

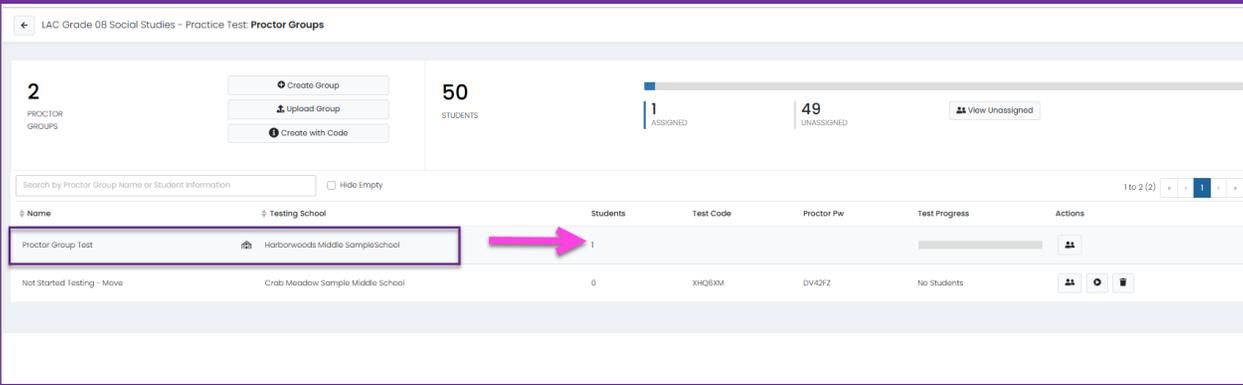
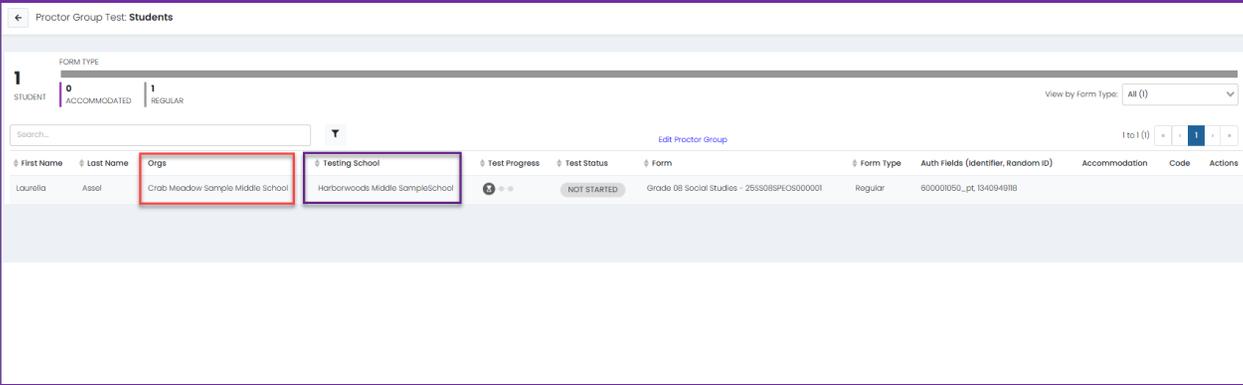
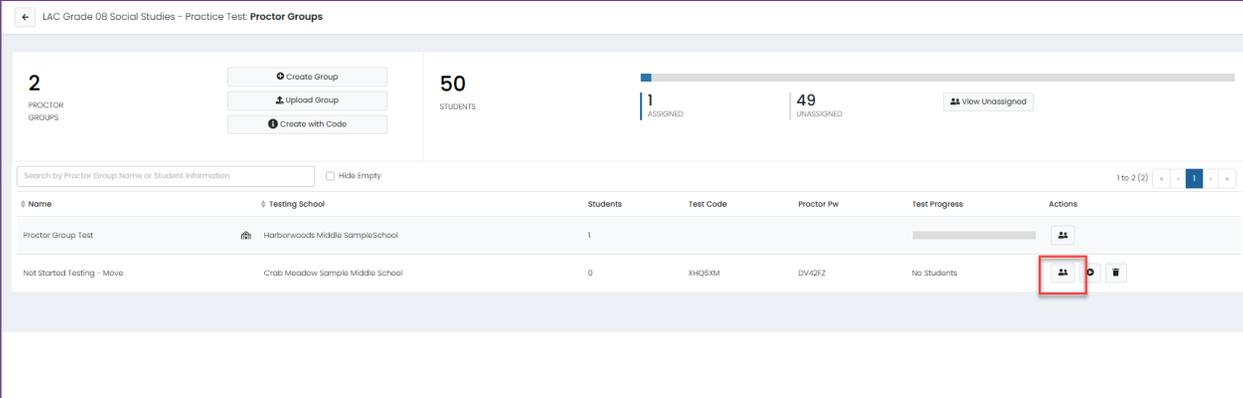
## Testing School Update in ADAM

