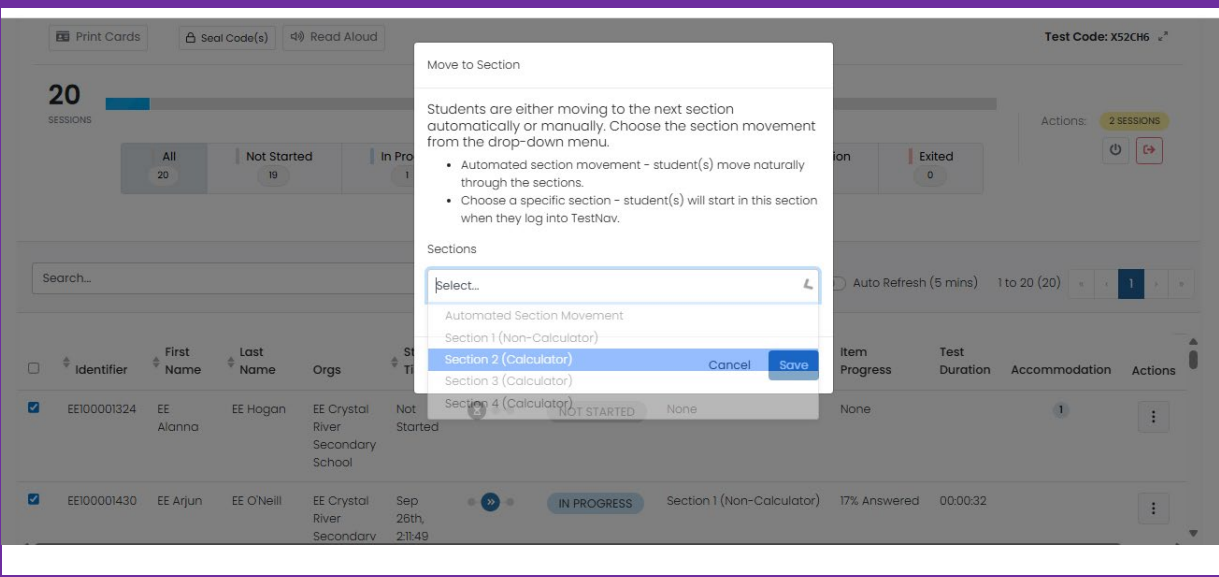
Step 2: Select appropriate Section that students should be moved to and Save

The screenshot shows the Proctor Dashboard with a 'Move to Section' dialog box open. The dialog box contains the text: 'Students are either moving to the next section automatically or manually. Choose the section movement from the drop-down menu.' Below this text are two bullet points: 'Automated section movement - student(s) move naturally through the sections.' and 'Choose a specific section - student(s) will start in this section when they log into TestNav.' A 'Sections' dropdown menu is open, showing options: 'Automated Section Movement', 'Section 1 (Non-Calculator)', 'Section 2 (Calculator)', 'Section 3 (Calculator)', and 'Section 4 (Calculator)'. The background shows the same table as the previous screenshot, but with a student in 'IN PROGRESS' status.

Description: Move All Students

Step 3: Confirm Section has updated before students log back in

The screenshot shows the Proctor Dashboard with the 'Move to Section' dialog box closed. The table now shows the student Aaron Anderson with a 'Section Progress' of 'Section 1 (Non-Calculator)' and a 'Test Status' of 'IN PROGRESS'. A pink arrow points to the 'Section Progress' column for Aaron Anderson, indicating the update.

Details	Screenshot
Description: Move Multiple Students - Students will show In-Progress if they have logged into TestNav. - If the students are in Not Started, they will still be moved forward. - If the students are in Submitted, they will not be moved. Step 1: In Proctor Dashboard locate multiple students > under actions select Move to Section	 The screenshot shows the Proctor Dashboard interface. At the top, there's a progress bar for 20 sessions. Below it, a summary 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 search bar and an 'Auto Refresh (5 mins)' toggle are also present. The main table lists students with columns for Identifier, First Name, Last Name, Orgs, Started Time, Test Progress, Test Status, Section Progress, Item Progress, Test Duration, Accommodation, and Actions. Two students are selected with checkboxes: EE100001324 (Not Started) and EE100001430 (IN PROGRESS). The 'Move to Section' button is highlighted in the actions menu for the first student.
Description: Move Multiple Students Step 2: Select appropriate Section that the students should be moved to and Save	 The screenshot shows the Proctor Dashboard with a modal window titled 'Move to Section' open. The modal explains that students can move to the next section automatically or manually. It lists two options: 'Automated section movement - student(s) move naturally through the sections.' and 'Choose a specific section - student(s) will start in this section when they log into TestNav.' Below this, a 'Sections' dropdown menu is shown with the following options: 'Automated Section Movement', 'Section 1 (Non-Calculator)', 'Section 2 (Calculator)', 'Section 3 (Calculator)', and 'Section 4 (Calculator)'. The 'Section 2 (Calculator)' option is selected and highlighted. The modal also includes 'Cancel' and 'Save' buttons.

Description: Move Multiple Students

Step 3: Confirm Section has updated before students logs back in

☐	Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodatic	Actions
☒	EE100001324	EE Alanna	EE Hogan	EE Crystal River Secondary School	Not Started		NOT STARTED	None	None		1	
☒	EE100001430	EE Arjun	EE O'Neill	EE Crystal River Secondary	Sep 26th, 2:11:49		IN PROGRESS	Section 1 (Non-Calculator)	17% Answered	00:00:32		

Description: Move All Students

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

Step 1: In Proctor Dashboard locate students> under actions select Move to Section

The screenshot shows the Proctor Dashboard interface. At the top, there are status filters: All (7), Not Started (7), In Progress (0), Paused (0), Submitted (0), Needs Attention (0), and Exited (0). A red box highlights the 'Move All to Section' button in the top right corner. Below the filters 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 lists three students: Aaron Anderson, Adamo Twidell, and Adiana Laven, all with 'Not Started' status and 'None' section progress.

Description: Move All Students

Step 2: Select appropriate Section that students should be moved to and Save

The screenshot shows the Proctor Dashboard with a 'Move to Section' dialog box open. The dialog box contains instructions: 'Students are either moving to the next section automatically or manually. Choose the section movement from the drop-down menu.' It lists two options: 'Automated section movement - student(s) move naturally through the sections.' and 'Choose a specific section - student(s) will start in this section when they log into TestNav.' Below this is a 'Sections' dropdown menu with options: 'Automated Section Movement', 'Section 1 (Non-Calculator)', 'Section 2 (Calculator)', 'Section 3 (Calculator)', and 'Section 4 (Calculator)'. The 'Section 3 (Calculator)' option is selected. The background shows the same table as the previous screenshot, but with a different student, Sim Prime, who is 'IN PROGRESS' in 'Section 1 (Non-Calculator)'.

Description: Move All Students

Step 3: Confirm Section has updated before students log back in

The screenshot shows the Proctor Dashboard with the 'Section Progress' column updated. The student Sim Prime is now listed with 'Section 1 (Non-Calculator)' as the section progress. A pink arrow points to the 'Section Progress' column header, which now shows a dropdown menu with 'Section 1 (Non-Calculator)' selected. The table lists three students: Aaron Anderson, Adamo Twidell, and Adiana Laven, all with 'Not Started' status and 'None' section progress.