The purpose of this document is to provide guidance for updating the testing organization in ADAM. This may be needed if a student has moved from one organization to another organization before testing or during testing.

Users with rights to edit proctor groups can add students to a new proctor group IF the student has not yet started testing. If the student has started testing the users with rights to the student will be able to move the student to a new proctor group. For example, if the student moved to a different school within the LEA only the LAC role or above will have the ability to move the student to a different proctor group. If the student moved from one LEA to another LEA only the state or Pearson will have the ability to move the student to a different proctor group.

See the steps below.

## Testing Organization Change Before Testing

Steps	Screen Shot
<p>If a student has moved from one organization to another, has not started testing, and was in a proctor group follow these steps:</p> <ul style="list-style-type: none"> <li>As a reminder transfer process in LaunchPad does NOT impact testing in ADAM</li> <li>Student remains in original proctor group from prior testing school</li> </ul>	
<ul style="list-style-type: none"> <li>To view student, click on Student Icon under Actions</li> <li>Testing School will still show as prior organization until student is moved into a new proctor group</li> </ul>	
<ul style="list-style-type: none"> <li>Student can be moved into new proctor group by clicking on Student Icon under Actions</li> </ul>	

- Edit Proctor Group

Not Started Testing - Move: Students

FORM TYPE

STUDENTS ACCOMMODATED REGULAR

View by Form Type: All (0)

Search: Test Code: XHQ6XM

Edit Proctor Group

1 to 0 (0)

First Name	Last Name	Orgs	Testing School	Test Progress	Test Status	Form	Form Type	Auth Field	Accommodation	Code	Actions
There are no records to show											

- + to add students
- This will open up Add Students window

**Proctor Group Config**

This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name

Not Started Testing - Move

**Testing School Setup**

This information is used to define the school where this proctor group is physically testing the students.

Select Your District

Crab Meadow Sample School District

Select Your School

Crab Meadow Sample Middle School

Students (0)

None

Cancel Submit

- Locate students by search bar and click + sign to add student to the proctor group
- Close out of Add Students page
- Submit to finalize

Once the student is in the new proctor group the STC can print the testing ticket and the student can test.

The screenshot shows the 'Add Students' modal window. At the top, there is a search bar labeled 'Search by student name...' and a button 'Add 10 Students'. Below the search bar, there is a table of students. The table has the following columns: First Name, Last Name, Identifier, Organization, Test Status, Accommodation, and Actions. The first student listed is Albie Trow, with a 'NOT STARTED' status and a plus sign in the Actions column. The second student is Almeda Petts, also with a 'NOT STARTED' status and a plus sign. The third student is Anallise Eaden, with a 'NOT STARTED' status and a plus sign. The fourth student is Baldwin Witsey, with a 'NOT STARTED' status, an accommodation of 4, and a plus sign. The fifth student is Bartholomew Pummery, with a 'NOT STARTED' status and a plus sign. The sixth student is Bathsheba Gilhool, with a 'NOT STARTED' status and a plus sign. The seventh student is Bonnie Ohm, with a 'NOT STARTED' status and a plus sign. A red box highlights the search bar, and a blue box highlights the plus sign in the Actions column for the first student, Albie Trow.

First Name	Last Name	Identifier	Organization	Test Status	Accommodation	Actions
Albie	Trow	600001674_pt	Crab Meadow Sample Middle School	NOT STARTED		+
Almeda	Petts	600001705_pt	Crab Meadow Sample Middle School	NOT STARTED		+
Anallise	Eaden	600001688_pt	Crab Meadow Sample Middle School	NOT STARTED		+
Baldwin	Witsey	600001685_pt	Crab Meadow Sample Middle School	NOT STARTED	4	+
Bartholomew	Pummery	600001704_pt	Crab Meadow Sample Middle School	NOT STARTED		+
Bathsheba	Gilhool	600001681_pt	Crab Meadow Sample Middle School	NOT STARTED		+
Bonnie	Ohm	600001694_pt	Crab Meadow	NOT STARTED		+

## Testing Organization Change During Testing – Within LEA

Steps	Screen Shot
<p>If a student has already logged into the assessment and has moved to a new school within the LEA, please follow these steps:</p> <p>The LAC role will be the only person who can complete these steps</p> <ul style="list-style-type: none"> <li>• Test Management &gt; Administrations &gt; Locate correct administration</li> <li>• In the administration click kabob menu for Proctor Groups &gt; View</li> <li>• Search for appropriate proctor group that student will be added to and select Student icon under Actions</li> </ul>	
<ul style="list-style-type: none"> <li>• Edit Proctor Group</li> </ul>	

- + to add students
- This will open up Add Students window

#### Proctor Group Config

This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name

Not Started Testing - Move

#### Testing School Setup

This information is used to define the school where this proctor group is physically testing the students.

Select Your District

Crab Meadow Sample School District



Select Your School

Crab Meadow Sample Middle School



 Students (0)



None

Cancel

Submit



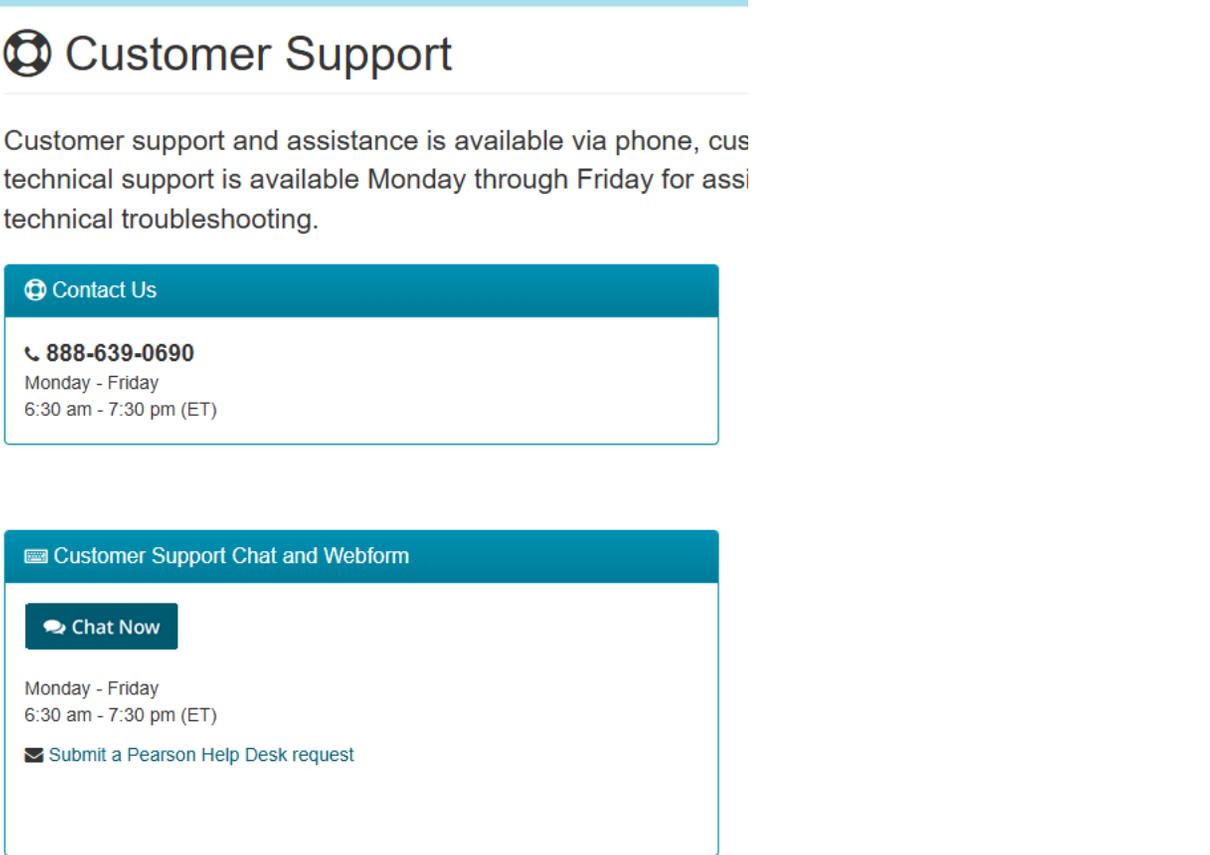
- Locate students by search bar and click + sign to add student to the proctor group
- Close out of Add Students page
- Submit to finalize

Once the student is in the new proctor group the STC can print the testing ticket and the student can test.

The screenshot shows the 'Add Students' modal window. At the top, there is a search bar labeled 'Search by student name...' and a button 'Add 10 Students'. Below the search bar, it indicates '(0) Students In Proctor Group' and a pagination control showing '1 to 10 (50)'. The main area contains a table with the following columns: First Name, Last Name, Identifier, Organization, Test Status, Accommodation, and Actions. The table lists several students, all with a 'NOT STARTED' status. A red box highlights the search bar, and a purple box highlights the '+' icon in the Actions column for the first student, Albie Trow.

First Name	Last Name	Identifier	Organization	Test Status	Accommodation	Actions
Albie	Trow	600001674_pt	Crab Meadow Sample Middle School	NOT STARTED		+
Almeda	Petts	600001705_pt	Crab Meadow Sample Middle School	NOT STARTED		+
Anallise	Eaden	600001688_pt	Crab Meadow Sample Middle School	NOT STARTED		+
Baldwin	Witsey	600001685_pt	Crab Meadow Sample Middle School	NOT STARTED	4	+
Bartholomew	Pummery	600001704_pt	Crab Meadow Sample Middle School	NOT STARTED		+
Bathsheba	Gilhool	600001681_pt	Crab Meadow Sample Middle School	NOT STARTED		+
Bonnie	Ohm	600001694_pt	Crab Meadow	NOT STARTED		+

## Testing Organization Change During Testing – To Another LEA

Steps	Screen Shot
<p>If a student has already logged into the assessment and has moved to a new LEA, please follow these steps:</p> <ul style="list-style-type: none"><li>• The LAC or STC should reach out to MSDE or the call center</li><li>• Provide the SASID and the name of the NEW proctor group</li><li>• MSDE or Pearson will move the student</li></ul> <p>Once the student is in the new proctor group the STC can print the testing ticket and the student can test.</p>	 <p>The screenshot shows the 'Customer Support' page. At the top, it says 'Customer support and assistance is available via phone, customer technical support is available Monday through Friday for assistance with technical troubleshooting.' Below this, there are two main sections. The first is 'Contact Us', which includes a phone icon, the number '888-639-0690', and the hours 'Monday - Friday 6:30 am - 7:30 pm (ET)'. The second section is 'Customer Support Chat and Webform', which includes a 'Chat Now' button, the same hours, and a link to 'Submit a Pearson Help Desk request'.</p>